



City of Duarte

MONTHLY FINANCIAL REPORT

Month Ended August 31, 2021
(16.7% of FY 2021-22 Completed)

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******A Glance at Unemployment in Duarte and the Region******

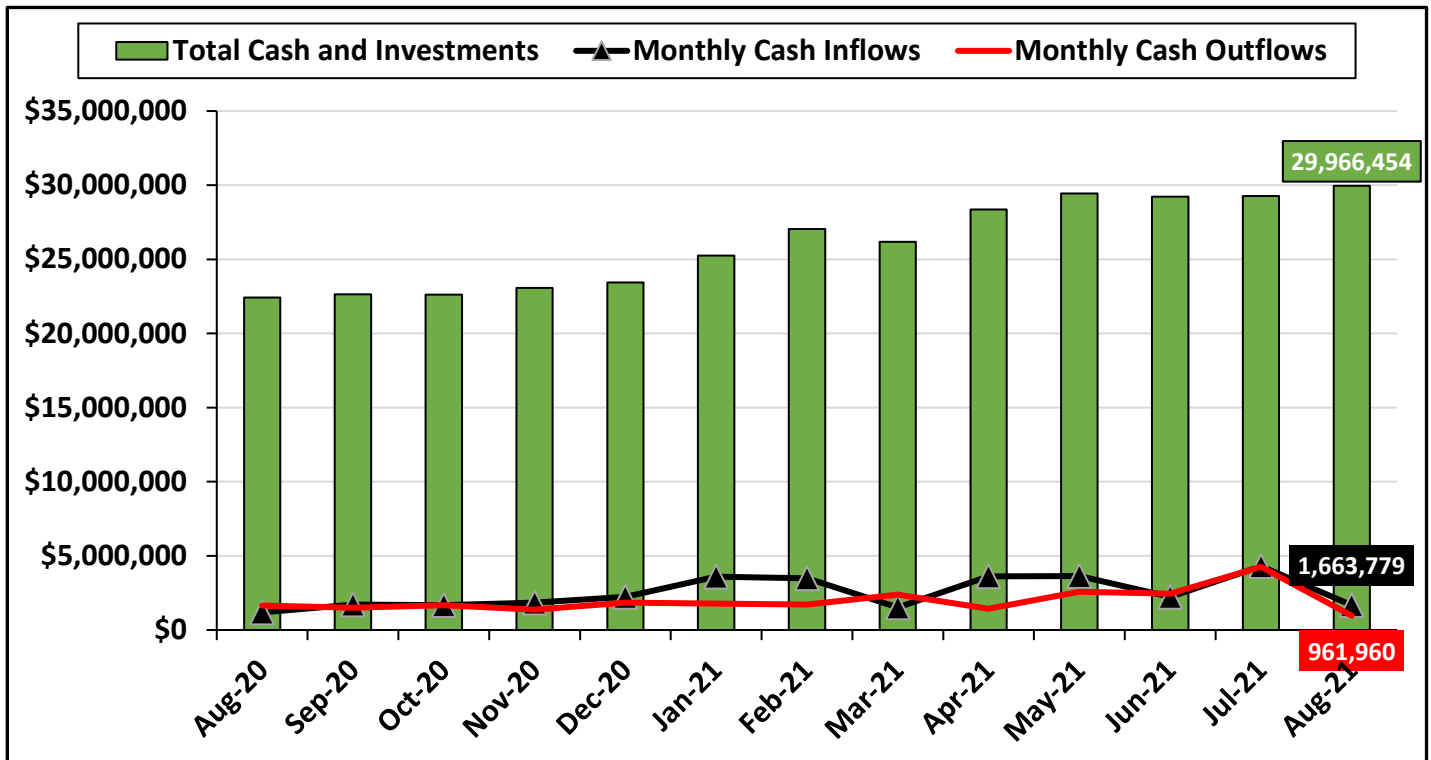
Unemployment Rate (in %)*					
	Jan-20	May-20	Apr-21	May-21	Jun-21
Irwindale	6.7	28.5	14.0	12.8	13.1
Duarte	5.4	24.3	12.6	11.5	11.8
Baldwin Park	4.7	22.2	12.3	11.2	11.0
Azusa	4.4	18.6	10.5	9.7	10.1
Glendora	4.0	17.5	9.2	8.5	8.7
Monrovia	3.8	17.8	9.0	8.7	8.6
Arcadia	3.4	17.4	8.1	7.7	7.9
Los Angeles County	4.5	20.8	11.2	10.2	10.5

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

CITY OF DUARTE

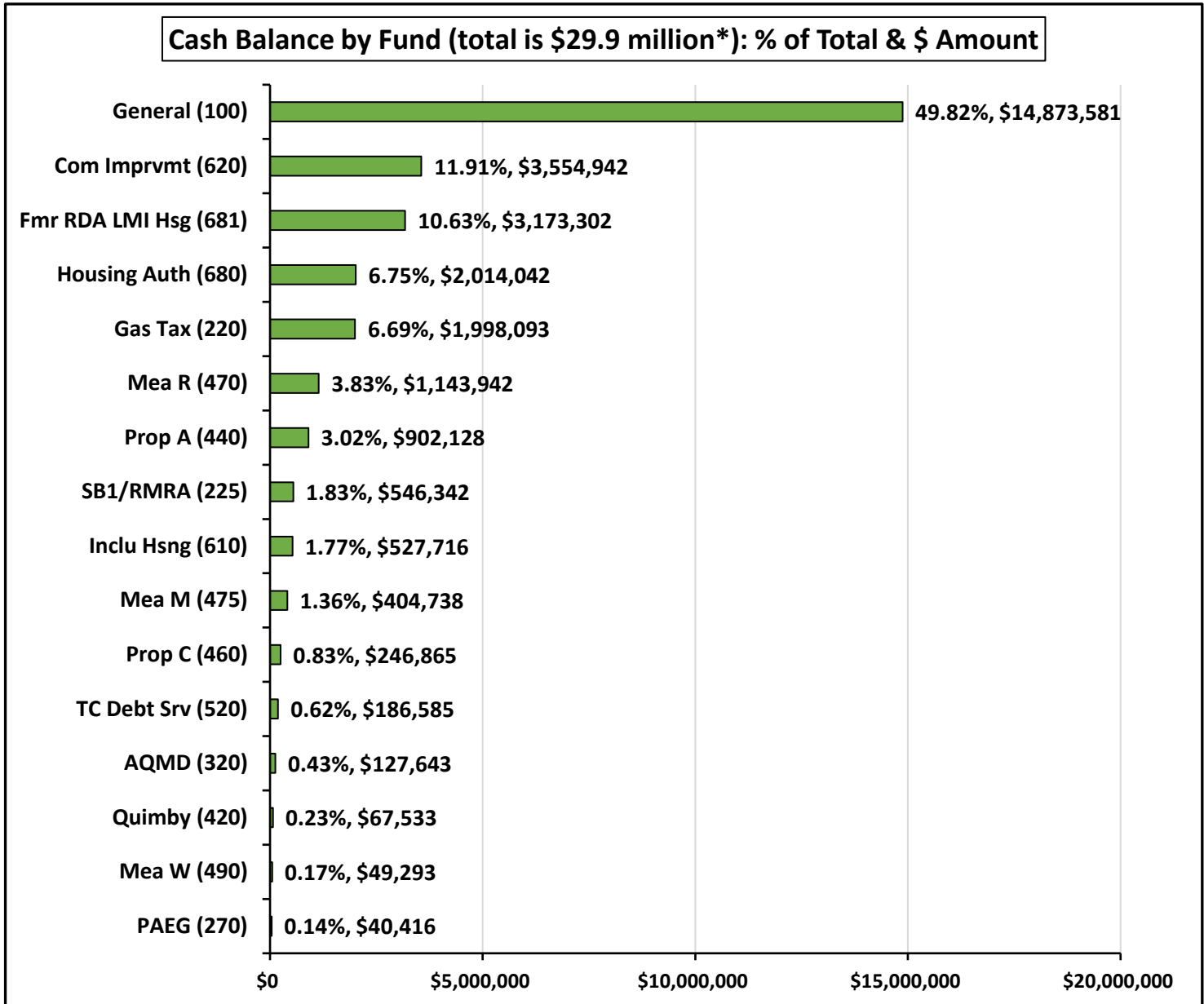
Treasury Report - Monthly Activity & Balances Month Ended August 31, 2021

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (08/01/2021)	\$13,815,558	\$15,449,076	\$29,264,635
Cash Inflows			
Receipts	\$1,663,779	\$0	\$1,663,779
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,663,779	\$0	\$1,663,779
Cash Outflows			
Disbursements	\$961,960	\$0	\$961,960
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$961,960	\$0	\$961,960
Net Activity	\$701,820	\$0	\$701,820
Ending Balance (08/31/2021)	\$14,517,378	\$15,449,076	\$29,966,454



*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 August 31, 2021



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

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

CITY OF DUARTE

General Fund Revenue by Category & Major Sources

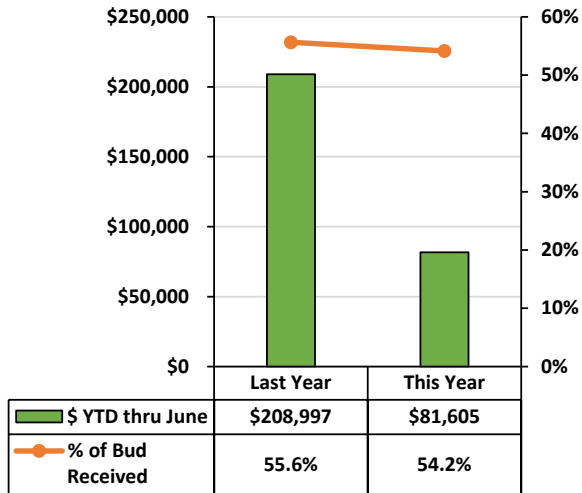
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



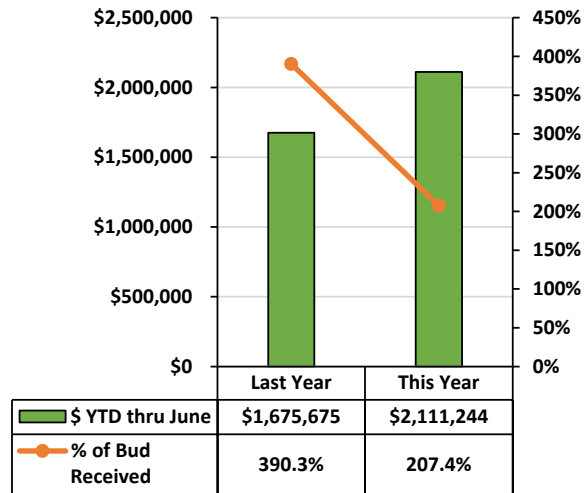
CITY OF DUARTE

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

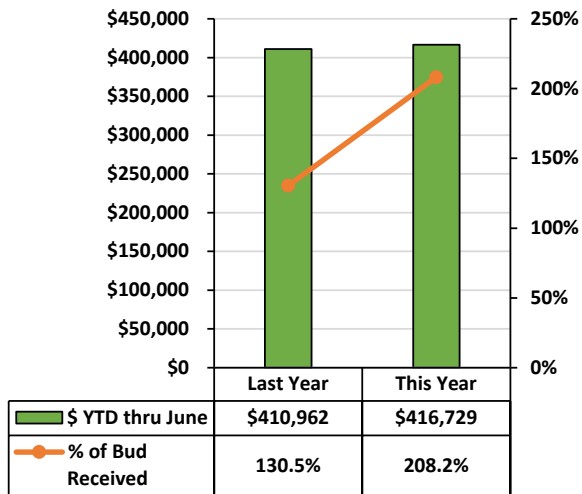
Recreation Fees



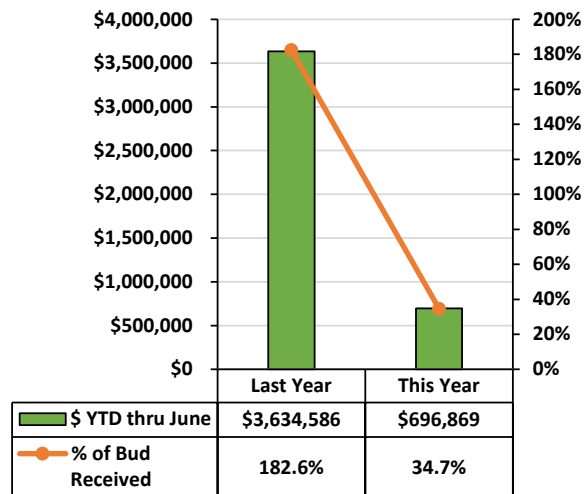
Other Service Charges



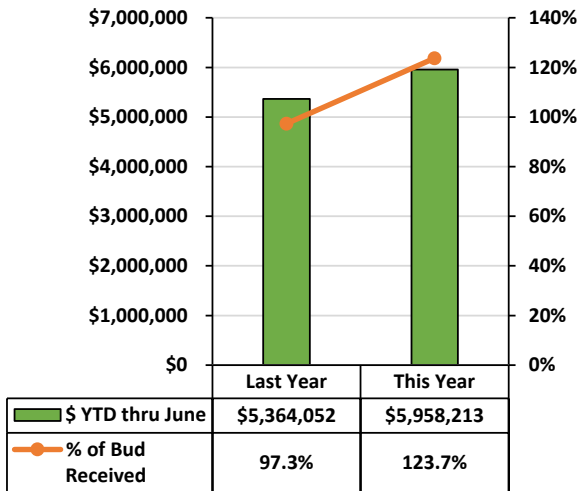
Miscellaneous



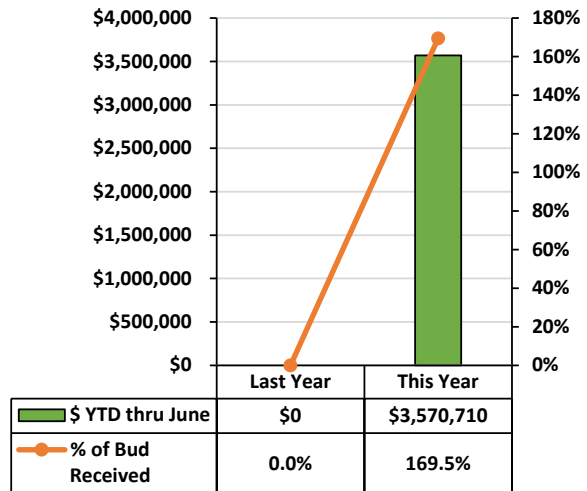
Reimbursements



Sales and Use Tax



Transactions (New Sales) Tax



CITY OF DUARTE

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



CITY OF DUARTE

General Fund Expenditures by Category & Division

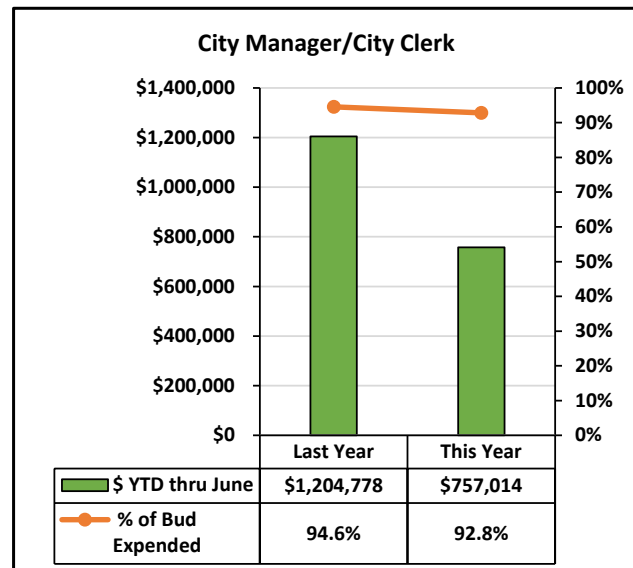
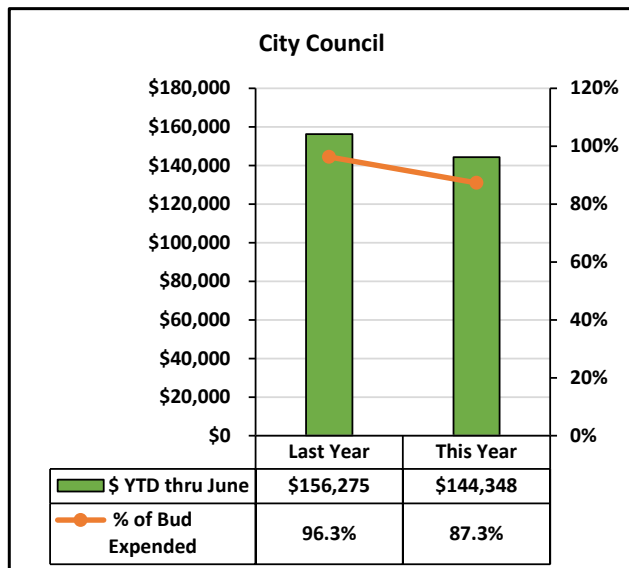
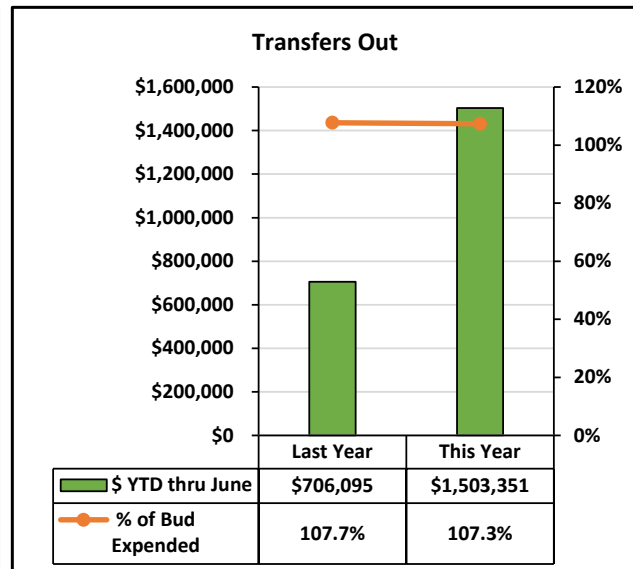
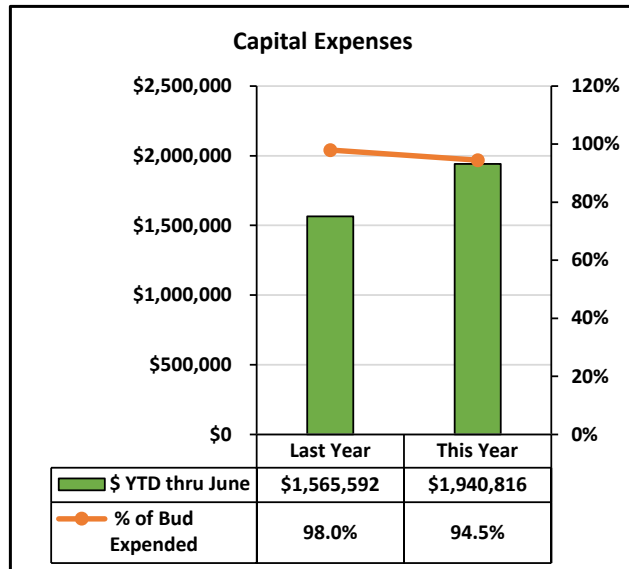
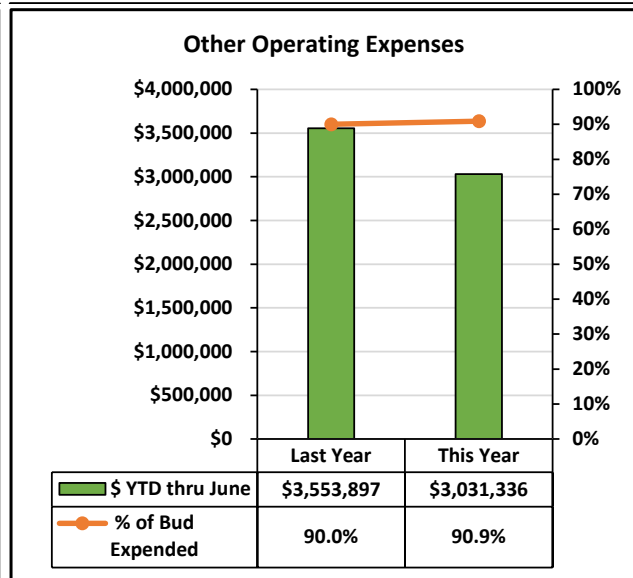
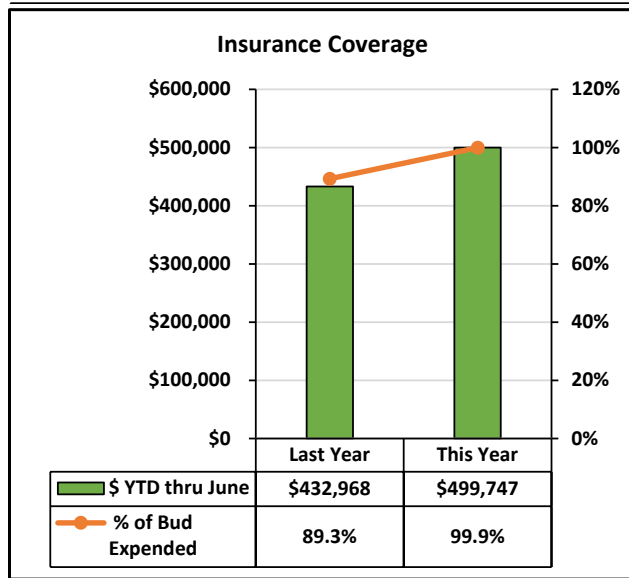
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

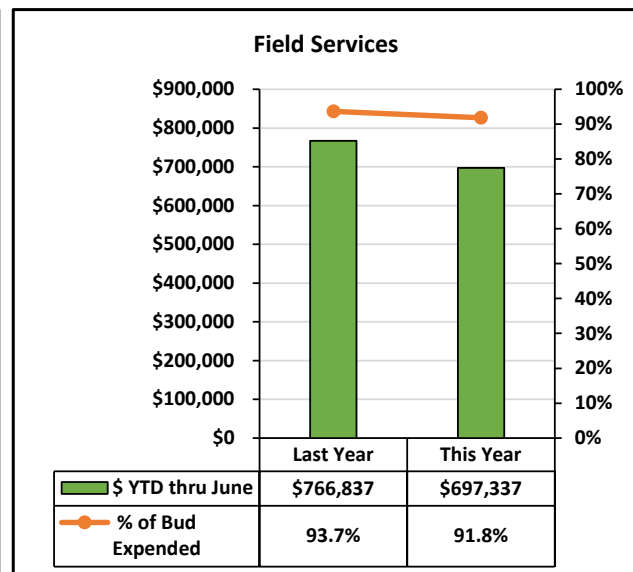
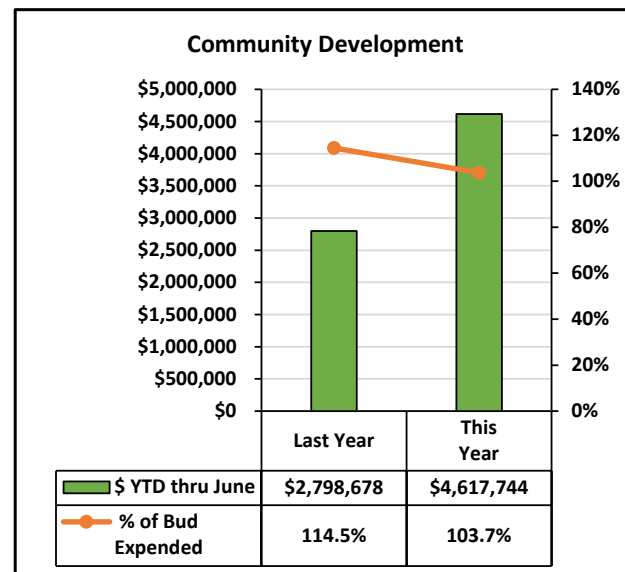
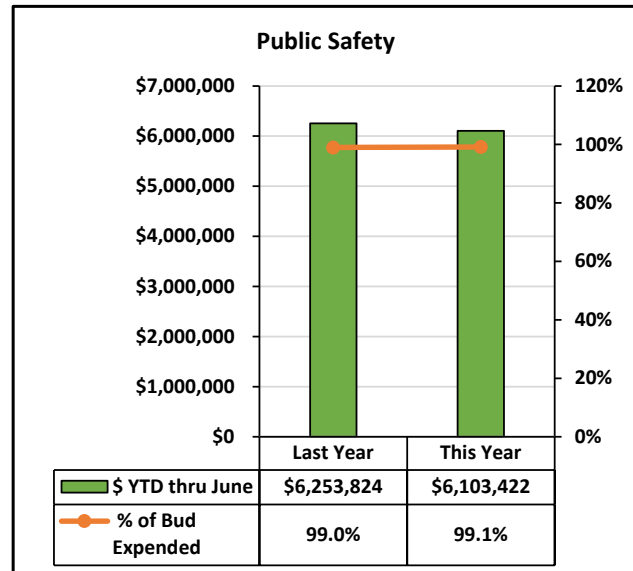
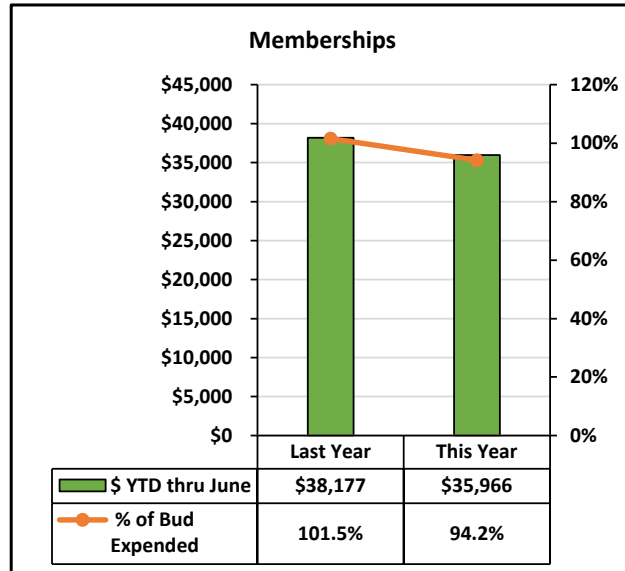
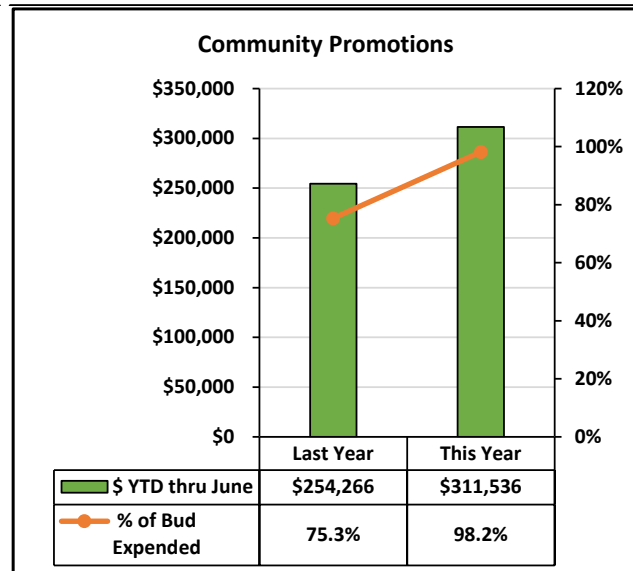
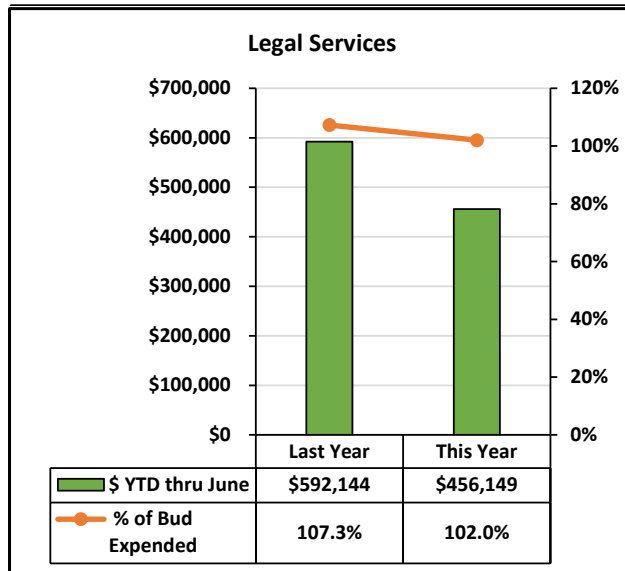
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

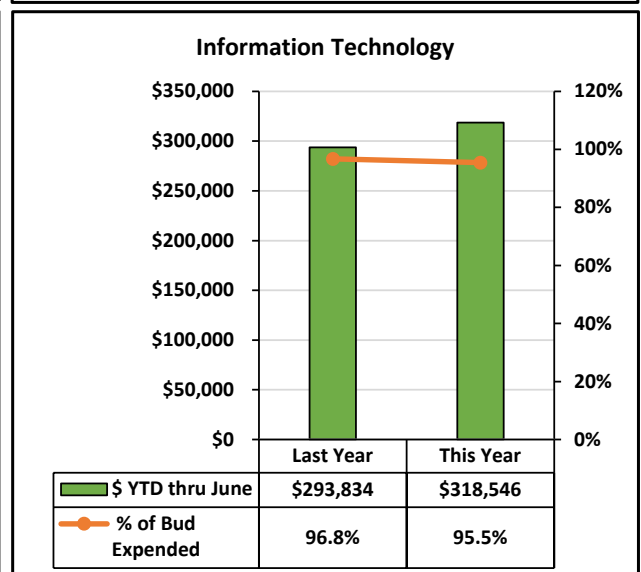
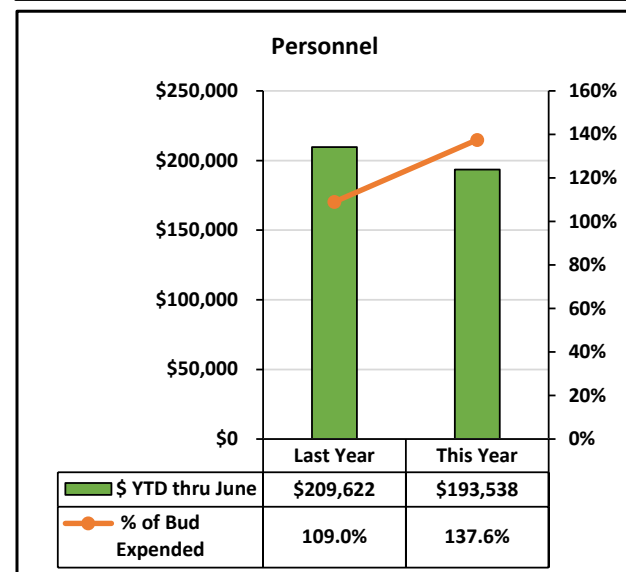
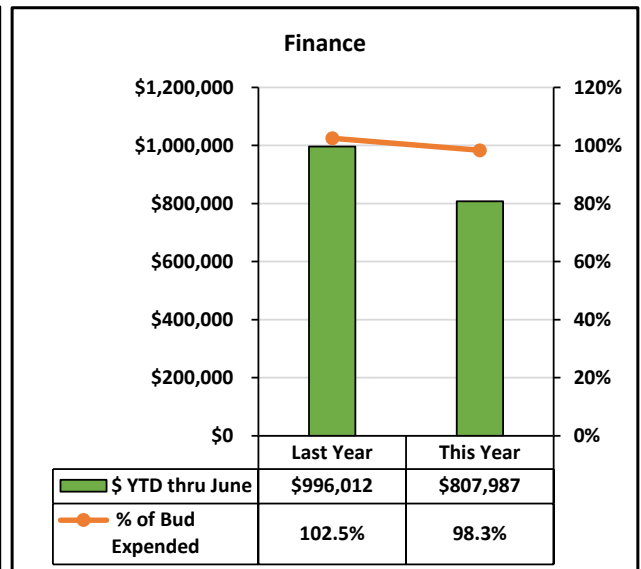
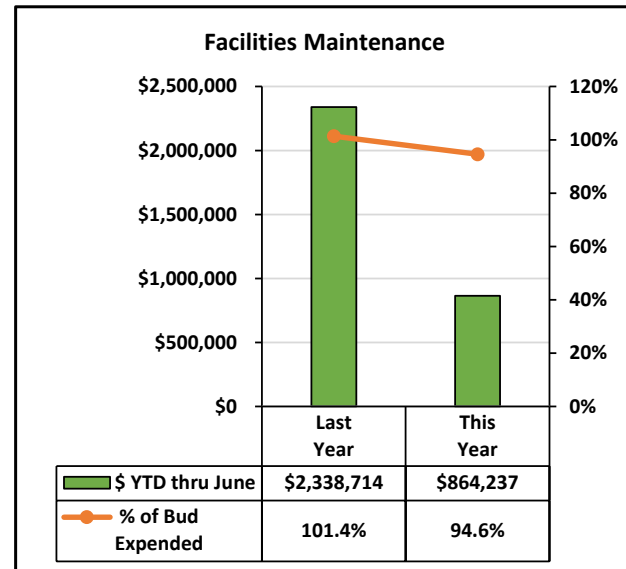
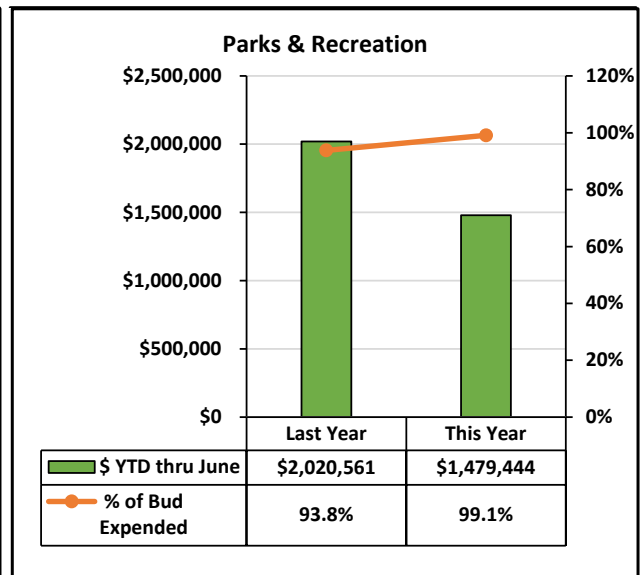
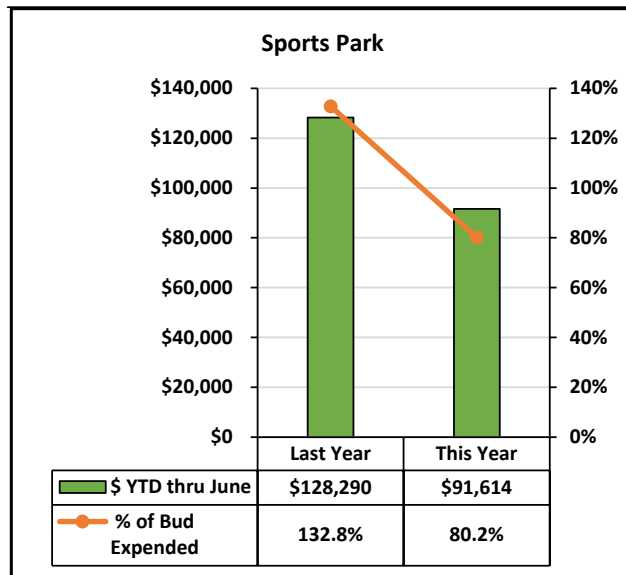
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

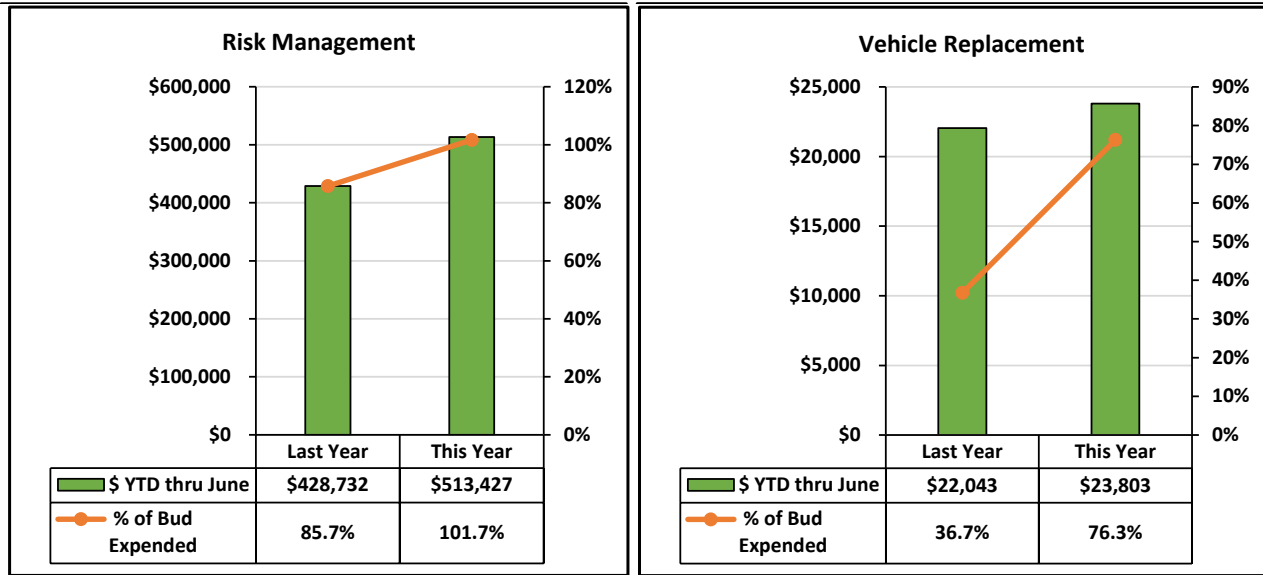
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

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

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	17,271,064	22,606,524	696,869	19,229,830	1,503,351	2,570,212	19,841,276
220	Gas Tax	1,992,923	483,816	0	323,544	57,731	102,542	2,095,465
225	SB1/RMRA	418,697	403,645	0	230,000	46,000	127,645	546,342
240	Lghtng & Lndscpng	53,159	984,414	611,207	1,292,482	343,200	(40,061)	13,098
260	CDBG	0	4,964	0	5,000	0	(36)	(36)
270	PAEG	3,599	32,541	0	0	0	32,541	36,140
290	Supp Law Enfrcmnt	(101)	156,870	0	156,870	0	0	(101)
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	214,026	(81,034)	0	7,576	(4,736)	(83,874)	130,152
400	Park Development	0	0	0	0	0	0	0
420	Quimby	67,295	239	0	0	0	239	67,534
440	Prop A	732,149	627,066	0	459,782	74,146	93,138	825,287
460	Prop C	247,110	367,304	0	371,214	60,665	(64,575)	182,535
470	Mea R	1,198,340	279,448	0	338,578	67,716	(126,847)	1,071,493
475	Mea M	339,776	313,094	0	260,736	52,147	211	339,987
490	Mea W	0	249,878	0	199,423	0	50,454	50,454
520	Town Cntr Debt Serv	413,739	1,042	0	152,680	0	(151,638)	262,101
521	Infra Mod Debt Srv	1,133	62	220,837	220,837	0	62	1,195
610	Inclusionary Hsng	525,850	1,866	0	0	0	1,866	527,716
620	Community Impr	457,196	553,508	0	0	0	553,508	1,010,704
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	1,401,771	7,442	671,307	60,863	0	617,886	2,019,657
681	Fmr RDA L/M Hsg	4,043,834	11,221	0	0	0	11,221	4,055,055
Total - All Funds		29,381,560	27,003,906	2,200,221	23,309,414	2,200,221	3,694,492	33,076,052



Agenda Item:	5A
CM Review:	
Fiscal Review:	

AGENDA REPORT

MEETING DATE: September 28, 2021

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

SUBJECT: Public Hearing to Receive Input from the Community Regarding the Redrawing of Election District Boundaries

RECOMMENDATION: It is recommended that the City Council: 1) Receive and file a report on the redistricting process and permissible criteria to be considered to redraw district boundaries; and 2) conduct a public hearing to receive public input on district boundaries.

FISCAL IMPACT: None at this time.

BACKGROUND

Every ten years, cities with by-district election systems must use new census data to review and, if needed, redraw district lines to reflect how local populations have changed. This process, called redistricting, ensures all districts have nearly equal population. The redistricting process for the City of Duarte must be completed by April 17, 2021.

The City adopted its current district boundaries on November 13, 2017, based on 2010 census data as required by law. The districts must now be redrawn using the 2020 census data and in compliance with the FAIR MAPS Act, which was adopted by the California legislature as AB 849 and took effect January 1, 2020.

Under the Act, the City Council shall draw and adopt boundaries using the following criteria in the listed order of priority (Elections Code 21601(c) for general law cities; 21621(c) for charter cities):

1. Comply with the federal requirements of equal population and the Voting Rights Act
2. To the extent practicable, council districts shall be geographically contiguous. Areas that meet only at the points of adjoining corners are not contiguous. Areas that are separated by water and not connected by a bridge, tunnel, or regular ferry service are not contiguous.
3. Undivided neighborhoods and "communities of interest" (socio-economic geographic areas that should be kept together)
4. Easily identifiable boundaries

5. Compact (do not bypass one group of people to get to a more distant group of people)
6. Shall not favor or discriminate against a political party

Once the prioritized criteria are met, other traditional districting principles can be considered, such as

1. Minimize the number of voters delayed from voting from 2022 to 2024
2. Respect voters' choices / continuity in office
3. Future population growth

By law, the City must hold at least four public hearings that enable community members to provide input on the drawing of district maps:

- At least one hearing must occur before the city or county draws draft maps
- At least two hearings must happen after the drawing of draft maps
- The fourth hearing can happen either before or after the drawing of draft maps
- City or county staff or consultants may hold a public workshop instead of one of the required public redistricting hearings

To increase the accessibility of these hearings, cities and counties must take the following steps:

- At least one hearing must occur on a Saturday, Sunday, or after 6 p.m. on a weekday
- If a redistricting hearing is consolidated with another local government meeting, the redistricting hearing portion must begin at a pre-designated time
- Local public redistricting hearings should be made accessible to people with disabilities

The purpose of this public hearing is to inform the public about the districting process and to hear from the community on what factors should be taken into consideration while creating district boundaries. The public is requested to provide input regarding communities of interest and other local factors that should be considered while drafting district maps. A *community of interest* under the relevant Elections Code for cities (Section 21601(c) / 21621(c)] is “a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation.”

Possible features defining community of interest might include, but are not limited to:

- A. School attendance areas;
- B. Natural dividing lines such as major roads, hills, or highways;
- C. Areas around parks and other neighborhood landmarks;
- D. Common issues, neighborhood activities, or legislative/election concerns; and
- E. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic isolation;
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

Next Steps

On January 11, 2022, the City Council will conduct Public Hearing #2 to seek additional public input and provide direction on criteria to be considered while drafting district maps. Following that hearing, draft district maps and proposed election sequencing will be posted to the City website and available at City Hall.

Public Hearings #3 and #4 for the consideration of draft maps are scheduled for February 8, 2022 and March 8, 2022, respectively, however the dates are subject to change depending on release of the delayed U.S. Census data and state prisoner population adjusted counts.

RECOMMENDATION

It is recommended that the City Council: 1) receive and file a report on the redistricting process and permissible criteria to be considered to redraw district boundaries; and 2) conduct a public hearing to receive public input on district boundaries.

FISCAL IMPACT

None at this time.



PUBLIC SAFETY STATUS REPORT September 2021



PROJECT/PROGRAM STATUS	
<u>L.A. COUNTY SHERIFF'S DEPARTMENT</u>	
1. Part 1 Crimes	Part 1 crimes are currently up by 13.6% year to date. Robberies, assaults, and stolen vehicles are up significantly. Robberies are up 57% year to date with 11 incidents reported this year compared to 7 last year. Assaults are up 42% year to date with 37 incidents reported this year compared to 26 last year. Stolen vehicles are up 65% year to date with 63 incidents reported this year compared to 38 last year.
2. Special Assignment Team	Deputies Milano and Gonzales continue to conduct routine probation/parole compliance searches and adjust their work schedules to fit current crime trends. Deputy Valenzuela is working with each school site to ensure a safe campus and has nothing to report regarding school safety or incidents on campus.
<u>MEASURE H and OUTREACH COORDINATION</u>	
1. Measure H Grant	The City of Duarte currently has two Measure H grants we are administering to: The first is a grant in conjunction with four other cities (Azusa, Glendora, Covina, and West Covina) which supplied each of us with a housing navigator from Union Station. Our housing navigator was assigned in April of 2020. They communicate daily with our Outreach Coordinator to provide services to the homeless. This grant will end December 31, 2021. The second grant, started in the summer of 2020, and included a partnership with Foothill Unity who was a sub-grant recipient through the City of Duarte to provide hygiene services for the unhoused. This funding from the City of Duarte has allowed Foothill Unity Center to secure mobile restrooms and a hand washing station. All services that became even more important during the pandemic as public restrooms were shut down. Additionally, Public Safety Outreach Coordinator Hadloc conducts intake for the City's homeless prevention and diversion program. The City has a number of resources available to community members who are either currently unhoused or at risk of becoming homeless due to any number of reasons, including but not limited to unpaid rent, overdue utility bills, family or roommate dispute, auto repair preventing access to work, lack of rental deposit, or inability to pay moving costs. Any other barrier that may lead to homelessness can be discussed. We currently are not servicing anyone in this program.

PROJECT/PROGRAM STATUS	
	We did confirm that the female adult with children, safely made it to Indiana and that they are linked to services in that state.
2. Outreach Coordinator	Outreach Coordinator Tony Hadloc has been assigned to this position since August, 2018. Tony's unofficial recent homeless count, counted 21 (down from 22 reported last month) unsheltered people within the city. One out of those four was living in Lario Park prior to the Los Angeles County Parks and Recreation clean up. One is a recent transplant from Pasadena. All of them are linked to Union Station and five of them are linked to the Department of Mental Health. Nine of them have significant substance abuse issues.
3. Riverbed Areas	The Los Angeles County Parks and Recreation Department completed its clean-up of Lario Park and they have had a constant presence in the area with security officers deployed to the area on ATV's.
4. SGVCOG Grant and staff updates	• Staff is finalizing a proposal with City Net to conduct a homeless census. • Staff is working with the City Attorney to bring loitering ordinances to the City Council for consideration • Staff is working closely with the SGVCOG to request that the County fund a housing navigator for each city outside of the SGVCOG grants. • Staff submitted a SGVCOG Grant yesterday for the following services: - Services to supplement existing programs which will identify gaps within existing homeless services and will be offered to cities at no cost - Outreach and services to the Hard to Reach Population which looks to partner a Department of Mental Health team with each participating city - Mobile crisis response program to assist cities in responding to 911 calls related to homeless individuals with significant mental health issues
5. 2020 LAHSA Official Homeless Count	Duarte – 25 Monrovia – 77 Arcadia – 106 Glendora – 145 Azusa - 243
<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 still no end date for COVID – 19 operations.

CITY OF DUARTE

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

TUESDAY, SEPTEMBER 14, 2021 – 7:00 P.M.

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

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

CLOSED SESSION

1. CALL TO ORDER

Via teleconference, the Closed Session was called to order by Mayor Pro-tem Finlay at 6:02 p.m. in the City Hall Council Chamber, 1600 Huntington Drive, Duarte, California 91010.

ROLL CALL:

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

2. PLEDGE TO THE FLAG

The flag salute was led by Councilmember Paras-Caracci.

3. ADOPTION OF THE AGENDA

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

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

4. PUBLIC COMMUNICATION ON CLOSED SESSION ITEMS

None.

5. CLOSED SESSION ITEMS

- A. CONFERENCE WITH LABOR NEGOTIATOR – The Closed Session is authorized by Government Code 54956.6 CITY REPRESENTATIVES: City Manager, Assistant City Manager/Director of Administrative Services, City Labor Counsel. EMPLOYEE GROUPS: Duarte Management & Professional Association, Duarte General Employees Association, unrepresented management, and part-time employees.

6. ANNOUNCEMENT OF CLOSED SESSION ITEMS

City Manager Jordan announced that there was no reportable action taken during Closed Session.

OPEN SESSION - REGULAR MEETING

1. CALL TO ORDER

Via teleconference the Open Session was called to order by Mayor Pro-tem Finlay at 7:07 p.m. in the City Hall Council Chamber, 1600 Huntington Drive, Duarte, California 91010.

ROLL CALL:

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

2. SPECIAL ITEMS

- A. Presentation of retirement plaque to Foothill Unity Executive Director, Betty McWilliams and introduction of Chief Executive Director Tashera Taylor.

A retirement plaque was presented to outgoing Foothill Unity Executive Director, Betty McWilliams, and incoming Chief Executive Director, Tashera Taylor, was introduced.

- B. San Gabriel Valley Regional Housing Trust (SGVRHT) Presentation

Marisa Creter, San Gabriel Valley Council of Governments Executive Director, gave a presentation on the first year of the San Gabriel Valley Regional Housing Trust and updates for Fiscal Year 2021-22.

- C. Community Development Update

Community Development Director Hensley provided an update on Public Works projects, the development of the liquor store site, and the sale of the Rite-Aid property.

- D. Parks and Recreation Update

Parks and Recreation Director Enriquez provided an update on upcoming city events and the Fish Canyon Trails rehabilitation application.

3. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

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

Assistant to the City Manager Rocha announced upcoming City events.

4. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None.

5. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by title only and waive further reading.
- B. Removed from Consent Calendar for discussion.
- C. Approval of minutes – August 24, 2021. (CC/HA/SA/FA).
- D. Approval of warrants – September 14, 2021. (CC/HA/SA/FA)
- E. Receive and file Community Development Status Report.
- F. Receive and file Parks and Recreation Status Report.
- G. Proclamation – Hispanic Heritage Month.
- H. Proclamation – Suicide Prevention Month.
- I. Veto Request Letter – SB 9 (Atkins) Increased Density in Single-Family Zones.
- J. Adoption of Resolution No. 21-17 Approving an Application for Outdoor Equity Grants Program Funds
- K. City Council/City Manager Conference Attendance and other items suggested by Council.

Moved by Councilmember Kang, seconded by Councilmember Truong, to approve Items A and C-K of the Consent Calendar. Motion was carried by the following vote:

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

6. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

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

Councilmember Paras-Caracci requested clarification of the policy regarding Councilmember absences.

Moved by Councilmember Paras-Caracci, seconded by Councilmember Schulz, to approve Item B of the Consent Calendar. Motion was carried by the following vote:

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

7. PUBLIC HEARINGS

None.

8. BUSINESS ITEMS

None.

9. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

11. ADJOURNMENT

At 8:39 p.m. the City Council adjourned the meeting in memory of Uriel E. Macias, City of Azusa Councilmember and Mickey Dudek.

Brian Urias, Mayor

Annette Juarez, City Clerk

CITY OF DUARTE

**MINUTES OF THE SPECIAL CLOSED SESSION MEETING OF THE OF THE CITY
COUNCIL OF THE CITY OF DUARTE, CALIFORNIA**

MONDAY, SEPTEMBER 20, 2021 – 6:30 P.M.

CLOSED SESSION

1. CALL TO ORDER

The Closed Session was called to order by Mayor Urias at 6:30 p.m. in the City Hall Council Chamber, 1600 Huntington Drive, Duarte, California 91010.

ROLL CALL:

Councilmembers Present: Urias, Finlay, Kang, Lewis, Paras-Caracci, Schulz, Truong
Councilmembers Absent: None
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, Assistant City Attorney
Brian Villalobos, Director of Public Safety Services
Annette Juarez, City Clerk

2. PLEDGE TO THE FLAG

The flag salute was led by Councilmember Lewis.

3. ADOPTION OF THE AGENDA

Moved by Mayor Pro-tem Finlay, seconded by Councilmember Kang, and carried by the following vote of the Council to approve the adoption of the agenda.

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

4. PUBLIC COMMUNICATION ON CLOSED SESSION ITEMS

None.

5. CLOSED SESSION ITEMS

Mayor Urias announced that pursuant to Fair Political Practices Commission Regulation Section 18707, he would be recusing himself from Agenda Item 5 to be heard in closed session due to a conflict of interest under Government Code Section 87100 and common law conflicts of interest.

Mayor Pro-tem Finlay announced the Closed Session Item.

The City Council recessed into Closed Session at 6:32 p.m. to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Pursuant to Government Code Section 54956.9(a) and (d)(4): One potential case.

Mayor Urias left the meeting at 6:32 p.m.

Councilmember Kang left the meeting at 7:13 p.m.

6. ANNOUNCEMENT OF CLOSED SESSION ITEMS

The Council returned from Closed Session at 7:49 p.m., City Attorney Phan announced that no reportable action was taken during Closed Session.

7. ADJOURNMENT

At 7:50 p.m. the City Council adjourned the meeting.

Brian Urias, Mayor

Annette Juarez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	216608		74.99
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Deposit Return	216608		-272.00
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	216608		349.98
100-1605-7730	CAPITAL ONE	Touch A Truck Supplies	EFT12042		34.35
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	EFT12042		52.38
100-1605-7730	CAPITAL ONE	Touc-A-Truck Event Supplies	EFT12042		17.61
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	EFT12042		87.08
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	216608		129.45
100-2120	PAMELA MENARD	Pool Rental Cancellation (Event 8/14/2021)	216601		200.00
100-4403	PAMELA MENARD	Pool Rental Cancellation (Event 8/14/2021)	216601		240.00
100-1610-7652	SUNTREK INDUSTRIES INC	Pool Solar System Service Call	216612		367.50
100-1610-7652	CALIBER COMMERCIAL POOL S...	Pool X-2 Acid Feed Solenoid Replacement	216580		1,773.78
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	216582		28.65
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	216582		8.20
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY21 Interim Audit Fieldwork	216604		4,000.00
100-1810-7673	IRWINDALE INDUSTRIAL CLINIC	Audio Testing 8/2021	216593		30.00
100-1405-7975	KOSMONT COMPANIES	Economic Analysis-Huntington Dr/Buena Vista St	1456		317.20
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	1463		57.18
100-1825-7631	CANON SOLUTIONS AMERICA I...	FC/CMD Printer Maint 5/31/21 - 8/30/21	216581		52.62
100-1010-7980	SHAFFER AWARDS	Retirement Plaque-Sheryl Lefman	216610		26.02
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 7/2021	1452		22,370.33
100-1405-7965	CHARLES ABBOTT ASSOCIATES ...	Contract Planner 8/2021	1452	202117-COH Exps-Charles Abbo...	1,525.00
100-1820-7771	CALIFORNIA STREET LIGHTING	City Property Damage Repair (1126 Huntington Dr)	1451	DMGE063-Exp-126 Huntington-...	15,500.00
100-4204	CRISTINA MORALES	Dog License Overpayment	216602		35.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Connect 10/2021	1464		593.90
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 10/2021	1464		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 10/2021	1464		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 10/2021	1464		553.00
100-1825-7614	STAPLES ADVANTAGE	WhiteBoard (CM Office)	1463		123.47
100-1820-7771	CALIFORNIA STREET LIGHTING	City Property Damage Repair (1320 Buena Vista St)	1451	DMGE064-1320 Buena Vista St-L..	10,800.00
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577	250016-Oper of Acq Prop-1229 ...	41.67
100-1810-7660	CMC LIVESCAN & NOTARY SERV...	Livescan Services 8/2021	1453		138.00
100-1605-7614	STAPLES ADVANTAGE	Fitness Ctr Chair	1463		184.89
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	1463		37.20
100-1020-7711	ROXANNE BRECEDA	Employee Appreciation Day Supplies	1448		156.17
100-1410-7656	CUMMINS SALES AND SERVICE	Emergency Generator Load Bank Test	216584		1,438.54
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 8/2021	216613		1,440.62

Council Warrant Register By Account

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 8/1/21 - 8/31/21	216579		1,215.00
100-1810-7660	CALIFORNIA STATE DEPARTME...	Fingerprint Apps 8/2021	1450		192.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 9/1/21 - 9/30/21	EFT12055		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 9/1/21 - 9/30/21	EFT12055		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 9/1/21 - 9/30/21	EFT12055		558.71
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 9/1/21 - 9/30/21	EFT12055		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 9/1/21 - 9/30/21	EFT12055		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 9/1/21 - 9/30/21	EFT12055		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 9/1/21 - 9/30/21	EFT12055		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 9/1/21 - 9/30/21	EFT12055		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 9/1/21 - 9/30/21	EFT12055		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 9/1/21 - 9/30/21	EFT12055		566.88
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	1463		18.41
100-1015-7682	AISHA SHELTON ADAM	Labor Investigation Costs 8/10/21 - 9/3/21	216573		1,785.00
100-1605-7693	YOUNG'S GOURMET	TC Mayor's Youth Council Dinner	216615		255.80
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm Monitoring 10/1/21 - 10/31/21	1459		87.56
100-1605-7732	ROCKETOLOGY LLC	City Picnic Performance 9/25/2021	1460		199.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	216582		39.30
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	216582		18.85
100-1005-7649	DUARTE KIWANIS CLUB	Bryan Urias Member Dues 10/1/2021 - 9/30/2022	216586		240.00
100-1805-7653	SECTRAN SECURITY INC	September 2021 Courier Pick-up	1461		296.13
100-1825-7980	PAPER RECYCLING & SHREDDIN...	Document Shredding 9/8/21	216607		65.00
100-1405-7965	LDM ASSOCIATES INC	FY 21/22 Federal Grant Administration 8/2021	1457		50.00
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Sales Tax Audit Q1 2021	216592		2,023.67
100-1805-7610	CSMFO	Angela Chiaromonte Training Sept/Oct 2021	216583		150.00
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	216608		204.52
100-1610-7618	SMART & FINAL	SC Coffee Supplies	1462		29.97
100-1605-7733	SMART & FINAL	SC Ice Cream Social/Birthday	1462		51.47
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	1466		1,326.80
100-1605-7735	SMART & FINAL	TC Supplies	1462		155.24
100-1405-7967	ARDURRA GROUP INC	PW Inspect-COH Seg2 Infrastructure Realign 8/2021	1446		3,240.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Traffic Signals (4) 8/2021	1446		1,215.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Village Rd Traffic Signal 8/2021	1446		1,350.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Pkg Lot G Expansion 8/2021	1446		2,565.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Village Rd N St Improve 8/2021	1446		4,320.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Station/Esperanza Apts 8/2021	1446		11,880.00
100-1405-7965	FEHR PEERS	Hope Dr Traffic Signal Design 6/26/21 - 8/27/21	216589		3,144.75
100-1010-7965	NATIONAL DEMOGRAPHICS INC	Council District Redistricting	216605		8,500.00

Council Warrant Register By Account

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1825-7614	STAPLES ADVANTAGE	Credit for Invoice #3484863827 (Chairmat)	1463		-157.65
100-1500	MARILYN MAYS	Advance-Family Feud Fun	216598		1,700.00
100-1015-7682	BURKE, WILLIAMS & SORESEN...	Labor Legal 8/2021	1449		1,820.83
100-2126	BRKICH CONSTRUCTION	Const/Demo Deposit Refund (Pmt #8-0062)	216578		2,038.40
100-5004	BRKICH CONSTRUCTION	Administrative Fee (Pmt #8-0062)	216578		-125.00
100-2126	BRKICH CONSTRUCTION	Const/Demo Deposit Refund (Pmt #5-0068)	216578		12,160.00
100-5004	BRKICH CONSTRUCTION	Administrative Fee (Pmt #5-0068)	216578		-125.00
100-2121	ARMSTRONG & WALKER LAND...	Landscape Plan Ck- COH East Circle Rd Improvements	1447		1,480.00
100-2120	JAVIER MORAS	Pool Rental Deposit Refund	216603		200.00
100-2120	JACQUELINE GUZMAN	Pool Rental Deposit Refund	216591		150.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	216582		28.65
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	216582		8.20
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	1466		152.74
100-1610-7618	GRAINGER	ROP Bldg Door Handle	1454		96.04
100-2026	VELI MACIAS	Equipment Deposit Refund	216597		25.00
100-2026	ROBERT S ALEXANDER	Equipment Deposit Refund	216574		25.00
100-2026	ALEXIS R MEDINA	Equipment Deposit Refund	216600		25.00
100-2026	ELGIN L KING	Equipment Deposit Refund	216595		25.00
100-2026	NELY ALVAREZ	Equipment Deposit Refund	216575		25.00
100-2026	ADRIAN AVALOS	Equipment Deposit Refund	216576		25.00
100-2026	EMILIA FLIPPINI	Equipment Deposit Refund	216590		25.00
100-2026	VICKY DELGADO	Equipment Deposit Refund	216585		25.00
100-2026	EMILY LUC	Equipment Deposit Refund	216596		25.00
100-2026	NIKOLETTE STERRIS	Equipment Deposit Refund	216611		25.00
100-4302	CASSIDY RECTOR	Citation Refund	216609		60.00
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemical Deposit Credit	216608		-8.46
100-1605-7732	FUN SERVICES	Balance-City Picnic Trackless Train Rental 9/25/21	216571		572.50
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Carwash 8/2021	216588		48.60
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Comm & Social Media Mgmt 9/2021	1465		8,355.00
100-1020-7718	TRIPEPI SMITH & ASSOCIATES	City Newsletter 9/2021	1465		1,300.00
100-1605-7732	PARTY PRONTO INC	City Picnic Inflatable Rental 9/25/21	216572		3,117.00
100-1605-7733	DUARTE PETTY CASH/BINGO PR...	SC Bingo Prize Money	216587		100.00
100-1605-7732	A1 EVENT & PARTY RENTAL	City Picnic Furnishings	216570		14,917.29
100-1825-7614	STAPLES ADVANTAGE	Credit for Invoice #3482739661 (Folding Chairmat)	1463		-184.33
100-1815-7965	MAXTREME INC	IT Helpdesk 9/2021	1458		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 9/2021	1458		200.00
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 45 of 60	EFT12054		1,340.10
100-2120	PACIFIC PRODUCTION SERVICES	Film Deposit Refund (Pmt #2021-04)	216606		500.00
100-2120	RICHARD E MCLEOD	Film Deposit Refund (Pmt #2021-05)	216599		500.00
Fund 100 - GENERAL FUND Total:					173,857.02
Fund: 220 - GAS TAX FUN					
220-2225-7980	WEST COAST ARBORISTS INC	Arborist-Duarte Sidewalk Project	1467		245.25
220-2220-7980	JCL TRAFFIC SERVICES	Safety Vests	216594		128.78
Fund 220 - GAS TAX FUN Total:					374.03
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		7,500.00

Council Warrant Register By Account

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		4,845.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		485.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	216577		500.00
240-2405-7662	CALIFORNIA STREET LIGHTING	Light Pole Organization & Disposal	1451		2,000.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					22,636.07
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	CDBG City Hall ADA Improvements 8/2021	1457	202102-CDBG ADA Improv	300.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					300.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 9/1/21 - 9/30/21	EFT12055		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 9/1/21 - 9/30/21	EFT12055		527.38
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					994.51
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 8/2021	216613		1,920.82
440-4405-7980	SUPERIOR PROPERTY SERVICES ...	Bus Stop Steam Cleaning 8/12/21	216613		1,278.75
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Carwash 8/2021	216588		27.00
Fund 440 - PROPOSITION A TRANSIT FUND Total:					3,226.57
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 8/2021	216613		1,440.61
460-4605-7980	SUPERIOR PROPERTY SERVICES ...	Bus Stop Steam Cleaning 8/12/21	216613		1,046.25
Fund 460 - PROPOSITION C TRANSIT FUND Total:					2,486.86
Fund: 475 - MEASURE M LR TRANSIT FUND					
475-2127	UNITED STORM WATER INC	Retention	216614	202031-(CITY) ARS/CPS Catch B...	-2,424.99
475-4750-8100	UNITED STORM WATER INC	City-Owned CPS/ARS Unit Installation	216614	202031-(CITY) ARS & CPS Catch...	48,499.84
Fund 475 - MEASURE M LR TRANSIT FUND Total:					46,074.85

Council Warrant Register By Account

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 680 - Duarte Housing Authority					
680-6805-7965	HARRIS & ASSOCIATES	FY21 Housing Authority Report 8/2021	1455		891.25
680-6805-7965	HARRIS & ASSOCIATES	SB2 Grant Implementation 8/2021	1455	202029-Prof. Svc-Housing Reha...	4,587.50
Fund 680 - Duarte Housing Authority Total:					5,478.75
Grand Total:					255,428.66

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	173,857.02
220 - GAS TAX FUN	374.03
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	22,636.07
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	300.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	994.51
440 - PROPOSITION A TRANSIT FUND	3,226.57
460 - PROPOSITION C TRANSIT FUND	2,486.86
475 - MEASURE M LR TRANSIT FUND	46,074.85
680 - Duarte Housing Authority	5,478.75
Grand Total:	255,428.66

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7649	Travel & Exp - Urias	240.00
100-1010-7965	Professional Services	8,500.00
100-1010-7980	Other Expenses	26.02
100-1015-7682	Labor Counsel Legal	3,605.83
100-1020-7711	Employee Recognition C...	156.17
100-1020-7712	Community Information (...)	8,355.00
100-1020-7718	City Newsletter	1,300.00
100-1020-7724	Post Office Parking	115.00
100-1205-7650	Vehicle Maintenance	48.60
100-1405-7614	Office Supplies	57.18
100-1405-7800	Building Department Serv...	22,370.33
100-1405-7965	Professional Services	5,934.75
100-1405-7967	Public Works Inspections	24,570.00
100-1405-7975	Economic Development E...	317.20
100-1410-7656	Emergency Generator	1,438.54
100-1410-7814	Graffiti Removal	1,440.62
100-1415-7916	Landscape-Sport Park	1,430.00
100-1500	Advances	1,700.00
100-1605-7614	Office Supplies	222.09
100-1605-7693	Youth Council	255.80
100-1605-7730	Special Events	51.96
100-1605-7732	City Picnic	18,805.79
100-1605-7733	Senior Center	151.47
100-1605-7735	Teen Center	155.24
100-1605-7740	Day Camps	139.46
100-1610-7617	Pool Chemicals	478.48
100-1610-7618	Building Supplies	1,605.55
100-1610-7636	Uniforms	96.60
100-1610-7652	Building Maint Services	2,264.09
100-1805-7610	Travel, Mtgs & Conf	150.00
100-1805-7614	Office Supplies	18.41
100-1805-7653	Bank Charges	296.13
100-1805-7654	Audit Services	4,000.00
100-1805-7965	Professional Services	2,023.67
100-1810-7660	Other Services	330.00
100-1810-7673	Physical Exams	30.00
100-1815-7821	Personal Computer Suppo...	553.00
100-1815-7830	Telephones	2,923.60
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7771	Repair Of City Property	26,300.00
100-1825-7614	Office Supplies	-218.51
100-1825-7631	Equipment Maintenance	52.62
100-1825-7945	Operation Of Acq Prop	41.67

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7980	Other Expenses	65.00
100-1830-8100	Vehicle Replacement (Cap...	4,996.26
100-2026	EE Equipment Deposit	250.00
100-2120	Refundable Deposits	1,550.00
100-2121	Pass Through Deposits	1,480.00
100-2126	Construction and Demolit...	14,198.40
100-4204	Animal Licenses	35.00
100-4302	Parking Citations	60.00
100-4403	Swimming Pool Rentals	240.00
100-5004	Other Revenue	-250.00
220-2220-7980	Other Expenses	128.78
220-2225-7980	Other Expenses	245.25
240-2405-7662	Other Serv-Citywide	2,000.00
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	5,330.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
260-2605-8061	ADA Curb Ramps (Capital)	300.00
320-3205-8013	Vehicles (Capital)	994.51
440-4405-7650	Vehicle Maintenance	27.00
440-4405-7814	Graffiti Removal	1,920.82
440-4405-7980	Other Expenses	1,278.75
460-4605-7814	Graffiti Removal	1,440.61
460-4605-7980	Other Expenses	1,046.25
475-2127	Retention Payable	-2,424.99
475-4750-8100	Other Capital Improvemnts	48,499.84
680-6805-7965	Professional Services	5,478.75
Grand Total:		255,428.66

Project Account Summary

Project Account Key	Payment Amount
None	176,599.64
202029-Prof. Svc-Housing Rehab-Harris & Assoc.	4,587.50
202031-(CITY) ARS & CPS Catch Basin Screen Install	48,499.84
202031-(CITY) ARS/CPS Catch Basin Install	-2,424.99
202102-CDBG ADA Improv	300.00
202117-COH Exps-Charles Abbott Contract Planner	1,525.00
250016-Oper of Acq Prop-1229 Pops Road	41.67
DMGE063-Exp-126 Huntington-Light Pole Knock Down	15,500.00
DMGE064-1320 Buena Vista St-Light Pole Knock Down	10,800.00
Grand Total:	255,428.66



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5198 - A1 EVENT & PARTY RENTAL					
100-1605-7732	A1 EVENT & PARTY RENTAL	City Picnic Furnishings	q54372		14,917.29
Vendor 5198 - A1 EVENT & PARTY RENTAL Total:					14,917.29
Vendor: T4417 - ADRIAN AVALOS					
100-2026	ADRIAN AVALOS	Equipment Deposit Refund	9142021		25.00
Vendor T4417 - ADRIAN AVALOS Total:					25.00
Vendor: 6284 - AISHA SHELTON ADAM					
100-1015-7682	AISHA SHELTON ADAM	Labor Investigation Costs 8/10/21 - 9/3/21	000923		1,785.00
Vendor 6284 - AISHA SHELTON ADAM Total:					1,785.00
Vendor: T4418 - ALEXIS R MEDINA					
100-2026	ALEXIS R MEDINA	Equipment Deposit Refund	9142021		25.00
Vendor T4418 - ALEXIS R MEDINA Total:					25.00
Vendor: 6212 - ARDURRA GROUP INC					
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Traffic Signals (4) 8/2021	116730		1,215.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection- Station/Esperanza Apts 8/2021	116730		11,880.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Village Rd N St Improve 8/2021	116730		4,320.00
100-1405-7967	ARDURRA GROUP INC	PW Inspect-COH Seg2 Infrastructure Realign 8/2021	116730		3,240.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Pkg Lot G Expansion 8/2021	116730		2,565.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Village Rd Traffic Signal 8/2021	116730		1,350.00
Vendor 6212 - ARDURRA GROUP INC Total:					24,570.00
Vendor: 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT					
100-2121	ARMSTRONG & WALKER LAND...	Landscape Plan Ck- COH East Circle Rd Improvements	R90837		1,480.00
Vendor 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT Total:					1,480.00
Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC					
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526	250016-Oper of Acq Prop-1229 ...	41.67
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					1,586.67
Vendor: T4408 - BRKICH CONSTRUCTION					
100-2126	BRKICH CONSTRUCTION	Const/Demo Deposit Refund (Pmt #8-0062)	R86126		2,038.40
100-5004	BRKICH CONSTRUCTION	Administrative Fee (Pmt #8- 0062)	R86126		-125.00
100-2126	BRKICH CONSTRUCTION	Const/Demo Deposit Refund (Pmt #5-0068)	R87267		12,160.00
100-5004	BRKICH CONSTRUCTION	Administrative Fee (Pmt #5- 0068)	R87267		-125.00
Vendor T4408 - BRKICH CONSTRUCTION Total:					13,948.40
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 8/1/21 - 8/31/21	352-05.02		1,215.00
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					1,215.00

Council Warrant Register By Vendor

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4838 - BURKE, WILLIAMS & SORENSEN LLP					
100-1015-7682	BURKE, WILLIAMS & SORENSEN...	Labor Legal 8/2021	273922		1,820.83
Vendor 4838 - BURKE, WILLIAMS & SORENSEN LLP Total:					1,820.83
Vendor: 5654 - CALIBER COMMERCIAL POOL SERVICE					
100-1610-7652	CALIBER COMMERCIAL POOL S...	Pool X-2 Acid Feed Solenoid Replacement	211070804		1,773.78
Vendor 5654 - CALIBER COMMERCIAL POOL SERVICE Total:					1,773.78
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	CALIFORNIA STATE DEPARTME...	Fingerprint Apps 8/2021	529720		192.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					192.00
Vendor: 5869 - CALIFORNIA STREET LIGHTING					
100-1820-7771	CALIFORNIA STREET LIGHTING	City Property Damage Repair (1126 Huntington Dr)	739	DMGE063-Exp-126 Huntington-...	15,500.00
100-1820-7771	CALIFORNIA STREET LIGHTING	City Property Damage Repair (1320 Buena Vista St)	740	DMGE064-1320 Buena Vista St-L...	10,800.00
Vendor 5869 - CALIFORNIA STREET LIGHTING Total:					26,300.00
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA I...	FC/CMD Printer Maint 5/31/21 - 8/30/21	4037270952		52.62
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					52.62
Vendor: 6229 - CAPITAL ONE					
100-1605-7730	CAPITAL ONE	Touch A Truck Supplies	03403		34.35
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	03404		52.38
100-1605-7730	CAPITAL ONE	Touc-A-Truck Event Supplies	02464		17.61
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	076404		87.08
Vendor 6229 - CAPITAL ONE Total:					191.42
Vendor: T4421 - CASSIDY RECTOR					
100-4302	CASSIDY RECTOR	Citation Refund	DU020014406		60.00
Vendor T4421 - CASSIDY RECTOR Total:					60.00
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 7/2021	63019		22,370.33
100-1405-7965	CHARLES ABBOTT ASSOCIATES ...	Contract Planner 8/2021	63051	202117-COH Exps-Charles Abbo...	1,525.00
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					23,895.33
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	4094294514		28.65
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4094294514		8.20
100-1610-7636	CINTAS CORPORATION #693	Facility Maintence Uniforms	4095004551		39.30
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4095004551		18.85
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4095792003		28.65
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4095792003		8.20
Vendor 5140 - CINTAS CORPORATION #693 Total:					131.85
Vendor: 5504 - CMC LIVESCAN & NOTARY SERVICES					
100-1810-7660	CMC LIVESCAN & NOTARY SERV...	Livescan Services 8/2021	CMC17988		138.00
Vendor 5504 - CMC LIVESCAN & NOTARY SERVICES Total:					138.00
Vendor: T4411 - CRISTINA MORALES					
100-4204	CRISTINA MORALES	Dog License Overpayment	R90891		35.00
Vendor T4411 - CRISTINA MORALES Total:					35.00
Vendor: 4171 - CSMFO					
100-1805-7610	CSMFO	Angela Chiaromonte Training Sept/Oct 2021	200010795		150.00
Vendor 4171 - CSMFO Total:					150.00
Vendor: 1411 - CUMMINS SALES AND SERVICE					
100-1410-7656	CUMMINS SALES AND SERVICE	Emergency Generator Load Bank X9-16155 Test			1,438.54
Vendor 1411 - CUMMINS SALES AND SERVICE Total:					1,438.54

Council Warrant Register By Vendor

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0388 - DUARTE KIWANIS CLUB					
100-1005-7649	DUARTE KIWANIS CLUB	Bryan Urias Member Dues 10/1/2021 - 9/30/2022	9072021		240.00
Vendor 0388 - DUARTE KIWANIS CLUB Total:					240.00
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE					
100-1605-7733	DUARTE PETTY CASH/BINGO PR...	SC Bingo Prize Money	10/2021		100.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE Total:					100.00
Vendor: T4414 - ELGIN L KING					
100-2026	ELGIN L KING	Equipment Deposit Refund	9142021		25.00
Vendor T4414 - ELGIN L KING Total:					25.00
Vendor: T4413 - EMILIA FLIPPINI					
100-2026	EMILIA FLIPPINI	Equipment Deposit Refund	9142021		25.00
Vendor T4413 - EMILIA FLIPPINI Total:					25.00
Vendor: T4415 - EMILY LUC					
100-2026	EMILY LUC	Equipment Deposit Refund	9142021		25.00
Vendor T4415 - EMILY LUC Total:					25.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 9/1/21 - FBN4295997 9/30/21			566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 9/1/21 - FBN4295997 9/30/21			476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 9/1/21 - FBN4295997 9/30/21			574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 9/1/21 - FBN4295997 9/30/21			433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 9/1/21 - FBN4295997 9/30/21			431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 9/1/21 - FBN4295997 9/30/21			223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 9/1/21 - FBN4295997 9/30/21			584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 9/1/21 - FBN4295997 9/30/21			591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 9/1/21 - FBN4295997 9/30/21			558.71
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 9/1/21 FBN4295997 - 9/30/21			555.00
Vendor 6189 - ENTERPRISE FM TRUST Total:					4,996.26
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Carwash 8/2021	3527		48.60
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					48.60
Vendor: 5404 - FEHR PEERS					
100-1405-7965	FEHR PEERS	Hope Dr Traffic Signal Design 6/26/21 - 8/27/21	148495		3,144.75
Vendor 5404 - FEHR PEERS Total:					3,144.75
Vendor: 6285 - FUN SERVICES					
100-1605-7732	FUN SERVICES	Balance-City Picnic Trackless Train Rental 9/25/21	230921		572.50
Vendor 6285 - FUN SERVICES Total:					572.50
Vendor: 1092 - GRAINGER					
100-1610-7618	GRAINGER	ROP Bldg Door Handle	9053453503		96.04
Vendor 1092 - GRAINGER Total:					96.04
Vendor: 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES					
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Sales Tax Audit Q1 2021	SIN011145		2,023.67
Vendor 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:					2,023.67
Vendor: 5212 - IRWINDALE INDUSTRIAL CLINIC					
100-1810-7673	IRWINDALE INDUSTRIAL CLINIC	Audio Testing 8/2021	132424-1045992		30.00
Vendor 5212 - IRWINDALE INDUSTRIAL CLINIC Total:					30.00

Council Warrant Register By Vendor

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T4410 - JACQUELINE GUZMAN					
100-2120	JACQUELINE GUZMAN	Pool Rental Deposit Refund	R90985		150.00
Vendor T4410 - JACQUELINE GUZMAN Total:					150.00
Vendor: T4409 - JAVIER MORAS					
100-2120	JAVIER MORAS	Pool Rental Deposit Refund	R90984		200.00
Vendor T4409 - JAVIER MORAS Total:					200.00
Vendor: 5256 - KOSMONT COMPANIES					
100-1405-7975	KOSMONT COMPANIES	Economic Analysis-Huntington Dr/Buena Vista St	2108.9-001		317.20
Vendor 5256 - KOSMONT COMPANIES Total:					317.20
Vendor: 5438 - LDM ASSOCIATES INC					
100-1405-7965	LDM ASSOCIATES INC	FY 21/22 Federal Grant Administration 8/2021	7203		50.00
Vendor 5438 - LDM ASSOCIATES INC Total:					50.00
Vendor: 4422 - MARILYN MAYS					
100-1500	MARILYN MAYS	Advance-Family Feud Fun	10/16/2021		1,700.00
Vendor 4422 - MARILYN MAYS Total:					1,700.00
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 9/2021	13557		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 9/2021	13557		200.00
Vendor 4286 - MAXTREME INC Total:					8,900.00
Vendor: 5794 - MOSS, LEVY & HARTZHEIM LLP					
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY21 Interim Audit Fieldwork	11573		4,000.00
Vendor 5794 - MOSS, LEVY & HARTZHEIM LLP Total:					4,000.00
Vendor: 6287 - NATIONAL DEMOGRAPHICS INC					
100-1010-7965	NATIONAL DEMOGRAPHICS INC	Council District Redistricting	1510		8,500.00
Vendor 6287 - NATIONAL DEMOGRAPHICS INC Total:					8,500.00
Vendor: 5845 - NEC FINANCIAL SERVICES LLC					
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 45 of 60	91921-45		1,340.10
Vendor 5845 - NEC FINANCIAL SERVICES LLC Total:					1,340.10
Vendor: T4416 - NELY ALVAREZ					
100-2026	NELY ALVAREZ	Equipment Deposit Refund	9142021		25.00
Vendor T4416 - NELY ALVAREZ Total:					25.00
Vendor: 6079 - NIKOLETTE STERRIS					
100-2026	NIKOLETTE STERRIS	Equipment Deposit Refund	9142021		25.00
Vendor 6079 - NIKOLETTE STERRIS Total:					25.00
Vendor: T3809 - PACIFIC PRODUCTION SERVICES					
100-2120	PACIFIC PRODUCTION SERVICES	Film Deposit Refund (Pmt #2021-04)	R90684		500.00
Vendor T3809 - PACIFIC PRODUCTION SERVICES Total:					500.00
Vendor: T4399 - PAMELA MENARD					
100-2120	PAMELA MENARD	Pool Rental Cancellation (Event 8/14/2021)	R90265		200.00
100-4403	PAMELA MENARD	Pool Rental Cancellation (Event 8/14/2021)	R90265		240.00
Vendor T4399 - PAMELA MENARD Total:					440.00
Vendor: 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS					
100-1825-7980	PAPER RECYCLING & SHREDDIN...	Document Shredding 9/8/21	496637		65.00
Vendor 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS Total:					65.00
Vendor: 6286 - PARTY PRONTO INC					
100-1605-7732	PARTY PRONTO INC	City Picnic Inflatable Rental 9/25/21	O38133		3,117.00
Vendor 6286 - PARTY PRONTO INC Total:					3,117.00
Vendor: 5166 - POOL & ELECTRICAL PRODUCTS INC					
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	21121972		74.99

Council Warrant Register By Vendor

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Deposit Return	21122545		-272.00
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	21124152		349.98
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	21125681		129.45
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	21128137		204.52
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemical Deposit Credit	21121817CM		-8.46
Vendor 5166 - POOL & ELECTRICAL PRODUCTS INC Total:					478.48
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm Monitoring 10/1/21 - 10/31/21	1402257		87.56
Vendor 2466 - POST ALARM SYSTEMS Total:					87.56
Vendor: T4420 - RICHARD E MCLEOD					
100-2120	RICHARD E MCLEOD	Film Deposit Refund (Pmt #2021-05)	R90882		500.00
Vendor T4420 - RICHARD E MCLEOD Total:					500.00
Vendor: T4419 - ROBERT S ALEXANDER					
100-2026	ROBERT S ALEXANDER	Equipment Deposit Refund	9142021		25.00
Vendor T4419 - ROBERT S ALEXANDER Total:					25.00
Vendor: 5941 - ROCKETOLOGY LLC					
100-1605-7732	ROCKETOLOGY LLC	City Picnic Performance 9/25/2021	1999		199.00
Vendor 5941 - ROCKETOLOGY LLC Total:					199.00
Vendor: 4500 - ROXANNE BRECEDA					
100-1020-7711	ROXANNE BRECEDA	Employee Appreciation Day Supplies	9/2/2021		156.17
Vendor 4500 - ROXANNE BRECEDA Total:					156.17
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	September 2021 Courier Pick-up	21090521		296.13
Vendor 6277 - SECTRAN SECURITY INC Total:					296.13
Vendor: 0202 - SHAFFER AWARDS					
100-1010-7980	SHAFFER AWARDS	Retirement Plaque-Sheryl Lefman	6223		26.02
Vendor 0202 - SHAFFER AWARDS Total:					26.02
Vendor: 0209 - SMART & FINAL					
100-1610-7618	SMART & FINAL	SC Coffee Supplies	400022		29.97
100-1605-7733	SMART & FINAL	SC Ice Cream Social/Birthday	692844		51.47
100-1605-7735	SMART & FINAL	TC Supplies	984888		155.24
Vendor 0209 - SMART & FINAL Total:					236.68
Vendor: 2688 - STAPLES ADVANTAGE					
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3486315733		57.18
100-1825-7614	STAPLES ADVANTAGE	WhiteBoard (CM Office)	3486449308		123.47
100-1605-7614	STAPLES ADVANTAGE	Fitness Ctr Chair	3486520684		184.89
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	3486520685		37.20
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	3486777271		18.41
100-1825-7614	STAPLES ADVANTAGE	Credit for Invoice #3484863827 (Chairmat)	3487007685		-157.65
100-1825-7614	STAPLES ADVANTAGE	Credit for Invoice #3482739661 (Folding Chairmat)	3487685228		-184.33
Vendor 2688 - STAPLES ADVANTAGE Total:					79.17
Vendor: 6288 - SUNTREK INDUSTRIES INC					
100-1610-7652	SUNTREK INDUSTRIES INC	Pool Solar System Service Call	33479		367.50
Vendor 6288 - SUNTREK INDUSTRIES INC Total:					367.50
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 8/2021	16964		1,440.62
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,440.62

Council Warrant Register By Vendor

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Connect 10/2021	17083		593.90
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 10/2021	17084		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 10/2021	17085		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 10/2021	17086		553.00
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					2,136.50
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIEPEI SMITH & ASSOCIATES	Comm & Social Media Mgmt 9/2021	6803		8,355.00
100-1020-7718	TRIEPEI SMITH & ASSOCIATES	City Newsletter 9/2021	6803		1,300.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					9,655.00
Vendor: 5260 - VELI MACIAS					
100-2026	VELI MACIAS	Equipment Deposit Refund	9142021		25.00
Vendor 5260 - VELI MACIAS Total:					25.00
Vendor: T4412 - VICKY DELGADO					
100-2026	VICKY DELGADO	Equipment Deposit Refund	9142021		25.00
Vendor T4412 - VICKY DELGADO Total:					25.00
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	80282002		1,326.80
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	80292336		152.74
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					1,479.54
Vendor: 1892 - YOUNG'S GOURMET					
100-1605-7693	YOUNG'S GOURMET	TC Mayor's Youth Council Dinner	000932		255.80
Vendor 1892 - YOUNG'S GOURMET Total:					255.80
Fund 100 - GENERAL FUND Total:					173,857.02
Fund: 220 - GAS TAX FUN					
Vendor: 3957 - JCL TRAFFIC SERVICES					
220-2220-7980	JCL TRAFFIC SERVICES	Safety Vests	110968		128.78
Vendor 3957 - JCL TRAFFIC SERVICES Total:					128.78
Vendor: 1521 - WEST COAST ARBORISTS INC					
220-2225-7980	WEST COAST ARBORISTS INC	Arborist-Duarte Sidewalk Project	176472		245.25
Vendor 1521 - WEST COAST ARBORISTS INC Total:					245.25
Fund 220 - GAS TAX FUN Total:					374.03
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC					
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		4,845.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		485.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		180.00

Council Warrant Register By Vendor

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 9/2021	7506526		500.00
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					20,636.07
Vendor: 5869 - CALIFORNIA STREET LIGHTING					
240-2405-7662	CALIFORNIA STREET LIGHTING	Light Pole Organization & Disposal	741		2,000.00
Vendor 5869 - CALIFORNIA STREET LIGHTING Total:					2,000.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					22,636.07
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-8061	LDM ASSOCIATES INC	CDBG City Hall ADA Improvements 8/2021	7204	202102-CDBG ADA Improv	300.00
Vendor 5438 - LDM ASSOCIATES INC Total:					300.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					300.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 9/1/21 - 9/30/21	FBN4295997		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 9/1/21 - 9/30/21	FBN4295997		527.38
Vendor 6189 - ENTERPRISE FM TRUST Total:					994.51
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					994.51
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Carwash 8/2021	3527		27.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					27.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 8/2021	16964		1,920.82
440-4405-7980	SUPERIOR PROPERTY SERVICES ...	Bus Stop Steam Cleaning 8/12/21	16965		1,278.75
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					3,199.57
Fund 440 - PROPOSITION A TRANSIT FUND Total:					3,226.57
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 8/2021	16964		1,440.61
460-4605-7980	SUPERIOR PROPERTY SERVICES ...	Bus Stop Steam Cleaning 8/12/21	16965		1,046.25
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					2,486.86
Fund 460 - PROPOSITION C TRANSIT FUND Total:					2,486.86
Fund: 475 - MEASURE M LR TRANSIT FUND					
Vendor: 4301 - UNITED STORM WATER INC					
475-2127	UNITED STORM WATER INC	Retention	SW38172	202031-(CITY) ARS/CPS Catch B...	-2,424.99
475-4750-8100	UNITED STORM WATER INC	City-Owned CPS/ARS Unit Installation	SW38172	202031-(CITY) ARS & CPS Catch...	48,499.84
Vendor 4301 - UNITED STORM WATER INC Total:					46,074.85
Fund 475 - MEASURE M LR TRANSIT FUND Total:					46,074.85

Council Warrant Register By Vendor

Payment Dates: 9/16/2021 - 9/29/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 680 - Duarte Housing Authority					
Vendor: 6175 - HARRIS & ASSOCIATES					
680-6805-7965	HARRIS & ASSOCIATES	FY21 Housing Authority Report 8/2021	49665		891.25
680-6805-7965	HARRIS & ASSOCIATES	SB2 Grant Implementation 8/2021	49727	202029-Prof. Svc-Housing Reha...	4,587.50
Vendor 6175 - HARRIS & ASSOCIATES Total:					5,478.75
Fund 680 - Duarte Housing Authority Total:					5,478.75
Grand Total:					255,428.66

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	173,857.02
220 - GAS TAX FUN	374.03
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	22,636.07
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	300.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	994.51
440 - PROPOSITION A TRANSIT FUND	3,226.57
460 - PROPOSITION C TRANSIT FUND	2,486.86
475 - MEASURE M LR TRANSIT FUND	46,074.85
680 - Duarte Housing Authority	5,478.75
Grand Total:	255,428.66

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7649	Travel & Exp - Urias	240.00
100-1010-7965	Professional Services	8,500.00
100-1010-7980	Other Expenses	26.02
100-1015-7682	Labor Counsel Legal	3,605.83
100-1020-7711	Employee Recognition C...	156.17
100-1020-7712	Community Information (...)	8,355.00
100-1020-7718	City Newsletter	1,300.00
100-1020-7724	Post Office Parking	115.00
100-1205-7650	Vehicle Maintenance	48.60
100-1405-7614	Office Supplies	57.18
100-1405-7800	Building Department Serv...	22,370.33
100-1405-7965	Professional Services	5,934.75
100-1405-7967	Public Works Inspections	24,570.00
100-1405-7975	Economic Development E...	317.20
100-1410-7656	Emergency Generator	1,438.54
100-1410-7814	Graffiti Removal	1,440.62
100-1415-7916	Landscape-Sport Park	1,430.00
100-1500	Advances	1,700.00
100-1605-7614	Office Supplies	222.09
100-1605-7693	Youth Council	255.80
100-1605-7730	Special Events	51.96
100-1605-7732	City Picnic	18,805.79
100-1605-7733	Senior Center	151.47
100-1605-7735	Teen Center	155.24
100-1605-7740	Day Camps	139.46
100-1610-7617	Pool Chemicals	478.48
100-1610-7618	Building Supplies	1,605.55
100-1610-7636	Uniforms	96.60
100-1610-7652	Building Maint Services	2,264.09
100-1805-7610	Travel, Mtgs & Conf	150.00
100-1805-7614	Office Supplies	18.41
100-1805-7653	Bank Charges	296.13
100-1805-7654	Audit Services	4,000.00
100-1805-7965	Professional Services	2,023.67
100-1810-7660	Other Services	330.00
100-1810-7673	Physical Exams	30.00
100-1815-7821	Personal Computer Suppo...	553.00
100-1815-7830	Telephones	2,923.60
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7771	Repair Of City Property	26,300.00
100-1825-7614	Office Supplies	-218.51
100-1825-7631	Equipment Maintenance	52.62
100-1825-7945	Operation Of Acq Prop	41.67

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7980	Other Expenses	65.00
100-1830-8100	Vehicle Replacement (Cap...	4,996.26
100-2026	EE Equipment Deposit	250.00
100-2120	Refundable Deposits	1,550.00
100-2121	Pass Through Deposits	1,480.00
100-2126	Construction and Demolit...	14,198.40
100-4204	Animal Licenses	35.00
100-4302	Parking Citations	60.00
100-4403	Swimming Pool Rentals	240.00
100-5004	Other Revenue	-250.00
220-2220-7980	Other Expenses	128.78
220-2225-7980	Other Expenses	245.25
240-2405-7662	Other Serv-Citywide	2,000.00
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	5,330.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
260-2605-8061	ADA Curb Ramps (Capital)	300.00
320-3205-8013	Vehicles (Capital)	994.51
440-4405-7650	Vehicle Maintenance	27.00
440-4405-7814	Graffiti Removal	1,920.82
440-4405-7980	Other Expenses	1,278.75
460-4605-7814	Graffiti Removal	1,440.61
460-4605-7980	Other Expenses	1,046.25
475-2127	Retention Payable	-2,424.99
475-4750-8100	Other Capital Improvemnts	48,499.84
680-6805-7965	Professional Services	5,478.75
Grand Total:		255,428.66

Project Account Summary

Project Account Key	Payment Amount
None	176,599.64
202029-Prof. Svc-Housing Rehab-Harris & Assoc.	4,587.50
202031-(CITY) ARS & CPS Catch Basin Screen Install	48,499.84
202031-(CITY) ARS/CPS Catch Basin Install	-2,424.99
202102-CDBG ADA Improv	300.00
202117-COH Exps-Charles Abbott Contract Planner	1,525.00
250016-Oper of Acq Prop-1229 Pops Road	41.67
DMGE063-Exp-126 Huntington-Light Pole Knock Down	15,500.00
DMGE064-1320 Buena Vista St-Light Pole Knock Down	10,800.00
Grand Total:	255,428.66



City of Duarte

MONTHLY FINANCIAL REPORT

Month Ended August 31, 2021
(16.7% of FY 2021-22 Completed)

Contents

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Monthly Activity and Balances 2

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Revenue, Expenditures, Transfers and Surplus/Deficit by Fund 12

******A Glance at Unemployment in Duarte and the Region******

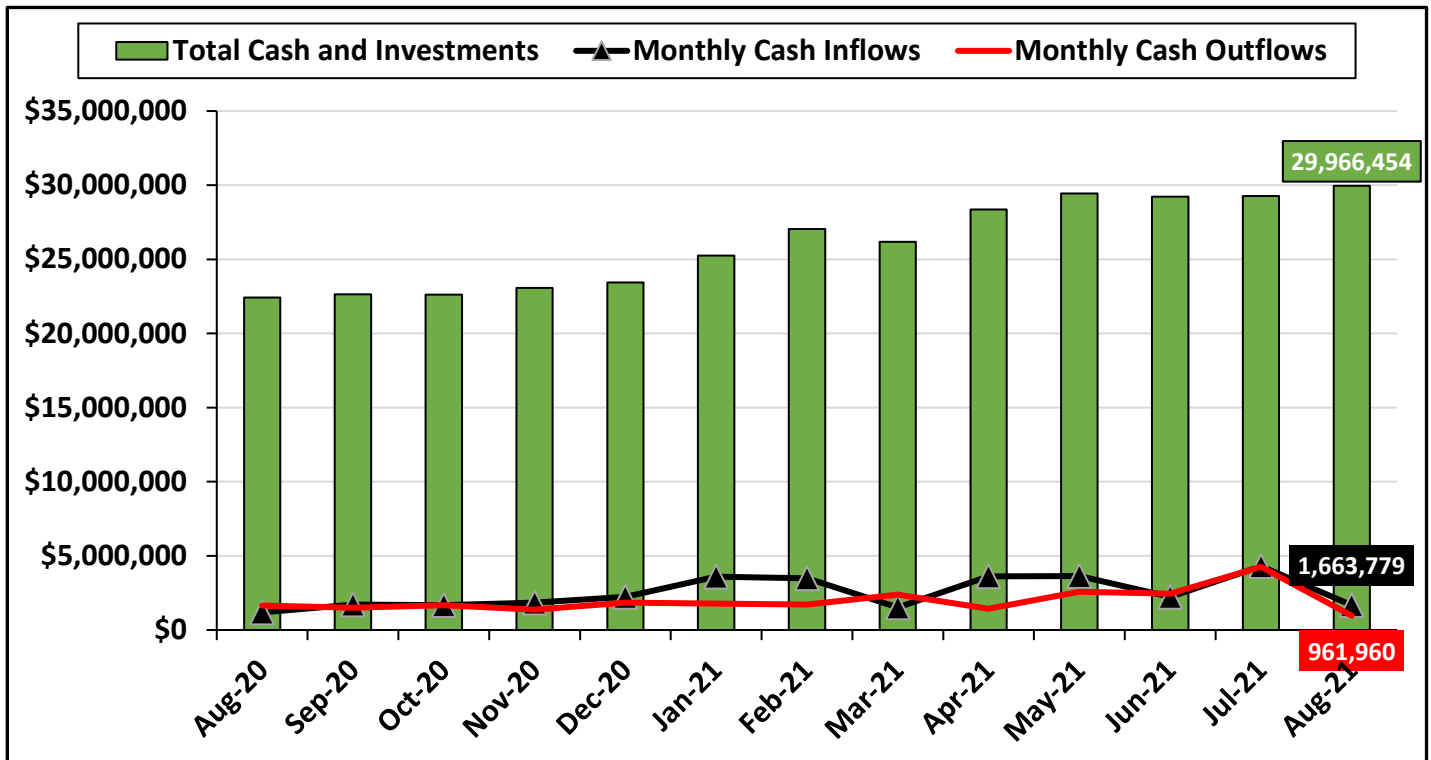
Unemployment Rate (in %)*					
	Jan-20	May-20	Apr-21	May-21	Jun-21
Irwindale	6.7	28.5	14.0	12.8	13.1
Duarte	5.4	24.3	12.6	11.5	11.8
Baldwin Park	4.7	22.2	12.3	11.2	11.0
Azusa	4.4	18.6	10.5	9.7	10.1
Glendora	4.0	17.5	9.2	8.5	8.7
Monrovia	3.8	17.8	9.0	8.7	8.6
Arcadia	3.4	17.4	8.1	7.7	7.9
Los Angeles County	4.5	20.8	11.2	10.2	10.5

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

CITY OF DUARTE

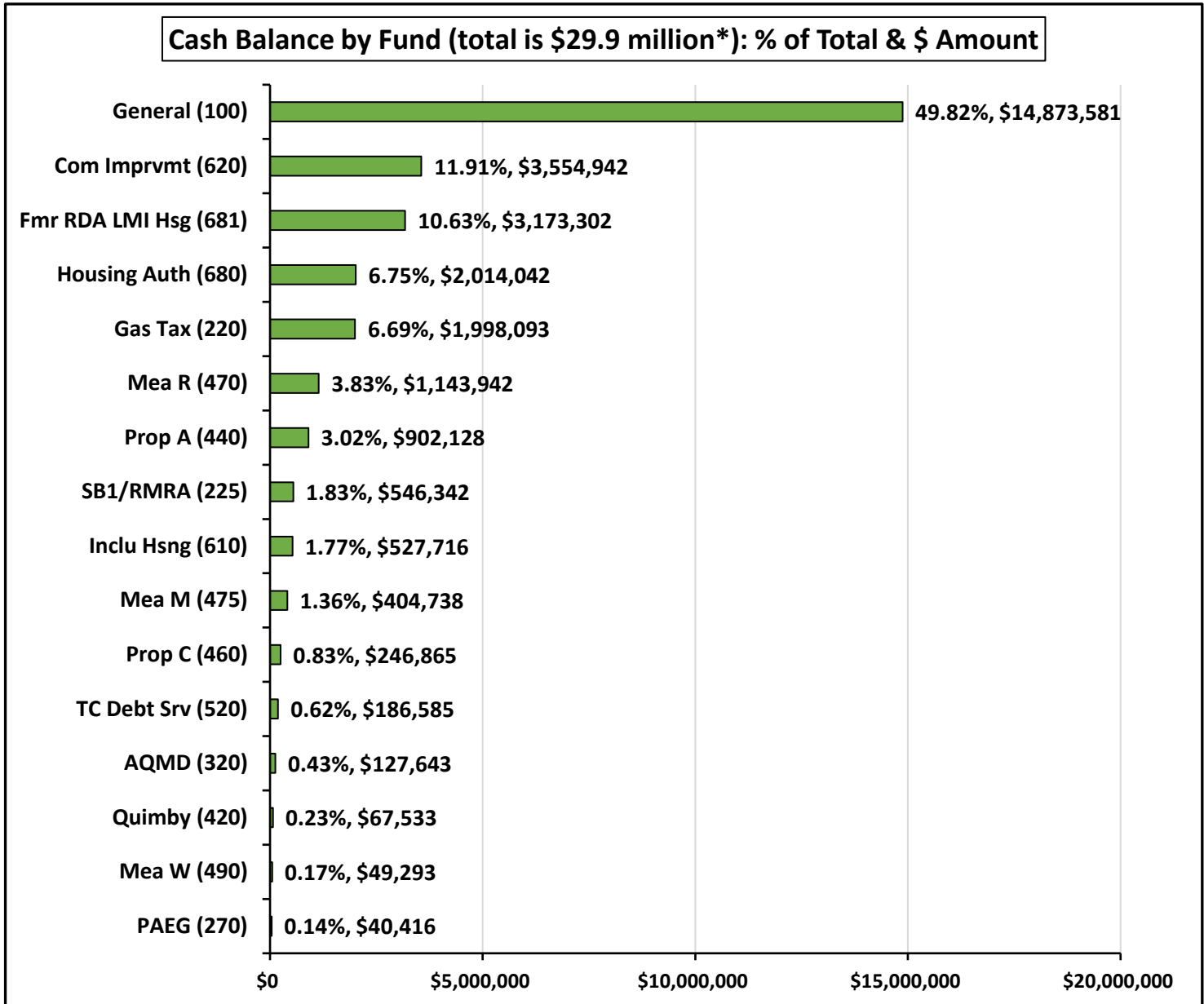
Treasury Report - Monthly Activity & Balances Month Ended August 31, 2021

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (08/01/2021)	\$13,815,558	\$15,449,076	\$29,264,635
Cash Inflows			
Receipts	\$1,663,779	\$0	\$1,663,779
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,663,779	\$0	\$1,663,779
Cash Outflows			
Disbursements	\$961,960	\$0	\$961,960
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$961,960	\$0	\$961,960
Net Activity	\$701,820	\$0	\$701,820
Ending Balance (08/31/2021)	\$14,517,378	\$15,449,076	\$29,966,454



*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 August 31, 2021



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

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

CITY OF DUARTE

General Fund Revenue by Category & Major Sources

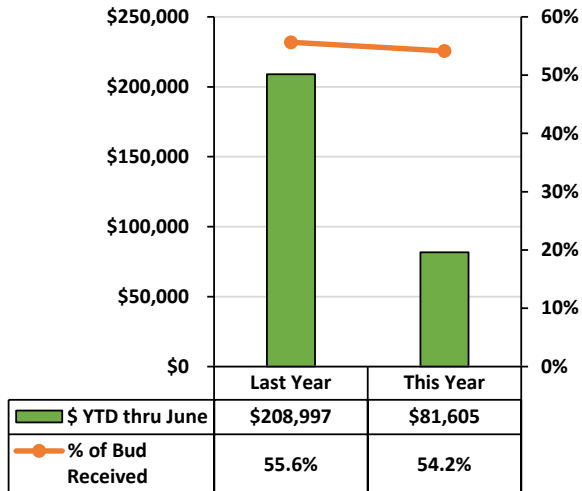
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



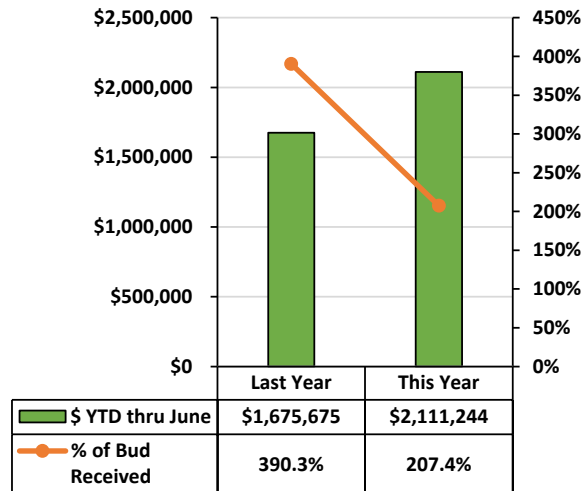
CITY OF DUARTE

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

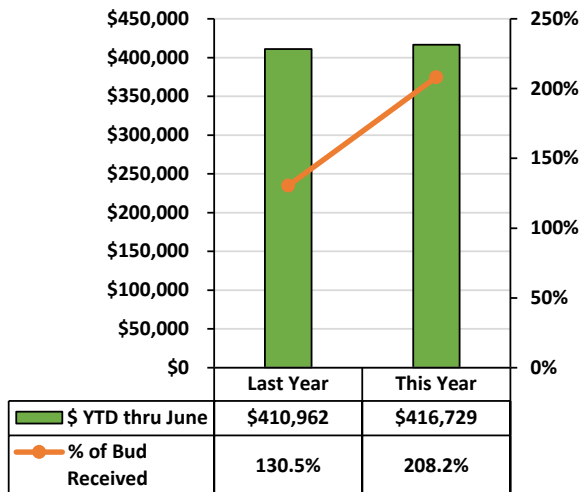
Recreation Fees



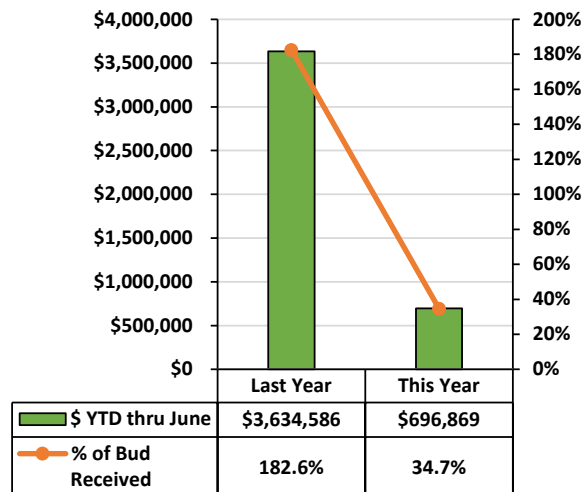
Other Service Charges



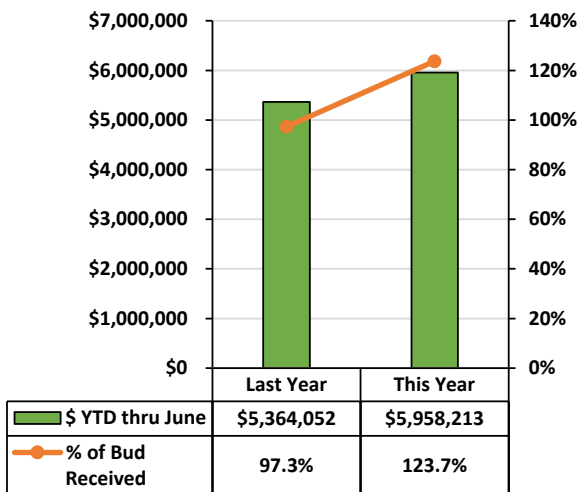
Miscellaneous



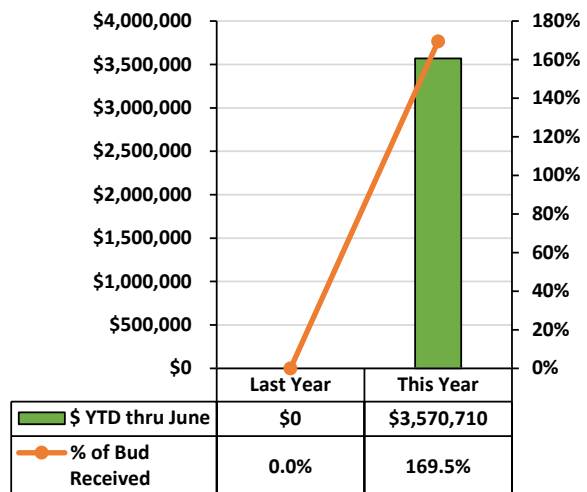
Reimbursements



Sales and Use Tax



Transactions (New Sales) Tax



CITY OF DUARTE

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



CITY OF DUARTE

General Fund Expenditures by Category & Division

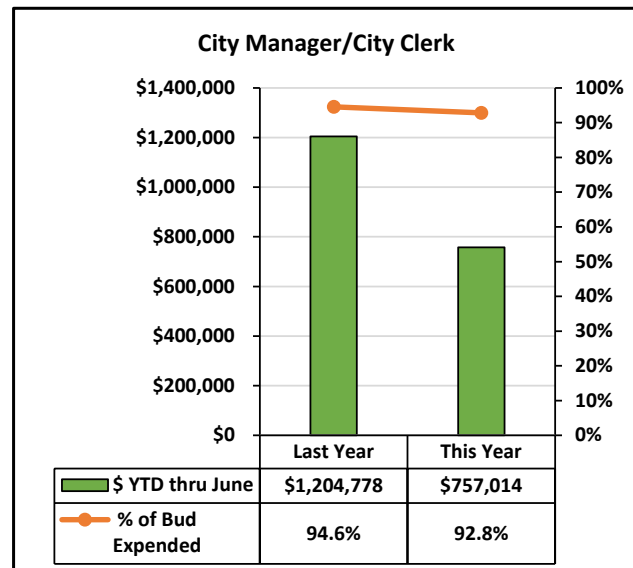
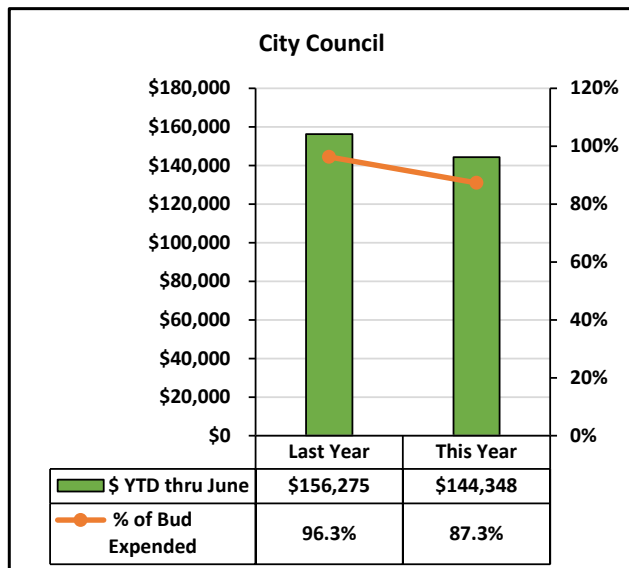
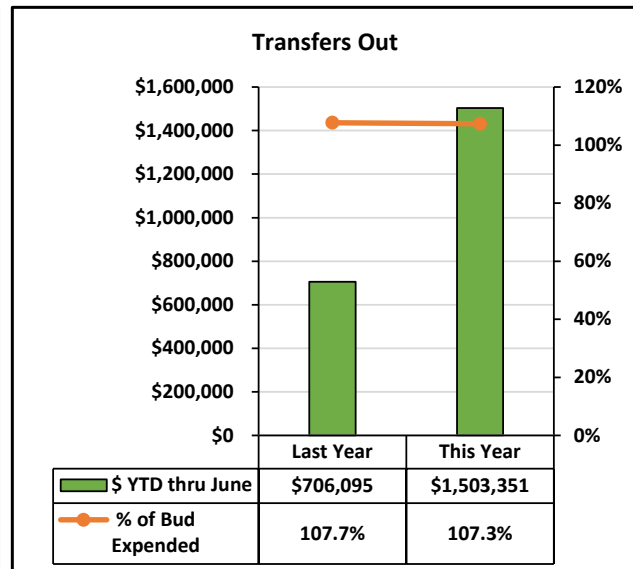
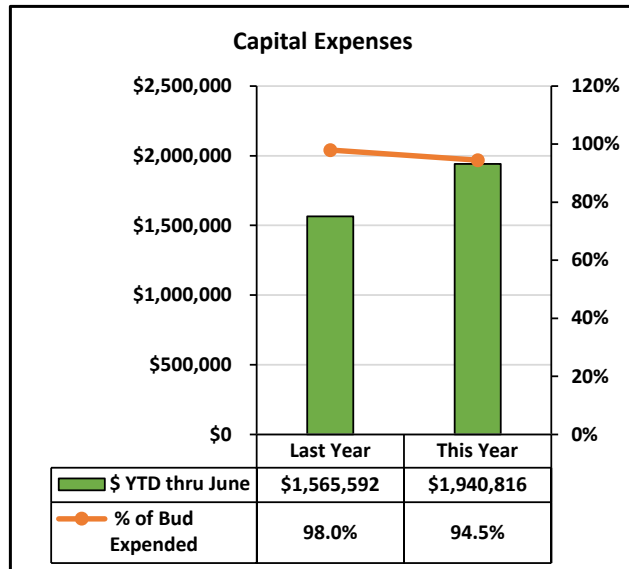
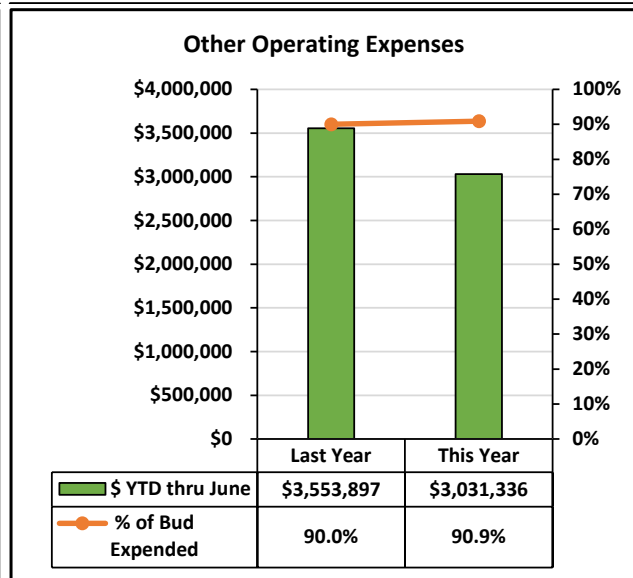
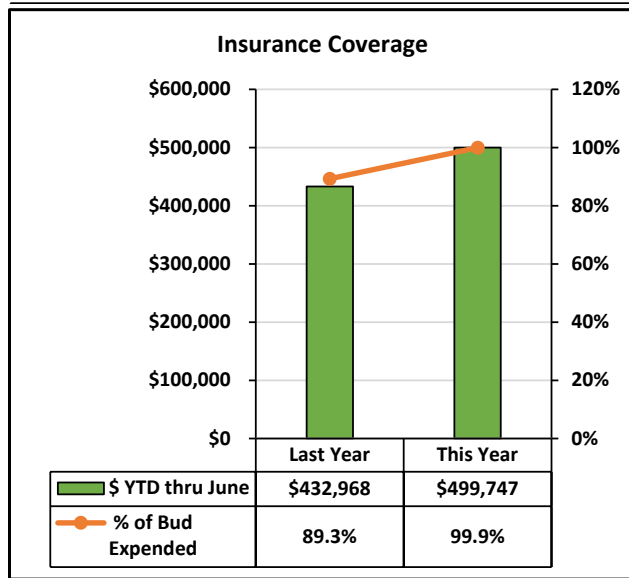
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

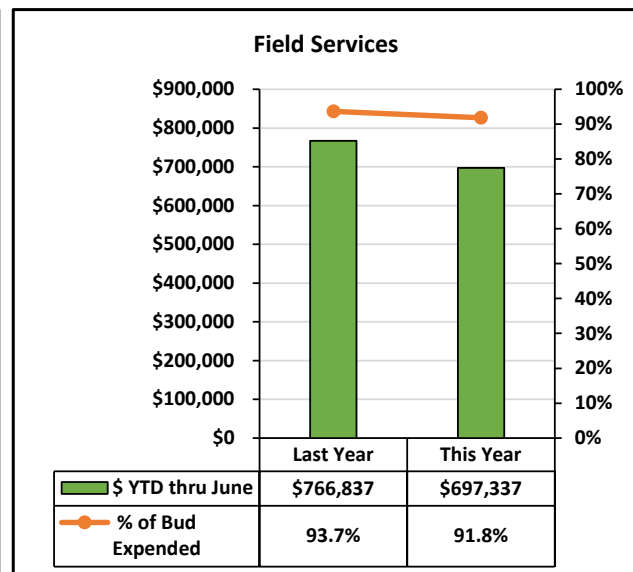
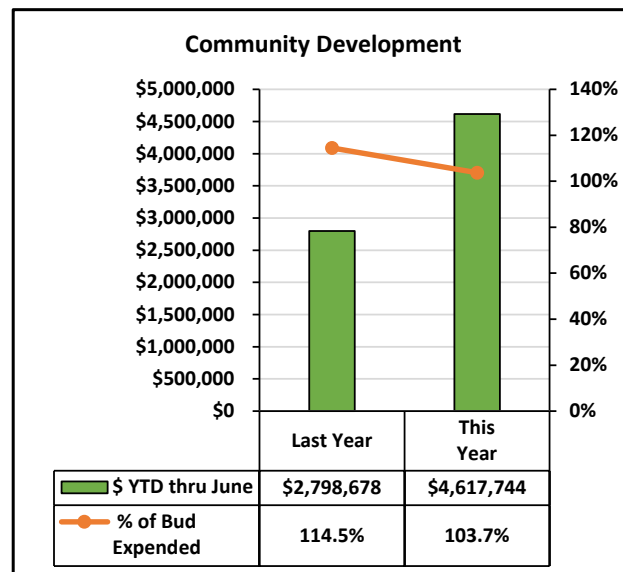
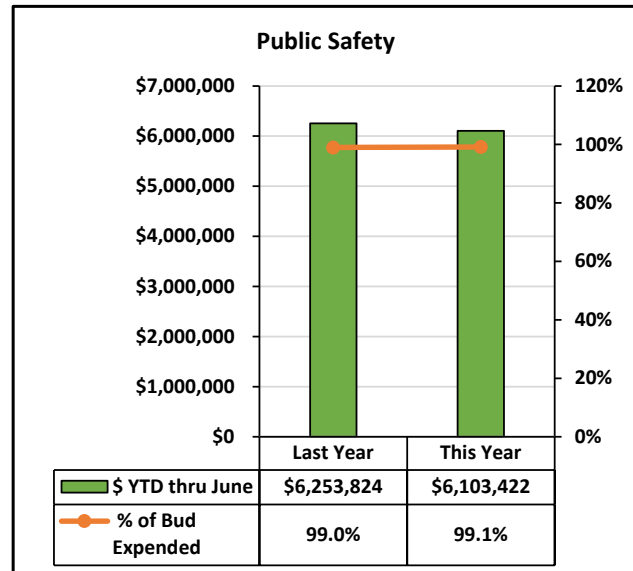
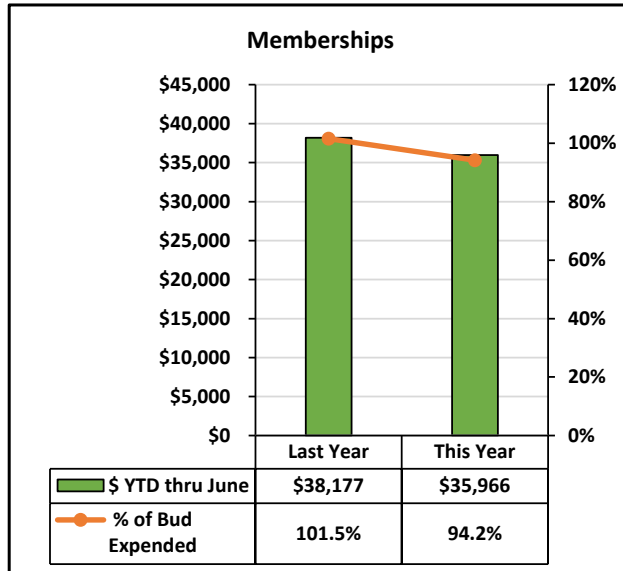
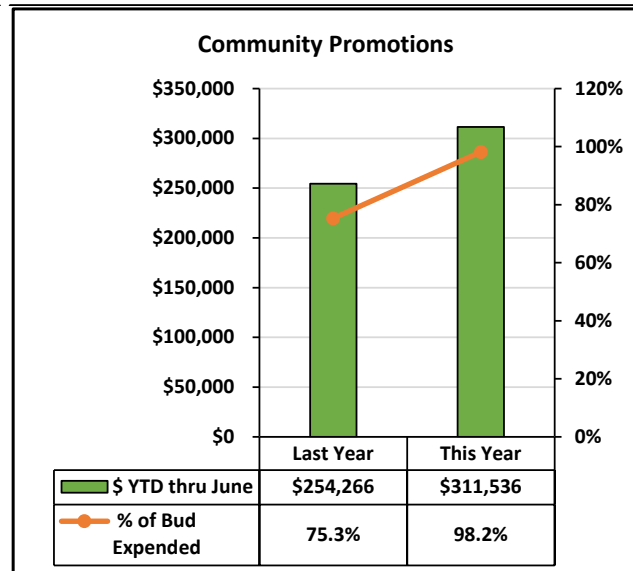
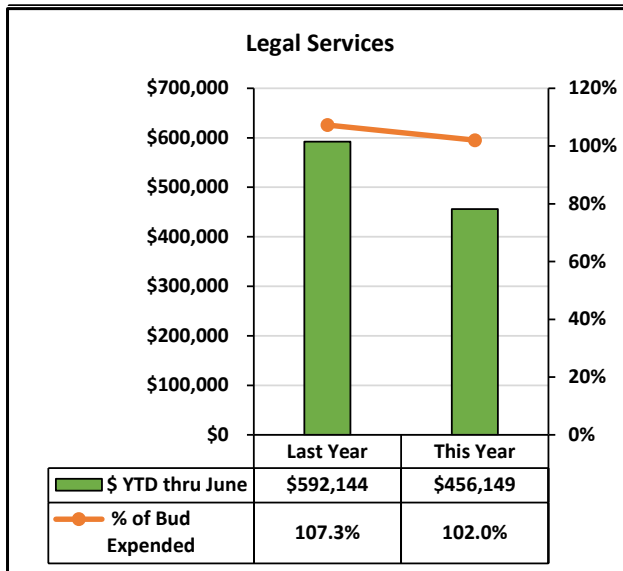
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

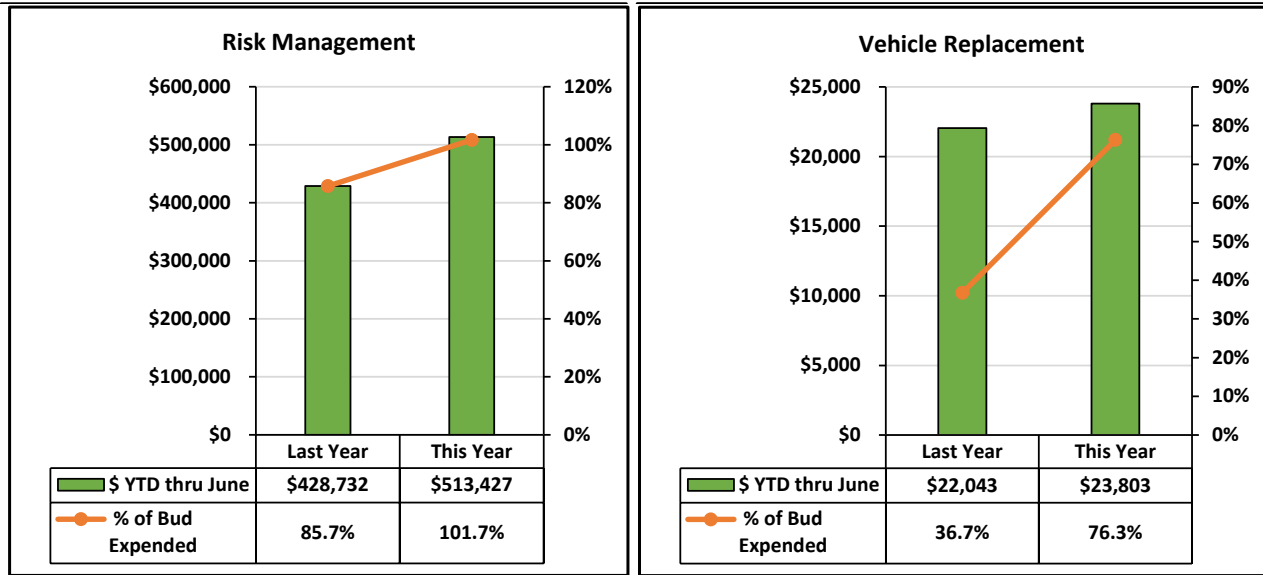
FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

General Fund Expenditures by Category & Division

FY 2020-21 Year-to-Date Through June versus Prior Year - Preliminary



CITY OF DUARTE

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

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	17,271,064	22,606,524	696,869	19,229,830	1,503,351	2,570,212	19,841,276
220	Gas Tax	1,992,923	483,816	0	323,544	57,731	102,542	2,095,465
225	SB1/RMRA	418,697	403,645	0	230,000	46,000	127,645	546,342
240	Lghtng & Lndscpng	53,159	984,414	611,207	1,292,482	343,200	(40,061)	13,098
260	CDBG	0	4,964	0	5,000	0	(36)	(36)
270	PAEG	3,599	32,541	0	0	0	32,541	36,140
290	Supp Law Enfrcmnt	(101)	156,870	0	156,870	0	0	(101)
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	214,026	(81,034)	0	7,576	(4,736)	(83,874)	130,152
400	Park Development	0	0	0	0	0	0	0
420	Quimby	67,295	239	0	0	0	239	67,534
440	Prop A	732,149	627,066	0	459,782	74,146	93,138	825,287
460	Prop C	247,110	367,304	0	371,214	60,665	(64,575)	182,535
470	Mea R	1,198,340	279,448	0	338,578	67,716	(126,847)	1,071,493
475	Mea M	339,776	313,094	0	260,736	52,147	211	339,987
490	Mea W	0	249,878	0	199,423	0	50,454	50,454
520	Town Cntr Debt Serv	413,739	1,042	0	152,680	0	(151,638)	262,101
521	Infra Mod Debt Srv	1,133	62	220,837	220,837	0	62	1,195
610	Inclusionary Hsng	525,850	1,866	0	0	0	1,866	527,716
620	Community Impr	457,196	553,508	0	0	0	553,508	1,010,704
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	1,401,771	7,442	671,307	60,863	0	617,886	2,019,657
681	Fmr RDA L/M Hsg	4,043,834	11,221	0	0	0	11,221	4,055,055
Total - All Funds		29,381,560	27,003,906	2,200,221	23,309,414	2,200,221	3,694,492	33,076,052



PUBLIC SAFETY STATUS REPORT September 2021



PROJECT/PROGRAM STATUS	
<u>L.A. COUNTY SHERIFF'S DEPARTMENT</u>	
1. Part 1 Crimes	Part 1 crimes are currently up by 13.6% year to date. Robberies, assaults, and stolen vehicles are up significantly. Robberies are up 57% year to date with 11 incidents reported this year compared to 7 last year. Assaults are up 42% year to date with 37 incidents reported this year compared to 26 last year. Stolen vehicles are up 65% year to date with 63 incidents reported this year compared to 38 last year.
2. Special Assignment Team	Deputies Milano and Gonzales continue to conduct routine probation/parole compliance searches and adjust their work schedules to fit current crime trends. Deputy Valenzuela is working with each school site to ensure a safe campus and has nothing to report regarding school safety or incidents on campus.
<u>MEASURE H and OUTREACH COORDINATION</u>	
1. Measure H Grant	The City of Duarte currently has two Measure H grants we are administering to: The first is a grant in conjunction with four other cities (Azusa, Glendora, Covina, and West Covina) which supplied each of us with a housing navigator from Union Station. Our housing navigator was assigned in April of 2020. They communicate daily with our Outreach Coordinator to provide services to the homeless. This grant will end December 31, 2021. The second grant, started in the summer of 2020, and included a partnership with Foothill Unity who was a sub-grant recipient through the City of Duarte to provide hygiene services for the unhoused. This funding from the City of Duarte has allowed Foothill Unity Center to secure mobile restrooms and a hand washing station. All services that became even more important during the pandemic as public restrooms were shut down. Additionally, Public Safety Outreach Coordinator Hadloc conducts intake for the City's homeless prevention and diversion program. The City has a number of resources available to community members who are either currently unhoused or at risk of becoming homeless due to any number of reasons, including but not limited to unpaid rent, overdue utility bills, family or roommate dispute, auto repair preventing access to work, lack of rental deposit, or inability to pay moving costs. Any other barrier that may lead to homelessness can be discussed. We currently are not servicing anyone in this program.

PROJECT/PROGRAM STATUS	
	We did confirm that the female adult with children, safely made it to Indiana and that they are linked to services in that state.
2. Outreach Coordinator	Outreach Coordinator Tony Hadloc has been assigned to this position since August, 2018. Tony's unofficial recent homeless count, counted 21 (down from 22 reported last month) unsheltered people within the city. One out of those four was living in Lario Park prior to the Los Angeles County Parks and Recreation clean up. One is a recent transplant from Pasadena. All of them are linked to Union Station and five of them are linked to the Department of Mental Health. Nine of them have significant substance abuse issues.
3. Riverbed Areas	The Los Angeles County Parks and Recreation Department completed its clean-up of Lario Park and they have had a constant presence in the area with security officers deployed to the area on ATV's.
4. SGVCOG Grant and staff updates	• Staff is finalizing a proposal with City Net to conduct a homeless census. • Staff is working with the City Attorney to bring loitering ordinances to the City Council for consideration • Staff is working closely with the SGVCOG to request that the County fund a housing navigator for each city outside of the SGVCOG grants. • Staff submitted a SGVCOG Grant yesterday for the following services: - Services to supplement existing programs which will identify gaps within existing homeless services and will be offered to cities at no cost - Outreach and services to the Hard to Reach Population which looks to partner a Department of Mental Health team with each participating city - Mobile crisis response program to assist cities in responding to 911 calls related to homeless individuals with significant mental health issues
5. 2020 LAHSA Official Homeless Count	Duarte – 25 Monrovia – 77 Arcadia – 106 Glendora – 145 Azusa - 243
<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 still no end date for COVID – 19 operations.



AGENDA REPORT

MEETING DATE: September 28, 2021

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Amanda Hamilton, Public Works Manager

SUBJECT: Notice of Completion for the City-Owned Catch Basin Retrofit Project for United Storm Water, Inc.

RECOMMENDATION: City Council acceptance of the City-Owned Catch Basin Retrofit, Project No. 21-8.

FISCAL IMPACT: The total cost of the project is \$48,499.84 from Measure M, Account No. 475-4750-8100, and is included in the FY 2021/22 budget.

BACKGROUND

On May 25, 2021, the Duarte City Council awarded the contract for the City-Owned Catch Basin Retrofit Project to United Storm Water, Inc in the amount of \$77,392.43. United Storm Water started construction on July 6, 2021. Originally the project included 72 Connector Pipe Screens (CPS) to be installed. Due to the discovery of sump pumps in the existing catch basins, 53 CPS units were installed. In addition to the CPS devices, this project included the installation of 5 Automatic Retractable Screens (ARS). The CPS units are designed to retain all trash and gross solids larger than 5 mm (0.197 in) inside the catch basin. Once in place, it also retains large volumes of sediment as well. In some heavily trafficked areas where trash is a problem, CPS units were installed in conjunction with an ARS for added effectiveness based on the level of trash and debris that commonly accumulates at the site.

This project concludes the City-Owned Catch Basin portion of the Statewide Trash Provisions. Permittees in the Los Angeles Region, including the City of Duarte, are required to submit a method of compliance for the Statewide Trash Provisions to address the pervasive impacts trash has on the beneficial uses of surface waters. On November 27, 2017, the City of Duarte submitted a letter indicating the selection of Track 1. Per the Track 1 requirements, the City of Duarte developed jurisdictional maps and committed to schedule the installation of full capture devices in both City-owned and County-owned catch basins located in the City prior to the final compliance deadline of January 28, 2026.

RECOMMENDATION

City Council acceptance of the City-Owned Catch Basin Retrofit, Project No. 21-8

FISCAL IMPACT

The total cost of the project is \$48,499.84 from Measure M, Account No. 475-4750-8100, and is included in the FY 2021/22 budget.

Attachment A: List of locations

Attachment B: Before and After Pictures

“Attachment A”

Count	Basin ID No.	Device to be Installed	Street Name	Nearest Cross Street	CORNER LOCATION	CB Type (SPPWC Std.)	CB Width "W" (ft)	Curb Face Height "X" (in)	"Y" (V-X)	V Depth (in)	CPS Install TECH	CPS Install DATE	ARS INSTALLED	CPS INSTALLED
1	2166006	CPS	Buena Vista St	Bloomdale St	NE	300	7	12	24	36	VQ/O	7/13/21	N/A	YES
2	2166168	CPS	Buena Vista St	Millbrae Ave	NW	300	7	12	24	36	VQ/O	7/13/21	N/A	YES
3	2166172	CPS	Buena Vista St	Three Ranch Rd	SE	300	7.5	12	24	36	VQ/O	7/15/21	N/A	YES
4	2166173	CPS	Buena Vista St	Three Ranch Rd	SW	300	7	11	29	40	VQ/O	7/15/21	N/A	YES
5	2166174	CPS	Hamilton Rd	Mountain Ave	NE	300	4	9	55	64	VQ/O	7/13/21	N/A	YES
6	2166191	CPS	Duarte Rd	Delford Ave	SE	303	3	8	23	31	VQ/O	7/15/21	N/A	YES
7	2166219	CPS	Duarte Rd	Village Rd	SE	300	4	10	38	48	VQ/O	7/13/21	N/A	YES
8	2166237	CPS	Huntington Dr	Brycedale Ave	NW	300	4	9	39	47	RC/O	7/16/21	YES	YES
9	2166243	CPS	Central Ave	Duncannon Ave	SW	300	7	11	21	32	VQ/O	7/13/21	N/A	YES
10	2166251	CPS	Central Ave	Duncannon Ave	NW	303	7	0	52	52	VQ/O	7/13/21	N/A	YES
11	2166273	CPS	Mountain Vista Plz	Central Ave	NW	300	11.5	6	20	30	VQ/O	7/13/21	N/A	YES
12	2166274	CPS	Central Ave	Mountain Vista Plz	SE	300	3.5	12	24	36	VQ/O	7/13/21	N/A	YES
13	2166280	CPS	Duarte Rd	Village Rd	NE	300	4	10	28	38	VQ/O	7/13/21	N/A	YES
14	2166293	CPS	Duarte Rd	Citrus View Ave	SW	303	3.5	8	39	47	VQ/O	7/15/21	N/A	YES
15	2166294	CPS	Mountain Ave	Duarte Rd	NE	300	14	8	56	64	VQ/O	7/15/21	N/A	YES
16	2166355	CPS	Huntington Dr	Buena Vista St	NW	303	3	8	59	67	RC/O	7/16/21	N/A	YES
17	2212136	CPS	Calle Villada Cir	Calle Adra	SW	300	3.5	8.5	39	48	RC/B	7/13/21	N/A	YES
18	2212137	CPS	Calle Villada Cir	Calle Adra	SW	300	3.5	8	74	60	RC/B	7/13/21	N/A	YES
19	2212169	CPS	Bradbourne Ave	Huntington Dr	NE	300	7	10	21	31	RC/O	7/14/21	N/A	YES
20	2212176	CPS	Huntington Dr	Windsor Cir	NW	300	4	12	24	36	RC/O	7/14/21	YES	YES
21	2212177	CPS	Huntington Dr	Windsor Cir	SW	300	6	12	24	36	RC/O	7/14/21	YES	YES
22	2212179	CPS	Huntington Dr	Santo Domingo Av	NE	300	4	8.5	18	24	RC/O	7/14/21	YES	YES
23	2212180	CPS	Huntington Dr	Highland Ave	NE	300	7.6	11	16	27	RC/O	7/14/21	YES	YES
24	2212181	CPS	Highland Ave	Central Ave	NE	300	21	11	55	65	RC/B	7/13/21	N/A	YES
25	2212182	CPS	Central Ave	Santo Domingo Av	SE	300	7	9	10	19	RC/O	7/14/21	N/A	YES
26	2212184	CPS	Central Ave	Highland Ave	NE	300	7	11	24	41	RC/B	7/13/21	N/A	YES
27	2212185	CPS	Highland Ave	Business Center Dr	NE	300	7	11	26	37	RC/O	7/14/21	N/A	YES
28	2212189	CPS	Highland Ave	Central Ave	NW	300	7	9.5	57	65	RC/B	7/13/21	N/A	YES
29	2212190	CPS	Highland Ave	Business Center Dr	NW	300	7	11	28	39	RC/O	7/14/21	N/A	YES
30	2212194	CPS	Highland Ave	Huntington Dr	NE	304	3	8	24	32	RC/O	7/14/21	N/A	YES
31	2212219	CPS	Swiss Trail Rd	Crossroads Ct	SW	302	7	8	50	58	RC/B	7/13/21	N/A	YES
32	2212237	CPS	Bashor St	Vineyard Ave	SW	304	3	0	54	54	RC/B	7/13/21	N/A	YES
33	2212243	CPS	Bashor St	Vineyard Ave	NW	304	3	0	55	55	RC/B	7/13/21	N/A	YES
34	2212247	CPS	Bradbourne Ave	Huntington Dr	NW	300	7	10	22	33	RC/O	7/14/21	N/A	YES
35	2212258	CPS	Bashor St	Swiss Trails Rd	SE	304	3	0	60	60	RC/B	7/13/21	N/A	YES
36	2166235	CPS	3rd St	Junipero Dr	NW	300	14	10	70	80	VQ/O	7/15/21	N/A	YES
37	2166236	CPS	3rd St	Junipero Dr	SW	300	8	8	92	100	VQ/O	7/15/21	N/A	YES
38	2166242	CPS	Monterey Ct	Las Posadas Dr	SW	300	4	8	64	72	VQ/O	7/15/21	N/A	YES
39	2166279	CPS	Carmel Ct	Las Posadas Dr	SW	300	4	8	62	70	VQ/O	7/15/21	N/A	YES
40	2166330	CPS	Cotter Ave	Montecito Ct	SW	300	4	10	54	64	VQ/O	7/15/21	N/A	YES
41	2212134	CPS	Vineyard Ave	Bashor St	SW	300	3	10	18	27	RC/B	7/15/21	N/A	YES
42	2212167	CPS	Random Ln	Oakhaven Dr	SW	300	7	9	16	24	RC/O	7/16/21	N/A	YES
43	2212204	CPS	Vineyard Ave	Swiss Trails Rd	SE	304	3	0	64	64	RC/B	7/15/21	N/A	YES
44	2212206	CPS	Swiss Trail Rd	Hideaway Ln	NE	304	3	0	34	34	RC/B	7/15/21	N/A	YES
45	2212213	CPS	Vineyard Ave	Bashor St	SW	304	3	0	59	59	RC/B	7/15/21	N/A	YES
46	2212216	CPS	Vineyard Ave	Swiss Trails Rd	SE	304	4	0	68	68	RC/B	7/15/21	N/A	YES
47	2212231	CPS	Vineyard Ave	Swiss Trails Rd	SE	304	3	0	36	36	RC/B	7/15/21	N/A	YES
48	2212233	CPS	Vineyard Ave	Bashor St	SW	304	3	0	51	21	RC/B	7/15/21	N/A	YES
49	2212236	CPS	Bashor St	Swiss Trails Rd	SE	304	3	0	49	49	RC/B	7/15/21	N/A	YES
50	2212244	CPS	Hideaway Ln	Vineyard Ave	NE	304	3	0	61	61	RC/B	7/15/21	N/A	YES
51	2212245	CPS	Vineyard Ave	Royal Oaks Dr	SW	300	7	11	38	46	RC/O	7/16/21	N/A	YES
52	2212248	CPS	Brinsey Ave	Royal Oaks Dr	SE	300	7	10	34	42	RC/O	7/16/21	N/A	YES
53	2212255	CPS	Swiss Trail Rd	Vineyard Ave	NE	304	4	0	63	63	RC/B	7/15/21	N/A	YES

“Attachment B”

Buena Vista St. and Bloomdale St.

BEFORE

AFTER



Buena Vista St. and Millbrae St.

BEFORE

AFTER





AGENDA REPORT

MEETING DATE: September 28, 2021
TO: Mayor and Members of the City Council
FROM: Craig Hensley, Community Development Director
BY: Maia McCurley, Associate Planner
SUBJECT: Renaming of Business Center Drive to Fasana Road – Adoption of Resolution
RECOMMENDATION: Adopt Resolution 21-19 Renaming Business Center Drive to Fasana Drive
FISCAL IMPACT: The one time cost to replace the existing street name signs will be \$2,000 and will be funded through the Gas Tax fund

BACKGROUND

At its March 23, 2021 meeting, the City Council unanimously approved renaming of the 1700 block of “Business Center Drive,” west of Highland Avenue and east of Fairdale Avenue to “Fasana Road” in honor of former City Councilmember John Fasana. Though the City Council approved the change, a resolution is required to be reviewed and approved by the City Council to make the street name change official. Staff has prepared Resolution 21-19 for this purpose.

DISCUSSION

Since March, Staff has worked with the impacted parties and ordered new street name signs. Once the Resolution has been approved, Staff will begin the process of notifying the post office and other necessary agencies of the street name change.

Depending on the delivery of the street name signs, Staff suggests that a ceremony to unveil the change occur in October or November. Staff will communicate with the Council on final details of the event.

RECOMMENDATION

Adopt Resolution 21-19 Renaming Business Center Drive to Fasana Drive.

FISCAL IMPACT

The one time cost to replace the existing street name signs will be \$2,000 and will be funded through the Gas Tax fund.

ATTACHMENTS

Resolution 21-19

RESOLUTION NO. 21-19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF DUARTE APPROVING A CHANGE OF STREET NAME
FROM “BUSINESS CENTER DRIVE” TO “FASANA ROAD”**

THE CITY COUNCIL OF THE CITY OF DUARTE DOES RESOLVE AS FOLLOWS:

Section 1. The City Council hereby changes the name of “Business Center Drive” for the entire distance west of Highland Avenue and east of Fairdale Avenue to “Fasana Road.”

Section 2. That the City Clerk shall certify to the adoption of this Resolution and shall forward a certified copy thereof to any and all such parties as might be affected by this action.

PASSED, APPROVED, AND ADOPTED this 28th day of September 2021.

Bryan Urias
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, California, do hereby certify that the foregoing Resolution Number 21-19 was duly passed, approved, and adopted by the City Council of the

City of Duarte at a regular meeting thereof, held on the 28th day of September, 2021, by the following vote of the Council:

AYES:

NOES:

ABSENT:

Annette Juarez
City Clerk

RESOLUTION NO. 21-19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE
APPROVING A CHANGE OF STREET NAME FROM “BUSINESS
CENTER DRIVE” TO “FASANA ROAD”**

WHEREAS, former Councilmember John Fasana made positive contributions to the City of Duarte; and

WHEREAS, the City Council unanimously approved the renaming of the 1700 block of “Business Center Drive,” west of Highland Avenue and east of Fairdale Avenue to “Fasana Road” in honor of former Councilmember John Fasana; and

WHEREAS, a Resolution is required in order to make the street name change official.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The City Council hereby changes the name of “Business Center Drive” for the entire distance west of Highland Avenue and east of Fairdale Avenue to “Fasana Road.”

SECTION 2. That the City Clerk shall certify to the adoption of this Resolution and shall forward a certified copy thereof to any and all such parties as might be affected by this action.

PASSED, APPROVED, AND ADOPTED this 28th day of September 2021.

Bryan Urias
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, California, do hereby certify that the foregoing Resolution Number 21-19 was duly passed, approved, and adopted by the City Council of the City of Duarte at a regular meeting thereof, held on the 28th day of September, 2021, by the following vote of the Council:

AYES:
NOES:
ABSENT:

Annette Juarez
City Clerk



AGENDA REPORT

MEETING DATE: September 28, 2021

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Amanda Hamilton, Public Works Manager

SUBJECT: Initiate a restricted residential parking area for Conata Street, Markwood Street, and Woodmere Place.

RECOMMENDATION: Adopt Resolution No. 21-20 approving parking restriction on portions of Conata Street, Markwood Street, and Woodmere Place.

FISCAL IMPACT: Estimated cost for the implementation of the resident only parking area is \$3,500 for permits, signs, signpost, and various hardware for the installation of the signs. This project will be funded through the State Gas Tax Fund Account No. 2225-7980.

BACKGROUND

On July 6, 2021, the Duarte Traffic Safety Commission reviewed a residential complaint regarding parking in the Markwood Street and Conata Street neighborhood. This location sits adjacent to Encanto Parkway and the San Gabriel River. The parking complaint focused on non-residents parking in the neighborhood at all hours of the day and night to access the riverbed. This was not only a parking complaint but a security concern for the residential area. At the same Traffic Safety Commission meeting, the Commission voted unanimously for staff to survey the residents in the Markwood Street and Conata Street neighborhood to determine if in fact there was a parking problem.

In late July, staff sent out a neighborhood parking questionnaire. The questionnaire included the current parking problems in the neighborhood, if the residents would like a resident-only parking area, and what the City should implement to improve the parking in the neighborhood. Thirty residential properties were surveyed with a response of 16 residential locations. The overwhelming majority of the residents from the questionnaire responded that there was, in fact, a parking and security problem caused by non-residents accessing the San Gabriel River.

On September 7, 2021, staff presented the questionnaire findings to the Duarte Traffic Safety Commission. The Commission voted unanimously at the meeting to implement a resident-only parking area for the neighborhood.

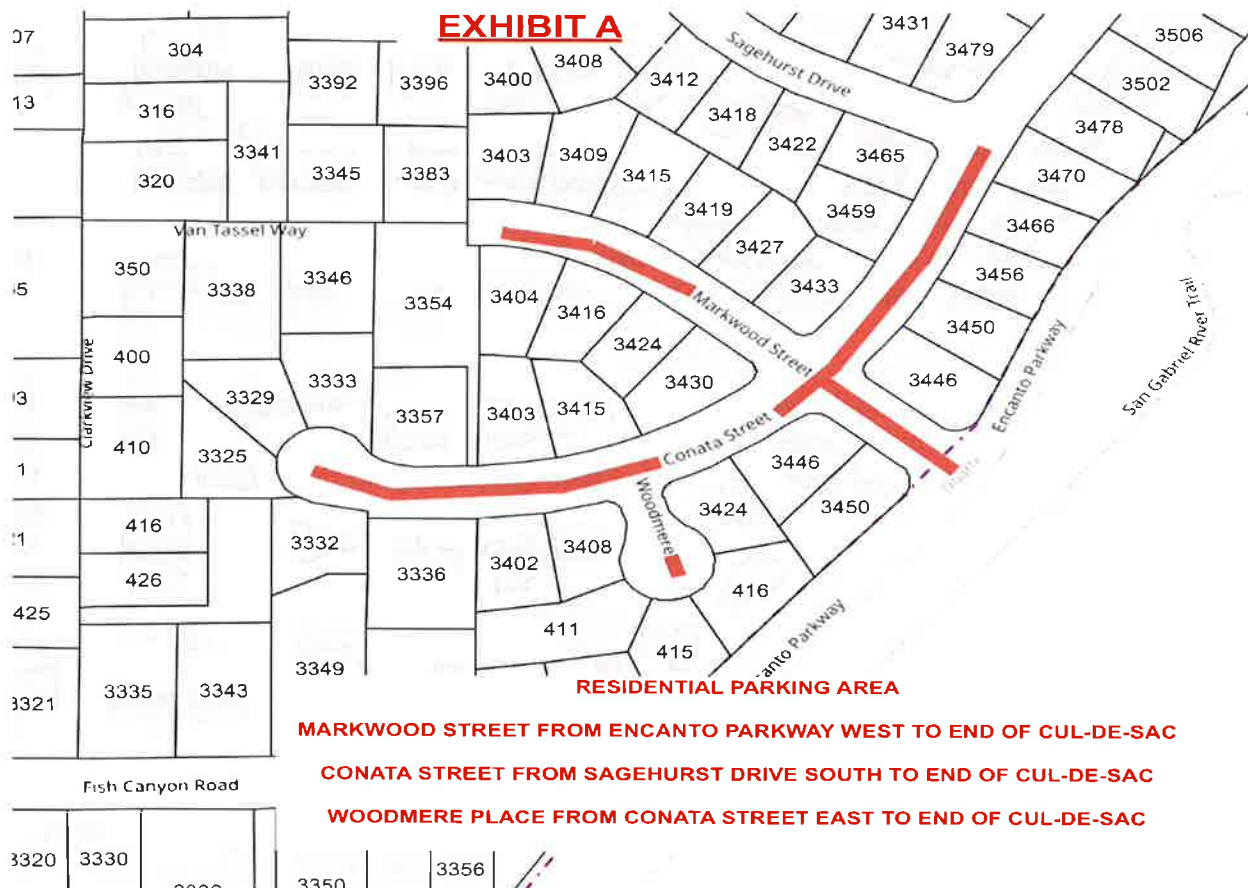
DISCUSSION/ANALYSIS

The resident-only parking area will restrict parking to non-residents, twenty-four hours a day, seven days a week. Residents will be provided with resident-only parking permits in which they will need to show proof of vehicle registration to obtain the resident permit. Residents will also receive two guest parking passes and may apply for more, if approved by the Community Development Director.

Residents may contact the Community Development Department for relaxed parking restrictions for holidays, parties, or events at residential houses that require addition parking for multiple guests on a certain day. The City of Duarte has the authority to make changes to the permit parking area policies and procedures as needed for the benefit of the neighborhood and will work with the Public Safety Department on the implementation of the signs and when enforcement can begin. If the resident-only parking is approved, the installation of the parking signs would take place in November 2021.

The Conata Street, Markwood Street, and Woodmere Place Neighborhood Residential Parking Area include (as shown in Exhibit A):

1. Markwood Street from Encanto Parkway west to end of cul-de-sac
2. Conata Street from Sagehurst Drive south to end of cul-de-sac
3. Woodmere Place from Conata Street east to end of cul-de-sac



RECOMMENDATION

Adopt Resolution No. 21-20, residential parking area for Tract No. 21628, Parcel Map No. 26976, and Parcel Map No. 15845, Conata Street, Markwood Street, and Woodmere Place.

FISCAL IMPACT

Estimated cost for the implementation of the resident only parking area is \$3,500 for permits, signs, signpost, and various hardware for the installation of the signs. This project will be funded through the State Gas Tax Fund Account No. 2225-7980.

ATTACHMENTS

“Attachment A” – Resolution No. 21-20

RESOLUTION NO. 21-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ESTABLISHING A RESIDENTIAL PARKING AREA FOR TRACT NO. 21628, PARCEL MAP NO. 26976, AND PARCEL MAP NO. 15845, CONATA STREET, MARKWOOD STREET, AND WOODMERE PLACE.

WHEREAS, that is hereby established in the City of Duarte, California, resident only parking restriction(s), for Tract No. 21628, Parcel Map No. 26976, and Parcel Map No. 15845, Conata Street, Markwood Street, and Woodmere Place (as shown on Exhibit A); and

WHEREAS, it shall be unlawful for any person to stop, stand, or park any vehicle, without a residential permit, whether such vehicle be attended or unattended. Any vehicle parked or left standing in violation of the provision of this resolution may be removed pursuant to the provisions of California Vehicle Code Section 22651(n); and

WHEREAS, the resident-only parking restriction(s), shall be enforced twenty-four hours a day, seven days a week; and

WHEREAS, the City of Duarte will provide residents with resident parking passes based on evidence of vehicle registration, and two guest parking passes, unless otherwise approved by the Community Development Director; and

WHEREAS, resident only parking passes and guest passes may not be duplicated or falsified and will only be provided by the City of Duarte's Community Development Department; and

WHEREAS, residents may contact the Community Development Department for relaxed parking restrictions for holidays, parties, or events at residential houses that require additional parking for multiple guest on a certain day; and

WHEREAS, the Community Development Director has the authority to make changes to the permit parking area policies and procedures for Tract No. 21628, Parcel Map No. 26976, and Parcel Map No. 15845, Conata Street, Markwood Street, and Woodmere Place (as shown on Exhibit A) as needed for the benefit of the neighborhood.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Duarte City Council, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The Conata Street and Markwood Street Neighborhood Residential Parking Area include (as shown in Exhibit A):
 1. Markwood Street from Encanto Parkway west to end of cul-de-sac
 2. Conata Street from Sagehurst Drive south to end of cul-de-sac
 3. Woodmere Place from Conata Street east to end of cul-de-sac

PASSED, APPROVED, AND ADOPTED this 28th day of September 2021.

Brian Urias, Mayor

APPROVED AS TO FORM:

Thai Viet Phan
Assistant City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 21-20 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 28th day of September 2021, by the following vote:

AYES:

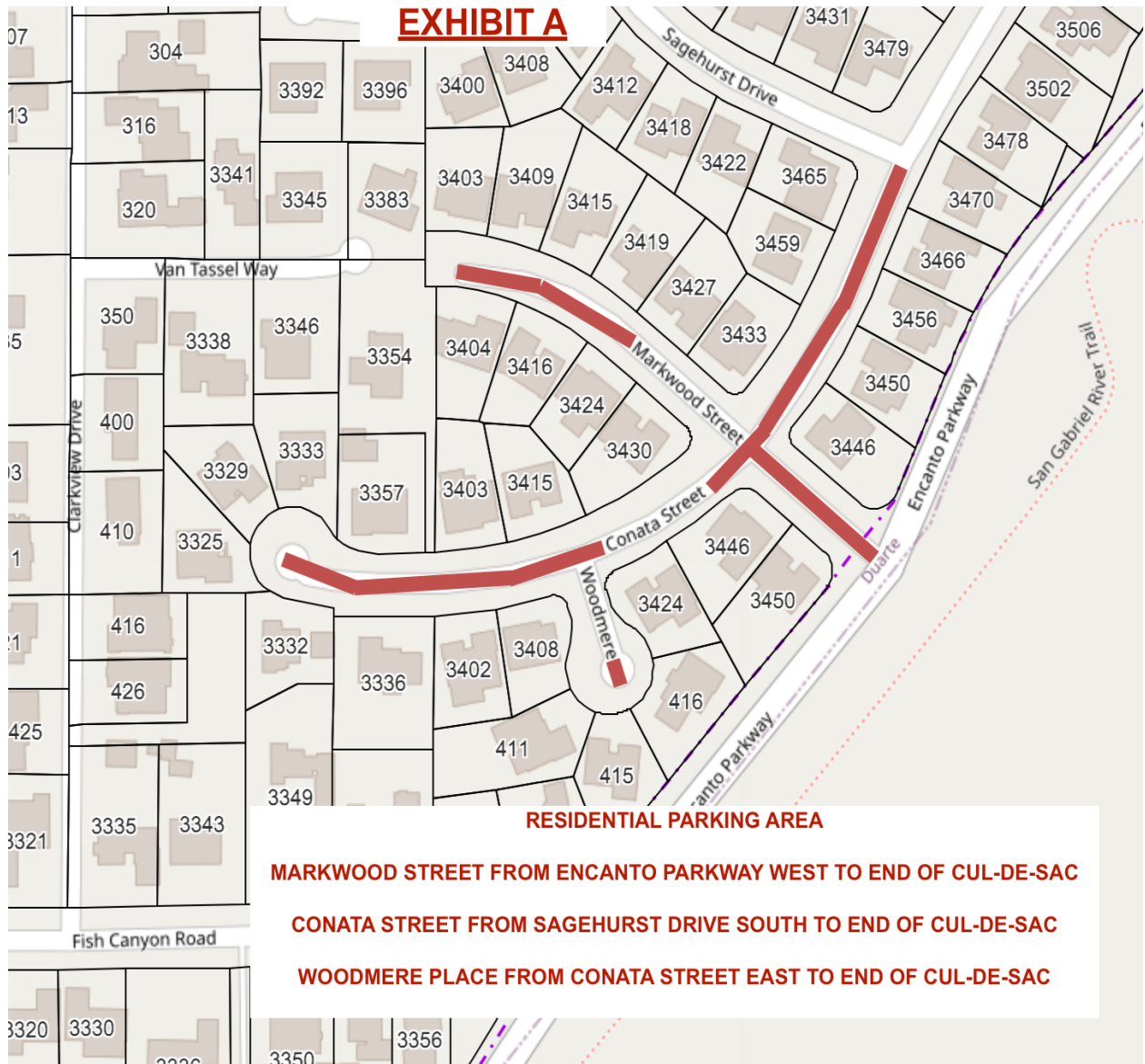
NOES:

ABSTAIN:

ABSENT:

Annette Juarez, City Clerk

EXHIBIT A





City of Duarte

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

September 29, 2021

The Honorable Gavin Newsom
Governor, State of California
State Capitol, First Floor
Sacramento, CA 95814

RE: SB 619 (Laird) Organic Waste: Reduction Regulations
Request for SIGNATURE

Dear Governor Newsom,

The City of Duarte would like to request your signature on SB 619 (Laird), which would give local governments an optional pathway to compliance with SB 1383 (Lara, 2016), and subsequent CalRecycle regulations (Regulations), without the fear of onerous penalties for one year.

Over the past several years, CalRecycle has been developing sweeping Regulations to implement statewide organic waste diversion goals set forth in SB 1383 in 2016. SB 619 seeks to help local governments implement SB 1383 by allowing for additional time and flexibility to comply with the Regulations.

Currently, local governments have until January 1, 2022, to implement many of the requirements outlined in the Regulations. Additional time and flexibility are needed given when the Regulations were finalized, the outbreak of COVID-19, and the effects these Regulations will have on city residents and businesses. Although the Regulations had been in development for several years, they were not finalized until November 2020, giving local governments only thirteen months to fully implement various facets of the Regulations.

SB 619 strikes a balance between not delaying progress on implementing the program and not burdening local governments with onerous penalties for one year if they are making a reasonable effort to comply with the Regulations. Under this bill, cities would be able to work with CalRecycle to identify the steps they have taken towards compliance and what they plan to continue to do to come into compliance in exchange for no penalties being imposed or accrued for the 2022 calendar year. The additional time to come into compliance will not only help cities make sure they implement the program right, but it will also not stall statewide progress towards full compliance.

The City of Duarte will experience challenges implementing SB 1383 by January 1, 2022, due to COVID recovery and financial impacts. The timelines in the current Regulations do not take into account the COVID-19 pandemic and the associated shifting of City staff and resources to protect public health and safety. Cities have been on the front lines helping ensure that our residents are safe and critical city operations remain operational. COVID created negative financial impacts, business closures, and suspended certain hauler activities and/or operations. Additional time would greatly benefit the City to comply with SB 1383 by further planning, implementing, and resuming activities that include education and outreach.

Lastly, given that the Regulations do not have a source of state funding to implement, the burden of paying for the costs associated with implementing the program will fall to our residents and our businesses. With all of the economic hardships facing cities, residents, and businesses, more time and flexibility implementing the Regulations will be needed to soften the blow of increased solid waste rates.

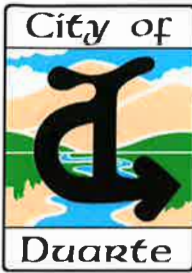
Cities like ours are working diligently to implement SB 1383 and are committed to fully implementing the program. However, given the reasons outlined above, additional time and flexibility is needed in order to avoid our serious challenges. We look forward to working with CalRecycle on the successful implementation of this bill and the Regulations in the coming years.

For these reasons, the City of Duarte **urges your signature for SB 619 (Laird)** to continue to help cities create a successful implementation of SB 1383.

Sincerely,

Bryan Urias
Mayor
City of Duarte

cc: The Honorable John Laird (via email: senator.laird@senate.ca.gov)
Jennifer Quan, Regional Public Affairs Manager, League of Cities (via email)
League of California Cities (via email: cityletters@calcities.org)



AGENDA REPORT

MEETING DATE: September 28, 2021
TO: Mayor and Members of the City Council
FROM: Craig Hensley, Community Development Director
BY: Nick Baldwin, Associate Planner
SUBJECT: Tax Equity and Fiscal Responsibility Act (TEFRA) hearing on Issuance of Tax Exempt Bonds for the Westminster Gardens Continuing Care Facility

RECOMMENDATION: 1. Conduct the public hearing under the requirements of TEFRA and the Internal Revenue Code of 1986, as amended (the “Code”); and
2. Adopt the resolution approving the issuance of the Bonds by the California Municipal Finance Authority (CMFA) for the benefit of HumanGood (the “Borrower”), to provide for the financing of the Project, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code Section 6500 (and following).

FISCAL IMPACT: City will have no financial, legal, moral obligation, liability or responsibility for the Project or the repayment of the Bonds for the financing of the Project. Through its conduit issuance activities, the CMFA shares a portion of the issuance fees it receives with its member communities and donates a portion of these issuance fees to the Board of Directors for CMFA for the support of local charities. With respect to the City of Duarte, it is expected that a portion of the issuance fee attributable to the City will be granted by the CMFA to the general fund of the City, estimated at approximately \$1,000.

BACKGROUND

From time to time, the City of Duarte (the “City”) is asked to hold a public hearing associated with a private entity’s issuance of tax-exempt private activity bonds. The entity must be located within Duarte. The bond issuance does not create a financial obligation for the City, other than the cost of staff time to prepare for the hearing. This cost is partially reimbursed through administrative payments to the City. HumanGood last requested that the City hold a hearing for this reason in 2019.

HumanGood, HumanGood NorCal, HumanGood SoCal or HumanGood Fresno, each a California

nonprofit public benefit corporation (collectively, the “Corporation” or “Borrower”), has requested that the California Municipal Finance Authority (the “Authority” or “CMFA”) issue bonds in one or more series in an aggregate principal amount not to exceed \$150,000,000 (the “Bonds”), the proceeds of which will be used, among other things, (a) to finance or reimburse the cost of remodeling, renovating, furnishing and equipping certain of the Corporation’s continuing care communities located in several jurisdictions throughout the state of California, including in the City of Duarte, (b) to pay a portion of the interest on the Bonds, if deemed necessary or advisable by the Authority or the Corporation, (c) to provide working capital to the Corporation, if deemed necessary or advisable by the Authority or the Corporation, (d) to fund a debt service reserve fund, if deemed necessary or advisable by the Authority or the Corporation, and (e) to pay certain expenses incurred in connection with the issuance of the Bonds ((a)-(e) collectively, “the Project).

A portion of the proceeds of the Bonds in a principal amount not to exceed \$50,000,000 will be used to finance expenditures for various renovations to existing infrastructure and upgrades to housing units and amenities at the following continuing care community located in the City of Duarte: Westminster Gardens located at 1420 Santo Domingo Avenue, Duarte, California, 91010.

DISCUSSION/ANALYSIS

In order for all or a portion of the Bonds to qualify as tax-exempt bonds, the City must conduct a public hearing (the “TEFRA Hearing”) providing for the members of the community an opportunity to speak in favor of or against the use of tax-exempt bonds for the financing of the Project. Prior to such TEFRA Hearing, reasonable notice must be provided to the members of the community. Following the close of the TEFRA Hearing, an “applicable elected representative” of the governmental unit hosting the Project must provide its approval of the issuance of the Bonds for the financing of the Project.

CALIFORNIA MUNICIPAL FINANCE AUTHORITY

The CMFA was created on January 1, 2004 pursuant to a joint exercise of powers agreement to promote economic, cultural and community development, through the financing of economic development and charitable activities throughout California. To date, over 330 municipalities, including the City of Duarte, have become members of CMFA.

The CMFA was formed to assist local governments, non-profit organizations and businesses with the issuance of taxable and tax-exempt bonds aimed at improving the standard of living in California. The CMFA’s representatives and its Board of Directors have considerable experience in bond financings.

RECOMMENDATION

In light of the foregoing, and in order to support affordable housing, staff recommends that the City conduct the TEFRA hearing and adopt the resolution in favor of the issuance of the bonds by CMFA.

FISCAL IMPACT

The Bonds to be issued by the CMFA for the Project will be the sole responsibility of the Borrower, and the City will have no financial, legal, moral obligation, liability or responsibility for the Project or the repayment of the Bonds for the financing of the Project. All financing documents with respect to the issuance of the Bonds will contain clear disclaimers that the Bonds are not obligations of the City or the State of California but are to be paid for solely from funds provided by the Borrower.

The Board of Directors of the California Foundation for Stronger Communities, a California non-profit public benefit corporation (the "Foundation"), acts as the Board of Directors for the CMFA. Through its conduit issuance activities, the CMFA shares a portion of the issuance fees it receives with its member communities and donates a portion of these issuance fees to the Foundation for the support of local charities. With respect to the City of Duarte, it is expected that that a portion of the issuance fee attributable to the City will be granted by the CMFA to the general fund of the City. Such grant may be used for any lawful purpose of the City.

ATTACHMENTS

Exhibit A Resolution 21-18

RESOLUTION NO. 21-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA APPROVING THE ISSUANCE OF THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY REVENUE BONDS, SERIES 2021 (HUMAN GOOD) IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$150,000,000 FOR THE PURPOSE OF FINANCING THE CONSTRUCTION, FURNISHING, AND EQUIPPING OF WESTMINSTER GARDENS AND CERTAIN OTHER MATTERS RELATING THERETO

WHEREAS, HumanGood, HumanGood NorCal, HumanGood SoCal or HumanGood Fresno, each a California nonprofit public benefit corporation (collectively, the “Corporation”), has requested that the California Municipal Finance Authority (the “Authority”) issue bonds in one or more series in an aggregate principal amount not to exceed \$150,000,000 (the “Bonds”), the proceeds of which will be used, among other things, (a) to finance or reimburse the cost of remodeling, renovating, furnishing and equipping certain of the Corporation’s continuing care communities located in several jurisdictions throughout the state of California, including in the City of Duarte, (b) to pay a portion of the interest on the Bonds, if deemed necessary or advisable by the Authority or the Corporation, (c) to provide working capital to the Corporation, if deemed necessary or advisable by the Authority or the Corporation, (d) to fund a debt service reserve fund, if deemed necessary or advisable by the Authority or the Corporation, and (e) to pay certain expenses incurred in connection with the issuance of the Bonds; and

WHEREAS, a portion of the proceeds of the Bonds in a principal amount not to exceed \$50,000,000 will be used to finance expenditures for various renovations to existing infrastructure and upgrades to housing units and amenities at the following continuing care community owned and operated by the Corporation and located in the City of Duarte (the “City”): Westminster Gardens located at 1420 Santo Domingo Avenue, Duarte, California, 91010 (the “Community”); and

WHEREAS, a portion of such proceeds of the Bonds will be used to finance various renovations to the Community, including constructing additional independent housing accommodations on a vacant lot located on the campus of the Community; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986 (the “Code”), the issuance of the Bonds by the Authority must be approved by the City because the Community is located within the territorial limits of the City; and

WHEREAS, the City Council of the City (the “Council”) is the elected legislative body of the City and is one of the applicable elected representatives required to approve the issuance of the Bonds under Section 147(f) of the Code; and

WHEREAS, the Council understands that its actions in holding the public hearing and in adopting this Resolution do not obligate the City in any manner for payment of the principal, interest, fees or any other costs associated with the issuance of the Bonds and such actions by the City will have no other financial, legal, moral obligation, liability, or responsibility for the Bonds

or the Community, and the Council expressly conditions its approval of the issuance of the Bonds by the Authority by the adoption of this Resolution on this understanding; and

WHEREAS, the Authority has requested that the Council approve the issuance of the Bonds by the Authority in order to satisfy the public approval requirement of Section 147(f) of the Code and the requirements of Section 4 of the Joint Exercise of Powers Agreement relating to the California Municipal Finance Authority, dated as of January 1, 2004 (the “Agreement”), among certain local agencies, including the City; and

WHEREAS, pursuant to Section 147(f) of the Code, the Council has, following notice duly given, held a public hearing regarding the issuance of the Bonds, and now desires to approve the issuance of the Bonds by the Authority.

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

SECTION 1. The above recitals as true and correct and are fully incorporated herein.

SECTION 2. The Council hereby approves the issuance of the Bonds by the Authority. It is the purpose and intent of the Council that this Resolution constitute approval of the issuance of the Bonds by the Authority for the purposes of (a) Section 147(f) of the Code by the applicable elected representative of the governmental unit having jurisdiction over the area in which the Community is located, in accordance with said Section 147(f) and (b) Section 4 of the Agreement.

SECTION 3. The officers and employees of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this Resolution and the financing transaction approved hereby.

SECTION 4. The Council expressly conditions its approval of this Resolution on its understanding that the City shall have no obligation whatsoever to pay any principal, interest, fees or other costs associated with the Authority’s issuance of the Bonds.

SECTION 5. This Resolution shall take effect immediately upon its adoption.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and shall cause this resolution and her certification to be entered in the Book of Resolutions of the Council of this City.

PASSED, APPROVED AND ADOPTED this 28th day of September, 2021.

Bryan Urias, Mayor

APPROVED AS TO FORM:

Thai Phan, City Attorney

ATTEST:

Annette Juarez, City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, California, do hereby certify that the foregoing Resolution No. 21-18 was duly passed, approved, and adopted by the City Council of the City of Duarte, California, at a regular meeting of said City Council held on the 28th day of September 2021 by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Annette Juarez
City Clerk



AGENDA REPORT

MEETING DATE: September 28, 2021

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Victoria Rocha, Assistant to the City Manager

SUBJECT: Approval of a Memorandum of Agreement to Participate in the San Gabriel Valley Council of Governments' Regional Food Recovery Program

RECOMMENDATION: Authorize the City Manager to execute a Memorandum of Agreement to Participate in the San Gabriel Valley Council of Governments' Regional Food Recovery Program in an amount not to exceed \$19,785.

FISCAL IMPACT: If approved, the Memorandum of Agreement will require a FY 2021-22 budget amendment of \$19,785 from the General Fund (1825-7687).

BACKGROUND

The passage of Senate Bill 1383 (SB 1383) in September 2016 imposed statewide targets to reduce the disposal of organic waste by 75 percent by January 1, 2025 (based on 2014 levels) and recover at least 20 percent of currently disposed edible food for human consumption by 2025. The California Department of Resources Recycling and Recovery (CalRecycle) finalized and adopted SB 1383 guidelines in November 2020 with the approval of the Office of Administrative Law.

CalRecycle guidelines for SB 1383 require cities and counties to conduct education and outreach on organics recycling to all residents, businesses, haulers, solid waste facilities, local food banks, and other food recovery organizations. Jurisdictions are also required to:

- (1) Update ordinances to include Mandatory Organic Waste Disposal Reduction;
- (2) Revise its Franchise Agreements with Waste Haulers to include Mandatory Organic Waste Disposal Reduction;
- (3) Adopt a Procurement Policy consisting of SB 1383 guidelines; and
- (4) Create and implement an Edible Food Recovery Program.

Under the guidelines, these items are supposed to be implemented by January 1, 2022.

City staff and Duarte's waste hauler are working strategically through these requirements to meet State regulations while also balancing the fiscal impacts to residents and businesses. Given the limited number of food recovery organizations available in Los Angeles County for all 88 cities, CalRecycle recommends a regional approach for an Edible Food Recovery Program. When the San Gabriel Valley Council of Governments (SGVCOG) agreed to administering said program on

behalf of members, fourteen San Gabriel Valley cities formalized their interest in the program, including Duarte. The City's participation in this program and subsequent inspection program brings the City into compliance with one of the mandates of SB 1383 that is outside of the scope of the City's waste hauling franchise agreement.

DISCUSSION

After the SGVCOG presented and received recommendations from the City Managers' Steering Committee and the Public Works Technical Advisory Committee to proceed with the proposed Regional Food Recovery Program, a Request for Proposals (RFP) was released by the SGVCOG on July 20, 2021.

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

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

The RFPs were due on August 19, 2021, with virtual interviews held shortly thereafter. The Regional Food Recovery Program's Technical Evaluation Committee completed its evaluation process and recommended the contract be awarded to SCS Engineers. The participation cost for Tasks 1-4 for each city is an amount not to exceed \$19,785.00 including both consultant and five percent SGVCOG administrative fees.

The cost to participate in Task 5 (Development of the Inspection Schedule and Plan) is \$2,299 per city. The cost to participate in Task 6 (Implementation of the Inspection Schedule and Plan) will be dependent on the number of businesses subject to the Regulations. Given the timeline of the Regulations, SGVCOG has decided to issue the first task order to begin work on Tasks 1-4, given that those costs have been finalized. Work for Tasks 5-6 will be presented to the SGVCOG's Governing Board in October and then brought to cities respective Councils once the consultants can finalize the cost.

RECOMMENDATION

Authorize the City Manager to execute a Memorandum of Agreement to Participate in the San Gabriel Valley Council of Governments' Regional Food Recovery Program in an amount not to exceed \$19,785.

FISCAL IMPACT

If approved, the contract will require a FY 2021-22 budget amendment of \$19,785 from the General Fund (1825-7687).

ATTACHMENTS

1. Regional Food Recovery Program Memorandum of Agreement between the City of Duarte and the San Gabriel Valley Council of Governments

**MEMORANDUM OF AGREEMENT (“MOA”)
BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF
GOVERNMENTS AND THE CITY OF DUARTE FOR PARTICIPATION
IN THE SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY
PROGRAM**

This Memorandum of Agreement (“MOA”) is dated for identification purposes as of September 28, 2021, by and between the City of Duarte, a municipal corporation (“City”), and the San Gabriel Valley Council of Governments, a California joint powers authority (“SGVCOG”). City and SGVCOG may be referred to herein collectively as the “Parties” or individually as a “Party.”

RECITALS:

- A. The passage of SB 1383 (Lara, 2016) implemented statewide targets to reduce statewide disposal of organic waste and increase recovery of currently disposed edible food for human consumption. Specifically, SB 1383 aims to recover at least 20% of currently disposed edible food for human consumption by 2025. The California Department of Resources Recycling and Recovery (CalRecycle) has developed regulations entitled “Short-lived Climate Pollutants: Organic Waste Reductions” (hereafter “SLCP Regulations”), which regulations are codified at Title 14 California Code of Regulations sections 17402 et seq.¹
- B. To recover 20% of edible food that would otherwise be sent to landfills by 2025, SB 1383 requires local jurisdictions to establish food recovery programs and strengthen their existing food recovery networks.
- C. The SGVCOG was established to have a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley by the member cities and other local governmental agencies and has established and is administering a Regional Food Recovery Program (the “Program”).
- D. City seeks to participate in the Program and join a regional approach toward compliance with SB 1383’s food recovery components. Specifically, the Program will support City in complying with the food recovery components of Sections 18985.2, 18985.3, 18991.1, 18991.2, 18992.2, 18994.1, 18994.2, and 18995.2
- E. City will remain responsible for maintaining an Implementation Record pursuant to Section 18995.2, to include all necessary information from the Program in the City’s Implementation Record and to report the necessary information to CalRecycle based on the reporting timelines and reporting request procedures set forth in Sections 18994.1, 18994.2, and 18995.2.
- F. Pursuant to Section 18985.2, the City will remain responsible for updating and

¹ All Section references herein are to Title 14 of the California Code of Regulations unless otherwise stated.

maintaining a list of food recovery organizations and food recovery services on an annual basis. Such list must be annually updated to include each food recovery organization and each food recovery service's name, physical address, contact information, collection service area, and the types of food they accept. Such information must be posted on the City's website and shared with the City's commercial edible food generators on an annual basis. It is also the City's responsibility to share information about the City's edible food recovery programs, information about the commercial edible food generator requirements, information about food recovery organizations and food recovery services operating within its jurisdictions, where a list of those food recovery organizations and food recovery services can be found, and information about actions that commercial edible food generators can take to prevent the creation of food waste on an annual basis.

- G. City acknowledges the need to adopt a SB 1383 ordinance prior to January 1, 2022 to ensure effective implementation of the Program.
- H. City and SGVCOG desire to set forth the terms of their ongoing collaboration with respect to this effort in this MOA and further agree as follows:

I. RECITALS

The above Recitals are made a substantive part of this MOA.

II. TERM:

The term of this MOA shall commence on September 28, 2021 and shall continue through the completion of all work completed under this MOA. The term of this MOA may be extended by mutual written MOA of the Parties.

III. RESPONSIBILITIES OF THE PARTIES:

A. SGVCOG Responsibilities:

1. Undertake procurement and management of consultant(s) to complete the Program set forth in the Program's Scope of Work (Attachment A), including the execution of a contract with the consultant for the development of the Program.
2. Manage all invoicing and payments to be made to consultant.
3. Review draft deliverables prepared by the consultant for accuracy.
4. Coordinate with the consultant to ensure consultant's participation in calls and meetings.
5. Manage ongoing coordination of calls with the Parties and the consultant throughout the development of the Program.
6. Review and provide comments on draft communications and documents related to the Program.
7. Submit one invoice to the City within thirty (30) days of this MOA's execution, in the amount not-to-exceed \$19,785.00 (includes both consultant fee and administrative fee) which amount represents City's total cost for

participation in the Program.

B. City Responsibilities:

1. Designate a point-of-contact with name, title, and contact information who will serve as the City's technical representative throughout the development of the Program. If the point-of-contact is reassigned or no longer with the City, a new point-of-contact will be designated within fourteen (14) calendar days.
2. Actively engage in the development of the Program including, but not limited to, promptly responding to all correspondence (phone calls and e-mail communications), responding to data requests, and attending any necessary meetings.
3. Review and provide comments to consultant on deliverables as necessary.
4. Participate in check-in calls and/or meetings with the consultant and with all Parties, as necessary.
5. Approve within five (5) business days any deliverables that can be approved by staff or ten (10) business days any items that need to be approved by city attorney or city manager.
6. Pay the invoice referenced in III.A.7 above within thirty (30) days.

IV. PROJECT MANAGEMENT:

A. Project Managers.

1. For the purposes of this MOA, SGVCOG designates the following individual as its Project Manager: Alexander Fung, Senior Management Analyst, whose contact information is set forth below.
2. For the purposes of this MOA, the City designates the following individual as its representative: Victoria Rocha, Assistant to the City Manager, whose contact information is set forth below.

Either Party may change the designations set forth herein upon written notice to the other Party.

V. DEFAULT: REMEDIES:

- A. Default. A "Default" under this MOA is defined as any one or more of the following: (i) failure of either Party to comply with the terms and conditions contained in this MOA; and/or (ii) failure of either Party to perform its obligations set forth herein satisfactorily or make sufficient progress towards completion of the Regional Food Recovery Program.
- B. Remedies. In the event of a Default by either Party, the non-defaulting Party will provide a written notice of such Default and thirty (30) days to cure the Default. In the event that the defaulting Party fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period and to the satisfaction of the non-defaulting Party, the non-defaulting Party may terminate

this MOA. Such termination shall be effective immediately upon the provision of written notice by the non-defaulting Party to the defaulting Party. The remedies described herein are non-exclusive. In the event of a Default by either Party, the non-defaulting Party shall have the right to seek any and all remedies available at law or in equity.

VI. INDEMNIFICATION:

- A. City agrees to defend, indemnify, and hold free and harmless the SGVCOG, its elected and appointed boards, officials, officers, agents, employees, members, and volunteers, at City's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the SGVCOG, its elected and appointed boards, officials, officers, agents, employee members, and volunteers arising out of or relating to the acts or omissions of City in connection with this MOA.
- B. SGVCOG agrees to defend, indemnify, and hold free and harmless the City, its elected officials, officers, agents, employees, and volunteers, at SGVCOG's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the City, its elected officials, officers, agents, employees, and volunteers arising out of or relating to the acts or omissions of SGVCOG in connection with this MOA.
- C. To the extent allowed by State law, SGVCOG shall require that the consultant(s) defend and indemnify the City and its elected officials, officers, agents, employees, and volunteers from and against any and all claims, actions, suits, or other legal proceedings (collectively, "Claims") brought against the City arising out of or relating to the acts or omissions of the consultant(s) in connection with the Scope of Work, in the agreement between the consultant and SGVCOG; provided that SGVCOG shall not be liable to the City and its elected officials, officers, agents, employees, and volunteers by way of agency or any other theory of liability for any such Claims.

VII. INSURANCE:

City and SGVCOG shall maintain and keep in full force and effect during the term of this MOA insurance or a program of self-insurance against claims for injuries to persons or damages to property which may arise in connection with City's or SGVCOG's performance of its obligations hereunder.

VIII. OTHER TERMS AND CONDITIONS:

- A. Notices. All notices required or permitted to be given under this MOA shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG: Alexander Fung

Senior Management Analyst
1000 S. Fremont Avenue, Unit 42
Building A-10N, Suite 10-210
Alhambra, CA 91803
(626) 457-1800
afung@sgvcog.org

with a copy to: Marisa Creter
Executive Director
1000 S. Fremont Avenue, Unit 42
Building A-10N, Suite 10-210
Alhambra, CA 91803
(626) 457-1800
mcreter@sgvcog.org

To City: Victoria Rocha
Assistant to the City Manager
1600 Huntington Drive
Duarte, CA 91010
(626) 357-7931
vrocha@accessduarte.com

with a copy to: Daniel Jordan
City Manager
1600 Huntington Drive
Duarte, CA 91010
(626) 357-7931
djordan@accessduarte.com

- B. No Partnership. This MOA is not intended to be, and shall not be construed as, an agreement to form a partnership, agency relationship, or a joint venture between the Parties. Except as otherwise specifically provided in the MOA, neither Party shall be authorized to act as an agent of or otherwise to represent the other Party.
- C. Entire MOA. This MOA constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes any and all other prior writings and oral negotiations. This MOA may be modified only in writing and signed by the Parties in interest at the time of such modification.
- D. Governing Law. This MOA shall be governed by and construed under California law and any applicable federal law without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this MOA, the Parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.
- E. Attorneys' Fees. In the event that there is any litigation or other legal proceeding between the Parties in connection with this MOA, each Party shall bear its own costs

and expenses, including attorneys' fees.

- F. Excusable Delays. Neither Party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquakes, fires, acts of a public enemy, pandemic, epidemic, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this MOA.
- G. Waiver. Waiver by any Party to this MOA of any term, condition, or covenant of this MOA shall not constitute a waiver of any other term, condition, or covenant. No waiver of any provision of this MOA shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought.
- H. Headings. The section headings contained in this MOA are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.
- I. Assignment. Neither Party may assign its interest in this MOA, or any part thereof, without the prior written consent of the other Party. Any assignment without consent shall be void and unenforceable.
- J. Severability. If any provision of this MOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- K. Authority to Execute. The person executing this MOA on behalf of a Party warrant that they are duly authorized to execute this MOA on behalf of said Party, and that by doing so said Party is formally bound to the provisions of this MOA.
- L. Counterparts. This MOA may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
- M. Electronic Signatures. This MOA may be executed with electronic signatures in accordance with Government Code Section 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this MOA to be executed and to be effective on the date it has been fully executed by the Parties as set forth below.

FOR THE CITY OF DUARTE:

By: _____
Daniel Jordan
City Manager

Date: _____

ATTEST:

Annette Juarez
City Clerk

APPROVED AS TO FORM:

V. Thai Phan
Assistant City Attorney

FOR THE SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS:

By: _____
Marisa Creter
Executive Director

Date: _____

APPROVED AS TO FORM:

David DeBerry
General Counsel

ATTACHMENT "A"

Schedule of Work

Based on mandates set forth by the adopted guidelines, the SGVCOG is seeking a completed project (Tasks 1-4 indicated in the scope of work without the optional add-ons in the Scope of Work) **by January 17, 2022**. The Schedule of Work may be extended until August 1, 2024 for the purpose of adding Tasks 5 and 6. These additional tasks are envisioned to be annual MOA amendments with annual options to extend through August 1, 2024.

Scope of Work*

Task 1 Project Management

Task 1.1 Kickoff Meeting

The Consultant shall conduct a kickoff meeting with the SGVCOG and CalRecycle staff. The primary objectives will be to review scope, schedule, project goals, and key issues. The SGVCOG will be responsible for inviting CalRecycle staff to participate in the Kickoff Meeting.

Deliverables: Meeting notes and materials for kickoff meeting.

Task 1.2 Project Team Coordination

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

Deliverables: Meeting notifications, agendas, and notes.

Task 1.3 Project Management Update Meetings

The Consultant shall facilitate approximately 6-8 meetings with the SGVCOG and representatives of participating cities to solicit feedback on draft deliverables.

Deliverables: Meeting notifications, agendas, notes, and other relevant drafts and documents.

Task 2 Capacity and Compliance Assessments

Task 2.1 Food Recovery Agencies and Organizations Capacity Assessment

The Consultant shall assess potential edible food recovery agencies and organizations in and around the participating cities' city limits, identify and evaluate the processing capacity of such agencies and organizations, identify and evaluate whether these agencies and organizations have existing contracts and written agreements with participating cities' commercial edible food waste generators, and provide a detailed report. Additionally, the Consultant shall calculate if additional capacity is needed for participating cities to recover the required amount of edible food, identify the infrastructure needed to operate an edible food recovery program in the San Gabriel Valley, and identify opportunities for participating cities to fund such infrastructure.

Deliverables: A detailed report containing a list of edible food recovery agencies and organizations in and around the participating cities' city limits to provide for participating cities' edible food waste generators that comply with SB 1383, and an assessment of the requirements associated with the collected edible food or expand collection of edible food. Additionally, the report should

include information on the processing capacity of the food recovery agencies and organizations in and around the participating cities' city limits and whether these agencies and organizations have existing contracts and written agreements with the participating cities' commercial edible food waste generators. The report must also include details on whether additional capacity is needed for participating cities to recover the required amount of edible food, the infrastructure needed to operate an edible food recovery program in the San Gabriel Valley and opportunities for participating cities to fund such infrastructure. The report shall be compiled in the form of one regional document, with the information on each participating city formatted by sections.

Task 2.2 Tier 1 and Tier 2 Edible Food Waste Generators Compliance Assessment

The Consultant shall identify participating cities' Tier 1 and Tier 2 edible food waste generators and assess the generators for their existing food recovery capacity and their current compliance statuses, including whether or not the generators have existing contracts or written agreements with food recovery services or organizations, with SB 1383's edible food recovery regulations.

Deliverables: A detailed report providing details on participating cities' Tier 1 and Tier 2 edible food waste generators, their statuses on their participation in edible food donation programs, and their SB 1383 food recovery compliance statuses of such edible food donation programs. The report shall be compiled in the form of one regional document, with the information on each participating city formatted by sections.

Task 3 Public Outreach

Task 3.1 Develop Outreach and Education Plan

The Consultant shall develop and propose an outreach and education plan and timeline for participating cities' Tier 1 and Tier 2 edible food waste generators and stakeholder groups and specify plans to incorporate communication, marketing, and outreach/education efforts. Please note that all outreach efforts must be conducted, by law, before February 1, 2022. The plan shall include email notifications to participating cities' Tier 1 and Tier 2 edible food waste generators, social media and website postings, and five (5) regional educational workshops (with recording available). The Consultant shall also create materials for the outreach and education plan based on resources provided by CalRecycle and the Los Angeles County Department of Public Works, including flyers, brochures, presentations, and website and social media templates. All materials must be provided in traditional Chinese, English, and Spanish.

Deliverables: Multilingual outreach and education materials and a detailed plan on comprehensive outreach and education efforts for participating cities' Tier 1 and Tier 2 edible food waste generators and stakeholder groups.

Task 3.2 Implement Outreach and Education Plan

Upon approval by the SGVCOG, the Consultant shall implement the proposed outreach and education plan. The Consultant shall provide records of all outreach and education efforts, along with copies of the utilized marketing materials, that were conducted. The records shall include the date and to whom the information was disseminated or direct contact made.

Deliverables: Weekly reports and updates on conducted outreach and education efforts, including emails, presentations, individuals/entities outreached, outcomes/relevant documents, and copies of the utilized marketing materials.

Task 4 Final Report

Task 4.1 Final Report Deliverable

The Consultant shall compile a Final Report that includes details on the outreach efforts that were conducted, the assessments that were performed under Task 2, the food recovery needs and operations of participating cities' Tier 1 and Tier 2 waste generators, the food recovery needs and operations of food recovery agencies and organizations in and around the San Gabriel Valley, and recommendations on the necessary steps that participating cities should consider to ensure SB 1383 compliance.

Deliverables: Final report detailing the outreach efforts that were conducted, the assessments that were performed under Task 2, the food recovery needs and operations of participating cities' Tier 1 and Tier 2 waste generators, the food recovery needs and operations of food recovery agencies and organizations in and around the San Gabriel Valley, and recommendations on the necessary steps that participating cities should consider to ensure SB 1383 compliance.



AGENDA REPORT

MEETING DATE: September 28, 2021

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

SUBJECT: City Council Policy on excusing Councilmember absences

RECOMMENDATION: It is recommended that the City Council discuss its current Policy on excusing Councilmember absences, and to consider clarifying and/or changing the Policy as necessary.

FISCAL IMPACT: None

BACKGROUND

On November 12, 2019, the City Council approved Resolution 19-29 (see Attachment 1), under which the City Council established “a policy for hearing, discussing, and excusing Councilmembers’ absences” (hereafter “Absence Policy” or just “Policy”). Under the Policy, the following was established:

- Councilmembers will make every effort possible to attend City Council meetings;
- Councilmembers will make every effort possible to contact the City Manager in advance of a meeting that they will be unable to attend; and
- The City Manager “shall report on any contacts received about a City Councilmember’s absence after the Call To Order on the agenda of the respective City Council meeting. At that time, the City Council shall discuss the communication and reason for an absence, and may take action to excuse the absence.”

Since the Policy was adopted, the City Council’s practice has evolved to have an agenda item on the Consent Calendar of every City Council meeting to “Approve absence(s) of City Council member(s) from the City Council meeting.” Assuming that “approving” an absence has the same meaning as “excusing” an absence, the City Council’s current practice of adopting this agenda item as part of a meeting’s Consent Calendar could be interpreted as “taking action to excuse the absence” from that meeting.

Based on the recitals of the Resolution (19-29) in which the City Council adopted the current Absence Policy, it appears that at least one factor motivating its adoption was to clarify the status of Councilmember absences in light of California Government Code section 36513(a). Section 36513(a) states:

“If a city councilmember is absent without permission from all regular city council meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant and shall be filled as any other vacancy.”

Referring to this section in the Government Code, Resolution 19-29’s third recital states that ... “the City Council desires to establish a formal policy for hearing, discussing, and excusing Councilmembers’ absences so as to avoid the unnecessary or unintentional invocation of section 36513(a).”

At its regular meeting on September 14, 2021, Councilmembers raised questions about the meaning and operation of the current Absence Policy. After some deliberation, the Council directed staff to return with an item to facilitate a discussion of, and possible amendments to, the current Policy.

DISCUSSION/ANALYSIS

The City Council may want to consider framing its discussion of the current Absence Policy around several questions. These questions could include:

1. Is the Absence Policy, both in its meaning and operation, sufficient clear in its current form? If not, what amendments to the Policy’s language, or changes in how the Policy is being implemented, are necessary to clarify the current Policy?
2. Even if the Absence Policy is sufficiently clear in its current form, should the City Council consider substantive changes to the Policy?

RECOMMENDATION

It is recommended that the City Council discuss its current Policy on excusing Councilmember absences, and to consider clarifying and/or changing the Policy as necessary.

FISCAL IMPACT

None

ATTACHMENTS

1. Resolution No. 19-29

RESOLUTION NO. 19-29

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE
SETTING A POLICY FOR HEARING, DISCUSSING, AND
EXCUSING COUNCILMEMBERS' ABSENCES**

WHEREAS, the City of Duarte is a general law city incorporated on August 22, 1957; and

WHEREAS, Government Code 36513(a) refers to a Councilmember who is absent without permission and the statutory vacation of office due to unexcused absences; and

WHEREAS, the City Council desires to establish a formal policy for hearing, discussing, and excusing Councilmembers' absences so as to avoid the unnecessary or unintentional invocation of section 36513(a).

NOW, THEREFORE, the City Council of the City of Duarte resolves as follows:

Section 1. It shall be the policy of the City Council of the City of Duarte that Councilmembers will make every effort possible to attend City Council meetings.

Section 2. The City Council understands and appreciates that absences will take place due to conflicting schedules and emergencies. It shall be the policy of the City Council that Councilmembers will make every effort possible to contact the City Manager in advance of a meeting that they will be unable to attend.

Section 3. It shall be the policy of the City Council that the City Manager, or his/her official designee, shall report on any contacts received about a City Councilmember's absence after the Call To Order on the agenda of the respective City Council meeting. At that time, the City Council shall discuss the communication and reason for an absence, and may take action to excuse the absence.

Section 4. The City Clerk shall certify to the adoption of this Resolution and this Resolution shall take effect upon its adoption.

PASSED, APPROVED, AND ADOPTED this 12th day of November, 2019.

/s/ Tzeitel Paras-Caracci
Mayor Tzeitel Paras-Caracci

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 19-29 was adopted by the City Council of the City of Duarte at a regular meeting of said Council held on the 12th day of November, 2019, by the following vote:

AYES: Councilmembers: Fasana, Finlay, Kang, Lewis, Reilly, Paras-Caracci

NOES: Councilmembers: None

ABSENT: Councilmembers: Urias

/s/ Marla Akana
City Clerk Marla Akana
City of Duarte, California