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

TUESDAY, SEPTEMBER 12, 2023
7:00 PM

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

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

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JODY SCHULZ, MAYOR
VINH TRUONG, MAYOR PRO TEM
MARGARET FINLAY, COUNCILMEMBER
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
CESAR GARCIA, COUNCILMEMBER
TERA MARTIN DEL CAMPO, COUNCILMEMBER

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

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

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

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

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

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

1. CALL TO ORDER AND ROLL CALL

    A. City Manager Written Comments

2. PLEDGE TO THE FLAG

3. ADOPTION OF THE AGENDA

4. SPECIAL ITEMS

    A. Proclamation recognizing September 2023 as National Suicide Prevention Month in the City of Duarte

    It is recommended that the City Council proclaim the month of September 2023 as National Suicide Prevention Month in the City of Duarte

    B. Proclamation recognizing September 2023 as Childhood Cancer Awareness Month in the City of Duarte

    It is recommended that the City Council proclaim the month of September 2023 as Childhood Cancer Awareness Month in the City of Duarte

    C. Community Development Department Update

    D. Parks and Recreation Department Update

    E. Duarte Unified School District Update

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

7. CONSENT CALENDAR

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

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

C. Approval of Minutes - August 22, 2023 Regular Meeting (CC/HA/FA)

It is recommended that the City Council approve the August 22, 2023 regular meeting minutes.

D. Approval of Warrants - September 12, 2023 (CC/HA/FA)

It is recommended that the City Council approve the September 12, 2023 warrants

E. Receive and File the Community Development Department Update

It is recommended that the City Council receive and file the Community Development Department Update

F. Receive and File the Parks and Recreation Department Update

It is recommended that the City Council receive and file the Parks and Recreation Department Update

G. Notice of Completion: Roof Replacement for Fitness Center Building - Project 23-01; Budget Amendment
It is recommended that the City Council: 1) Authorize the Notice of Completion for the Roof Replacement for the Fitness Center Building Project in the amount of $187,038; and 2) Approve a budget amendment of $187,038

H. Notice of Completion: Senior Center Flooring Replacement - Project 23-10

It is recommended that the City Council authorize the Notice of Completion for the Senior Center Flooring Replacement Project in the amount of $98,769.50

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS

A. First Reading of Ordinance No. 920 for City Council Salary Adjustment

It is recommended that City Council conduct a public hearing; receive public testimony; and discuss and approve Ordinance No. 920 to increase City Council salaries beginning December 10, 2024, pursuant to Government Code section 36516.

10. BUSINESS ITEMS

A. Professional Services Agreement with LPA for Fitness Center and Aquatic Preliminary Assessment

It is recommended that the City Council provide input and further direction regarding the completed Fitness Center and Swimming Pools Assessment and desired next steps, at a minimum of repairing the current pool deck surfacing.

B. Discussion and Appointment of Freeway Walls and Utility Boxes Arts Ad Hoc Committee and a Planning and Economic Development Commissioner to fill an existing vacancy

It is recommended that the City Council discuss and make appointments to the Freeway Walls and Utility Boxes Arts Ad Hoc Committee; and appoint a Commissioner to fill an existing vacancy on the Planning and Economic Commission for the remaining of the term ending on December 31, 2024.

C. Authorization for the City Manager to execute a Market License Agreement Amendment Number 1 with Service Line Warranties of America Inc.

It is recommended that the City Council authorize the City Manager to execute a Market License Agreement Amendment Number 1 with Service Line Warranties of America, Inc. administered by Utility Service Partners, Inc. for the National League of Cities Service Line Warranty Program for residential water, sewer, and in home plumbing

D. Approval of Amendment No. 3 of the Memorandum Agreement for Participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery program

It is recommended that the City Council authorize the City Manager to execute Amendment No. 3 of the Memorandum of Agreement for Participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery program.

11. CONTINUATION OF ORAL COMMUNICATIONS

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

13. ADJOURNMENT

AFFIDAVIT OF POSTING

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

Dated this 7th day of September, 2023.

MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: September 6, 2023
SUBJECT: Comments on Agenda Items, Meeting of September 12, 2023

ITEM 4.A. (Special Items). Proclamation recognizing the month of September as National Suicide Prevention Month.

ITEM 4.B. (Special Items). Proclamation recognizing the month of September as Childhood Cancer Awareness Month.

ITEM 4.C. (Special Items). Community Development Department update - Community Development Director Hensley will provide an update for the council.

ITEM 4.D. (Special Items). Parks and Recreation Department update - Parks and Recreation Director Enriquez will provide an update for the council.

ITEM 4.E. (Special Items). Duarte Unified School District update - Dr. Gordon Amerson will provide an update for the council.

ITEM 7.E. (Consent Calendar). The Community Development Department has submitted the monthly report for August 2023 for review.

ITEM 7.F. (Consent Calendar). The Parks and Recreation Department has submitted the monthly report for September 2023 for review.

ITEM 7.G. (Consent Calendar). Notice of Completion - Fitness Center Roof Replacement. Back on April 25, 2023, City Council awarded the contract for the Roof Replacement for the Fitness Center Building project to Danny Letner Inc., DBA Letner Roofing Company, in the amount of $187,038, in addition to a ten percent contingency. The roof replacement project started on June 1 and concluded at the end of July. The overall project was budgeted not to exceed $205,000 in FY 2022/23 and the work commenced in FY 2022/23, however, the project concluded in FY 2023/24 which requires a budget amendment of $187,038 from the General Fund (100-1610-8100).

ITEM 7.H. (Consent Calendar). Notice of Completion - Senior Center Flooring Replacement. Back on April 11, 2023, City Council awarded the contract for the Senior Center Flooring Replacement project to JJJ Flooring Covering, Inc. in the amount of $95,909.50, in addition to a ten percent contingency. The flooring replacement project started on May 26 and after substantial completion, City staff generated a punch list of deficient items requiring correction prior to contract acceptance. Additionally, some patching and replacement of the flooring over an area where an underground safe was previously installed and new flooring in the Center's elevator resulted in change orders totaling $2,860. Thus, the final project total amount is $98,769.50. This amount is within the approved ten percent contingency and within the total budgeted amount.

ITEM 9.A. (Public Hearing). Approval of Ordinance No. 920 to Increase City Council Salaries. The current City Council salary is $550 per month pursuant to the most recent salary adjustment in Ordinance No. 05-O-05 which took effect November 2005. California Government Code section 36516 provides that a City Council may establish their salary by ordinance, with a maximum initial salary determined by the City of Duarte's ("City) population. As a general law city, not a charter city, the City is limited to specific salary increases. City Council salaries may be increased by an ordinance amendment up to an amount equal to five percent (5%) for each calendar year from the last salary adjustment, without compounding. Thus, the maximum increase permitted by law is a total of 90% (18 years at 5% per year), non-compounded. This maximum amount would be an increase of $495 per month for each Councilmember, which would result in the following new salary of $1,045 per Councilmember. Pursuant to Government Code section 36516.5, a change in salary does not apply to an elected official during their term in office. However, the salary of all members of a city council serving staggered terms can be adjusted by virtue of the beginning of a new term of office for a single member. Therefore, any approved salary increase will not take effect until after the November 2024 election, but will apply to all members of the City Council. If approved, these increases would take effect on December 10, 2024, when a new term for Council Members representing Districts 2, 3, and 7 begins.

ITEM 10.A. (Business Item). LPA Pool Deck Assessment. The Duarte Fitness Center and pools were originally constructed in approximately 1982 and have had some sizable aquatics related refurbishment work performed back in 2016. However, given the deteriorating pool deck surfacing, staff is of the recommendation that the day-to-day aquatics related operations need to be immediately re-evaluated to minimize the City's risks until at minimum, the pool deck is repaired or replaced. Based on this recommendation, at the City Council meeting on March 14, 2023, the City Council approved a Professional Services Agreement with LPA for an Aquatic Preliminary Assessment at the Fitness Center. The purpose of the assessment was to analyze all aquatic amenities at the Fitness Center facility, including potential options for the general replacement of the existing pool deck, code deficiencies, ADA site improvements, and construction cost estimates. In April of this year, LPA and Aquatic Design Group (ADG) visited the Fitness Center to meet with city staff and conduct their assessment of both bodies of water, existing coated deck surfacing, and all aquatic related amenities based on visual observations. Staff recommends that the City Council provide input and further direction regarding the completed Fitness Center and Swimming Pools Assessment and desired next steps, at a minimum of repairing the current pool deck surfacing.

ITEM 10.B. (Business Item). Appointments of Ad Hoc Committee and Planning Commission. The City Council will conduct Ad Hoc Committee and Planning Commissioner interviews prior to the council meeting. It is recommended that the City Council discuss and make appointments to the Freeway Walls and Utility Boxes Arts Ad Hoc Committee; and appoint a Commissioner to fill an existing vacancy on the Planning and Economic Commission for the remainder of the term ending on December 31, 2024.

ITEM 10.C. (Business Item). Authorization for the City Manager to execute a Market License Agreement Amendment with Service Line Warranties of America. At the September 8, 2015, regularly scheduled City Council meeting the City Council authorized the City Manager to execute a Market License Agreement with Service Line Warranties of America, Inc. (SLWA) administered by Utility Service Partners, Inc., (USP) for the National League of Cities Service Line Warranty Program for residential water, sewer, and in-home plumbing. This program was subsequently reviewed at the regularly scheduled City Council meeting held on January 14, 2020. The item was approved on the condition that the annual license fee paid to the City be dedicated to the Parks and Recreation Department's financial assistance program. The SLWA Market License Agreement Amendment Number 1 before Council effectively changes the following: the market license fee is changed from a seventy five cents per residential warranty to an annual flat rate license fee of $2,500; and it resets the terms of the agreement for three years starting from the date as of August 31, 2023. If the City Council decides to terminate this agreement, we would be required to give a written notice of termination to SLWA, 90 days prior to the end of the City's contract term. By the terms of the original agreement, we have already effectively missed the termination date and we are currently already obligated through August of 2024.

ITEM 10.D. (Business Item). Approval of Amendment No. 3 of the Memorandum of Agreement for Participation in the San Gabriel Valley Council of Governments Regional Food Recovery Program. The San Gabriel Valley Council of Governments (SGVCOG) established a Regional Food Recovery program, complying with SB 1383's requirement to recover 20% of edible food otherwise sent to landfills by 2025. On September 28, 2021, the City Council approved a Memorandum of Agreement to participate in the program. This proposed Amendment No. 3 allocates the City's remaining $4,000 of CalRecycle grant funding to the SGVCOG to provide additional direct support to the sub-regional food recovery hubs, such as the purchase of equipment, transport of food, and costs associated with the set-up of the programs, for a new total amount not-to-exceed $98,034. The selected hubs will provide food recovery and distribution services to the City and the other participating cities. If approved, Amendment No. 3 to the Memorandum of Agreement will increase costs by $4,000. However, this amount was provided for in the FY 2023/24 budget and is fully grant funded by the CalRecycle SB 1383 local assistance grant.

City of Duarte

ITEM: 4.A

Proclamation recognizing September 2023 as National Suicide Prevention Month in the City of Duarte

Recommended Action:
It is recommended that the City Council proclaim the month of September 2023 as National Suicide Prevention Month in the City of Duarte

Attachments:
4A - Proclamation for National Suicide Prevention Month.pdf

City of Duarte

PROCLAMATION

NATIONAL SUICIDE PREVENTION MONTH

WHEREAS, the month of September 2023 is National Suicide Prevention Month, a time in which individuals, organizations and communities around the country join their voices to amplify the message that suicide can be prevented; and

WHEREAS, the past year has presented our communities with challenges and led to transitions that, expected or unexpected, welcomed or not, can be unsettling, disorienting, and stressful; and

WHEREAS, the pandemic has changed our fabric of life, and major life changes are environmental risk factors for suicide; and

WHEREAS, knowing the signs of suicide, finding the words to communicate with someone they are concerned about, and reaching out to local resources; and

WHEREAS, we know that connecting, working with, and supporting one another can help prepare us for the future; and

WHEREAS, all Californians are urged to play a role in suicide prevention and promote mental health and wellness as we strive towards zero suicides; and

WHEREAS, September 2023 recognized across the United States as National Suicide Prevention Month provides the opportunity to educate our community about the warning signs for suicide and how to reach out and connect to those experiencing an emotional crisis; NOW, THEREFORE,

NOW, THEREFORE, BE IT RESOLVED that the Duarte City Council hereby proclaims September, 2023, as SUICIDE PREVENTION MONTH in the City of Duarte.

Jody Schulz, Mayor

ATTEST:

Annette Juarez, City Clerk

ITEM: 4.B

Proclamation recognizing September 2023 as Childhood Cancer Awareness Month in the City of Duarte

Recommended Action:
It is recommended that the City Council proclaim the month of September 2023 as Childhood Cancer Awareness Month in the City of Duarte

Attachments:
4B - Proclamation for Childhood Cancer Awareness Month.pdf

City of Duarte

PROCLAMATION

CHILDHOOD CANCER AWARENESS MONTH

WHEREAS, cancer in children is the leading cause of death by disease among youth in the United States between infancy and age 15, and is detected in more than 16,000 young people each year; and

WHEREAS, one in five of our nation's children loses his or her battle with cancer, and many youth will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, a major part of helping children with cancer is to make their situation known, and to enhance the quality of life for these children and their families; and

WHEREAS, philanthropic organizations, healthcare professionals, social support organizations, researchers, and parent advocacy groups throughout the United States are dedicated to raising awareness about the unique needs of children facing cancer; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection are two organizations that are dedicated to helping these children and their families, and provide a variety of vital patient services to children undergoing cancer treatment at a number of participating hospitals, including the City of Hope National Medical Center in Duarte; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection sponsor toy distributions, educational programs, family sailing programs, the KCC Supercar Experience, pet-assisted therapy, and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer;

NOW, THEREFORE, BE IT RESOLVED that the City of Duarte hereby proclaims September 2023 as Childhood Cancer Awareness Month in the City of Duarte, and encourages all residents to support the organizations and programs that educate and raise awareness about childhood cancer, and to reaffirm our commitment to fighting childhood cancer.

Jody Schulz, Mayor

ATTEST:

Annette Juarez, City Clerk

ITEM: 7.C

Approval of Minutes - August 22, 2023 Regular Meeting (CC/HA/FA)

Recommended Action:
It is recommended that the City Council approve the August 22, 2023 regular meeting minutes.

Attachments:
7C - Minutes - August 22 Regular Meeting.pdf

CITY OF DUARTE

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

TUESDAY, August 22, 2023
7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Schulz called the meeting to order at 7:05 p.m.

ROLL CALL:

Councilmembers Present:	Finlay, Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz
Councilmembers Absent:	None
Staff Present:	Brian Villalobos, City Manager Thai Viet Phan, City Attorney Kristen Petersen, Assistant City Manager / Director of Administrative Services Craig Hensley, Director of Community Development Manuel Enriquez, Director of Parks and Recreation Annette Juarez, City Clerk Andres Rangel, Assistant to the City Manager Gerard Batista, Field Services Manager Albert Nuñez, Management Aide Christine Soo, Deputy City Clerk/ Administrative Secretary

2. PLEDGE TO THE FLAG

The flag salute was led by John Fasana.

3. ADOPTION OF THE AGENDA

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

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

4. SPECIAL ITEMS

A. Mayor's Youth Council Update

Representatives from the Mayor's Youth Council reported on topics discussed from their last meeting and announced upcoming events.

B. Recognition of Duarte Boxing Club Members

Mayor Schulz presented certificates to championship boxers Anthony Marquez, Andy Bocanegra, and Fabian Pedroza, of the Duarte Boxing Club.

The Council shared a few words of commendation and congratulated the boxers and the coaches for their dedication and commitment to the sport.

C. Introduction of Los Angeles Sheriff's Department Temple Station Captain Jorge Meza

Captain Jorge Meza introduced himself and shared that he was honored to be Captain of Temple Station; he shared some of his past experiences and background in law enforcement; he expressed excitement to be serving the City of Duarte.

D. Foothill Unity Center Annual Report

Tashera Taylor, CEO of Foothill Unity Center, gave an annual report on the work that the organization has accomplished; discussed the role of Foothill Unity in the community; reported on the social services and programs offered by the organization.

Ulises Gutierrez, from Foothill Unity Center Board of Directors, shared success stories and invited the community to the 2023 Golden Plate Awards to celebrate honorees and former Duarte Mayor Lois Gaston for all the work they have done.

John Fasana shared a few words on the work accomplished by Foothill Unity and their impact on the community.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, from Duarte Library, announced upcoming library events.

Deputy City Clerk Soo announced upcoming city events.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Suzie Powell Rutherford, from ACS, invited the community to participate in the upcoming Relay for Life event at the Santa Anita Park in September.

City Manager Villalobos introduced Andres Rangel as the new Assistant to the City Manager.

7. CONSENT CALENDAR

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

B. Approval of absence(s) of City Councilmember(s) from the City Council meeting.

C. Approval of Minutes – July 25, 2023 Regular Meeting (CC/HA/FA)

D. Approval of Warrants – August 8, 2023 and August 22, 2023 (CC/HA/FA)

E. Receive and file the Monthly Financial Report.

F. Receive and file the Public Safety Department Update.

G. Second Reading and Adoption of Ordinance No. 919 to Amend the Duarte Municipal Code Chapter 2.08 Regarding Holidays.

Moved by Councilmember Finlay, seconded by Councilmember Martin Del Campo, and carried by the following vote of the Council to approve Items 7A-7G of the Consent Calendar.

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

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. PUBLIC HEARINGS

None.

10. BUSINESS ITEMS

A. Consideration of Award of Contract to Mariposa Landscapes and Approve a Budget Amendment to the FY 23-24 Budget

Community Development Director Hensley provided background on the current contractor the City uses for landscape maintenance services; he reported on the costs and services that Mariposa Landscapes has listed in their proposal; and he briefly described the RFP process and shared details of the proposed contract.

Moved by Councilmember Finlay, seconded by Councilmember Garcia, and carried by the following vote of the Council to 1) authorize the City Manager to execute and agreement for maintenance services with Mariposa Landscapes with an annual cost of $585,628; and 2) approve a budget amendment of $66,000 in account numbers 2410-7915 and 2410-7917.

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

B. Consideration of a Professional Services Agreement with MIG, Inc. for the Preparation of an Amendment to the Westminster Gardens Specific Plan to Accommodate Expansion and an Environmental Impact Report for the Project and Approval of a Funding Agreement with HumanGood to Pay for Consultant Costs

Councilmember Garcia recused himself from Item 10B pursuant to FPPC Regulation 18707.

Community Development Director Hensley reported on the proposed agreement with MIG, Inc and the funding agreement for HumanGood to pay for consultant costs.

In response to questions posed by Council, Director Hensley reported on the affordability of the proposed units and shared that some units will accommodate assisted living and memory care.

Moved by Councilmember Kang, seconded by Councilmember Finlay, and carried by the following vote of the Council to 1) authorize the City Manager to execute a professional services agreement with MIG, Inc. for the preparation of a new Westminster Gardens Specific Plan and Environmental Impact Report for $404,480; and 2) sign a funding agreement with HumanGood, project applicant, to fund the project.

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

C. Discussion and Appointment of City Council Community Center Renovation Ad Hoc Committee

Parks and Recreation Director Enriquez provided a staff report on the appointment of a committee to advise in the process of renovating the Community Center; reported that plans for the redesigned facility include concepts of a permanent dais and council chambers.

Moved by Councilmember Finlay, seconded by Councilmember Garcia, and carried by the following vote of the Council to establish a Community Center Renovation Ad Hoc Committee and appoint Mayor Pro Tem Truong, Councilmember Finlay, and Councilmember Kang to serve on the committee.

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

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Mayor Schulz asked Councilmembers, Staff, and all meeting attendees to state one thing they were grateful for.

Parks and Recreation Director Enriquez reported on the status of the state capital funding for the park restrooms; shared that there has been a change in leadership with the State's office, but funds are still secured; and reported that if the project for park restrooms falls through, the City can utilize funds for a different capital improvement project.

13. ADJOURNMENT

At 8:56 p.m. the City Council adjourned the meeting.

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Jody Schulz, Mayor

____
Annette Juarez, City Clerk

City of Duarte

ITEM: 7.D

Approval of Warrants - September 12, 2023 (CC/HA/FA)

Recommended Action:
It is recommended that the City Council approve the September 12, 2023 warrants

Attachments:
CC Warrant Register by Account 9-12-23.pdf
CC Warrant Register by Vendor 9-12-23.pdf

Council Warrant Register By Account

City of Duarte

By Fund

Payment Dates 8/24/2023 - 9/13/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1610-7618	SOUTHEAST CONSTRUCTION ...	Otis Gordon Field Chalk	219029		49.25
100-1610-7618	HOME DEPOT CREDIT SERVICES	Gas/Water Shut Off Tools	BD24-0278		37.36
100-1610-7618	HOME DEPOT CREDIT SERVICES	Vacuum Bags	BD24-0278		38.58
100-1610-7618	HOME DEPOT CREDIT SERVICES	Fitness Ctr Janitorial Supplies	BD24-0278		58.17
100-1610-7618	HOME DEPOT CREDIT SERVICES	Utiliity Shut Off Tool	BD24-0278		26.07
100-1610-7618	HOME DEPOT CREDIT SERVICES	Buckets	BD24-0278		13.34
100-1610-7618	HOME DEPOT CREDIT SERVICES	Water Hose	BD24-0278		33.05
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Plumbing Supplies	BD24-0278		19.80
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC Office Floor Repair	BD24-0278		132.44
100-1605-7612	CALIFORNIA PARK & RECREAT...	Kelly Barnes CPRS Membership 10/1/23 - 9/30/24	218997		165.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 6/2023	3629		145.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maint Supplies/Repairs	BD24-0278		289.88
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maint Supplies/Repairs	BD24-0278		29.64
100-1610-7618	SOUTHEAST CONSTRUCTION ...	Otis Gordon Field Chalk	219029		78.91
100-1610-7618	HOME DEPOT CREDIT SERVICES	Truck Debris Pans	BD24-0278		88.07
100-1605-7980	CAPITAL ONE	Parks & Rec Staff Lunch	BD24-0279		457.38
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD24-0278		81.97
100-1605-7735	CAPITAL ONE	TC Snack Bar Supplies	BD24-0279		130.32
100-1605-7741	CAPITAL ONE	T-Ball Supplies	BD24-0279		18.86
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	BD24-0279		100.92
100-1610-7618	HOME DEPOT CREDIT SERVICES	City Hall Hot Water Maker/Electrical Repairs	BD24-0278		717.23
100-1610-7618	HOME DEPOT CREDIT SERVICES	Paint Supplies/Repairs	BD24-0278		477.51
100-1610-7618	HOME DEPOT CREDIT SERVICES	Return (Inv #5611881)	BD24-0278		-217.31
100-1825-7631	CANON SOLUTIONS AMERICA ...	CMD (Salina) Printer Maint 6/27/23 - 7/26/23	219000		51.77
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 7/2023	3650		546.00
100-1205-7650	HOME DEPOT CREDIT SERVICES	Vehicle Tire Shine & Rags	BD24-0278		42.02
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 6/2023	219016		784.00
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 6/2023	219016		1,155.76
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 6/2023	219016		429.63
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 6/2023	219016		1,296.60
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 6/2023	219016		6,382.99
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 6/2023	219016		129.11
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 7/2023	219021		73.00
100-1605-7732	TAYLOR ENTERTAINMENT INC	Balance-City Picnic Childrens Activities	219033		1,535.00
100-1610-7618	MITY-LITE INC	Council Meeting Tables	219015		1,243.11
100-1605-7730	CAPITAL ONE	Touch-A-Truck 2023 Supplies	BD24-0279		49.40
100-1605-7730	CAPITAL ONE	Touch-A-Truck 2023 Supplies	BD24-0279		21.26
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	BD24-0279		90.89
100-1015-7684	CIVICA LAW GROUP, APC	1001 Las Lomas Legal 7/2023	3625		1,553.40
100-1015-7684	CIVICA LAW GROUP, APC	1307 Bloomdale Legal 7/2023	3625		3,998.70
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 7/2023	3625		486.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1015-7684	CIVICA LAW GROUP, APC	Mendoza v Duarte (Admin Appeal) Legal 7/2023	3625		9,999.23
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citations 7/2023	3625		6,000.00
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citation Expenses 7/2023	3625		75.28
100-1825-7631	CANON SOLUTIONS AMERICA ...	Finance Mgr Printer Maint 6/23/23 - 7/22/23	219000		39.20
100-1020-7724	SOUTHERN CALIFORNIA EDIS...	PO Pkg Lot Lease 8/01/2023 - 10/31/2023	3661		2,305.50
100-1205-7780	SAN GABRIEL VALLEY HUMAN...	Animal Shelter Services 8/2023	3656		5,833.33
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 7/1/2023 - 7/31/2023	3666		215.61
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 7/2023	3652		1,757.50
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/31/23	3663		630.03
100-1605-7732	CARLOS FELIPE PEREZ	City Picnic DJ Services	219018		750.00
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/31/23	3663		371.36
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/31/23	3663		185.69
100-1405-7980	BUCKNAM INFRASTRUCTURE ...	GIS Services 7/1/2023 - 7/31/2023	218996		4,456.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		1,195.28
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		930.81
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		772.57
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Initial Reg-DMV Fee	BD24-0268		33.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 7/18/2023 - 7/31/2023	BD24-0268		420.36
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		591.64
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	3662		275.55
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 5/4/23 - 8/3/23	219000		139.41
100-1610-7618	DARRELL RAY CARROLL	Padlocks	219001		478.49
100-1605-7730	CAPITAL ONE	Foam Party 2023 Supplies	BD24-0279		33.27
100-1605-7730	CAPITAL ONE	Foam Party 2023 Supplies	BD24-0279		13.73
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maint Supplies-Recycled Paper Products	3659		1,243.96
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Supplies	3659		1,798.70
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Supplies	3659		887.30
100-1610-7652	DARRELL RAY CARROLL	Electrical Door Repair	219001		185.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD24-0278		217.05
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	3624		21.23
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	3624		45.52
100-1605-7965	LPA INC	Fitness Center Aquatics Assessment 7/2023	3645		9,750.00
100-1805-7653	SECTRAN SECURITY INC	August 2023 Courier Pick-up	3658		307.38
100-1610-7652	DARRELL RAY CARROLL	Otis Gordon Box Door Repair	219001		248.00
100-1610-7618	MIRACLE RECREATION EQUIP…	ROP Playground Parts	3648		5,409.90
100-1605-7002	PAMELA ROMERO	CPR Stipend	3655		76.92
100-1610-8100	LPA INC	City Hall Renovation Design 7/2023	3645		1,750.00
100-1605-7737	BIG BEAR LAKE OKTOBERFEST	Adult Excursion Tickets	218993		1,572.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	3633		564.63
100-1610-7618	SUMMIT SUPPLY CORP OF CO…	Sports Park Supplies	219030		445.23
100-1605-7732	RAYMOND RODRIGUEZ	City Picnic Entertainment	219023		3,000.00
100-1405-7650	WARDS SERVICE	Vehicle #33 Repair	3676		1,205.23
100-1405-7975	COSTAR REALTY INFORMATIO…	Manual Credit on Account	219002		-430.00
100-1405-7975	COSTAR REALTY INFORMATIO…	Commercial Real Estate Information 8/1/23-8/31/24	219002		5,590.00
100-1205-7781	LOS ANGELES COUNTY SHERIF…	Sheriff Contract 7/2023	3644		442,977.02
100-1610-7616	CURO MANAGED PRINT PRO…	Duarte Pool Signage	219003		129.35
100-1605-7636	CURO MANAGED PRINT PRO…	PT Uniform Name Tags	219003		17.09
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	3660		312.68
100-1605-7745	CAPITAL ONE	TC Boxing Show Snack Bar Supplies	BD24-0279		454.84
100-1605-7732	ARCADIA PARTY RENTALS	City Picnic 9/23/2023 Table Linens	218989		567.25
100-1205-7761	SUPERIOR CT OF CAL CO OF L…	Citation Revenue Tax 7/2023	219031		3,472.50
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Management 8/2023	3668		9,030.00
100-1020-7720	TRIPEPI SMITH & ASSOCIATES	PEG Channel Managment Services 8/2023	3668		2,255.00
100-1410-7887	GARVEY EQUIPMENT COMPA…	Equipment Maintenance Repairs	219007		556.69
100-1410-7810	A1 MAINTENANCE SERVICES …	Las Brisas Sweeping 8/2023	3619		61.00
100-1410-7810	A1 MAINTENANCE SERVICES …	Las Posadas Sweeping 8/2023	3619		61.00
100-1410-7650	AUTOZONE	Vehicle #2 Antifreeze/Coolant	218990		70.38
100-1015-7682	BURKE, WILLIAMS & SORENS…	Labor Legal 7/2023	3621		4,207.50
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 7/2023	3654		480.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 7/2023	3654		920.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 7/2023	3654		720.00
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections-Hunt/Highland 7/2023	3654		400.00
100-1405-7969	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Improvements 7/2023	3654	202118-ATP Cycle 4-City Engi…	6,860.00
100-1405-7969	RKA CONSULTING GROUP	FY24 LLMD Engineering Srvcs 7/2023	3654		2,082.50
100-1610-7652	IMS REFRIGERATION INC	SC Ice Maker Repair	3637		729.10
100-1610-7652	IMS REFRIGERATION INC	CC Ice Machine Maintenance	3637		437.24
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics Summer 2023	3632		1,050.00
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Cricut Class Summer 2023	3635		56.00
100-1605-7733	CAPITAL ONE	SC Fresh Friday Pool Event 8/18/2023	BD24-0279		408.10
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 8/2023	3629		154.00
100-1605-7745	SMART & FINAL	TC Boxing Show Snack Bar Supplies	3660		80.90
100-1605-7735	CAPITAL ONE	TC Teen Movie Night Supplies	BD24-0279		24.91
100-1605-7756	YVETTE M LABAN	Instructor Fee-SC Yoga Summer 2023	3641		345.60

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100-1825-7631	CANON SOLUTIONS AMERICA ...	Lg Format Printer Service	219000		402.50
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	3633		443.12
100-1410-7630	SIMON EQUIPMENT RENTALS	Sod Cutter Rental	219027		134.28
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	3660		56.97
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	3660		56.97
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	3660		56.97
100-1410-7610	GERARD BATISTA	MSA Annual Training Conference Hotel	218991		583.08
100-1610-7652	KENNETH L ROGERS	Teen Ctr Carpet Cleaning	219024		650.00
100-1405-7980	MOORE IACOFANO GOLTSMA...	Specific Plan Website Support/Maint 6/1/23-7/31/23	219017		2,501.18
100-1815-7965	MAXTREME INC	IT Helpdesk 8/2023	3647		12,500.00
100-1605-7745	SIMON EQUIPMENT RENTALS	TC Boxing Show Fan Rental	219027		85.56
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 9/2023	219014		1,600.00
100-1605-7733	HEULYN REGINA DUMAS-JOH...	SC Sewing Class	3626		256.00
100-4302	STEPAN POGOSYAN	Citation Overpayment/Reimbursement	219020		120.00
100-1610-7618	SMART & FINAL	Building Maintenance Supplies	3660		154.97
100-1605-7735	DELONG UNLIMITED SCREEN ...	TC/CHYLL Uniforms	219004		377.80
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	3624		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	3624		9.31
100-1605-7732	ULTIMATE ATTRACTIONS LLC	Balance-City Picnic Inflatables/Rides	219034		2,857.50
100-1205-7614	DUARTE PUBLIC SAFETY PETTY...	Office Supplies	219005		16.24
100-1205-7650	DUARTE PUBLIC SAFETY PETTY...	Van 29 Car Wash	219005		10.00
100-1205-7779	DUARTE PUBLIC SAFETY PETTY...	Youth Trip Parking	219005		15.00
100-1205-7980	DUARTE PUBLIC SAFETY PETTY...	Office Water	219005		44.00
100-2120	KRYSTAL SMITH	ROP Bldg Rent Deposit Refund 8/12/2023	219028		150.00
100-2120	VERONICA RIOS	Pool Rental Deposit Refund 8/13/2023	219022		200.00
100-2120	FELICIA GONSER	Pool Rental Deposit Refund 8/12/2023	219008		200.00
100-2120	ELIZABETH GUZMAN	SC Rent Deposit Refund 8/19/2023	219010		500.00
100-2120	CALVERY NEW SONG	Pool Rental Deposit Refund 8/19/2023	218998		200.00
100-2122	SEEBURGER & SONS ROOFING ..	Business License Refund (Job Address in County)	219026		4.00
100-4004	SEEBURGER & SONS ROOFING ..	Business License Refund (Job Address in County)	219026		76.50
100-4903	SEEBURGER & SONS ROOFING ..	Business License Refund (Job Address in County)	219026		35.00
100-2120	LYZETTE PEREZ-MUNOZ	SC Rent Deposit Refund 8/12/2023	219019		500.00
100-1605-7733	TISHA BELLANTUONI	Deposit-SC Holiday Entertainment	218992		425.00
100-1410-7630	SIMON EQUIPMENT RENTALS	Sod Cutter Rental	219027		134.28
100-1825-7630	CANON FINANCIAL SERVICES I...	CH(2)/PS/SC/TC Copier Lease 9/1/2023 - 9/30/2023	218999		1,740.68
100-1825-7631	CANON FINANCIAL SERVICES I...	CH(2)/PS/SC/TC Copier Maint 7/1/2023 - 7/31/2023	218999		763.08
100-1605-7735	SMART & FINAL	TC Back to School BBQ Supplies	3660		114.39
100-1005-7644	JODY ERRANDI SCHULZ	Lunch w/DUS...	3657		44.10
100-1605-7612	BLACKS IN GOVERNMENT	Gabrielle Perkins BIG Memberships	218994		35.00
100-1605-7612	BLACKS IN GOVERNMENT	Marilyn Mays BIG Memberships	218994		35.00
100-1605-7741	SMART & FINAL	Youth Sports Supplies	3660		19.72
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	3634		75.00
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	3646		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	3631		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	3669		75.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	3657		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	3639		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	3643		75.00
100-1205-7787	MVP, LLC	Public Safety Lease	3649		13,664.83
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	3620		218.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	218995		435.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	3665		566.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	3628		435.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	3640		435.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	3653		566.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	3636		435.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	3623		566.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	3630		435.00
100-4408	DUARTE UNIFIED SCHOOL DIS…	SBA/Nextel Lease 8/2023	219006	250004 - Property Rent - Next…	1,924.53
100-4408	DUARTE UNIFIED SCHOOL DIS…	SBA/Nextel Lease 7/2023	219006	250004 - Property Rent - Next…	1,924.53
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 8/23/2023	3664		160.00
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	3660		206.37
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3662		52.66
100-1405-7965	PLANETBIDS INC	FY24 PS System Vendor/Bid Mgmt Service	3651		4,361.35
100-1605-7733	SMART & FINAL	SC Gift Card Prizes	3660		40.00
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	3660		250.97
100-2126	CYNTHIA LAVIS	Const/Demo Deposit Refund (Pmt #2022-573)	219012		1,800.00
100-5004	CYNTHIA LAVIS	Administrative Fee (Pmt #2022-573)	219012		-125.00
100-2120	LOURDES LONA	TC Rent Deposit Refund 8/12/2023	219013		300.00
100-4404	LOURDES LONA	Foosball Table Damage	219013		-57.50
100-1005-7643	U.S. BANK	V Truong JPIA Conf Hotel (Omni La Costa)	3675		333.93
100-1005-7644	U.S. BANK	Jody Schulz 2023 Golden Plate (Foothill Unity)	3675		189.91
100-1005-7648	U.S. BANK	Sam Kang League of CA Cities Airfare (Southwest)	3675		181.89
100-1010-7610	U.S. BANK	Brian/Andres/Larry CCCA City Mgr's Summit	3675		255.00
100-1010-7610	U.S. BANK	Larry/Steven/Brian CCCA Board of Directors Mtg	3675		75.00
100-1010-7610	U.S. BANK	Brian Villalobos Mtg W/Capt Meza (Raffis Catering)	3675		52.92
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription (July)	3675		18.00
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription (August)	3675		18.00
100-1010-7980	U.S. BANK	DashPass 8/5/23 - 9/5/23 (DoorDash)	3675		9.99
100-1020-7712	U.S. BANK	Spotify Subscription	3675		9.99
100-1405-7614	U.S. BANK	Document Storage Carrier Strips (Amazon)	3674		155.13
100-1410-7610	U.S. BANK	Gerard Batista MSA Annual Conference Registration	3674		550.00
100-1410-7610	U.S. BANK	Gerard Batista MSA Meeting 8/3/2023	3674		25.88

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100-1410-7650	U.S. BANK	Vehicle #15 Welding Srvcs (ASAP Welding)	3673		650.00
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 8/4/23 - 9/3/23	3673		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 8/4/23 - 9/3/23	3673		7.75
100-1805-7610	U.S. BANK	Kristen Petersen Rotary Mtg 7/26/23 (Denny's)	3673		26.07
100-1805-7612	U.S. BANK	Kristen Petersen GFOA Membership 8/1/23 - 7/31/24	3673		225.00
100-1805-7614	U.S. BANK	Admin Srvcs Office Supplies (Amazon)	3673		28.65
100-1805-7980	U.S. BANK	Staff Mtg 8/24/23 Food (Wendy's)	3673		31.34
100-1810-7611	U.S. BANK	Employee Summer BBQ 8/31/23 (Smart & Final)	3673		457.75
100-1810-7611	U.S. BANK	Employee Meeting 8/10/23 Supplies (Smart & Final)	3673		255.96
100-1810-7612	U.S. BANK	Kristen Petersen CalPERLA Membership Dues	3673		380.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Arcobat Pro 8/13/23 - 9/12/23	3673		780.71
100-1815-7632	U.S. BANK	Accessduarte.com 7/24/23 - 7/31/23 (Google)	3673		357.30
100-1815-7632	U.S. BANK	Finance Webinar 8/7/23 - 9/6/23 (Zoom)	3673		80.00
100-1205-7610	U.S. BANK	Larry Breceda 2023 NHSC Conf Meal (Outfield)	3672		25.00
100-1205-7610	U.S. BANK	Larry Breceda 2023 NHSC Conf Meals (Hyatt)	3672		72.31
100-1205-7615	U.S. BANK	EOC Tropical Storm Hilary Food (El Polo Loco)	3672		53.97
100-1205-7615	U.S. BANK	EOC Tropical Storm HIlary Fod (Tropican Mkt)	3672		119.01
100-1205-7779	U.S. BANK	Probation Officer A-Team Game (Amazon)	3672		30.64
100-1205-7779	U.S. BANK	DART Beach Supplies (Walmart)	3672		106.56
100-1205-7779	U.S. BANK	DART Supplies-A Mariano (Dick's Sporting Goods)	3672		110.24
100-1205-7779	U.S. BANK	DART Books (Barnes & Noble)	3672		57.52
100-1205-7779	U.S. BANK	DART Boxing Tournament Prep 8/18/23 (Sweet Basil)	3672		38.00
100-1205-7779	U.S. BANK	DART Event Water (Smart & Final)	3672		17.22
100-1205-7779	U.S. BANK	DART Concerts Drinks 7/31/23 (Sonic)	3672		30.69
100-1205-7779	U.S. BANK	DART Meeting 8/3/23 (Raising Cane's)	3672		197.87
100-1205-7779	U.S. BANK	DART Beach Trip Parking 8/8/23 (City of HB)	3672		30.00
100-1205-7779	U.S. BANK	DART Dinner 8/8/23 (Jersey Mikes)	3672		163.90
100-1205-7779	U.S. BANK	DART Concerts Dinner 7/31/23 (Sweet Basil Pizza)	3672		76.00
100-1205-7779	U.S. BANK	DART Movie Trip 8/21/23 (Look Cinema)	3672		135.20
100-1205-7779	U.S. BANK	DART College Prep Program (Dollar Tree)	3672		30.32
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/23 (Crumbl)	3672		75.00
100-1205-7980	U.S. BANK	Nat'l Night Out DJ Gift Card 8/1/2023 (Target)	3672		100.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7980	U.S. BANK	Nat'l Night Out Staff Drinks 8/1/23 (Sonic)	3672		40.03
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/23 (Target)	3672		44.42
100-1205-7980	U.S. BANK	Nat'l Night Out Inflatables Deposit (The Fun Co)	3672		156.00
100-1205-7980	U.S. BANK	Nat'l Night Out Volunteer Dinner 8/1/23(Tropicana)	3672		321.02
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/2023 (Smart & Final)	3672		574.52
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/23 (Smart & Final)	3672		109.79
100-1205-8030	U.S. BANK	Community Policing Event Equipment (Amazon)	3672		50.58
100-1605-7735	U.S. BANK	TC Movie Night Copyright 8/25/23 (Swank)	3672		305.00
100-1010-7980	U.S. BANK	Splashtacular Event Mayor Treats (Monkeys Munchie)	3670		21.00
100-1605-7610	U.S. BANK	Staff Mtg Lunch 8/17/23 (Cafe X2O)	3670		49.45
100-1605-7610	U.S. BANK	Manuel Enriquez Mtg w/KC Carraci (Coffee Bean)	3670		7.75
100-1605-7612	U.S. BANK	Susie Perez CPRS Dues (DUPLICATE Ck218950 8/22/23)	3670		150.00
100-1605-7614	U.S. BANK	Lined Steno Pads (Amazon)	3670		36.93
100-1605-7614	U.S. BANK	Hole Punches/Laminating Pouches (Amazon)	3670		64.19
100-1605-7614	U.S. BANK	Cardstock (Amazon)	3670		22.57
100-1605-7614	U.S. BANK	Dust Off (Amazon)	3670		13.88
100-1605-7614	U.S. BANK	Dept Calendars/Journal (Amazon)	3670		102.67
100-1605-7614	U.S. BANK	Binder Rings (Amazon)	3670		6.60
100-1605-7693	U.S. BANK	MYC Dinner 8/7/23 (Domino's Pizza)	3670		61.65
100-1605-7729	U.S. BANK	Staff Concert Appreciation (Tacos Mi Amor)	3670		40.00
100-1605-7730	U.S. BANK	Swim Team Banquet 8/18/23 (Domnino's Pizza)	3670		150.63
100-1605-7730	U.S. BANK	Foam Party Portable Restrooms (Eagle Portable)	3670		601.89
100-1605-7730	U.S. BANK	Deposit-Lunar New Year Event (Wushu Shalolin)	3670		599.99
100-1605-7730	U.S. BANK	Splashtacular Water Carnival Supplies (Amazon)	3670		285.46
100-1605-7730	U.S. BANK	Touch A Truck Volunteer Bagels (Einstein Bagels)	3670		52.48
100-1605-7730	U.S. BANK	Summer 2023 DVD Return (Swank Motion Picture)	3670		30.00
100-1605-7730	U.S. BANK	Touch A Truck Craft Supplies (Michaels)	3670		32.75
100-1605-7730	U.S. BANK	Event Staff Appreciation (Chung Chun)	3670		18.19
100-1605-7730	U.S. BANK	Foam Party Signage (Walgreens)	3670		105.82
100-1605-7730	U.S. BANK	Touch A Truck Crafts (Amazon)	3670		33.03
100-1605-7730	U.S. BANK	Touch A Truck Volunteer Coffee (Starbucks)	3670		40.00
100-1605-7730	U.S. BANK	RETURN-Night Bike Ride Event (Amazon)	3670		-169.58
100-1605-7730	U.S. BANK	Foam Party Wristbands/Banner (Amazon)	3670		54.00
100-1605-7730	U.S. BANK	Foam Party Suplies (Michaels)	3670		32.61
100-1605-7732	U.S. BANK	City Picnic Supplies (Amazon)	3670		152.18

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7732	U.S. BANK	Deposit-City Picnic Entertainment (Taylor)	3670		200.00
100-1605-7733	U.S. BANK	SC Fresh Fridays Pool Event (Monkey's Munchies)	3670		600.00
100-1605-7733	U.S. BANK	SC Special Event Gift Cards (Amazon)	3670		110.00
100-1605-7733	U.S. BANK	SC Fresh Fridays Ice Cream Bar (Tacos El Torito)	3670		550.00
100-1605-7733	U.S. BANK	SC Fresh Friday Event 8/4/2023 (Kona Ice)	3670		325.00
100-1605-7735	U.S. BANK	TC Playground Balls/Tug of War Rope (Amazon)	3670		48.28
100-1605-7735	U.S. BANK	TC Air Hockey Table (Amazon)	3670		1,188.90
100-1605-7735	U.S. BANK	TC Griddle/Neon Sign/USB Cables (Amazon)	3670		133.19
100-1605-7735	U.S. BANK	TC Special Event Decorations (Amazon)	3670		58.55
100-1605-7735	U.S. BANK	TC Table Tennis Tabl…	3670		422.06
100-1605-7735	U.S. BANK	TC Back to School Event Supplies (Amazon)	3670		107.62
100-1605-7735	U.S. BANK	TC neon Sign (Amazon)	3670		35.93
100-1605-7737	U.S. BANK	Deposit-Adult Excursion 10/22/23 (Wyatt's Grill)	3670		100.00
100-1605-7739	U.S. BANK	Night Bike Ride Advertisement (Facebook/Meta)	3670		8.05
100-1605-7740	U.S. BANK	Summer Day Camp Craft Supplies (Amazon)	3670		75.70
100-1605-7740	U.S. BANK	Summer Day Camp Animals Erasers (Amazon)	3670		11.01
100-1605-7740	U.S. BANK	Summer Day Camp Beads (Amazon)	3670		25.49
100-1605-7740	U.S. BANK	Summer Day Camp Pizza 8/3/23 (Little Caesars)	3670		28.08
100-1605-7741	U.S. BANK	Parks Lunch Mtg 8/9/23 (Chick-Fil-A)	3670		91.75
100-1605-7741	U.S. BANK	Youth Sports Whistles/Flags (Amazon)	3670		25.35
100-1605-7741	U.S. BANK	Youth Sports Table (Amazon)	3670		64.82
100-1605-7741	U.S. BANK	Parks Lunch Mtg 8/9/23 (Crumbl Cookies)	3670		60.00
100-1605-7745	U.S. BANK	Duarte Boxing Show Sanction Fee (USA Boxing)	3670		330.00
100-1605-7980	U.S. BANK	Staff Concert Appreciation (Monkey's Munchies)	3670		25.00
100-1605-7980	U.S. BANK	Staff Appreciation (Crumbl Cookies)	3670		21.25
100-1610-7616	U.S. BANK	FC Pool Noodles (Amazon)	3670		179.36
100-1610-7618	U.S. BANK	FC Compost Bins (Amazon)	3670		72.72
100-1610-7652	U.S. BANK	Tablecloth Dry Cleaning (Roman Cleaners)	3670		352.00
100-1205-7762	CALE AMERICA INC	WTP Fees 8/2023	3622		519.36
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #2542872)	BD24-0278		-3.94
100-1405-7614	SMART & FINAL	Office Supplies	3660		12.12
100-1205-7779	AIDA TORRES	DART Movie Dinner 8/22/2023	3667		80.48
100-1205-7779	AIDA TORRES	DART-Temple Station Explorer Mtg Dinner 8/17/23	3667		42.57
100-1025-7700	SAN GABRIEL VALLEY ECONO…	Membership Dues 9/1/2023 - 8/31/2024	219025		2,625.00
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvcs 9/2023	3638		1,723.28
				Fund 100 - GENERAL FUND Total:	**656,364.95**

Fund: 220 - GAS TAX FUN

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
220-2225-7980	SUPERIOR PROPERTY SERVICE…	Protection for Wayfindin…	219032		1,700.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
220-2205-8060	WEST COAST ARBORISTS INC	Citywide Tree Removal & Palm Pruning	3677		1,776.50
220-2225-7965	RKA CONSULTING GROUP	Huntington Dr Survey & Utility Research 7/2023	3654		160.00
220-2225-7980	ELIE FARAH INC	FY23 Street Rehab As-Builtz 8/15/23 - 8/23/23	3627	202306-Prof Serv-FY23 Street …	800.00
				Fund 220 - GAS TAX FUN Total:	**4,436.50**
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
225-2127	ALL AMERICAN ASPHALT	Retention-FY23 Street Rehab Project	218988	202306/225-2127-Retention-…	19,649.20
				Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:	**19,649.20**
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7909	WEST COAST ARBORISTS INC	Citywide Tree Removal & Palm Pruning	3677		6,611.20
240-2426-7810	A1 MAINTENANCE SERVICES …	Grocery Outlet Ctr Sweeping 8/2023	3619		784.00
				Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:	**7,395.20**
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-7965	LDM ASSOCIATES INC	FY24 CDBG ADA Curb Ramps Installation 7/2023	3642	202413-Professional Svcs-ADA…	117.00
				Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:	**117.00**
Fund: 270 - PAEG - PUBLIC ACCESS					
270-2705-8100	U.S. BANK	PEG Channel Dropbox License 8/24/23 - 6/15/24	3673		145.57
				Fund 270 - PAEG - PUBLIC ACCESS Total:	**145.57**
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIF…	Sheriff Contract 7/2023	3644		11,916.67
290-2905-7785	LOS ANGELES COUNTY SHERIF…	Juy 3rd Event and July 4th Enforcement	3644		18,104.65
				Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:	**30,021.32**
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		615.05
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 8/01/2023 - 8/31/2023	BD24-0268		527.38
				Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:	**1,609.56**
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	BD24-0278		77.13
440-4405-7650	AUTOZONE	Yard Supplies	218990		59.95
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	3660		56.97
440-4405-7788	INLAND EMPIRE STAGES LTD	Adult Excursion Transportation-The Gran…	219011		872.00
440-4405-7614	U.S. BANK	Transportation Dept Printer Ink (Amazon)	3673		88.08
440-4405-7650	WARDS SERVICE	Vehicle #26 Service	3676		340.79
				Fund 440 - PROPOSITION A TRANSIT FUND Total:	**1,494.92**
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 6/2023	219016		184.60
				Fund 460 - PROPOSITION C TRANSIT FUND Total:	**184.60**
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-2127	ALL AMERICAN ASPHALT	Retention-FY23 Street Rehab Project	218988	202306/470-2127-Retention-…	20,000.00
				Fund 470 - MEASURE R LR TRANSIT FUND Total:	**20,000.00**
Fund: 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND					
521-5215-8340	GOVERNMENT LEASING AND F…	Infrastructure Modernization Payment 4 of 15	219009		165,750.42

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
521-5215-8350	GOVERNMENT LEASING AND F..	Infrastructure Modernization Payment 4 of 15	219009		55,086.60
			Fund 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND Total:		**220,837.02**
				Grand Total:	**962,255.84**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	656,364.95
220 - GAS TAX FUN	4,436.50
225 - SB-1, Road Maintenance/Rehab Fund	19,649.20
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	7,395.20
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	117.00
270 - PAEG - PUBLIC ACCESS	145.57
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	30,021.32
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,609.56
440 - PROPOSITION A TRANSIT FUND	1,494.92
460 - PROPOSITION C TRANSIT FUND	184.60
470 - MEASURE R LR TRANSIT FUND	20,000.00
521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE …	220,837.02
Grand Total:	**962,255.84**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del..	75.00
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	408.93
100-1005-7644	Travel & Exp - Schulz	309.01
100-1005-7648	Travel & Exp - Kang	256.89
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7610	Travel, Mtgs & Conf	382.92
100-1010-7612	Publications and Dues	36.00
100-1010-7980	Other Expenses	30.99
100-1015-7682	Labor Counsel Legal	4,207.50
100-1015-7684	Code Enforcement Legal	22,112.61
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information …	9,039.99
100-1020-7720	DCTV	2,255.00
100-1020-7724	Post Office Parking	2,305.50
100-1025-7700	SGV Econ Partnership	2,625.00
100-1205-7610	Travel, Mtgs & Conf	97.31
100-1205-7614	Office Supplies	68.90
100-1205-7615	Emergency Supplies	172.98
100-1205-7650	Vehicle Maintenance	1,348.62
100-1205-7655	Emergency Services	215.61
100-1205-7761	Parking Ticket Collect	3,472.50
100-1205-7762	Parking Pass Kiosk Costs	519.36
100-1205-7779	Youth Programs	1,162.21
100-1205-7780	Animal Control	6,379.33
100-1205-7781	Contract Law Enforceme…	449,360.01
100-1205-7787	Public Safety Cntr Lease	13,664.83
100-1205-7980	Other Expenses	1,521.75
100-1205-8030	Other Equipment	50.58
100-1405-7614	Office Supplies	167.25
100-1405-7650	Vehicle Maintenance	1,334.34
100-1405-7965	Professional Services	4,361.35
100-1405-7967	Public Works Inspections	400.00
100-1405-7969	City Engineer	11,062.50
100-1405-7975	Economic Development …	5,160.00
100-1405-7980	Other Expenses	6,957.18
100-1410-7610	Travel, Mtgs & Conf	1,158.96
100-1410-7630	Equipment Rentals	268.56
100-1410-7650	Vehicle Maintenance	1,876.14
100-1410-7656	Emergency Generator	160.00

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7810	Street Sweeping	122.00
100-1410-7887	Repairs & Replacements	556.69
100-1410-7980	Other Expenses	56.97
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	57.20
100-1605-7612	Publications and Dues	385.00
100-1605-7614	Office Supplies	246.84
100-1605-7636	Uniforms	17.09
100-1605-7650	Vehicle Maintenance	429.63
100-1605-7693	Youth Council	61.65
100-1605-7729	Concerts In The Park	1,227.08
100-1605-7730	Special Events	1,984.93
100-1605-7732	City Picnic	9,061.93
100-1605-7733	Senior Center	2,972.81
100-1605-7735	Teen Center	2,954.70
100-1605-7736	Youth & Adult Recreatio…	1,106.00
100-1605-7737	Adult Excursions	1,672.00
100-1605-7739	Publicity	8.05
100-1605-7740	Day Camps	332.09
100-1605-7741	Sports/Playground Progr…	280.50
100-1605-7745	Boxing Program	951.30
100-1605-7756	Senior Recreation Classes	345.60
100-1605-7965	Professional Services	9,750.00
100-1605-7980	Other Expenses	503.63
100-1610-7616	Pool Supplies	308.71
100-1610-7617	Pool Chemicals	1,007.75
100-1610-7618	Building Supplies	14,477.47
100-1610-7636	Uniforms	46.92
100-1610-7650	Vehicle Maintenance	784.00
100-1610-7652	Building Maint Services	4,678.45
100-1610-8100	Other Capital Improvem…	1,750.00
100-1805-7610	Travel, Mtgs & Conf	26.07
100-1805-7612	Publications and Dues	225.00
100-1805-7614	Office Supplies	28.65
100-1805-7653	Bank Charges	307.38
100-1805-7980	Other Expenses	31.34
100-1810-7611	Training	713.71
100-1810-7612	Publications and Dues	380.00
100-1815-7632	Software	1,218.01
100-1815-7965	Professional Services	12,500.00
100-1825-7613	Duplications And Photos	275.55
100-1825-7630	Equipment Lease	1,740.68
100-1825-7631	Equipment Maintenance	1,395.96
100-1825-7674	Retiree Health Insurance	4,091.00
100-1825-7687	Waste Mgmt Services	1,757.50
100-1830-8100	Vehicle Replacement (C…	8,824.52
100-2120	Refundable Deposits	2,050.00
100-2122	Disability Access & Educ …	4.00
100-2125	Metro Pass Through (TA…	73.00
100-2126	Construction and Demoli…	1,800.00
100-4004	Business License Tax	76.50
100-4302	Parking Citations	120.00
100-4404	Other Building Rentals	-57.50
100-4408	Property Rental	3,849.06
100-4903	Business Lic Appl Fees	35.00
100-5004	Other Revenue	-125.00
220-2205-8060	Sidewalk Improvements …	1,776.50
220-2225-7965	Professional Services	160.00

Account Summary

Account Number	Account Name	Payment Amount
220-2225-7980	Other Expenses	2,500.00
225-2127	Retention Payable	19,649.20
240-2410-7909	Tree Trim-Residential	6,611.20
240-2426-7810	Street Sweeping	784.00
260-2605-7965	Professional Services	117.00
270-2705-8100	Other Capital Improvem…	145.57
290-2905-7781	Contract Law Enforceme…	11,916.67
290-2905-7785	Special Events Patrol	18,104.65
320-3205-8013	Vehicles (Capital)	1,609.56
440-4405-7614	Office Supplies	88.08
440-4405-7650	Vehicle Maintenance	477.87
440-4405-7788	Shuttle Services	872.00
440-4405-7980	Other Expenses	56.97
460-4605-7650	Vehicle Maintenance	184.60
470-2127	Retention Payable	20,000.00
521-5215-8340	Principal Payments	165,750.42
521-5215-8350	Interest Expense	55,086.60
	Grand Total:	**962,255.84**

Project Account Summary

Project Account Key		Payment Amount
None		910,980.58
202118-ATP Cycle 4-City Engineer		6,860.00
202306/225-2127-Retention-2023 St Rehab Project		19,649.20
202306/470-2127-Retention-2023 Street Rehab Proj		20,000.00
202306-Prof Serv-FY23 Street Rehab Project		800.00
202413-Professional Svcs-ADA Curb Ramps		117.00
250004 - Property Rent - Nextel Rent (Otis Gordon)		3,849.06
	Grand Total:	**962,255.84**

Council Warrant Register By Vendor
By Fund

City of Duarte

Payment Dates 8/24/2023 - 9/13/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
100-1410-7810	A1 MAINTENANCE SERVICES ...	Las Brisas Sweeping 8/2023	204644		61.00
100-1410-7810	A1 MAINTENANCE SERVICES ...	Las Posadas Sweeping 8/2023	204645		61.00
				Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:	**122.00**
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	DART Movie Dinner 8/22/2023	8222023		80.48
100-1205-7779	AIDA TORRES	DART-Temple Station Explorer Mtg Dinner 8/17/23	8222023		42.57
				Vendor 1388 - AIDA TORRES Total:	**123.05**
Vendor: 4728 - ALEJANDRO FUENTES					
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics Summer 2023	7		1,050.00
				Vendor 4728 - ALEJANDRO FUENTES Total:	**1,050.00**
Vendor: T0320 - ARCADIA PARTY RENTALS					
100-1605-7732	ARCADIA PARTY RENTALS	City Picnic 9/23/2023 Table Linens	408947		567.25
				Vendor T0320 - ARCADIA PARTY RENTALS Total:	**567.25**
Vendor: 1491 - AUTOZONE					
100-1410-7650	AUTOZONE	Vehicle #2 Antifreeze/Coolant	2814079346		70.38
				Vendor 1491 - AUTOZONE Total:	**70.38**
Vendor: 6537 - BIG BEAR LAKE OKTOBERFEST					
100-1605-7737	BIG BEAR LAKE OKTOBERFEST	Adult Excursion Tickets	10/22/2023		1,572.00
				Vendor 6537 - BIG BEAR LAKE OKTOBERFEST Total:	**1,572.00**
Vendor: 6539 - BLACKS IN GOVERNMENT					
100-1605-7612	BLACKS IN GOVERNMENT	Gabrielle Perkins BIG Memberships	8232023		35.00
100-1605-7612	BLACKS IN GOVERNMENT	Marilyn Mays BIG Memberships	8232023		35.00
				Vendor 6539 - BLACKS IN GOVERNMENT Total:	**70.00**
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7980	BUCKNAM INFRASTRUCTURE ...	GIS Services 7/1/2023 - 7/31/2023	352-06.11		4,456.00
				Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:	**4,456.00**
Vendor: 4838 - BURKE, WILLIAMS & SORENSEN LLP					
100-1015-7682	BURKE, WILLIAMS & SORENS...	Labor Legal 7/2023	305695		4,207.50
				Vendor 4838 - BURKE, WILLIAMS & SORENSEN LLP Total:	**4,207.50**
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	CALE AMERICA INC	WTP Fees 8/2023	176524		519.36
				Vendor 5559 - CALE AMERICA INC Total:	**519.36**
Vendor: 1563 - CALIFORNIA PARK & RECREATION SOCIETY					
100-1605-7612	CALIFORNIA PARK & RECREAT...	Kelly Barnes CPRS Membership 10/1/23 - 9/30/24	103572-62323		165.00
				Vendor 1563 - CALIFORNIA PARK & RECREATION SOCIETY Total:	**165.00**
Vendor: T4713 - CALVERY NEW SONG					
100-2120	CALVERY NEW SONG	Pool Rental Deposit Refund 8/19/2023	R100460		200.00
				Vendor T4713 - CALVERY NEW SONG Total:	**200.00**
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I...	CH(2)/PS/SC/TC Copier Lease 9/1/2023 - 9/30/2023	31108811		1,740.68

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1825-7631	CANON FINANCIAL SERVICES I...	CH(2)/PS/SC/TC Copier Maint 7/1/2023 - 7/31/2023	31108811		763.08
			Vendor 5719 - CANON FINANCIAL SERVICES INC Total:		**2,503.76**
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA ...	CMD (Salina) Printer Maint 6/27/23 - 7/26/23	6005031377		51.77
100-1825-7631	CANON SOLUTIONS AMERICA ...	Finance Mgr Printer Maint 6/23/23 - 7/22/23	6005103796		39.20
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 5/4/23 - 8/3/23	6005152217		139.41
100-1825-7631	CANON SOLUTIONS AMERICA ...	Lg Format Printer Service	122299663		402.50
			Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:		**632.88**
Vendor: 6229 - CAPITAL ONE					
100-1605-7980	CAPITAL ONE	Parks & Rec Staff Lunch	39781		457.38
100-1605-7735	CAPITAL ONE	TC Snack Bar Supplies	66090		130.32
100-1605-7741	CAPITAL ONE	T-Ball Supplies	08554		18.86
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	08555		100.92
100-1605-7730	CAPITAL ONE	Touch-A-Truck 2023 Supplies	02874		49.40
100-1605-7730	CAPITAL ONE	Touch-A-Truck 2023 Supplies	04563		21.26
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	04564		90.89
100-1605-7730	CAPITAL ONE	Foam Party 2023 Supplies	00051		33.27
100-1605-7730	CAPITAL ONE	Foam Party 2023 Supplies	8323		13.73
100-1605-7745	CAPITAL ONE	TC Boxing Show Snack Bar Supplies	14262		454.84
100-1605-7733	CAPITAL ONE	SC Fresh Friday Pool Event 8/18/2023	02720		408.10
100-1605-7735	CAPITAL ONE	TC Teen Movie Night Supplies	07678		24.91
			Vendor 6229 - CAPITAL ONE Total:		**1,803.88**
Vendor: 6357 - CARLOS FELIPE PEREZ					
100-1605-7732	CARLOS FELIPE PEREZ	City Picnic DJ Services	9/23/2023		750.00
			Vendor 6357 - CARLOS FELIPE PEREZ Total:		**750.00**
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	9/2023		435.00
			Vendor 0028 - CATHERINE BRATTA Total:		**435.00**
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	9/2023		75.00
			Vendor 6340 - CESAR A GARCIA Total:		**75.00**
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4163960597		21.23
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4163960597		45.52
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4165363048		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4165363048		9.31
			Vendor 5140 - CINTAS CORPORATION #693 Total:		**101.75**
Vendor: 0903 - CITY OF MONROVIA					
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 6/2023	2400232		784.00
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 6/2023	2400233		1,155.76
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 6/2023	2400234		429.63
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 6/2023	2400235		1,296.60
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 6/2023	2400236		6,382.99
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 6/2023	2400238		129.11
			Vendor 0903 - CITY OF MONROVIA Total:		**10,178.09**
Vendor: 6483 - CIVICA LAW GROUP, APC					
100-1015-7684	CIVICA LAW GROUP, APC	1001 Las Lomas Legal 7/2023	10809		1,553.40
100-1015-7684	CIVICA LAW GROUP, APC	1307 Bloomdale Legal 7/2023	10810		3,998.70

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 7/2023	10811		486.00
100-1015-7684	CIVICA LAW GROUP, APC	Mendoza v Duarte (Admin Appeal) Legal 7/2023	10812		9,999.23
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citations 7/2023	10813		6,000.00
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citation Expenses 7/2023	10814		75.28
				Vendor 6483 - CIVICA LAW GROUP, APC Total:	**22,112.61**
Vendor: 6538 - COSTAR REALTY INFORMATION INC					
100-1405-7975	COSTAR REALTY INFORMATIO…	Manual Credit on Account	109038PSCM		-430.00
100-1405-7975	COSTAR REALTY INFORMATIO…	Commercial Real Estate Information 8/1/23-8/31/24	118083072-1		5,590.00
				Vendor 6538 - COSTAR REALTY INFORMATION INC Total:	**5,160.00**
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1610-7616	CURO MANAGED PRINT PRO…	Duarte Pool Signage	6992		129.35
100-1605-7636	CURO MANAGED PRINT PRO…	PT Uniform Name Tags	6999		17.09
				Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:	**146.44**
Vendor: T4718 - CYNTHIA LAVIS					
100-2126	CYNTHIA LAVIS	Const/Demo Deposit Refund (Pmt #2022-573)	R98276		1,800.00
100-5004	CYNTHIA LAVIS	Administrative Fee (Pmt #2022-573)	R98276		-125.00
				Vendor T4718 - CYNTHIA LAVIS Total:	**1,675.00**
Vendor: 5025 - DARRELL RAY CARROLL					
100-1610-7618	DARRELL RAY CARROLL	Padlocks	24929		478.49
100-1610-7652	DARRELL RAY CARROLL	Electrical Door Repair	24977		185.00
100-1610-7652	DARRELL RAY CARROLL	Otis Gordon Box Door Repair	24978		248.00
				Vendor 5025 - DARRELL RAY CARROLL Total:	**911.49**
Vendor: 3838 - DELONG UNLIMITED SCREEN PRINTING					
100-1605-7735	DELONG UNLIMITED SCREEN …	TC/CHYLL Uniforms	22-10387		377.80
				Vendor 3838 - DELONG UNLIMITED SCREEN PRINTING Total:	**377.80**
Vendor: 3165 - DUARTE PUBLIC SAFETY PETTY CASH					
100-1205-7614	DUARTE PUBLIC SAFETY PETTY…	Office Supplies	8222023		16.24
100-1205-7650	DUARTE PUBLIC SAFETY PETTY…	Van 29 Car Wash	8222023		10.00
100-1205-7779	DUARTE PUBLIC SAFETY PETTY…	Youth Trip Parking	8222023		15.00
100-1205-7980	DUARTE PUBLIC SAFETY PETTY…	Office Water	8222023		44.00
				Vendor 3165 - DUARTE PUBLIC SAFETY PETTY CASH Total:	**85.24**
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DIS…	SBA/Nextel Lease 8/2023	R100405	250004 - Property Rent - Next…	1,924.53
100-4408	DUARTE UNIFIED SCHOOL DIS…	SBA/Nextel Lease 7/2023	R99850	250004 - Property Rent - Next…	1,924.53
				Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:	**3,849.06**
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	9/2023		566.00
				Vendor 1533 - EFREN CASTRO Total:	**566.00**
Vendor: T3698 - ELIZABETH GUZMAN					
100-2120	ELIZABETH GUZMAN	SC Rent Deposit Refund 8/19/2023	R100359		500.00
				Vendor T3698 - ELIZABETH GUZMAN Total:	**500.00**
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		591.64

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 7/18/2023 - 7/31/2023	FBN4810648		420.36
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		1,195.28
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		772.57
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Initial Reg-DMV Fee	FBN4810648		33.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		930.81
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		223.12
				Vendor 6189 - ENTERPRISE FM TRUST Total:	**8,824.52**
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 6/2023	102074		145.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 8/2023	102593		154.00
				Vendor 1357 - EXECUTIVE ELEVATOR INC Total:	**299.00**
Vendor: T4717 - FELICIA GONSER					
100-2120	FELICIA GONSER	Pool Rental Deposit Refund 8/12/2023	R100243		200.00
				Vendor T4717 - FELICIA GONSER Total:	**200.00**
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	149131		564.63
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	149184		443.12
				Vendor 4690 - FULLER ENGINEERING INC Total:	**1,007.75**
Vendor: 4308 - GARVEY EQUIPMENT COMPANY					
100-1410-7887	GARVEY EQUIPMENT COMPA...	Equipment Maintenance Repairs	155308		556.69
				Vendor 4308 - GARVEY EQUIPMENT COMPANY Total:	**556.69**
Vendor: 1694 - GERARD BATISTA					
100-1410-7610	GERARD BATISTA	MSA Annual Training Conference Hotel	9/25/23-9/29/23		583.08
				Vendor 1694 - GERARD BATISTA Total:	**583.08**
Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON					
100-1605-7733	HEULYN REGINA DUMAS-JOH...	SC Sewing Class	3-8212023		256.00
				Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:	**256.00**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVICES	Gas/Water Shut Off Tools	7904275		37.36
100-1610-7618	HOME DEPOT CREDIT SERVICES	Vacuum Bags	6317806		38.58
100-1610-7618	HOME DEPOT CREDIT SERVICES	Fitness Ctr Janitorial Supplies	6318556		58.17
100-1610-7618	HOME DEPOT CREDIT SERVICES	Utility Shut Off Tool	6408518		26.07
100-1610-7618	HOME DEPOT CREDIT SERVICES	Buckets	6433721		13.34
100-1610-7618	HOME DEPOT CREDIT SERVICES	Water Hose	6702714		33.05
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Plumbing Supplies	5913625		19.80
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC Office Floor Repair	520281		132.44

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maint Supplies/Repairs	8513804		289.88
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maint Supplies/Repairs	8601381		29.64
100-1610-7618	HOME DEPOT CREDIT SERVICES	Truck Debris Pans	8734465		88.07
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	1734599		81.97
100-1610-7618	HOME DEPOT CREDIT SERVICES	City Hall Hot Water Maker/Electrical Repairs	6511088		717.23
100-1610-7618	HOME DEPOT CREDIT SERVICES	Paint Supplies/Repairs	5611881		477.51
100-1610-7618	HOME DEPOT CREDIT SERVICES	Return (Inv #5611881)	4233207		-217.31
100-1205-7650	HOME DEPOT CREDIT SERVICES	Vehicle Tire Shine & Rags	0541485		42.02
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	2542872		217.05
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #2542872)	19927		-3.94
				Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:	**2,080.93**
Vendor: 1614 - IMS REFRIGERATION INC					
100-1610-7652	IMS REFRIGERATION INC	SC Ice Maker Repair	53984		729.10
100-1610-7652	IMS REFRIGERATION INC	CC Ice Machine Maintenance	53985		437.24
				Vendor 1614 - IMS REFRIGERATION INC Total:	**1,166.34**
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvcs 9/2023	979276		1,723.28
				Vendor 6309 - INX BUILDING MAINTENANCE Total:	**1,723.28**
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	9/2023		218.00
				Vendor 3821 - JACQUELINE BURCKHARD Total:	**218.00**
Vendor: 6398 - JACQUELINE HASTY					
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Cricut Class Summer 2023	DP7-8-2023		56.00
				Vendor 6398 - JACQUELINE HASTY Total:	**56.00**
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	9/2023		435.00
				Vendor 0128 - JIM KIRCHNER Total:	**435.00**
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	Lunch w/DUS...	8/17/2023		44.10
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	9/2023		75.00
				Vendor 6204 - JODY ERRANDI SCHULZ Total:	**119.10**
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	9/2023		435.00
				Vendor 0086 - JOHN FASANA Total:	**435.00**
Vendor: 0439 - KENNETH L ROGERS					
100-1610-7652	KENNETH L ROGERS	Teen Ctr Carpet Cleaning	15459		650.00
				Vendor 0439 - KENNETH L ROGERS Total:	**650.00**
Vendor: T4714 - KRYSTAL SMITH					
100-2120	KRYSTAL SMITH	ROP Bldg Rent Deposit Refund 8/12/2023	R100230		150.00
				Vendor T4714 - KRYSTAL SMITH Total:	**150.00**
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	9/2023		435.00
				Vendor 5060 - LINDA HENDERSON Total:	**435.00**
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 7/2023	240032EC		442,977.02
				Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:	**442,977.02**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T4507 - LOURDES LONA					
100-2120	LOURDES LONA	TC Rent Deposit Refund 8/12/2023	R99653		300.00
100-4404	LOURDES LONA	Foosball Table Damage	R99653		-57.50
				Vendor T4507 - LOURDES LONA Total:	**242.50**
Vendor: 6477 - LPA INC					
100-1605-7965	LPA INC	Fitness Center Aquatics Assessment 7/2023	ARIV1004965		9,750.00
100-1610-8100	LPA INC	City Hall Renovation Design 7/2023	ARIV1004990		1,750.00
				Vendor 6477 - LPA INC Total:	**11,500.00**
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAG…	Chamber Lease 9/2023	1735-huntplaz-0923		1,600.00
				Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:	**1,600.00**
Vendor: T4715 - LYZETTE PEREZ-MUNOZ					
100-2120	LYZETTE PEREZ-MUNOZ	SC Rent Deposit Refund 8/12/2023	R99917		500.00
				Vendor T4715 - LYZETTE PEREZ-MUNOZ Total:	**500.00**
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	9/2023		75.00
				Vendor 0285 - MARGARET FINLAY Total:	**75.00**
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 8/2023	13692		12,500.00
				Vendor 4286 - MAXTREME INC Total:	**12,500.00**
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	9/2023		566.00
				Vendor 1042 - MICHAEL TARR Total:	**566.00**
Vendor: 4620 - MIRACLE RECREATION EQUIPMENT CO					
100-1610-7618	MIRACLE RECREATION EQUIP…	ROP Playground Parts	861856		5,409.90
				Vendor 4620 - MIRACLE RECREATION EQUIPMENT CO Total:	**5,409.90**
Vendor: 0208 - MITY-LITE INC					
100-1610-7618	MITY-LITE INC	Council Meeting Tables	00164058		1,243.11
				Vendor 0208 - MITY-LITE INC Total:	**1,243.11**
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-1405-7980	MOORE IACOFANO GOLTSMA…	Specific Plan Website Support/Maint 6/1/23-7/31/23	0082408		2,501.18
				Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:	**2,501.18**
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	9/2023		13,664.83
				Vendor 2461 - MVP, LLC Total:	**13,664.83**
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 7/2023	3083445		546.00
				Vendor 6280 - ONLY CREMATIONS FOR PETS Total:	**546.00**
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	9/2023		76.92
				Vendor 1197 - PAMELA ROMERO Total:	**76.92**
Vendor: 6118 - PLANETBIDS INC					
100-1405-7965	PLANETBIDS INC	FY24 PS System Vendor/Bid Mgmt Service	823114		4,361.35
				Vendor 6118 - PLANETBIDS INC Total:	**4,361.35**
Vendor: 6372 - R3 CONSULTING GROUP					
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 7/2023	122809		1,757.50
				Vendor 6372 - R3 CONSULTING GROUP Total:	**1,757.50**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6536 - RAYMOND RODRIGUEZ					
100-1605-7732	RAYMOND RODRIGUEZ	City Picnic Entertainment	9/23/2023		3,000.00
				Vendor 6536 - RAYMOND RODRIGUEZ Total:	**3,000.00**
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENT…	TAP Card Reload 7/2023	6020666		73.00
				Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:	**73.00**
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 7/2023	33885		480.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 7/2023	33886		920.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 7/2023	33887		720.00
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections-Hunt/Highland 7/2023	33888		400.00
100-1405-7969	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Improvements 7/2023	33889	202118-ATP Cycle 4-City Engi…	6,860.00
100-1405-7969	RKA CONSULTING GROUP	FY24 LLMD Engineering Srvcs 7/2023	33890		2,082.50
				Vendor 0904 - RKA CONSULTING GROUP Total:	**11,462.50**
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	9/2023		75.00
				Vendor 5263 - SAMUEL KANG Total:	**75.00**
Vendor: 0288 - SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP					
100-1025-7700	SAN GABRIEL VALLEY ECONO…	Membership Dues 9/1/2023 - 8/31/2024	7944		2,625.00
				Vendor 0288 - SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP Total:	**2,625.00**
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMAN…	Animal Shelter Services 8/2023	8/2023D		5,833.33
				Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:	**5,833.33**
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	August 2023 Courier Pick-up	23080624		307.38
				Vendor 6277 - SECTRAN SECURITY INC Total:	**307.38**
Vendor: T4712 - SEEBURGER & SONS ROOFING INC					
100-2122	SEEBURGER & SONS ROOFING ..	Business License Refund (Job Address in County)	R1258		4.00
100-4004	SEEBURGER & SONS ROOFING ..	Business License Refund (Job Address in County)	R1258		76.50
100-4903	SEEBURGER & SONS ROOFING ..	Business License Refund (Job Address in County)	R1258		35.00
				Vendor T4712 - SEEBURGER & SONS ROOFING INC Total:	**115.50**
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Building Maint Supplies-Recycled Paper Products	043860		1,243.96
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Building Maintenance Supplies	043865		1,798.70
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Building Maintenance Supplies	043865-01		887.30
				Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:	**3,929.96**
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1410-7630	SIMON EQUIPMENT RENTALS	Sod Cutter Rental	154173		134.28
100-1605-7745	SIMON EQUIPMENT RENTALS	TC Boxing Show Fan Rental	153517		85.56
100-1410-7630	SIMON EQUIPMENT RENTALS	Sod Cutter Rental	154397		134.28
				Vendor 0206 - SIMON EQUIPMENT RENTALS Total:	**354.12**
Vendor: 0209 - SMART & FINAL					
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	087199		312.68
100-1605-7745	SMART & FINAL	TC Boxing Show Snack Bar Supplies	561322		80.90
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	279322		56.97
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	279322		56.97
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	279322		56.97
100-1610-7618	SMART & FINAL	Building Maintenance Supplies	060500		154.97
100-1605-7735	SMART & FINAL	TC Back to School BBQ Supplies	592822		114.39

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7741	SMART & FINAL	Youth Sports Supplies	828244		19.72
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	287366		206.37
100-1605-7733	SMART & FINAL	SC Gift Card Prizes	848555		40.00
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	931699		250.97
100-1405-7614	SMART & FINAL	Office Supplies	766600		12.12
				Vendor 0209 - SMART & FINAL Total:	**1,363.03**
Vendor: 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC					
100-1610-7618	SOUTHEAST CONSTRUCTION …	Otis Gordon Field Chalk	2305-248938		49.25
100-1610-7618	SOUTHEAST CONSTRUCTION …	Otis Gordon Field Chalk	2307-26484		78.91
				Vendor 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC Total:	**128.16**
Vendor: 5447 - SOUTHERN CALIFORNIA EDISON					
100-1020-7724	SOUTHERN CALIFORNIA EDIS…	PO Pkg Lot Lease 8/01/2023 - 10/31/2023	7701200501		2,305.50
				Vendor 5447 - SOUTHERN CALIFORNIA EDISON Total:	**2,305.50**
Vendor: 2688 - STAPLES ADVANTAGE					
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	3544373088		275.55
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3545680158		52.66
				Vendor 2688 - STAPLES ADVANTAGE Total:	**328.21**
Vendor: T4711 - STEPAN POGOSYAN					
100-4302	STEPAN POGOSYAN	Citation Overpayment/Reimbursement	DU020021560		120.00
				Vendor T4711 - STEPAN POGOSYAN Total:	**120.00**
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	9/2023		435.00
				Vendor 0083 - STEVE ESBENSHADE Total:	**435.00**
Vendor: 4595 - SUMMIT SUPPLY CORP OF COLORADO					
100-1610-7618	SUMMIT SUPPLY CORP OF CO…	Sports Park Supplies	85135		445.23
				Vendor 4595 - SUMMIT SUPPLY CORP OF COLORADO Total:	**445.23**
Vendor: 6462 - SUNBELT RENTALS INC					
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/31/23	142655895-0001		630.03
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/31/23	142655895-0002		371.36
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/31/23	142655895-0003		185.69
				Vendor 6462 - SUNBELT RENTALS INC Total:	**1,187.08**
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 8/23/2023	SA-36581		160.00
				Vendor 1610 - SUNWEST ENGINEERING Total:	**160.00**
Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES					
100-1205-7761	SUPERIOR CT OF CAL CO OF L…	Citation Revenue Tax 7/2023	8142023		3,472.50
				Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:	**3,472.50**
Vendor: 6533 - TAYLOR ENTERTAINMENT INC					
100-1605-7732	TAYLOR ENTERTAINMENT INC	Balance-City Picnic Childrens Activities	9/23/2023		1,535.00
				Vendor 6533 - TAYLOR ENTERTAINMENT INC Total:	**1,535.00**
Vendor: 6457 - TERA MARTIN DEL CAMPO					
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	9/2023		75.00
				Vendor 6457 - TERA MARTIN DEL CAMPO Total:	**75.00**
Vendor: 3904 - TERESA RENTERIA					
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	9/2023		566.00
				Vendor 3904 - TERESA RENTERIA Total:	**566.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 7/1/2023 - 7/31/2023	848724694		215.61
			Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:		**215.61**
Vendor: 6443 - TISHA BELLANTUONI					
100-1605-7733	TISHA BELLANTUONI	Deposit-SC Holiday Entertainment	12/11/2023Dep		425.00
			Vendor 6443 - TISHA BELLANTUONI Total:		**425.00**
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	9/2023		75.00
			Vendor 6100 - TONEY LEWIS Total:		**75.00**
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Management 8/2023	10662		9,030.00
100-1020-7720	TRIPEPI SMITH & ASSOCIATES	PEG Channel Managment Services 8/2023	10663		2,255.00
			Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:		**11,285.00**
Vendor: 4484 - U.S. BANK					
100-1005-7643	U.S. BANK	V Truong JPIA Conf Hotel (Omni La Costa)	8252023BV		333.93
100-1005-7644	U.S. BANK	Jody Schulz 2023 Golden Plate (Foothill Unity)	8252023BV		189.91
100-1005-7648	U.S. BANK	Sam Kang League of CA Cities Airfare (Southwest)	8252023BV		181.89
100-1010-7610	U.S. BANK	Brian Villalobos Mtg W/Capt Meza (Raffis Catering)	8252023BV		52.92
100-1010-7610	U.S. BANK	Brian/Andres/Larry CCCA City Mgr's Summit	8252023BV		255.00
100-1010-7610	U.S. BANK	Larry/Steven/Brian CCCA Board of Directors Mtg	8252023BV		75.00
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription (August)	8252023BV		18.00
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription (July)	8252023BV		18.00
100-1010-7980	U.S. BANK	DashPass 8/5/23 - 9/5/23 (DoorDash)	8252023BV		9.99
100-1020-7712	U.S. BANK	Spotify Subscription	8252023BV		9.99
100-1405-7614	U.S. BANK	Document Storage Carrier Strips (Amazon)	8252023CH		155.13
100-1410-7610	U.S. BANK	Gerard Batista MSA Meeting 8/3/2023	8252023CH		25.88
100-1410-7610	U.S. BANK	Gerard Batista MSA Annual Conference Registration	8252023CH		550.00
100-1410-7650	U.S. BANK	Vehicle #15 Welding Srvcs (ASAP Welding)	8252023KP		650.00
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 8/4/23 - 9/3/23	8252023KP		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 8/4/23 - 9/3/23	8252023KP		7.75
100-1805-7610	U.S. BANK	Kristen Petersen Rotary Mtg 7/26/23 (Denny's)	8252023KP		26.07
100-1805-7612	U.S. BANK	Kristen Petersen GFOA Membership 8/1/23 - 7/31/24	8252023KP		225.00
100-1805-7614	U.S. BANK	Admin Srvcs Office Supplies (Amazon)	8252023KP		28.65
100-1805-7980	U.S. BANK	Staff Mtg 8/24/23 Food (Wendy's)	8252023KP		31.34
100-1810-7611	U.S. BANK	Employee Summer BBQ 8/31/23 (Smart & Final)	8252023KP		457.75
100-1810-7611	U.S. BANK	Employee Meeting 8/10/23 Supplies (Smart & Final)	8252023KP		255.96

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1810-7612	U.S. BANK	Kristen Petersen CalPERLA Membership Dues	8252023KP		380.00
100-1815-7632	U.S. BANK	Accessduarte.com 7/24/23 - 7/31/23 (Google)	8252023KP		357.30
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Arcobat Pro 8/13/23 - 9/12/23	8252023KP		780.71
100-1815-7632	U.S. BANK	Finance Webinar 8/7/23 - 9/6/23 (Zoom)	8252023KP		80.00
100-1205-7610	U.S. BANK	Larry Breceda 2023 NHSC Conf Meal (Outfield)	8252023LB		25.00
100-1205-7610	U.S. BANK	Larry Breceda 2023 NHSC Conf Meals (Hyatt)	8252023LB		72.31
100-1205-7615	U.S. BANK	EOC Tropical Storm Hilary Food (El Polo Loco)	8252023LB		53.97
100-1205-7615	U.S. BANK	EOC Tropical Storm HIlary Fod (Tropican Mkt)	8252023LB		119.01
100-1205-7779	U.S. BANK	DART Boxing Tournament Prep 8/18/23 (Sweet Basil)	8252023LB		38.00
100-1205-7779	U.S. BANK	DART Meeting 8/3/23 (Raising Cane's)	8252023LB		197.87
100-1205-7779	U.S. BANK	DART Dinner 8/8/23 (Jersey Mikes)	8252023LB		163.90
100-1205-7779	U.S. BANK	DART Beach Trip Parking 8/8/23 (City of HB)	8252023LB		30.00
100-1205-7779	U.S. BANK	DART Movie Trip 8/21/23 (Look Cinema)	8252023LB		135.20
100-1205-7779	U.S. BANK	DART Supplies-A Mariano (Dick's Sporting Goods)	8252023LB		110.24
100-1205-7779	U.S. BANK	DART College Prep Program (Dollar Tree)	8252023LB		30.32
100-1205-7779	U.S. BANK	DART Beach Supplies (Walmart)	8252023LB		106.56
100-1205-7779	U.S. BANK	Probation Officer A-Team Game (Amazon)	8252023LB		30.64
100-1205-7779	U.S. BANK	DART Concerts Dinner 7/31/23 (Sweet Basil Pizza)	8252023LB		76.00
100-1205-7779	U.S. BANK	DART Concerts Drinks 7/31/23 (Sonic)	8252023LB		30.69
100-1205-7779	U.S. BANK	DART Event Water (Smart & Final)	8252023LB		17.22
100-1205-7779	U.S. BANK	DART Books (Barnes & Noble)	8252023LB		57.52
100-1205-7980	U.S. BANK	Nat'l Night Out Inflatables Deposit (The Fun Co)	8252023LB		156.00
100-1205-7980	U.S. BANK	Nat'l Night Out Staff Drinks 8/1/23 (Sonic)	8252023LB		40.03
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/23 (Target)	8252023LB		44.42
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/23 (Crumbl)	8252023LB		75.00
100-1205-7980	U.S. BANK	Nat'l Night Out DJ Gift Card 8/1/2023 (Target)	8252023LB		100.00
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/23 (Smart & Final)	8252023LB		109.79
100-1205-7980	U.S. BANK	Nat'l Night Out Volunteer Dinner 8/1/23(Tropicana)	8252023LB		321.02
100-1205-7980	U.S. BANK	Nat'l Night Out Supplies 8/1/2023 (Smart & Final)	8252023LB		574.52
100-1205-8030	U.S. BANK	Community Policing Event Equipment (Amazon)	8252023LB		50.58
100-1605-7735	U.S. BANK	TC Movie Night Copyright 8/25/23 (Swank)	8252023LB		305.00
100-1010-7980	U.S. BANK	Splashtacular Event Mayor Treats (Monkeys Munchie)	8252023ME		21.00

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7610	U.S. BANK	Staff Mtg Lunch 8/17/23 (Cafe X2O)	8252023ME		49.45
100-1605-7610	U.S. BANK	Manuel Enriquez Mtg w/KC Carraci (Coffee Bean)	8252023ME		7.75
100-1605-7612	U.S. BANK	Susie Perez CPRS Dues (DUPLICATE Ck218950 8/22/23)	8252023ME		150.00
100-1605-7614	U.S. BANK	Cardstock (Amazon)	8252023ME		22.57
100-1605-7614	U.S. BANK	Dept Calendars/Journal (Amazon)	8252023ME		102.67
100-1605-7614	U.S. BANK	Dust Off (Amazon)	8252023ME		13.88
100-1605-7614	U.S. BANK	Hole Punches/Laminating Pouches (Amazon)	8252023ME		64.19
100-1605-7614	U.S. BANK	Lined Steno Pads (Amazon)	8252023ME		36.93
100-1605-7614	U.S. BANK	Binder Rings (Amazon)	8252023ME		6.60
100-1605-7693	U.S. BANK	MYC Dinner 8/7/23 (Domino's Pizza)	8252023ME		61.65
100-1605-7729	U.S. BANK	Staff Concert Appreciation (Tacos Mi Amor)	8252023ME		40.00
100-1605-7730	U.S. BANK	RETURN-Night Bike Ride Event (Amazon)	8252023ME		-169.58
100-1605-7730	U.S. BANK	Deposit-Lunar New Year Event (Wushu Shalolin)	8252023ME		599.99
100-1605-7730	U.S. BANK	Event Staff Appreciation (Chung Chun)	8252023ME		18.19
100-1605-7730	U.S. BANK	Foam Party Suplies (Michaels)	8252023ME		32.61
100-1605-7730	U.S. BANK	Summer 2023 DVD Return (Swank Motion Picture)	8252023ME		30.00
100-1605-7730	U.S. BANK	Foam Party Portable Restrooms (Eagle Portable)	8252023ME		601.89
100-1605-7730	U.S. BANK	Splashtacular Water Carnival Supplies (Amazon)	8252023ME		285.46
100-1605-7730	U.S. BANK	Touch A Truck Craft Supplies (Michaels)	8252023ME		32.75
100-1605-7730	U.S. BANK	Foam Party Wristbands/Banner (Amazon)	8252023ME		54.00
100-1605-7730	U.S. BANK	Touch A Truck Volunteer Coffee (Starbucks)	8252023ME		40.00
100-1605-7730	U.S. BANK	Foam Party Signage (Walgreens)	8252023ME		105.82
100-1605-7730	U.S. BANK	Touch A Truck Crafts (Amazon)	8252023ME		33.03
100-1605-7730	U.S. BANK	Touch A Truck Volunteer Bagels (Einstein Bagels)	8252023ME		52.48
100-1605-7730	U.S. BANK	Swim Team Banquet 8/18/23 (Domnino's Pizza)	8252023ME		150.63
100-1605-7732	U.S. BANK	Deposit-City Picnic Entertainment (Taylor)	8252023ME		200.00
100-1605-7732	U.S. BANK	City Picnic Supplies (Amazon)	8252023ME		152.18
100-1605-7733	U.S. BANK	SC Fresh Friday Event 8/4/2023 (Kona Ice)	8252023ME		325.00
100-1605-7733	U.S. BANK	SC Fresh Fridays Pool Event (Monkey's Munchies)	8252023ME		600.00
100-1605-7733	U.S. BANK	SC Special Event Gift Cards (Amazon)	8252023ME		110.00
100-1605-7733	U.S. BANK	SC Fresh Fridays Ice Cream Bar (Tacos El Torito)	8252023ME		550.00
100-1605-7735	U.S. BANK	TC Special Event Decorations (Amazon)	8252023ME		58.55
100-1605-7735	U.S. BANK	TC Playground Balls/Tug of War Rope (Amazon)	8252023ME		48.28
100-1605-7735	U.S. BANK	TC Table Tennis Tabl…	8252023ME		422.06
100-1605-7735	U.S. BANK	TC Back to School Event Supplies (Amazon)	8252023ME		107.62
100-1605-7735	U.S. BANK	TC neon Sign (Amazon)	8252023ME		35.93

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7735	U.S. BANK	TC Air Hockey Table (Amazon)	8252023ME		1,188.90
100-1605-7735	U.S. BANK	TC Griddle/Neon Sign/USB Cables (Amazon)	8252023ME		133.19
100-1605-7737	U.S. BANK	Deposit-Adult Excursion 10/22/23 (Wyatt's Grill)	8252023ME		100.00
100-1605-7739	U.S. BANK	Night Bike Ride Advertisement (Facebook/Meta)	8252023ME		8.05
100-1605-7740	U.S. BANK	Summer Day Camp Craft Supplies (Amazon)	8252023ME		75.70
100-1605-7740	U.S. BANK	Summer Day Camp Pizza 8/3/23 (Little Caesars)	8252023ME		28.08
100-1605-7740	U.S. BANK	Summer Day Camp Beads (Amazon)	8252023ME		25.49
100-1605-7740	U.S. BANK	Summer Day Camp Animals Erasers (Amazon)	8252023ME		11.01
100-1605-7741	U.S. BANK	Parks Lunch Mtg 8/9/23 (Chick-Fil-A)	8252023ME		91.75
100-1605-7741	U.S. BANK	Youth Sports Whistles/Flags (Amazon)	8252023ME		25.35
100-1605-7741	U.S. BANK	Youth Sports Table (Amazon)	8252023ME		64.82
100-1605-7741	U.S. BANK	Parks Lunch Mtg 8/9/23 (Crumbl Cookies)	8252023ME		60.00
100-1605-7745	U.S. BANK	Duarte Boxing Show Sanction Fee (USA Boxing)	8252023ME		330.00
100-1605-7980	U.S. BANK	Staff Appreciation (Crumbl Cookies)	8252023ME		21.25
100-1605-7980	U.S. BANK	Staff Concert Appreciation (Monkey's Munchies)	8252023ME		25.00
100-1610-7616	U.S. BANK	FC Pool Noodles (Amazon)	8252023ME		179.36
100-1610-7618	U.S. BANK	FC Compost Bins (Amazon)	8252023ME		72.72
100-1610-7652	U.S. BANK	Tablecloth Dry Cleaning (Roman Cleaners)	8252023ME		352.00
				Vendor 4484 - U.S. BANK Total:	**16,080.97**
Vendor: 6535 - ULTIMATE ATTRACTIONS LLC					
100-1605-7732	ULTIMATE ATTRACTIONS LLC	Balance-City Picnic Inflatables/Rides	5269 9/23/2023		2,857.50
				Vendor 6535 - ULTIMATE ATTRACTIONS LLC Total:	**2,857.50**
Vendor: T4716 - VERONICA RIOS					
100-2120	VERONICA RIOS	Pool Rental Deposit Refund 8/13/2023	R100237		200.00
				Vendor T4716 - VERONICA RIOS Total:	**200.00**
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	9/2023		75.00
				Vendor 6196 - VINH TRUONG Total:	**75.00**
Vendor: 6113 - WARDS SERVICE					
100-1405-7650	WARDS SERVICE	Vehicle #33 Repair	92322		1,205.23
				Vendor 6113 - WARDS SERVICE Total:	**1,205.23**
Vendor: 5205 - YVETTE M LABAN					
100-1605-7756	YVETTE M LABAN	Instructor Fee-SC Yoga Summer 2023	08172023		345.60
				Vendor 5205 - YVETTE M LABAN Total:	**345.60**
				Fund 100 - GENERAL FUND Total:	**656,364.95**
Fund: 220 - GAS TAX FUN					
Vendor: 5873 - ELIE FARAH INC					
220-2225-7980	ELIE FARAH INC	FY23 Street Rehab As-Builtz 8/15/23 - 8/23/23	3-DUA22-15	202306-Prof Serv-FY23 Street ...	800.00
				Vendor 5873 - ELIE FARAH INC Total:	**800.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0904 - RKA CONSULTING GROUP					
220-2225-7965	RKA CONSULTING GROUP	Huntington Dr Survey & Utility Research 7/2023	33891		160.00
				Vendor 0904 - RKA CONSULTING GROUP Total:	**160.00**
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
220-2225-7980	SUPERIOR PROPERTY SERVICE…	Protection for Wayfindin…	17854		1,700.00
				Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:	**1,700.00**
Vendor: 1521 - WEST COAST ARBORISTS INC					
220-2205-8060	WEST COAST ARBORISTS INC	Citywide Tree Removal & Palm Pruning	203715		1,776.50
				Vendor 1521 - WEST COAST ARBORISTS INC Total:	**1,776.50**
				Fund 220 - GAS TAX FUN Total:	**4,436.50**
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
Vendor: 3655 - ALL AMERICAN ASPHALT					
225-2127	ALL AMERICAN ASPHALT	Retention-FY23 Street Rehab Project	203161	202306/225-2127-Retention-…	19,649.20
				Vendor 3655 - ALL AMERICAN ASPHALT Total:	**19,649.20**
				Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:	**19,649.20**
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
240-2426-7810	A1 MAINTENANCE SERVICES …	Grocery Outlet Ctr Sweeping 8/2023	204643		784.00
				Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:	**784.00**
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7909	WEST COAST ARBORISTS INC	Citywide Tree Removal & Palm Pruning	203715		6,611.20
				Vendor 1521 - WEST COAST ARBORISTS INC Total:	**6,611.20**
				Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:	**7,395.20**
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-7965	LDM ASSOCIATES INC	FY24 CDBG ADA Curb Ramps Installation 7/2023	7914	202413-Professional Svcs-ADA…	117.00
				Vendor 5438 - LDM ASSOCIATES INC Total:	**117.00**
				Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:	**117.00**
Fund: 270 - PAEG - PUBLIC ACCESS					
Vendor: 4484 - U.S. BANK					
270-2705-8100	U.S. BANK	PEG Channel Dropbox License 8/24/23 - 6/15/24	8252023KP		145.57
				Vendor 4484 - U.S. BANK Total:	**145.57**
				Fund 270 - PAEG - PUBLIC ACCESS Total:	**145.57**
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIF…	Sheriff Contract 7/2023	240032EC		11,916.67
290-2905-7785	LOS ANGELES COUNTY SHERIF…	Juy 3rd Event and July 4th Enforcement	240179DL		18,104.65
				Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:	**30,021.32**
				Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:	**30,021.32**
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		527.38

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 8/01/2023 - 8/31/2023	FBN4810648		615.05
				Vendor 6189 - ENTERPRISE FM TRUST Total:	**1,609.56**
				Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:	**1,609.56**
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Yard Supplies	2814079349		59.95
				Vendor 1491 - AUTOZONE Total:	**59.95**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	2306497		77.13
				Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:	**77.13**
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
440-4405-7788	INLAND EMPIRE STAGES LTD	Adult Excursion Transportation-The Gran…	60032		872.00
				Vendor 1465 - INLAND EMPIRE STAGES LTD Total:	**872.00**
Vendor: 0209 - SMART & FINAL					
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	279322		56.97
				Vendor 0209 - SMART & FINAL Total:	**56.97**
Vendor: 4484 - U.S. BANK					
440-4405-7614	U.S. BANK	Transportation Dept Printer Ink (Amazon)	8252023KP		88.08
				Vendor 4484 - U.S. BANK Total:	**88.08**
Vendor: 6113 - WARDS SERVICE					
440-4405-7650	WARDS SERVICE	Vehicle #26 Service	92534		340.79
				Vendor 6113 - WARDS SERVICE Total:	**340.79**
				Fund 440 - PROPOSITION A TRANSIT FUND Total:	**1,494.92**
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 6/2023	2400237		184.60
				Vendor 0903 - CITY OF MONROVIA Total:	**184.60**
				Fund 460 - PROPOSITION C TRANSIT FUND Total:	**184.60**
Fund: 470 - MEASURE R LR TRANSIT FUND					
Vendor: 3655 - ALL AMERICAN ASPHALT					
470-2127	ALL AMERICAN ASPHALT	Retention-FY23 Street Rehab Project	203161	202306/470-2127-Retention-…	20,000.00
				Vendor 3655 - ALL AMERICAN ASPHALT Total:	**20,000.00**
				Fund 470 - MEASURE R LR TRANSIT FUND Total:	**20,000.00**
Fund: 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND					
Vendor: 6191 - GOVERNMENT LEASING AND FINANCE INC					
521-5215-8340	GOVERNMENT LEASING AND F…	Infrastructure Modernization Payment 4 of 15	508442779		165,750.42
521-5215-8350	GOVERNMENT LEASING AND F…	Infrastructure Modernization Payment 4 of 15	508442779		55,086.60
				Vendor 6191 - GOVERNMENT LEASING AND FINANCE INC Total:	**220,837.02**
				Fund 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND Total:	**220,837.02**
				Grand Total:	**962,255.84**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	656,364.95
220 - GAS TAX FUN	4,436.50
225 - SB-1, Road Maintenance/Rehab Fund	19,649.20
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	7,395.20
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	117.00
270 - PAEG - PUBLIC ACCESS	145.57
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	30,021.32
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,609.56
440 - PROPOSITION A TRANSIT FUND	1,494.92
460 - PROPOSITION C TRANSIT FUND	184.60
470 - MEASURE R LR TRANSIT FUND	20,000.00
521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE …	220,837.02
Grand Total:	**962,255.84**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del..	75.00
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	408.93
100-1005-7644	Travel & Exp - Schulz	309.01
100-1005-7648	Travel & Exp - Kang	256.89
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7610	Travel, Mtgs & Conf	382.92
100-1010-7612	Publications and Dues	36.00
100-1010-7980	Other Expenses	30.99
100-1015-7682	Labor Counsel Legal	4,207.50
100-1015-7684	Code Enforcement Legal	22,112.61
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information …	9,039.99
100-1020-7720	DCTV	2,255.00
100-1020-7724	Post Office Parking	2,305.50
100-1025-7700	SGV Econ Partnership	2,625.00
100-1205-7610	Travel, Mtgs & Conf	97.31
100-1205-7614	Office Supplies	68.90
100-1205-7615	Emergency Supplies	172.98
100-1205-7650	Vehicle Maintenance	1,348.62
100-1205-7655	Emergency Services	215.61
100-1205-7761	Parking Ticket Collect	3,472.50
100-1205-7762	Parking Pass Kiosk Costs	519.36
100-1205-7779	Youth Programs	1,162.21
100-1205-7780	Animal Control	6,379.33
100-1205-7781	Contract Law Enforceme…	449,360.01
100-1205-7787	Public Safety Cntr Lease	13,664.83
100-1205-7980	Other Expenses	1,521.75
100-1205-8030	Other Equipment	50.58
100-1405-7614	Office Supplies	167.25
100-1405-7650	Vehicle Maintenance	1,334.34
100-1405-7965	Professional Services	4,361.35
100-1405-7967	Public Works Inspections	400.00
100-1405-7969	City Engineer	11,062.50
100-1405-7975	Economic Development …	5,160.00
100-1405-7980	Other Expenses	6,957.18
100-1410-7610	Travel, Mtgs & Conf	1,158.96
100-1410-7630	Equipment Rentals	268.56
100-1410-7650	Vehicle Maintenance	1,876.14
100-1410-7656	Emergency Generator	160.00

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7810	Street Sweeping	122.00
100-1410-7887	Repairs & Replacements	556.69
100-1410-7980	Other Expenses	56.97
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	57.20
100-1605-7612	Publications and Dues	385.00
100-1605-7614	Office Supplies	246.84
100-1605-7636	Uniforms	17.09
100-1605-7650	Vehicle Maintenance	429.63
100-1605-7693	Youth Council	61.65
100-1605-7729	Concerts In The Park	1,227.08
100-1605-7730	Special Events	1,984.93
100-1605-7732	City Picnic	9,061.93
100-1605-7733	Senior Center	2,972.81
100-1605-7735	Teen Center	2,954.70
100-1605-7736	Youth & Adult Recreatio…	1,106.00
100-1605-7737	Adult Excursions	1,672.00
100-1605-7739	Publicity	8.05
100-1605-7740	Day Camps	332.09
100-1605-7741	Sports/Playground Progr…	280.50
100-1605-7745	Boxing Program	951.30
100-1605-7756	Senior Recreation Classes	345.60
100-1605-7965	Professional Services	9,750.00
100-1605-7980	Other Expenses	503.63
100-1610-7616	Pool Supplies	308.71
100-1610-7617	Pool Chemicals	1,007.75
100-1610-7618	Building Supplies	14,477.47
100-1610-7636	Uniforms	46.92
100-1610-7650	Vehicle Maintenance	784.00
100-1610-7652	Building Maint Services	4,678.45
100-1610-8100	Other Capital Improvem…	1,750.00
100-1805-7610	Travel, Mtgs & Conf	26.07
100-1805-7612	Publications and Dues	225.00
100-1805-7614	Office Supplies	28.65
100-1805-7653	Bank Charges	307.38
100-1805-7980	Other Expenses	31.34
100-1810-7611	Training	713.71
100-1810-7612	Publications and Dues	380.00
100-1815-7632	Software	1,218.01
100-1815-7965	Professional Services	12,500.00
100-1825-7613	Duplications And Photos	275.55
100-1825-7630	Equipment Lease	1,740.68
100-1825-7631	Equipment Maintenance	1,395.96
100-1825-7674	Retiree Health Insurance	4,091.00
100-1825-7687	Waste Mgmt Services	1,757.50
100-1830-8100	Vehicle Replacement (C…	8,824.52
100-2120	Refundable Deposits	2,050.00
100-2122	Disability Access & Educ …	4.00
100-2125	Metro Pass Through (TA…	73.00
100-2126	Construction and Demoli…	1,800.00
100-4004	Business License Tax	76.50
100-4302	Parking Citations	120.00
100-4404	Other Building Rentals	-57.50
100-4408	Property Rental	3,849.06
100-4903	Business Lic Appl Fees	35.00
100-5004	Other Revenue	-125.00
220-2205-8060	Sidewalk Improvements …	1,776.50
220-2225-7965	Professional Services	160.00

Account Summary

Account Number	Account Name	Payment Amount
220-2225-7980	Other Expenses	2,500.00
225-2127	Retention Payable	19,649.20
240-2410-7909	Tree Trim-Residential	6,611.20
240-2426-7810	Street Sweeping	784.00
260-2605-7965	Professional Services	117.00
270-2705-8100	Other Capital Improvem…	145.57
290-2905-7781	Contract Law Enforceme…	11,916.67
290-2905-7785	Special Events Patrol	18,104.65
320-3205-8013	Vehicles (Capital)	1,609.56
440-4405-7614	Office Supplies	88.08
440-4405-7650	Vehicle Maintenance	477.87
440-4405-7788	Shuttle Services	872.00
440-4405-7980	Other Expenses	56.97
460-4605-7650	Vehicle Maintenance	184.60
470-2127	Retention Payable	20,000.00
521-5215-8340	Principal Payments	165,750.42
521-5215-8350	Interest Expense	55,086.60
	Grand Total:	**962,255.84**

Project Account Summary

Project Account Key	Payment Amount
None	910,980.58
202118-ATP Cycle 4-City Engineer	6,860.00
202306/225-2127-Retention-2023 St Rehab Project	19,649.20
202306/470-2127-Retention-2023 Street Rehab Proj	20,000.00
202306-Prof Serv-FY23 Street Rehab Project	800.00
202413-Professional Svcs-ADA Curb Ramps	117.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	3,849.06
Grand Total:	**962,255.84**

ITEM: 7.E

Receive and File the Community Development Department Update

Recommended Action:
It is recommended that the City Council receive and file the Community Development Department Update

Attachments:
7E - Community Development Department Update - September 2023.pdf

COMMUNITY DEVELOPMENT
STATUS REPORT
September 2023

PROJECT/PROGRAM	STATUS
IN PROCESS	
Safe Routes to Schools Study	Staff is working with SCAG on a Safe Route to Schools Study. KOA, a traffic engineering firm is doing this study for SCAG. This is a grant based study and is being done at no cost to the City. The consultant has started the public outreach and is in the process of holding several meetings at various school sites to generate information. Final plan delivery has been rescheduled to February 2024. This project by SCAG is only to develop a plan. There is no funding included for capital improvements. If the plan is approved, desired capital projects can be added to the CIP.
Recreation Trail Upgrades	Duarte was awarded a $1.6 million federal appropriation for accessibility and quality of life upgrades to the Donald and Bernice Watson Recreation Trail. This funding was included in the 2023 Omnibus Appropriations Bill, thanks to Congresswoman Napolitano. We are still waiting to receive the funds as the State manages the process for how funds will be distributed, a process that typically takes several months. In the next few months, Staff is working on finalizing paving details, looking to hire a landscape consultant to coordinate a final bid set for Parks & Recreation Commission and City Council review. Spring 2024 bid and Summer start of construction is the current schedule. More to come soon.
Route 66 Sign and Art Piece	The Route 66 Sign and Art piece installation is scheduled for mid-September.
Esperanza at Duarte Station (1700 Fasana Road)	MBK - completed their 344-unit luxury apartment building; named Esperanza. Leasing has started and is very successful. (do we have a percentage on the number of apartments leased?)
Solana at Duarte Station 1750 Fasana Road	MBK is building Solana, a 292-unit apartment. This building will also be the location of the “Duarte Station” sign that will be an icon, located on the roof of the building. A 2024 completion date is expected.
San Gabriel Valley Regional Housing Trust	Staff is working with the San Gabriel Valley COG and the San Gabriel Valley Regional Housing Trust on a possible subsidized housing development in the City. The idea would be to develop

PROJECT/PROGRAM	STATUS
	one of the affordable housing sites listed in the most recent Housing Element with first priority being the City-owned property at 2400 Huntington and properties to the east. SCVGOG and SGVRHT have access to funding that assists in generating interest from developers.
Melcanyon Debris Basin	FEMA awarded the City a $1.2 million grant for the construction of a debris basin at the north end of Melcanyon Road. This will require a substantial City match, but it will address debris flow from the area that caused a significant mudflow problem a few years ago and still presents some risk. Staff is working on property acquisition with the City Attorney. Much of the CEQA work is completed for the Mitigated Negative Declaration, however the State Department of Fish & Wildlife has submitted comments that may require significant additional analysis. Staff and the consultant are discussing options.
Metro Parking Lot	Staff has been working with Metro for the past several years on the development of the Metro parking lot as part of the Duarte Station Specific Plan. The intent is to replace the Metro parking into a parking structure and construct workforce housing along Fasana Road at Highland Avenue. An RFP has recently been issued by Metro for the site and the plan is to have a developer selected by late September or October.
Town Center North	Staff has been meeting with property owners to develop a proposal for a complete center rehabilitation that includes new, upgraded facades, an upgraded parking lot and related improvements. Owners have shown positive interest. The Big Lots sale has gone through and Big Lots has closed. Staff is working, mostly with the new owners, to develop options for moving forward. Property owners are cooperating with the City on Code Enforcement issues. The City has hired an Architect and Engineer to develop a detailed concept plan for façade and parking lot upgrades to the center.
Highland Promenade	This project is funded by a Measure M Grant. It is for an expanded right of way along the west side of Highland Ave. that would have a park-like pedestrian walkway. Staff is negotiating with the property owner for the additional right of way. This has been one of the major hold up issues on the project, but recently progress has been made. Staff discussed the right of way issue with Metro for its piece recently and the details will be resolved when the site development moves forward. After

PROJECT/PROGRAM	STATUS
	agreements for right of way are resolved, the City will need to hire the Engineer to complete working drawings.
Evergreen Pedestrian Improvements	This project includes pedestrian sidewalk and lighting along the north side of Evergreen Street and a widening of the sidewalk on the west side of Highland Avenue under the 210 freeway underpass. This project is funded through an ATP cycle 4 grant. Staff and the design engineer are working on a bid set of plans that should be ready to go out to bid in late September or early October.
BP EV Charging Station	An application has been filed for an EV charging station on the northeast corner of Huntington Drive and Bradbourne Avenue. The applicant is moving forward slowly as this is one of the first such facilities in the county and they are making design adjustments. A conditional use permit is required. Staff will provide updates as the project progresses.
<u>DEVELOPMENT</u>	
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive)	This is a two-phase project with a total of 178 rooms with 72 in the first phase. The first plan check was returned to the Architect in early May 2022. The second plan check was resubmitted for review in March 2023. Several clarifications and minor revisions were needed. The third plan check was submitted on August 31. Staff will continue to monitor and encourage progress.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building- The City of Hope parking structure has won a couple of prestigious awards: National Parking Association (NPA) Innovative Sustainability Project of the Year 2022 and the IPMI Award of Excellence -Architectural Design.
Westminster Gardens	Human Good, the owner, plans for a major campus expansion and has recently filed an application. The City hired MIG to assist in the preparation of the specific plan amendment and EIR. The request is for this expansion to accommodate up to 600 total units; this includes assisted living and memory care units, and mixed use.
Andres Duarte School	The School District has issued an RFP for development of the entire Andres Duarte school site property (about 13 acres). The property has a general plan and zoning of Public Facilities so any development of the property will require City Council approval. As the process progresses, Staff will keep the Council informed.

PROJECT/PROGRAM	STATUS
928 Huntington Dr.	The old commercial building, apartments and billboard have been demolished and permits are ready to be issued. A 16 unit apartment development has been approved for the property.
<u>PUBLIC WORKS</u>	
Huntington/ Highland Signal Upgrade	This improvement added a left turn signal north and south bound, and extended the westbound Huntington Drive turn lane. The signal is operational.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to locate structure in the park area under the soccer field and permeable paving will be installed in the parking lot area. Now that the JPA has been formed to manage construction and maintenance, the project can move forward. The design is at 60% now and the JPA will be working on developing a budget. When a final budget estimate is completed and the plans are at 90% completion or more, City Staff and the JPA will provide City Council an update and the JPA will start public outreach.
Highland – Duarte Rd. Safety Upgrades	The project is in the bid process for upgrades that include new flashing arrows and pavement markings. This will increase the safety at the intersection, especially for east bound traffic on Duarte Road.
Annual Concrete Repair	The 2023-2024 project is currently out to bid. If there are successful bids, an award of contract in October is anticipated.
Annual Pavement Repair	The 2023-2024 project is currently in preliminary design.
Annual Street Project	The 2023-2024 street project is planned for winter/spring 2024. An award of design contract is scheduled for the September 26 meeting.
Annual Striping and Marking	The 2023-2024 project is currently out to bid. If there are successful bids, an award of contract in October is anticipated.
RFP Process for Citywide Landscape Maintenance	The City Council recently approved a contract with Mariposa Landscapes. Mariposa will start service on October 1.

ITEM: 7.F

Receive and File the Parks and Recreation Department Update

Recommended Action:
It is recommended that the City Council receive and file the Parks and Recreation Department Update

Attachments:
7F - Parks and Recreation Department Update - September 2023.pdf

PARKS AND RECREATION
STATUS REPORT
September 2023

PROJECT/PROGRAM	STATUS
PARKS AND TRAILS	
Update: Fish Canyon Falls Trail Planning Restoration Project	The restoration planning for the Fish Canyon Trail is continuing to push forward. Department staff recently met with the Vulcan Materials leadership, along with City of Azusa staff, to discuss the grant's progress, coordinate Still Water Sciences site visit, reassessment of the trail's current state given the amount of rainfall experienced year to date, and to discuss the trailhead's refurbishment. Additionally, the Department will be facilitating a series of upcoming community engagement opportunities to not only update community members on the progress of the City's restoration efforts but seek input on trailhead serving amenities. Engagement efforts will kick off at the upcoming City Picnic.
YOUTH AND SENIOR PROGRAMS	
Fall Recreation Classes	Fall recreation classes are now live on the City's website. Classes will begin the week of Monday, September 25 and run through November. To view a complete list of our fall recreational offerings and special events, visit ACCESSDUARTE.COM and then click on the "City News" icon at the top of the page.
SPECIAL EVENTS	
City Picnic	To celebrate Duarte's 66th year of incorporation, on September 23 the Department will be hosting its Annual City Picnic at Encanto Park from 11 AM – 3 PM. The event will include live music/entertainment by *Family Style* band and local youth musicians from both Duarte High School and CSArts. There will also be plenty of food and informational booths on-hand, a beer garden, a Route 66 Classic Car Show, wet zone, games, rides for kids, and more! For more information or to register for the car show, contact the Department at (626) 357-7931.
Kids Night Out	On Friday September 29, the Department will host its first Kids Night Out in the Community Center from 6 PM to 10 PM. The program is open to youth from 6 to 12 years of age and cost $27 for a resident and $35 for a non-resident. The fun-filled night will include crafts, games, a movie, dinner and of course, dessert! To register, visit ACCESSDUARTE.COM.
Duarte Family Feud Fun	Duarte's Family Feud Fun event is back again this year and will be held on Saturday, October 21 starting at 11 AM in the Community

	Center. Like the television version, two families will face off and be asked survey questions for points. After all the teams have played in a single elimination round, the brackets will determine the final four teams that will compete for the championship! Cash prizes will be awarded to the top 4 teams: 1st Place \$500, 2nd Place \$400, 3rd Place \$300, 4th Place \$200, plus we'll have family fun pack raffles for all participating teams. Space is limited, so sign up today at the Teen Center or at ACCESSDUARTE.COM. Registration closes on October 9.

ITEM: 7.G

Notice of Completion: Roof Replacement for Fitness Center Building - Project 23-01; Budget Amendment

Recommended Action: It is recommended that the City Council: 1) Authorize the Notice of Completion for the Roof Replacement for the Fitness Center Building Project in the amount of $187,038; and 2) Approve a budget amendment of $187,038

Attachments:
7G - NOC Fitness Center Roofing Replacement.pdf

Agenda Item: 7G

CM Review: <initials>
Fiscal Review: <initials>

City of Duarte

AGENDA REPORT

MEETING DATE:	September 12, 2023
TO:	Mayor and Members of the City Council
FROM:	Manuel Enriquez, Director of Parks and Recreation
SUBJECT:	Notice of Completion: Roof Replacement for Fitness Center Building – Project 23-01; Budget Amendment
RECOMMENDATION:	Staff recommends City Council: 1) Authorize the Notice of Completion for the Roof Replacement for the Fitness Center Building Project in the amount of $187,038; and 2) Approve a budget amendment of $187,038.
FISCAL IMPACT:	Project budgeted not to exceed $205,000 in FY 2022/23 and commenced in FY 2022/23, however, the project was concluded in FY 2023/24 requiring a budget amendment of $187,038 from the General Fund (100-1610-8100).

BACKGROUND

Back on April 25, 2023, City Council awarded the contract for the Roof Replacement for the Fitness Center Building project to Danny Letner Inc., DBA Letner Roofing Company, in the amount of $187,038, in addition to a ten percent contingency, as the building's original roof had surpassed its useful lifespan and revealed significant leak activity. The project consisted of the removal of the solar heat panels, existing Cal Shake tiles, replacement of any damaged plywood, installation of new concrete tiles that match the roofs of the other Civic Center buildings, the reinstallation of the solar heat panels, and a workmanship warranty.

The roof replacement project started on June 1 and concluded at the end of July. As part of the scope of work, Letner Roofing Company removed and replaced all damaged plywood from the existing roof. The City's Building Inspector was on site and inspected and approved the work to ensure that all plywood was replaced and installed correctly.

RECOMMENDATION

Staff recommends City Council: 1) Authorize the Notice of Completion for the Roof Replacement for the Fitness Center Building Project in the amount of $187,038; and 2) Approve a budget amendment of $187,038.

FISCAL IMPACT

Project budgeted not to exceed $205,000 in FY 2022/23 and commenced in FY 2022/23, however, the project was concluded in FY 2023/24 requiring a budget amendment of $187,038 from the General Fund (100-1610-8100).

ITEM: 7.H

Notice of Completion: Senior Center Flooring Replacement - Project 23-10

Recommended Action:

It is recommended that the City Council authorize the Notice of Completion for the Senior Center Flooring Replacement Project in the amount of $98,769.50

Attachments:
7H - NOC Senior Center Flooring Replacement.pdf

Agenda Item: 7H

CM Review: JCV
Fiscal Review: KP

AGENDA REPORT

MEETING DATE:	September 12, 2023
TO:	Mayor and Members of the City Council
FROM:	Manuel Enriquez, Director of Parks and Recreation
SUBJECT:	Notice of Completion: Senior Center Flooring Replacement – Project 23-10
RECOMMENDATION:	Staff recommends City Council Authorize the Notice of Completion for the Senior Center Flooring Replacement Project in the amount of $98,769.50
FISCAL IMPACT:	No impact. Project was already budgeted at an amount not to exceed $105,500.50.

BACKGROUND

Back on April 11, 2023, City Council awarded the contract for the Senior Center Flooring Replacement project to JJJJ Flooring Covering, Inc. in the amount of $95,909.50, in addition to a ten percent contingency, as the facility's original flooring served well past its lifetime. The project, part of adopted Capital Improvement Plan (CIP), called for the removal and haul away of the Center's original carpet, linoleum, vinyl, tile flooring, and baseboards, the preparation of the floors for installation of new vinyl and carpet in specified areas, the installation of new baseboards, a one-year workmanship warranty, and a1 5-year commercial manufacturer warranty.

The flooring replacement project started on May 26 and after substantial completion, City staff generated a punch list of deficient items requiring correction prior to contract acceptance. Additionally, some patching and replacement of the flooring over an area where an underground safe was previously installed and new flooring in the Center's elevator resulted in change orders totaling $2,860. Thus, the final project total amount is $98,769.50. Lastly, the City's Building Inspector inspected all work to ensure the flooring replacement was installed correctly and has approved all work performed.

RECOMMENDATION

Staff recommends City Council Authorize the Notice of Completion for the Senior Center Flooring Replacement Project in the amount of $98,769.50.

FISCAL IMPACT

No impact. Project was already budgeted at an amount not to exceed $105,500.50.

ITEM: 9.A

First Reading of Ordinance No. 920 for City Council Salary Adjustment

Recommended Action:
It is recommended that City Council conduct a public hearing; receive public testimony; and discuss and approve Ordinance No. 920 to increase City Council salaries beginning December 10, 2024, pursuant to Government Code section 36516.

Attachments:
9A - Ordinance No. 920 City Councilmember Salary Increases.pdf

City of Duarte

Agenda Item:	9A
CM Review:	BCV
Fiscal Review:	JLP

AGENDA REPORT

MEETING DATE:	September 12, 2023
TO:	Mayor and Members of the City Council
FROM:	Thai Viet Phan, City Attorney
SUBJECT:	City Council Salary Adjustment
RECOMMENDATION:	It is recommended that City Council conduct a public hearing; receive public testimony; and discuss and approve Ordinance No. 920 to increase City Council salaries beginning December 10, 2024, pursuant to Government Code section 36516.
FISCAL IMPACT:	Depends on the increase approved by the City Council, but increases can be accounted for when approving the 2024-2025 Fiscal Year Budget.

BACKGROUND

California Government Code section 36516 provides that a City Council may establish their salary by ordinance, with a maximum initial salary determined by the City of Duarte's ("City) population. As a general law city, not a charter city, the City is limited to specific salary increases. City Council salaries may be increased by an ordinance amendment up to an amount equal to five percent (5%) for each calendar year from the last salary adjustment, without compounding.

DISCUSSION

The current City Council salary is $550 per month pursuant to the most recent salary adjustment in Ordinance No. 05-O-05 which took effect November 2005.

As mentioned above, the City Council's salaries may be increased up to an amount equal to five percent (5%) for each calendar year from the last salary adjustment. Thus, the maximum increase permitted by law is a total of 90% (18 years at 5% per year), non-compounded. This maximum amount would be an increase of $495 per month for each Councilmember.

In sum, City staff recommends that the City Council adopt the proposed Ordinance No. 920 (Attachment A), which would result in the following new salary of $1,045 per Councilmember.

Pursuant to Government Code section 36516.5, a change in salary does not apply to an elected official during their term in office. However, the salary of all members of a city council serving staggered terms can be adjusted by virtue of the beginning of a new term of office for a single member. Therefore, any approved salary increase will not take effect until after the November 2024 election, but will apply to all members of the City Council. If approved, these increases would take effect on December 10, 2024, when a new term for Councilmembers representing Districts 2, 3, and 7 begins.

RECOMMENDATION

It is recommended that City Council conduct a public hearing; receive public testimony; and discuss and approve Ordinance No. 920 to increase City Council salaries beginning December 10, 2024, pursuant to Government Code section 36516.

FISCAL IMPACT

Depends on the increase approved by the City Council, but increases can be accounted for when approving the 2024-2025 Fiscal Year Budget.

ATTACHMENTS

Ordinance No. 920: An Ordinance of the City Council of the City of Duarte, California to Increase City Council Salaries Beginning December 10, 2024, Pursuant to Government Code Section 36516.

ORDINANCE NO. 920

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, TO INCREASE CITY COUNCIL SALARIES BEGINNING DECEMBER 10, 2024, PURSUANT TO GOVERNMENT CODE SECTION 36516.

WHEREAS, Pursuant to California Government Code section 36516, the salary paid to each member of the City Council is currently $550 as set by Ordinance 05-O-05 in 2005; and

WHEREAS, California Government Code section 36516 allows Councilmember salaries to be increased by no more than five percent (5%) for each calendar year since the last increase became operative; and

WHEREAS, the City Council last increased its salary by ordinance in 2005, 18 years ago; and

WHEREAS, thus, State law permits a maximum pay increase of ninety percent (90%); and

WHEREAS, the pay increase being adopted at this time equals 90%.

NOW, THEREFORE, the City Council of the City of Duarte hereby ordains as follows:

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

SECTION 2. Pursuant to California Government Code section 36516, the salary paid to each member of the City Council shall be $1,045.

SECTION 3. All ordinances, resolutions, or parts thereof in conflict with this Ordinance are hereby repealed.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, then such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Duarte hereby declares the Council would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional, invalid, or ineffective.

SECTION 5. Pursuant to the provisions of Government Code section 36516.5, the new salary set by this Ordinance shall not take effect as to all members of the City Council until one or more members begins a new term of office following the 2024 General Municipal Election which new term is scheduled to commence on and as of December 10, 2024.

SECTION 6. The Mayor shall sign this ordinance and the City Clerk shall attest and certify to the passage and adoption of this Ordinance and cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code section 36933.

SECTION 7. This Ordinance shall take effect thirty (30) days following its adoption.

This Ordinance was introduced for first reading on September 12, 2023, and **PASSED, APPROVED, AND ADOPTED** this 26th day of September 2023.

____
Jody Schulz, Mayor

APPROVED AS TO FORM:

____
Thai Viet Phan
City Attorney

ATTEST:

____
Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. 920 was adopted by the City Council of said City of Duarte at a regular meeting of said City Council held on the 26th day of September 2023, by the following vote:

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

____
Annette Juarez
City Clerk

ITEM: 10.A

Professional Services Agreement with LPA for Fitness Center and Aquatic Preliminary Assessment

Recommended Action:

It is recommended that the City Council provide input and further direction regarding the completed Fitness Center and Swimming Pools Assessment and desired next steps, at a minimum of repairing the current pool deck surfacing.

Attachments:

10A - Professional Services Agreement with LPA for Fitness Center and Aquatic Prelim Assessment.pdf

Agenda Item:	10 A
CM Review:	SCV
Fiscal Review:	JP

City of Duarte

AGENDA REPORT

MEETING DATE:	September 12, 2023
TO:	Mayor and Members of the City Council
FROM:	Manuel Enriquez, Director of Parks and Recreation
SUBJECT:	Professional Services Agreement with LPA for Fitness Center and Aquatic Preliminary Assessment
RECOMMENDATION:	Staff recommends that the City Council provide input and further direction regarding the completed Fitness Center and Swimming Pools Assessment and desired next steps, at a minimum of repairing the current pool deck surfacing.
FISCAL IMPACT:	None at this time.

BACKGROUND

The Duarte Fitness Center and pools were originally constructed in approximately 1982 and had some sizeable aquatics related refurbishment work performed back in 2016. However, given the deteriorating pool deck surfacing, at the City Council Meeting on March 14, 2023, the City Council approved a Professional Services Agreement with LPA for an Aquatic Preliminary Assessment at the Fitness Center. The purpose of the assessment was to analyze all aquatic amenities at the Fitness Center facility, including potential options for the general replacement of the existing pool deck, code deficiencies, ADA site improvements, and construction cost estimates.

In April of this year, LPA and Aquatic Design Group (ADG) visited the Fitness Center to meet with city staff and conduct their assessment of both bodies of water, existing coated deck surfacing, and all aquatic related amenities based on visual observations.

DISCUSSION/ANALYSIS

The fulfilled assessment report details the existing conditions, code violations, deficiencies, and proposed improvements for rehabilitation of the Duarte Fitness swimming pools, deck area, and pool mechanical equipment. The report also addresses accessibility in the path of travel to the swimming pool area from the training pool (upper deck) to the competition pool (lower deck), and within the adjacent building. Lastly, the report provides estimates of probable costs for the materials, equipment, and labor for the cited repairs or replacement items. The following is a top-level summary of the assessment:

Code and Maintenance Concerns

Deck for Pools: The coated deck around the pools is showing signs of wear and fatigue. The current declining deck coating is a short-term application in comparison to a medium-broom finish concrete. Thus, a deck replacement is imminent, and its suggested replacement would be a medium-broom finish concrete. *(Estimated Cost- $825,000)*

Safety Markers: Safety markers ("No Diving") along the training pool are not clearly marked, the spray-painted markers are faded. Thus, its being recommended that if the coping tiles are to be replaced during a deck replacement, tile safety markers should be included. *(Estimated Cost- $5,800)*

Signage for Pools: During the site-visit, it was observed that "Keep Gate Closed" signage was not installed on all exterior sides of gates and doors. However, since this report was shared with staff, the additional safety signage was ordered and installed on the remaining gates and doors of the facility.

ADA Compliance for Pools: Both the training and competition pools have compliant ADA access. Though, during the site visit, the battery powered ADA lift for the training pool was not in place, as it was inoperable at that point in time while a replacement battery was on back order.

Equalizer Suction Outlets for Training Pool: The Training Pool's equalizer suction outlets to skimmers ratio needs to be updated to current performance standards. *(Estimated Cost- $7,200)*

Fencing and Gates for Pools: The primary enclosure, fencing, along the perimeter of the pool deck has an opening more than 4 inches and requires replacement, as this is a grandfathered code concern. *(Estimated Cost- $215,000)*

Inlets for Competition Pool: Based on the volume of the Competition Pool, 26 inlets need to be floor-mounted to provide uniform circulation. To install floor inlets in the swimming pool, the pool would have to be drained and have trenches cut in the pool floor to install new under pool piping. Then, floor inlets would be installed, and the pool floor concrete replaced. *(Estimated Cost- $251,000)*

Turnover Rate and Flow Velocity for Pools: Existing flow meter for the Training Pool is not achieving its flow rate and the Competition Pool flow velocity is exceeding code allowances. It is recommended to change or increase piping from the pool to the mechanical room. *(Estimated Cost- $58,000)*

Chemical Safety: Currently, storage of liquid chlorine and liquid acid are near each other on the pool deck. To minimize chemicals from mixing, a noncombustible partition is being recommended to be installed, along with a 4" tall concrete curb between the tanks to prevent containment in the area should a leak or spill occur. Additionally, the existing tanks for the storage of both chemicals are not UV resistant. Based on the outdoor layout and placement of the two tanks, its being recommended that they both be replaced with UV resistant tanks in addition to the fading signage. *(Estimated Cost- $36,000)*

Surge Tank Access for Competition Pool: The Competition Pool's surge tank is difficult to access and does not allow for a safety harness or hoist to be configured for those performing maintenance. It's recommended that a new access hatch and ladder rungs be installed. *(Estimated Cost- $22,000)*

Accessibility Concerns

Site Accessibility: Access to the pools is through either locker room. While there is an accessible path to the training pool, there is no accessible access to the competition pool. An accessible path to the competition should be provided, and its being suggested through either a ramp or wheelchair lift. Option 1, a wheelchair lift, would require the City to demolish a portion of the existing spectator area where the lift would be installed, new conduit and power as the unit required, and a concrete retaining wall and cheek walls as needed. Option 2, a new ramp with handrails, would require the City to demolish the existing fencing and retaining wall on the east-side of the competition pool, landscape, curb and part of the existing driveway. *(Estimated Cost- Option 1, $198,000/ Option 2, $237,000)*

Building Accessibility: Hardware within the facility's lobby and locker rooms need to be brought up to date. In the men's locker room, one shower and lavatory need to be brought up to ADA compliance. On the women's side, the locker room also needs one shower and lavatory to be brought up to ADA compliance in addition to some hardware and a locker room bench. *(Estimated Cost- $96,000)*

Maintenance Items

Finish of Pools: Both pools are showing signs of age, as the surfaces have etching and staining and specifically in the competition pool, there are a few areas where the plaster is starting to break away from the underlying concrete. While these are minor, plaster is expected to last between 12-15 years (both the City's pools were last plastered back in 2016). Pool tiles in the floor, wall, waterline, and pool edge are in good condition but are being recommended to be replaced during a pool plaster replacement. *(Estimated Cost- $450,000)*

Main Drains for Pools: A pool's main drain cover has an expiration ranging from 5 to 20 years and ensures continued protection against suction entrapment for pool users. It's being recommended that covers be replaced for both the training and competition pools. *(Estimated Cost- $5,000)*

Maintenance Equipment: The current mechanical equipment for both pools was deemed average in the assessment. ADG's recommendation is to replace any equipment that has limited time left in its life cycle during a pool deck and /or pool finish replacement project. The opportunity to refresh mechanical equipment during a plaster and deck renovation can give the pool a new lease on life that can potentially last another 10-15 years. *(Estimated Cost- $270,000)*

Chemical Equipment: The current chemical equipment is of various ages and again, ADG's recommendation is to replace any equipment that has limited time left in its life cycle during a pool deck and /or pool finish replacement project. (Estimated Cost- $16,500)

LED Underwater Lights: While the underwater lighting was updated to LED within the last five years, during a deck replacement project, conduits underneath the deck for the pool lighting may likely be damaged. (Estimated Cost- $58,000)

1-Meter Springboard Diving Board: The 1-meter springboard diving board is showing signs of age, wear, and fatigue. Surface anchors are corroding and leaching on the diving board concrete pad and deck. Given the current and intended aquatics programming to be offered at the Center and to minimize the City's risks, staff is proposing to remove this element during construction of a new deck.

Probable Construction Costs

The proforma budget included in the assessment shows estimated costs for repairs to code and maintenance issues. All repairs or replacements would be designed and constructed to current code standards. Soft costs, such as professional fees and construction management are not included.

Code-Required Repairs: $1.8M - $2.2M

Maintenance Issues: $.9M - $1.3M

Total Renovation Construction Cost: $2.7M - $3.5M

Looking Forward

Although the Duarte pools have proudly served the community and greater San Gabriel Valley region for many years and have been well maintained, the deck and pools are in need of repairs to continue to safely and effectively serve the community. With a construction project of this magnitude, the City should anticipate about a year and a half process from start to finish, with an actual construction time of about 90 days.

Based on the assessment, staff has already begun to chip away at several maintenance and code related items called out in the report that are easily attainable and cost-effective. However, should the City Council desire to proceed with any or all code repairs and maintenance concerns work, and have staff move forward with attaining contracted services for design development and construction documents, including a topographic survey and Geotech report; staff is of the recommendation that the day-to-day aquatics related operations need to be immediately re-evaluated to minimize the City's risks until at minimum, the pool deck is repaired or replaced. This could require performing emergency work to recoat the deck surface in the severely impacted areas with the existing coating, should the City Council favor maintaining this year's budgeted aquatics programming as intended until any construction is ready to start.

RECOMMENDATION

Staff recommends that the City Council provide input and further direction regarding the completed Fitness Center and Swimming Pools Assessment and desired next steps, at a minimum of repairing the current pool deck surfacing.

FISCAL IMPACT

None at this time.

ITEM: 10.B

Discussion and Appointment of Freeway Walls and Utility Boxes Arts Ad Hoc Committee and a Planning and Economic Development Commissioner to fill an existing vacancy

Recommended Action:

It is recommended that the City Council discuss and make appointments to the Freeway Walls and Utility Boxes Arts Ad Hoc Committee; and appoint a Commissioner to fill an existing vacancy on the Planning and Economic Commission for the remaining of the term ending on December 31, 2024.

Attachments:
10B - Appointments to Arts Ad Hoc Committee.pdf

Agenda Item: 10 B

CM Review: BCV
Fiscal Review: JP

AGENDA REPORT

MEETING DATE:	September 12, 2023
TO:	Mayor and Members of the City Council
FROM:	Brian Villalobos, City Manager
BY:	Annette Juarez, City Clerk
SUBJECT:	Discussion and Appointment of Freeway Walls and Utility Boxes Arts Ad Hoc Committee and a Planning and Economic Development Commissioner to fill an existing vacancy
RECOMMENDATION:	It is recommended that the City Council discuss and make appointments to the Freeway Walls and Utility Boxes Arts Ad Hoc Committee; and appoint a Commissioner to fill an existing vacancy on the Planning and Economic Commission for the remaining of the term ending on December 31, 2024.
FISCAL IMPACT:	None

BACKGROUND

The City Council previously adopted Resolution No. 23-19 establishing a Freeway Walls and Utility Boxes Arts Ad Hoc Committee to make recommendations related to public art to the City Council. The Committee is established for a limited time and once its purpose has been achieved, it will be disbanded.

In addition to the appointments to the Ad Hoc Committee, the City currently has one vacancy on the Planning and Economic Development Commission.

DISCUSSION/ANALYSIS

Pursuant to Resolution No. 23-19 the Ad Hoc Committee shall be established with members nominated by the City Council and appointed by a majority vote of the City Council and shall consist of no more than three (3) Councilmembers. The Ad Hoc Committee shall be established for a period of one (1) year from the date that a quorum of the committee is appointed in order to review, research, and recommend public art relating to: (1) art on freeway walls between Mountain Avenue and Buena Vista Street; and (2) art on utility boxes for full City Council approval, or until final approval of such art by the City Council has taken place, whichever is sooner.

Planning and Economic Development Commissioner Ramirez submitted his resignation on July 24, 2023. The City Council shall appoint one commissioner to fill that vacant seat for the remainder of the term which expires on December 31, 2024.

RECOMMENDATION

It is recommended that the City Council discuss and make appointments to the Freeway Walls and Utility Boxes Arts Ad Hoc Committee; and appoint a Commissioner to fill an existing vacancy on the Planning and Economic Commission for the remaining of the term ending on December 31, 2024.

FISCAL IMPACT

None.

ATTACHMENTS

None.

ITEM: 10.C

Authorization for the City Manager to execute a Market License Agreement Amendment Number 1 with Service Line Warranties of America Inc.

Recommended Action:

It is recommended that the City Council authorize the City Manager to execute a Market License Agreement Amendment Number 1 with Service Line Warranties of America, Inc. administered by Utility Service Partners, Inc. for the National League of Cities Service Line Warranty Program for residential water, sewer, and in home plumbing

Attachments:

10C - Amendment No. 1 to Service Line Warranties of America.pdf

Agenda Item: 10 C
CM Review: BV
Fiscal Review: JP

AGENDA REPORT

MEETING DATE: September 12, 2023

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

SUBJECT: Authorization for the City Manager to execute a Market License Agreement Amendment Number 1 with Service Line Warranties of America Inc.

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to execute a Market License Agreement Amendment Number 1 with Service Line Warranties of America, Inc. administered by Utility Service Partners, Inc. for the National League of Cities Service Line Warranty Program for residential water, sewer, and in home plumbing

FISCAL IMPACT: Service Line Warranties of America, Inc. would pay the City an annual $2,500 license fee for a non-exclusive license to use the City's name and logo and those funds would be dedicated to the Parks and Recreation Department's financial assistance program

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BACKGROUND

At the September 8, 2015, regularly scheduled City Council meeting the City Council authorized the City Manager to execute a Market License Agreement with Service Line Warranties of America, Inc. (SLWA) administered by Utility Service Partners, Inc., (USP) for the National League of Cities Service Line Warranty Program for residential water, sewer, and in-home plumbing.

This program was subsequently reviewed at the regularly scheduled City Council meeting held on January 14, 2020. The item was approved on the condition that the annual license fee paid to the City be dedicated to the Parks and Recreation Department's financial assistance program.

Formed in 1996, Service Line Warranties of America Inc. (SLWA), a subsidiary of Utility Service Partners (USP), offers insurance warranties to residential property owners, which cover the cost to repair or replace utility service lines. The National League of Cities endorsed USP as of November 10, 2010. SLWA has implemented the program in 827 cities throughout 43 states and there are currently 126 Duarte residents enrolled. To date, SLWA has paid out 115 claims representing $65,762 in savings to Duarte residents.

Utility Service Partners staff solely administers the program during the duration of the agreement, which includes an information campaign to inform Duarte homeowners via a standard mail campaign; enrolling homeowners in the program; assisting homeowners to process a claim; vetting contractors; and issuing and collecting customer service satisfaction surveys. Utility Service Partners provides the City online access, via login information to view the number of residents enrolled in the program and customer satisfaction surveys.

A homeowner has complete discretion to participate in the Service Line Warranty Program and can select to participate in one, two, or all of the following programs: water line warranty, sewer line warranty and in-home plumbing. Residents can cancel the warranty or warranties at any time. The Water Line Warranty covers the buried, outside water line, which runs from the meter and/or curb box, which includes the service line under the concrete floor until it daylights into the home. The warranty provides coverage of up to $8,500.00 for each water line repair with unlimited service calls and an unlimited annual benefit amount. This warranty does not provide coverage for inside the home. Residents have the option to pay a monthly fee of $6.33 or a one-time annual fee of $75.96.

The Sewer Line Warranty covers the buried, outside sewer line that runs from the city tap until the line daylights inside the home of which includes the service line under the concrete floor. The warranty provides coverage of up to $8,500 for each sewer line repair with unlimited service calls and an unlimited annual benefit amount. The warranty does not provide coverage for inside the home. Residents have the option to pay a monthly fee of $9.33 or a one-time annual fee of $111.96. The In-Home Plumbing Warranty covers residential in-home water and in-home sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry. Coverage includes broken or leaking water, sewer, or drain lines that may be leaking in walls and under the slab or basement floor. Coverage also includes the repair of clogged toilets. It does not cover the damage done to personal or household items normally covered by a homeowner's policy. The warranty provides coverage of to $3,000 per call with unlimited service calls and an unlimited annual benefit amount. Residents have the option to pay a monthly fee of $6.58 or a one time annual fee of $78.96.

USP does not place a cap on the number of incidents a customer can report per year. Coverage under the warranties is provided on a per-incident basis and all work performed, partial and complete repairs, are warranted for one year. The warranty program does not have a deductible or pre-existing exclusions.

In terms of a rate increase, increases must be filed and approved by the California Insurance Board, which may take up to one year. Homeowners would receive notification of such filing and potential increase months in advance of any price adjustments.

USP will work with City staff to execute an informative public education campaign in order to inform the community about the program and stress participation is optional and that the program is not run by the City. City staff will utilize various outreach outlets including, the quarterly published Duarte City News, City website, press release, electronic sign and approved social media outlets. Additionally, residents will be notified about the program via direct mail, which is administered entirely by USP staff. City staff will review and approve all materials before mailing occurs.

DISCUSSION/ANALYSIS

The SLWA Market License Agreement Amendment Number 1 before Council effectively changes the following: the market license fee is changed from a seventy five cents per residential warranty to an annual flat rate license fee of $2,500; and it resets the terms of the agreement for three years starting from the date as of August 31, 2023.

It should be noted that because SLWA used to use our City logo on their solicitation letters and envelopes, City staff and City Council had received complaints from residents as to why the City is administering this program. This complaint had been brought to the attention of the City Manager's Office in the Fall of 2018, which resulted in a change to the spring and Fall of 2019 marketing. After negotiations, SLWA discontinued using the Duarte logo on the envelope but was still allowed licensing to use the logo on the letters.

If the City Council decides to terminate this agreement, we would be required to give a written notice of termination to SLWA by June 02, 2024, 90 days prior to the end of the City's contract term. By the terms of the original agreement, we have already effectively missed the termination date and we are currently already obligated through August of 2024. Residents that are currently enrolled would remain eligible, but they would see an increase to their policies upon renewal to the at-market price, which, as of right now, is $1.50-1.75 per month. If their coverage were to lapse or cancel for any reason, they would be ineligible for the coverage at the City partnership rate and no new customers would be enrolled.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute a Market License Agreement Amendment Number 1 with Service Line Warranties of America, Inc. (SLWA) administered by Utility Service Partners, Inc., (USP) for the National League of Cities Service Line Warranty Program for residential water, sewer, and in-home plumbing.

FISCAL IMPACT

Service Line Warranties of America, Inc. would pay the City an annual $2,500 license fee for a non-exclusive license to use the City's name and logo and those funds would be dedicated to the Parks and Recreation Department's financial assistance program.

ATTACHMENTS

Exhibit A - Amendment Number 1 to Marketing License Agreement
Exhibit B - 2015 Marketing License Agreement
Exhibit C - SLWA Draft Solicitation Letter

AMENDMENT NUMBER 1
TO MARKETING LICENSE AGREEMENT
BETWEEN THE CITY OF DUARTE, CALIFORNIA, AND
SERVICE LINE WARRANTIES OF AMERICA, INC

EFFECTIVE DATE OF AMENDMENT NO. 1: AUGUST 31, 2023

THIS AMENDMENT NUMBER ONE ("Amendment No. 1") to the MARKETING LICENSE AGREEMENT dated as of September 17, 2015 ("Agreement"), is by and between Service Line Warranties of America, Inc. ("Service Line Warranties"), Utility Service Partners Private Label, Inc. d/b/a SLWA Insurance Services ("USPPL", and together with Service Line Warranties, "SLWA"), and the City of Duarte, California ("City"). Each of Service Line Warranties, USPPL, and City are referred to herein singularly as "Party" and collectively as the "Parties". Capitalized terms used in this Amendment No. 1 not otherwise defined herein shall have the meanings ascribed to them in the Agreement.

WHEREAS, the Parties desire to amend the Agreement as stipulated herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises as set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. **Additional Party.** Utility Service Partners Private Label, Inc d/b/a SLWA Insurance Services is hereby added as a Party to the Agreement.

2. **Section 3.** Section 3 of the Agreement is hereby deleted in its entirety and replaced with the following:

   "**3. Term.** The term of this Agreement ("Initial Term") shall be for three (3) years from the Effective Date. The Agreement will automatically renew for additional one (1) year terms (each a "Renewal Term"; the Initial Term and each Renewal Term are collectively referred to herein as the "Term") unless one of the Parties gives the other Parties written notice at least ninety (90). days prior to end of the Initial Term or any Renewal Term that the Party does not intend to renew this Agreement. However, this Agreement shall automatically terminate if SLWA is in breach of this Agreement and fails to cure said breach within thirty (30) days after receiving written notice of such breach from City."

3. **Section 4.** Section 4 of the Agreement is hereby deleted in its entirety and replaced with the following:

   "**4. SLWA Campaigns.** During the Term, SLWA shall conduct marketing campaigns in accordance with Exhibit A attached hereto. The pricing for such campaigns shall also be in accordance with Exhibit A."

4. **Section 5.** Section 5 of the Agreement is hereby deleted in its entirety and replaced with the following:

"**5. Consideration.** From the Effective Date through September 14, 2022, As consideration for such license, SLWA will pay to City an Initial License Fee of Seventy-Five-Cents ($.75) for each month a Warranty shall be in force (and for which payment is received by SLWA) from a Residential Property Owner ("Initial License Fee"). The first payment shall be due by January 30th of the year following the conclusion of first year of the Term. Succeeding Initial License Fee payments through September 14, 2022, shall be made on an annual basis throughout the Term, due and payable on January 30th of the succeeding year. Each Initial License Fee payment herein shall be paid within thirty (30) days after it becomes due. SLWA shall include with each Initial License Fee payment to City a statement signed by an SLWA corporate officer certifying the calculation of the Initial License Fee. City will have the right, at its sole expense, to conduct an audit, upon reasonable notice and during normal business hours, of SLWA's books and records pertaining to any fees due under this Agreement while this Agreement is in effect and for one (1) year after any termination of this Agreement.

Beginning on September 15, 2022, as consideration for such license, SLWA will pay to City an annual Updated License Fee of Two Thousand Five Hundred Dollars ($2,500) ("Updated License Fee"). The first Updated License Fee payment shall be reduced by any amounts paid in consideration for the License for such contract year through the earlier to occur of (i) the Effective Date of Amendment No. 1 hereto or (ii) August 31, 2023, and will be made within thirty (30) days of the applicable date.

For the contract year starting September 15, 2023, and thereafter, payment of the Updated License Fee is subject to City's timely approval of all marketing materials for the prior contract year and the approval and mailing of the first campaign of the then current contract year. SLWA will pay the applicable Updated License Fee to City within thirty (30) days after such campaign mailing has been made."

5. **Section 7.** Section 7 of the Agreement is hereby amended by changing SLWA's address for notices under the Agreement to read as follows:

"SLWA:

ATTN: Chief Growth Officer
Utility Service Partners Private Label, Inc.
601 Merritt 7, 6th Floor
Norwalk, CT 06851
Phone: (203) 840-8276"

6. **Section II of Exhibit A.** Section II of Exhibit A to the Agreement is hereby

supplemented by adding the following:

"II. Updated License Fee – $2,500 for each year of the Term or any Renewal Term per Section 5 of the Agreement"

7. **Section III of Exhibit A.** Section III of Exhibit A to the Agreement is hereby deleted in its entirety and replaced with the following:

"III. Products Offered; Pricing

a. External sewer line warranty (initially, $9.75 per month)
b. External water line warranty (initially, $6.75 per month)
c. In-home plumbing warranty (initially, $6.99 per month)

SLWA may adjust the rates set forth above from time to time."

8. **Section V of Exhibit A.** Section V of Exhibit A to the Agreement is hereby supplemented by adding the following:

"V. Marketing Campaigns after 2018 Spring– SLWA shall have the right to conduct up to three campaigns per year (each campaign consists of two mailings) and to market through such other channels as may be mutually agreed."

9. **Section VI of Exhibit A.** As of the Effective Date of Amendment No. 1, Section VI of Exhibit A to the Agreement is hereby deleted in its entirety.

10. **Effect of Amendment No. 1.** Except as otherwise modified or amended by this Amendment No. 1, all other provisions, terms, and conditions of the Agreement remain unchanged and in full force and effect.

11. **Counterparts/Electronic Delivery.** This Amendment No. 1 may be executed in counterparts, all such counterparts will constitute the same contract and the signature of any Party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have duly executed this Amendment No. 1 as of the Effective Date of Amendment No. 1 set forth above.

SERVICE LINE WARRANTIES OF AMERICA, INC.

DocuSigned by:

By: Michael Backus

59C95FEDA3C044A...

Printed Name: Michael Backus

Title: Chief Growth Officer

Date: 8/31/2023 | 9:32 AM EDT

CITY OF DUARTE

By: ______________________________

Printed Name: ______________________

Title: ______________________________

Date: ______________________________

UTILITY SERVICE PARTNERS PRIVATE LABEL INC. D/B/A SLWA INSURANCE SERVICES

DocuSigned by:

By: Michael Backus

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Printed Name: Michael Backus

Title: Chief Growth Officer

Date: 8/31/2023 | 9:32 AM EDT

MARKETING LICENSE AGREEMENT BETWEEN THE CITY OF DUARTE, CALIFORNIA, AND SERVICE LINE WARRANTIES OF AMERICA, INC.

This MARKETING LICENSE AGREEMENT ("Agreement") entered into as of September 17, 2015 ("Effective Date"), by and between the City of Duarte, California ("City"), and Service Line Warranties of America, Inc. a California corporation ("SLWA"), herein collectively referred to singularly as "Party" and collectively as the "Parties".

RECITALS:

WHEREAS, sewer and water line laterals between the mainlines and the connection on residential private property are owned by individual residential property owners ("Residential Property Owner"); and

WHEREAS, City is willing to allow SLWA to offer Residential Property Owners the opportunity, but not the obligation, to purchase a service line warranty and other similar products ("Warranty") from SLWA; and

WHEREAS, SLWA is a Home Protection Company, licensed by the State of California;

and

WHEREAS, SLWA desires to the Warranty available to Residential Property Owners subject to, among other things, the terms and conditions contained herein so that Residential Property Owners may choose to purchase the Warranty from SLWA; and

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and with the intent to be legally bound hereby, the Parties agree as follows:

AGREEMENT

1. **Purpose.** City hereby grants to SLWA the right to offer the Warranty to Residential Property Owners subject to the terms and conditions herein.

2. **Grant of License.** City hereby grants to SLWA a non-exclusive license ("License") to use City's name and logo on SLWA's letterhead, SLWA's bills and SLWA's marketing materials that SLWA may send to Residential Property Owners from time to time, and to be used in SLWA's advertising, all at SLWA's sole cost and expense and subject to City's prior review and approval, which will not be unreasonably conditioned, delayed, or withheld. City agrees that it will not extend a similar license to any competitor of SLWA during the term of this Agreement. The City's grant of the License does not and shall not convey any intellectual property rights to SLWA. The License shall be utilized exclusively and only for the purposes, and during the Term, expressly set forth in this Agreement.

3. **Term.** The term of this Agreement ("Term") shall be for three (3) years from the Effective Date. The Agreement will automatically renew for one additional one (1) year term ("Renewal Term") unless one of the Parties gives the other written notice at least ninety (90)

days prior to end of the Term or of the Renewal Term that the Party does not intend to renew this Agreement. However, this Agreement hall automatically terminate if SLWA is in breach of this Agreement and fails to cure said breach within thirty (30) days after receiving written notice of such breach from City.

4. **SLWA Campaigns.** During the Term, SLWA shall conduct a Spring and Fall campaign each year in accordance with the schedules set forth in Exhibit A. The pricing for each such campaign shall be in accordance with Exhibit A attached hereto.

5. **Consideration.** As consideration for such license, SLWA will pay to City a License Fee of Seventy-Five-Cents ($.75) for each month a Warranty shall be in force (and for which payment is received by SLWA) from a Residential Property Owner ("License Fee") during the term of this Agreement. The first payment shall be due by January 30th of the year following the conclusion of first year of the Term. Succeeding License Fee payments shall be made on an annual basis throughout the Term and any Renewal Term, due and payable on January 30th of the succeeding year. Each License Fee payment herein shall be paid within thirty (30) days after it becomes due. SLWA shall include with each License Fee payment to City a statement signed by an SLWA corporate officer certifying the calculation of the License Fee. City will have the right, at its sole expense, to conduct an audit, upon reasonable notice and during normal business hours, of SLWA's books and records pertaining to any fees due under this Agreement while this Agreement is in effect and for one (1) year after any termination of this Agreement.

6. **Indemnification.** SLWA hereby agrees to protect, defend , indemnify, and hold the City, its elected officials, officers, employees and agents (collectively or individually, "Indemnitee") harmless from and against any and all claims, damages, losses, expenses, suits, actions, decrees, judgments, awards, attorneys' fees and court costs (individually or collectively, "Claim"), which an Indemnitee may suffer or which may be sought against or are recovered or obtainable from an Indemnitee, that arise from, result from, or relate to any act or omission, negligent or otherwise, of the SLWA or its officers, employees, contractors, subcontractors, agents or anyone who is directly or indirectly employed by, or is acting in concert with, the SLWA or its officers, its employees, contractors, subcontractors, or agents in the performance of this Agreement; provided that the applicable Indemnitee notifies SLWA of any such Claim within a time that does not prejudice the ability of SLWA to defend against such Claim (which time shall, at a minimum, be thirty (30) days following actual notice to City of the existence of such Claim). Any Indemnitee hereunder may participate in its, his, or her own defense, but will be responsible for all costs incurred, including reasonable attorneys' fees, in connection with such participation in such defense.

7. **Notice.** Any notice required to be given hereunder shall be deemed to have been given when notice is (i) received by the Party to whom it is directed by personal service, (ii) telephonically faxed to the telephone number below provided confirmation of transmission is received thereof, or (iii) deposited as registered or certified mail, return receipt requested, with the United States Postal Service, addressed as follows:

To: City:

ATTN: City Manager
City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Phone: (626) 357-7931

To: SLWA:

ATTN: Vice President
Business Development Utility Service
Partners Private Label, Inc.

11 Grandview Circle, Suite 100
Canonsburg, PA 15317
Phone: (724) 749-1003

8. **Modifications or Amendments/Entire Agreement.** Any and all of the representations and obligations of the Parties are contained herein, and no modification, waiver or amendment of this Agreement or of any of its conditions or provisions shall be binding upon a party unless in writing signed by both Parties.

9. **Assignment.** This Agreement and the License granted herein may not be assigned by SLWA without the prior written consent of the City, such consent not to be unreasonably withheld.

10. **Counterparts/Electronic Delivery.** This Agreement may be executed in counterparts, all **such** counterparts will constitute the same contract and the signature of any Party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter.

11. **Choice of Law.** The interpretation and enforcement of this Agreement shall be governed by the laws of the State of California, and any legal action arising from or relating to the interpretation or enforcement of this Agreement (including an action for breach of this Agreement) shall be commenced and litigated in the Superior Courts of the County of Los Angeles or the United States District Court for the Central District of California.

12. **Incorporation of Recitals and Exhibits.** The above Recitals and Exhibit A attached hereto are incorporated by this reference and expressly made part of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first written above.

MARKETING LICENSE AGREEMENT BETWEEN THE CITY OF DUARTE AND SERVICE LINE WARRANTIES OF AMERICA, INC.

CITY OF DUARTE

By:______________________________
Darrell J. George, City Manager

SERVICE LINE WARRANTIES OF AMERICA, INC.

By:______________________________
Brad H. Carmichael, Vice President

By:______________________________
Edwin F. Westfield, III, Chief Financial Officer

Exhibit A

NLC Service Line Warranty Program City of Duarte, CA
Term Sheet June 30, 2015 (Term Sheet valid for 90 days)

I. Term of agreement

a. Initial term

i. Three years (total of 9 campaigns)

II. Annual royalty - $0.75 per month per paid warranty contract

a. City logo on letterhead, advertising, billing, and marketing materials

b.Prior approval of specific proposed use of City logo, given by an authorized City official, is required before any such use may occur.

III. Products offered

a. External sewer line warranty

b. External water line warranty

c. In-home plumbing warranty

IV. Scope of Coverage

a. External sewer line warranty

i. Scope is from the city main tap until line daylights inside home...of which includes the service line under the concrete floor.

b. External water line warranty

i. Scope is from the curb stop, or curb line, until line daylights inside home...of which includes the service line under the concrete floor.

c. In-home plumbing warranty

i. Scope covers residential in-home water supply lines and in-home sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry. Coverage includes broken or leaking water, sewer, or drain lines that may be embedded under the slab or basement floor. Coverage also includes repair of clogged toilets.

V. Marketing Campaigns - three seasonal campaigns per year (Spring, Fall and Winter)

a. 2015 Fall - Sewer

b. 2015 Winter - In-home plumbing

c. 2016 Spring - Water

d. 2016 Fall - Sewer

e. 2016 Winter - In-home plumbing

f. 2017 Spring - Water

g. 2017 Fall - Sewer

h. 2017 Winter - In-home plumbing

i. 2018 Spring - Water

VI. Campaign Pricing

a. Sewer

i. Year 1 - $9.75 per month;	$112.00 annually
ii. Year 2 - $9.75 per month;	$112.00 annually (subject to annual review)
iii. Year 3 - $9.75 per month;	$112.00 annually (subject to annual review)

b. Water

i. Year 1 - $6.75 per month;	$76.00 annually
ii. Year 2 - $6.75 per month;	$76.00 annually (subject to annual review)
iii. Year 3 - $6.75 per month;	$76.00 annually (subject to annual review)

c. In-home plumbing

i. Year 1 - $6.99 per month;	$78.99 annually
ii. Year 2 - $6.99 per month;	$78.99 annually (subject to annual review)
iii. Year 3 - $6.99 per month;	$78.99 annually (subject to annual review)

EXHIBIT B

City of Anywhere

State

T1 P1***********AUTO**5-DIGIT 26301
John Smith
987 Main Street
Anytown, ST 12345

Contact ID: 1234567

Re: Sewer Service Line Repair
Coverage for [City] Homeowners

Reminder - Please disregard if you have already enrolled

Dear [Customer Name]:

Did you know that necessary repairs to the sewer line that runs between your home and the public utility connection are the responsibility of the homeowner? These lines have been subjected to the same elements that have caused our public service lines to decay – age, ground shifting, root invasion, fluctuating temperatures and more.

As a [City Name] homeowner and city official, I understand the importance of water conservation and protecting the environment. While efforts are underway in many communities to improve public water and sewer systems, these fixes don't address the sewer line located on your property. Homeowners can spend from hundreds to upwards of $3,500 to repair a broken or leaking sewer line on their property – and that can be hard on a budget.

This is why I am pleased to introduce a new voluntary service line repair program which provides repair coverage for your outside sewer line, up to $4,000 per incident with no deductibles. The Service Line Warranties of America (SLWA) Sewer Line Warranty Program is the only service line protection program for homeowners fully supported by [City Name] and endorsed by the National League of Cities. The program provides coverage 24 hours a day, 365 days a year.

SLWA, an independent organization, administers the program and is an accredited BBB organization with an A+ rating. SLWA has helped more than 100,000 homeowners across the country save over $64 million in service line repair costs.

Pay just $0.00 per month – a savings of more than XX% on the standard price, or save even more with an annual payment of $0.00 – a savings of more than XX%. Plus, we'll waive the 30-day waiting period, so you'll get immediate coverage! To receive these benefits, enroll by [DATE].

Enroll in this optional program by returning the completed bottom portion of this letter in the enclosed envelope or call **1-800-000-000** to speak with an SLWA agent Monday through Friday 9:00 am to 5:00 pm. Or visit **www.slwofa.com** where you can enroll online – and learn about other service line warranty products available in your area!

Sincerely,

City Official Name
City Official Title

Complete warranty terms and conditions will be provided following enrollment. Program participation may be terminated at any time. You have 30 days from the date you enroll to receive a full refund. After 30 days, you will be reimbursed the pro rata share of any amount you paid for any portion of the warranty period subject to cancellation.

Cut here [LETTERCD]

Service Line Warranties of America

To enroll or to view the Terms and Conditions, please visit www.slwofa.com.

Please mark your selection:

☐ Yes, please enroll me in the Sewer Line Warranty for just $_____ per month.

☐ I want to save more. Enroll me in the Sewer Line Warranty for $_____ per year.

John Smith
987 Main Street
Anytown, ST 12345
Contact ID: 1234567

I certify to the best of my knowledge that my line is in good working order.

Signature: ______________________ Email: ______________________ Date: __________

To protect your privacy, we do not share your information.

For
City of Duarte
Homeowners

SLWA
Insurance Services

4Q

Important Information Enclosed

Response Requested

4Q

<<MR. SAMPLE A SAMPLE>>
<<MAIL_ADDRESS1>>
<<MAIL_ADDRESS2>>
<<MAIL_CITY, ST ZIP>>

Date:	<<X/x/XX>>
Response Requested:	Within 30 Days

— Information Regarding Your Water and Sewer/Septic Lines —

Dear <<Sample A. Sample>>,

Many homeowners are not aware that repairs to the exterior water service and sewer/septic lines that run from your utility's point of maintenance to your home are the responsibility of the homeowner. Your property at <<Serv_Address1_xxxxxxx>> is not covered with Exterior Water Service Line Coverage or Exterior Sewer/Septic Line Coverage from SLWA Insurance Services (SLWA).

The water service and sewer/septic lines buried underground are subjected to changing soil conditions, ground shifting and corrosion, which may cause a sudden breakdown, leaving you responsible for the cost of repair or replacement. Replacement of these lines can be expensive—costing you thousands of dollars in unforeseen expenses—and that may be hard on a budget. ***The option for purchase to deal with these types of emergencies is completely voluntary and not required by the City of Duarte.***

The City of Duarte has partnered with SLWA to offer its eligible homeowners protection for repairs to their water service and sewer/septic lines. So you're invited to enroll in Exterior Water Service Line Coverage and Exterior Sewer/Septic Line Coverage from SLWA. These voluntary service line repair programs provide repair coverage for your exterior water service or well and exterior sewer/septic lines. These programs provide a 24-hour emergency hotline, 365 days a year and have no deductible.

Benefit Amount:	Up to $8,500 per service call with as many service calls as you need for covered water service line repairs Up to $8,500 per service call with as many service calls as you need for covered sewer/septic line repairs 30-day wait period includes a money-back guarantee for both
Property Address:	<<Serv_Address1>> <<Serv_Address2>>
City:	<<Serv_City>>

— Important —

Take action to help protect the exterior water service and sewer/septic lines on your property. Complete and return the enclosed form or call 1-844-257-8796 to accept this *optional* coverage. Choose protection starting for as little as $6.33 per month to help protect your lines from the high cost of covered repairs. This optional program is managed by SLWA, and no public funds were used for the mailing of this letter. For fastest processing, please visit www.slwofa.com.

Please respond before <<Month x, xxxx>>.

SLWA Insurance Services ("SLWA"), California License **#0L71169**, with corporate offices located at 4000 Town Center Boulevard, Suite 400, Canonsburg, PA 15317, is an *independent company separate from your local utility or community,* and offers and administers this optional home protection plan as an authorized representative of Virginia Surety Company, Inc., 175 West Jackson Blvd., 11th Floor, Chicago, IL 60604, the home protection plan issuer. Your choice of whether to participate in this plan will not affect any service you have with your local utility or community.

RX RX4263_Choice_Buried_Pipes 2008SZ4QH055ACAZ

Important Questions & Answers

What am I responsible for?
As a homeowner, you are responsible for your exterior water service line and exterior sewer/septic line. If the service lines beyond the property boundary to the main connections are also the responsibility of the homeowner, then they will be covered up to the benefit amount.

Does my homeowners insurance cover this?
Most basic homeowners insurance policies do not cover repair or replacement due to normal wear and tear of these lines.

Does this coverage include well lines?
Yes, coverage provides for repair or replacement of either water service or well lines, as explained in the "What should I know about this coverage" section.

Who is eligible for coverage?
An owner of both a residential home permanently secured to the ground and the land it is located on may be eligible for coverage. Recreational vehicles or homes on wheels and properties used for commercial purposes are not eligible for coverage. In GA, residential properties containing more than two dwelling units are not eligible. In IA, residential properties containing more than four dwelling units are not eligible. Your property is not eligible if you are aware of any pre-existing conditions, defects or deficiencies with your exterior water service or sewer/septic lines or have had any roots removed from your exterior sewer/septic line prior to enrollment. If you live in a development community with a condominium, co-op or homeowners association, your exterior water service line or exterior sewer/septic line may not be an individual homeowner's responsibility, so please check with your association before accepting this coverage. If you live in a multi-family structure and do not own the entire structure, it will be your responsibility to provide SLWA Insurance Services (SLWA) with a signed release from all other homeowners for any work which may affect their portion of the structure.

What should I know about this coverage?
Coverage is for the following exterior lines, for which you have sole responsibility, that are damaged due to normal wear and tear, not accident or negligence. *Exterior Water Service Line Coverage:* Coverage provides, up to the benefit amount, for the covered cost to repair or replace a leaking, low pressure, or permanently blocked exterior water service line from your utility's responsibility or external wall of your well casing to the external wall of your home. *Exterior Sewer/Septic Line Coverage:* Coverage provides, up to the benefit amount, for the covered cost to repair or replace a leaking or permanently blocked sewer line that takes wastewater away from the exit point within your home up to your utility's responsibility, or septic line that takes wastewater away from the exit point within your home up to the point of connection to the septic tank on your property.
Not covered: Damage from accidents, negligence or otherwise caused by you, others or unusual circumstances and the product-specific exclusions below. *Exterior Water Service Line Not Covered:* Repair to any water line that branches off the main water service line; thawing of frozen pipes; and any shared water line that provides service to multiple properties or secondary buildings. *Exterior Sewer/Septic Line Not Covered:* Septic tanks; leach fields; grinder pumps; lift stations, or any non-conforming drain line, such as a basement or storm drain; repairs to any line that branches off the main line; and lines that provide service to multiple properties or secondary buildings. Additional exclusions apply. Disputes resolved by arbitration, without class action or jury trial, unless otherwise stated in your full Terms and Conditions. See full Terms and Conditions with complete coverage and exclusion details prior to enrolling by calling 1-844-257-8796 or going to www.slwaterms.com.

When can I make a service call?
Your plan(s) start the day your form is processed, and there is an initial 30-day waiting period before you can make a service call, giving you 11 months of coverage during the first year. Upon renewal/reactivation (if applicable), you will not be subject to a waiting period.

What is the cancellation policy?
You may cancel either plan within 30 days of your start date for a full refund of the cancelled plan(s) (less any claims paid, where applicable). Cancellations after the first 30 days will be effective at the end of the then-current billing month, and you will be entitled to a prorata refund of the cancelled plan(s) less any claims paid (where applicable). You may also contact SLWA to cancel if you find your utility or municipality provides similar coverage to you at no charge, and you will receive a refund less any claims paid (where applicable).

What is the term of my service agreement?
The plan is annual. For E-Z Pay/Direct Pay, credit card or debit card customers, unless you cancel, your plan automatically renews annually at the then-current renewal price with your same payment terms.

What is E-Z Pay/Direct Pay?
E-Z Pay/Direct Pay is a paperless and stress-free way to pay for your coverage. Payments are automatically debited from the bank/checking account of your choice as your payment becomes due, at no additional cost.

What quality of repair can I expect?
Local, licensed and insured plumbers perform covered repairs, which are guaranteed against defects in materials and workmanship for one year.

Who is SLWA Insurance Services?
SLWA Insurance Services, with corporate offices located at 4000 Town Center Boulevard, Suite 400, Canonsburg, PA 15317, is an independent company, separate from your local utility or community, providing emergency home repair services and protection solutions to homeowners across the U.S. SLWA Insurance Services is not a licensed contractor and uses a network of pre-screened contractors to complete repairs. SLWA Insurance Services collects your personal and payment information to provide you service and offers and to improve services. See privacy policy at https://www.slwofa.com/privacy-policy. If you would prefer not to receive solicitations from SLWA, please call 1-844-257-8796.

RX4263_Choice_Buried_Pipes

Please reply by: <<X/X/XXXX>>

Acceptance Form

Please confirm your name and address below and make any changes if necessary.

SLWA Insurance Services

<<Mr. Sample A Sample_xx>>
<<Serv_Address1_xxxxxxx>>
<<Serv_Address2_xxxxxxx>>
<<Serv_City_xx, ST Zip>>"

By providing my e-mail address, I request that I be notified when my current and future service agreements and any related documents are available at www.slwofa.com, and I acknowledge that I can access these documents. I can change my preferences or request paper copies online or by calling SLWA.

E-mail Address ______________________________ **Phone #** ☐☐☐ ☐☐☐ ☐☐☐☐

1. Choose Your Protection Plan(s)

BEST VALUE

Exterior Water Service Line Coverage and Exterior Sewer/Septic Line Coverage 2008SZ4QH055CCAZ-9999 2008SZ4QH048CCAZ-9999	**FIRST-YEAR SAVINGS OF 10% OFF** when you select both plans		
	MONTHLY	**QUARTERLY**	**ANNUALLY**
	☐ ~~$15.66~~ $14.08	☐ ~~$46.98~~ $42.24	☐ ~~$187.92~~ $168.96

	MONTHLY	**QUARTERLY**	**ANNUALLY**
Exterior Water Service Line Coverage 2008SZ4QH055ACAZ-9999	☐ $6.33	☐ $18.99	☐ $75.96
Exterior Sewer/Septic Line Coverage 2008SZ4QH048BCAZ-9999	☐ $9.33	☐ $27.99	☐ $111.96

2. Choose Your Payment Method

☐ **E-Z Pay** (see back of letter)

I have enclosed a check, payable to SLWA, for my first payment for the plan(s) selected and understand that all future payments, plus any applicable taxes, will be debited from this account.

☐ **Credit/Debit Card**

I authorize SLWA to charge my first and all future payments, plus any applicable taxes, for the plan(s) selected to my credit/debit card.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Exp. Date ☐☐☐☐

☐ **One-Time Check or Money Order**

I have enclosed my check or money order, payable to SLWA, for my one-year payment for the plan(s) selected.

Yes, please sign me up for the protection plan(s) from SLWA I have selected. If I have chosen E-Z Pay or credit/debit card, I understand that, regardless of the payment frequency I select, my optional plan(s) is based on an annual contract and will be *automatically renewed annually* on the same payment terms I selected at the then-current renewal price (currently $15.66 per month if I select both plans). I have the option to cancel this contract(s) at any time without additional cost to me by calling 1-844-257-8796. I confirm that I am the homeowner and have read the information in this package, understand there are limitations and exclusions, and meet the eligibility requirements for coverage.

Signature (required)

RX4263_Choice_Buried_Pipes 2008SZ4QH055ACAZ

Response Requested

4Q

<<MR. SAMPLE A SAMPLE>>
<<MAIL_ADDRESS1>>
<<MAIL_ADDRESS2>>
<<MAIL_CITY, ST ZIP>>

Date:	<<X/x/XX>>
Response Requested:	Within 30 Days

— Please Reply By <<Month X, XXXX>> —

Dear <<Sample A. Sample>>,

Recently we wrote to you about water service line and sewer/septic line coverage available to Duarte homeowners. Many have decided to accept coverage and we'd like to provide you with another opportunity to do so.

We are writing again to remind you about coverage and your responsibility regarding the exterior water service and exterior sewer/septic lines on your property.

Many homeowners are not aware that repairs to the exterior water service and sewer/septic lines that run from your utility's point of maintenance to your home are the responsibility of the homeowner. Your property at <<Serv_Address1_xxxxxxx>> is not covered with Exterior Water Service Line Coverage or Exterior Sewer/Septic Line Coverage from SLWA Insurance Services (SLWA).

The water service and sewer/septic lines buried underground are subjected to changing soil conditions, ground shifting and corrosion, which may cause a sudden breakdown, leaving you responsible for the cost of repair or replacement. Replacement of these lines can be expensive—costing you thousands of dollars in unforeseen expenses—and that may be hard on a budget. ***The option for purchase to deal with these types of emergencies is completely voluntary and not required by the City of Duarte.***

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Not covered: Damage from accidents, negligence or otherwise caused by you, others or unusual circumstances and the product-specific exclusions below. *Exterior Water Service Line Not Covered:* Repair to any water line that branches off the main water service line; thawing of frozen pipes; and any shared water line that provides service to multiple properties or secondary buildings. *Exterior Sewer/Septic Line Not Covered:* Septic tanks; leach fields; grinder pumps; lift stations, or any non-conforming drain line, such as a basement or storm drain; repairs to any line that branches off the main line; and lines that provide service to multiple properties or secondary buildings. Additional exclusions apply. Disputes resolved by arbitration, without class action or jury trial, unless otherwise stated in your full Terms and Conditions. See full Terms and Conditions with complete coverage and exclusion details prior to enrolling by calling 1-844-257-8796 or going to www.slwaterms.com.

When can I make a service call?
Your plan(s) start the day your form is processed, and there is an initial 30-day waiting period before you can make a service call, giving you 11 months of coverage during the first year. Upon renewal/reactivation (if applicable), you will not be subject to a waiting period.

What is the cancellation policy?
You may cancel either plan within 30 days of your start date for a full refund of the cancelled plan(s) (less any claims paid, where applicable). Cancellations after the first 30 days will be effective at the end of the then-current billing month, and you will be entitled to a prorata refund of the cancelled plan(s) less any claims paid (where applicable). You may also contact SLWA to cancel if you find your utility or municipality provides similar coverage to you at no charge, and you will receive a refund less any claims paid (where applicable).

What is the term of my service agreement?
The plan is annual. For E-Z Pay/Direct Pay, credit card or debit card customers, unless you cancel, your plan automatically renews annually at the then-current renewal price with your same payment terms.

What is E-Z Pay/Direct Pay?
E-Z Pay/Direct Pay is a paperless and stress-free way to pay for your coverage. Payments are automatically debited from the bank/checking account of your choice as your payment becomes due, at no additional cost.

What quality of repair can I expect?
Local, licensed and insured plumbers perform covered repairs, which are guaranteed against defects in materials and workmanship for one year.

Who is SLWA Insurance Services?
SLWA Insurance Services, with corporate offices located at 4000 Town Center Boulevard, Suite 400, Canonsburg, PA 15317, is an independent company, separate from your local utility or community, providing emergency home repair services and protection solutions to homeowners across the U.S. SLWA Insurance Services is not a licensed contractor and uses a network of pre-screened contractors to complete repairs. SLWA Insurance Services collects your personal and payment information to provide you service and offers and to improve services. See privacy policy at https://www.slwofa.com/privacy-policy. If you would prefer not to receive solicitations from SLWA, please call 1-844-257-8796.

RX4263_Choice_Buried_Pipes

Please reply by: <<X/X/XXXX>>

Acceptance Form

Please confirm your name and address below and make any changes if necessary.

<<Mr. Sample A Sample_xx>>
<<Serv_Address1_xxxxxxx>>
<<Serv_Address2_xxxxxxx>>
<<Serv_City_xx, ST Zip>>"

SLWA Insurance Services

By providing my e-mail address, I request that I be notified when my current and future service agreements and any related documents are available at www.slwofa.com, and I acknowledge that I can access these documents. I can change my preferences or request paper copies online or by calling SLWA.

E-mail Address ______________________ **Phone #** ☐☐☐ ☐☐☐ ☐☐☐☐

1. Choose Your Protection Plan(s)

BEST VALUE

Exterior Water Service Line Coverage and Exterior Sewer/Septic Line Coverage 2008SZ4QH055CCAZ-9999 2008SZ4QH048CCAZ-9999	**FIRST-YEAR SAVINGS OF 10% OFF** when you select both plans		
	MONTHLY	**QUARTERLY**	**ANNUALLY**
	☐ ~~$15.66~~ $14.08	☐ ~~$46.98~~ $42.24	☐ ~~$187.92~~ $168.96

	MONTHLY	**QUARTERLY**	**ANNUALLY**
Exterior Water Service Line Coverage 2008SZ4QH055ACAZ-9999	☐ $6.33	☐ $18.99	☐ $75.96
Exterior Sewer/Septic Line Coverage 2008SZ4QH048BCAZ-9999	☐ $9.33	☐ $27.99	☐ $111.96

2. Choose Your Payment Method

☐ **E-Z Pay** (see back of letter)

I have enclosed a check, payable to SLWA, for my first payment for the plan(s) selected and understand that all future payments, plus any applicable taxes, will be debited from this account.

☐ **Credit/Debit Card**

I authorize SLWA to charge my first and all future payments, plus any applicable taxes, for the plan(s) selected to my credit/debit card.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

Card Number ______________ Exp. Date ____

☐ **One-Time Check or Money Order**

I have enclosed my check or money order, payable to SLWA, for my one-year payment for the plan(s) selected.

Yes, please sign me up for the protection plan(s) from SLWA I have selected. If I have chosen E-Z Pay or credit/debit card, I understand that, regardless of the payment frequency I select, my optional plan(s) is based on an annual contract and will be *automatically renewed annually* on the same payment terms I selected at the then-current renewal price (currently $15.66 per month if I select both plans). I have the option to cancel this contract(s) at any time without additional cost to me by calling 1-844-257-8796. I confirm that I am the homeowner and have read the information in this package, understand there are limitations and exclusions, and meet the eligibility requirements for coverage.

Signature (required)

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ITEM: 10.D

Approval of Amendment No. 3 of the Memorandum Agreement for Participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery program

Recommended Action:

It is recommended that the City Council authorize the City Manager to execute Amendment No. 3 of the Memorandum of Agreement for Participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery program.

Attachments:
10D - SGVCOG Regional Food Recovery.pdf

Agenda Item: 10 D

CM Review: BCV
Fiscal Review: JP

City of Duarte

AGENDA REPORT

MEETING DATE:	September 12, 2023
TO:	Mayor and Members of the City Council
FROM:	Brian Villalobos, City Manager
BY:	Andres Rangel, Assistant to the City Manager
SUBJECT:	Approval of Amendment No. 3 of the Memorandum Agreement for Participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery program
RECOMMENDATION:	Authorize the City Manager to execute Amendment No. 3 of the Memorandum of Agreement for Participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery program.
FISCAL IMPACT:	If approved, Amendment No. 3 to the Memorandum of Agreement will increase costs by $4,000. However, this amount was provided for in the FY 2023/24 budget and is fully grant funded by the CalRecycle SB 1383 local assistance grant.

BACKGROUND

The San Gabriel Valley Council of Governments (SGVCOG) established a Regional Food Recovery program (program), complying with SB 1383's requirement to recover 20% of edible food otherwise sent to landfills by 2025.

On September 28, 2021, the City Council approved a Memorandum of Agreement (Agreement) to participate in the program. The first phase of the program included surveying Tier 1 and Tier 2 food generators, as well as identifying current food recovery organizations within the City.

On November 9, 2021, the City Council approved Amendment No. 1 to the Agreement, expanding the scope of work to also include inspection and data gathering of Duarte's Tier 1 and Tier 2 food generators and food recovery organizations to comply through August 1, 2024 for a total amount not-to-exceed of $83,799.

On, August 9, 2022, the City Council approved Amendment No. 2 to the Agreement, implementing phase II of the program. Expansion of the initial scope of work included allocating SB 1383 funds to SGVCOG and sub-consultant staff costs to facilitate the development of sub-regional food recovery hubs, for a new total amount not-to-exceed of $94,034.

DISCUSSION/ANALYSIS

To comply with SB 1383 requirements for edible food recovery, Duarte is working with the San

Gabriel Valley cities to provide a regional approach for an Edible Food Recovery Program with the SGVCOG set to administer the program.

To date, the SGVCOG has completed an initial evaluation to identify food recovery organizations and their capacity to accept edible food, calculated the estimated amount of edible food generated by the impacted commercial edible food generators, and developed and implemented an outreach and education plan for participating cities.

SGVCOG is now in Phase II of the program which involves the establishment of regional food recovery hubs, increasing the recovery capacity both in the City and in the region. The City allocated $20,000 of its CalRecycle Local Assistance Grant to implement the edible food program. Amendment No. 2 of the agreement allocated $16,000 of that funding to SGVCOG for implementation of Phase II.

Proposed Amendment No. 3 allocates the City's remaining $4,000 of CalRecycle grant funding to the SGVCOG to provide additional direct support to the sub-regional food recovery hubs, such as the purchase of equipment, transport of food, and costs associated with the set-up of the programs, for a new total amount not-to-exceed $98,034. The selected hubs will provide food recovery and distribution services to the City and the other participating cities.

RECOMMENDATION

Authorize the City Manager to execute Amendment No. 3 of the Memorandum of Agreement for participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery Program.

FISCAL IMPACT

If approved, Amendment No. 3 to the Memorandum of Agreement will increase costs by $4,000. However, this amount was provided for in the FY 2023/24 budget and is fully grant funded by the CalRecycle SB 1383 local assistance grant.

ATTACHMENTS

Attachment A – Amendment No. 3 to Memorandum of Agreement between the San Gabriel Valley Council of Governments and the City of Duarte for participation in the San Gabriel Valley Regional Food Recovery Program

AMENDMENT NO. 3
TO
MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF DUARTE FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM

This Amendment No. 3 ("Amendment No. 3") to the Memorandum of Agreement Between the San Gabriel Valley Council of Governments (the "SGVCOG") and the City of Duarte (the "City") For Participation in the San Gabriel Valley Regional Food Recovery Program, dated September 30, 2021 ("Original MOA"), and amended on November 17, 2021 ("Amendment No. 1"), and August 15, 2022 ("Amendment No. 2, collectively with Original MOA and Amendment No. 1, the "MOA"), shall be effective upon the date executed by both Parties hereto ("Effective Date").

RECITALS

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

B. SGVCOG and City agreed to amend the Original MOA under Amendment No. 1 to develop and implement an Inspection Program (Tasks 5-6 of the Original MOA's Scope of Work), revise the invoice submittal process, and extend the term of the Original MOA to August 1, 2024;

C. SGVCOG and City agreed to amend the Original MOA and the incorporated amendments from Amendment No. 1 under Amendment No. 2 to revise the invoicing schedule and scope of work to reflect the updated number of inspections of edible food generators and food recovery organizations and to incorporate Tasks 7-9 to participate in the expansion of the San Gabriel Valley Regional Food Recovery Program; and

D. SGVCOG and City desire to amend the Original MOA and the incorporated amendments from Amendment No. 1 and Amendment No. 2 under this Amendment No. 3 to revise the scope of work, invoicing schedule and the overall not-to-exceed amount to support the development of the selected subregional food recovery hub(s). Support to the subregional food recovery hub(s) will be funded by the City's awarded funds from the California Department of Resources Recycling and Recovery's (CalRecycle) SB 1383 Local Assistance Grant Program.

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

I. Article III. Responsibilities of the Parties, Section A. Subsection 7 shall be deleted in its entirety and replaced with the following:

> "7. Submit invoices to the City, in a total amount that does not exceed $98,034 (includes consultant, SGVCOG administrative fees and all payments due from City), as follows:
>
> - After the execution of the MOA, invoice the City for Tasks 1-4 of the Scope of Work in an amount not to exceed $16,959.00. Payment of invoice will be due within thirty (30) days of the City's receipt thereof.
> - On or about November 15, 2021, invoice the City for the work to be performed under Tasks 5-6 of the Scope of Work from the Effective Date to December 31, 2022, in an amount that does not exceed $21,706. Payment of the invoice will be due within thirty (30) days of the City's receipt thereof.
> - On or about November 1, 2022, invoice the City for the work to be performed under Tasks 5-6 of the Scope of Work from January 1, 2023, to December 31, 2023, in an amount that does not exceed $16,834. Payment of invoice will be due within thirty (30) days of the City's receipt thereof.
> - On or about January 15, 2023, invoice the City to cover SGVCOG and consultant staff costs under Tasks 7-9 of the Scope of Work from August 1, 2022, to March 30, 2024, in an amount that does not exceed $13,000. Payment of the invoice will be due within thirty (30) days of the City's receipt thereof.
> - On or about August 1, 2023, invoice the City to support the subregional food recovery hub development under Tasks 7-9 of the Scope of Work in an amount that does not exceed $7,000. Payment of the invoice will be due within thirty (30) days of the City's receipt thereof.
> - On or about November 1, 2023, invoice the City for the worked to be performed under Task 6 of the Scope of Work from January 1, 2024, to August 1, 2024 in an amount that does not exceed $22,535. Payment of invoice will be due within thirty (30) days of the City's receipt thereof.
> - Any amounts paid by the City under this Amendment No. 3 that are not expended in performance of Tasks 1-9 by August 1, 2024, will be refunded to the City by September 15, 2024, unless City and SGVCOG agree to extend the term of the MOA beyond August 1, 2024. SGVCOG shall provide to the City an accounting of funds at the same time of the refund, if any.

II. Article III. Responsibilities of the Parties, Section A shall be amended to add the following:

> 8. Provide support to facilitate the development of the subregional food recovery hubs

III. Attachment A to Amendment No. 2 entitled "Tasks 7-9 Scope of Work San Gabriel Valley Regional Food Recovery Program Phase II Expansion" shall be deleted in its entirety and replaced with the revised Attachment A, which is attached hereto and incorporated herein by this reference.

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

V. This Amendment No. 3 integrates all of the terms and conditions mentioned herein and supersedes all negotiations with respect to matters referenced herein. Except as specifically amended hereby in writing, the MOA shall remain in full force and effect. To the extent there is any conflict or inconsistency between the terms and provisions of this Amendment No. 3 and the Original MOA, Amendment No. 1, or Amendment No. 2, this Amendment No. 3 shall control.

[Signatures on the following page.]

The Parties hereby enter into this Amendment No. 3 upon the Effective Date as is set forth above.

FOR THE CITY OF DUARTE:

By:____________________________
Brian Villalobos
City Manager

Date:__________________________

ATTEST:

____
Annette Juarez
City Clerk

APPROVED AS TO FORM:

____
Thai V. Phan
City Attorney

FOR THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS:

By: Marisa Creter
Marisa Creter
Executive Director

Date: 09/06/2023

APPROVED AS TO FORM:

David Deberry
David DeBerry
General Counsel

ATTACHMENT A

TASKS 7-9 SCOPE OF WORK
SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM
PHASE II EXPANSION

Task 7 Project Management

Task 7.1 Kickoff Meeting

The Consultant shall conduct a kickoff meeting with the SGVCOG. The primary objectives will be to review scope, schedule, project goals, and key issues.

Deliverables: Meeting notes and materials for kickoff meeting.

Task 7.2 Project Team Coordination

Monthly 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 7.3 Project Management Update Meetings

The SGVCOG shall facilitate monthly meetings with the representatives of participating cities to provide key project updates. These meetings can also be used to obtain feedback and input on key discussions.

Deliverables: Meeting notifications, agendas, and presentations

Task 8 Subregional Food Recovery Hubs

Task 8.1 Food Recovery Hub Expansion Facilitation

The SGVCOG and Consultant shall develop and implement a process to identify food recovery organizations (FROs) to serve as regional hubs. The Consultant shall create a questionnaire/application to be shared with prospective FROs and assist the SGVCOG in evaluating these food recovery organizations to select approximately three food recovery organizations to serve as regional hubs. The Consultant shall work with the SGVCOG and the selected food recovery organizations to evaluate their current capacity and determine what would be required to help increase their capacity in order to serve as a regional hub. The Consultant shall evaluate elements including but not limited to the following:

- Food supply chain transportation and logistics;
- Existing network;
- Storage capacity and handling capabilities;
- Equipment; and
- Personnel needs.

The Consultant shall provide as-needed technical assistance to the SGVCOG and the food recovery organization, as directed by the SGVCOG, to help identify and secure the resources required to establish the FROs as regional food recovery hubs. This could include but is not limited to recommending specific equipment and storage, staffing needs, expansion of the food distribution network, and approaches for maximizing food supply chain transportation and logistics. After the food recovery hubs are established, the Consultant shall provide ongoing technical assistance, as requested by the SGVCOG, to facilitate the success of the food recovery hubs.

As part of the Consultant's technical assistance, the Consultant shall assist on an as-needed basis in facilitating workshops with the selected hubs, FROs, and edible food generators to promote network building and provide a forum to share best practices and resources.

Deliverables: Subregional food recovery hub questionnaire/application; monthly report summarizing technical assistance provided.

Task 8.2 Capacity Expansion Support

The SGVCOG shall support the development of the selected subregional food recovery hubs, such as purchasing equipment and/or covering staff costs. Funding to support the hubs can be used to support the following:

- Equipment and Supplies (i.e., pallet jack, refrigeration, shelving, vehicles)
- Facility (i.e., improvements to accommodate equipment)
- Staff Salaries
- Technology (i.e., computers, software, apps)
- Training (i.e., safe food handling certifications)

Ownership of equipment purchased by the SGVCOG will be transferred to a participating city by separate agreement.

The Consultant shall support coordinating with selected food recovery organizations to facilitate the hub development process.

Deliverables: Presentation outlining support provided to selected food recovery organizations; progress updates on capacity expansion efforts at monthly meetings.

Task 9 Public Outreach

Task 9.1 Outreach and Education Plan

The SGVCOG shall expand on the existing comprehensive outreach and education campaign for participating cities' Tier 1 and Tier 2 edible food waste generators and stakeholder groups and specify plans and schedules. The outreach and education plan shall include, at a minimum, the following:

- Two workshops, such as educational workshops for edible food generators and food recovery organizations,
- Three social media campaigns, and
- Two mailer/flyer mailing campaigns for participating cities throughout the duration of this project. Upon request from City staff, materials can be provided in Chinese and/or Spanish.

Deliverables: Outreach and education campaign plan; copies of outreach and education materials