



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 10, 2024
7:00 PM

6:00 PM - CLOSED SESSION
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

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

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

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

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

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

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

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

6:00 PM CLOSED SESSION - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL
 - A. [City Manager Written Comments](#)
2. ADOPTION OF THE AGENDA
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS - Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.
4. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code § 54956.8:
Property: 1303-1305 Huntington Dr., Duarte, CA 91010
Agency negotiator: Community Development Director Craig Hensley
Negotiating parties: Graham Allchorn, Red Mountain Group
Under negotiation: Price and terms related to the possible disposition/acquisition of real property interest.

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

5. CALL TO ORDER AND ROLL CALL
6. PLEDGE TO THE FLAG
7. CITY ATTORNEY CLOSED SESSION REPORT
8. SPECIAL ITEMS
 - A. [Mayor's Youth Council Introductions and Swearing In](#)

B. Community Development Department Update

C. Parks and Recreation Department Update

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

11. CONSENT CALENDAR

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

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

C. Approval of Minutes - August 13, 2024 Special and Regular Meeting (CC/HA/FA)

Approve the minutes of August 13, 2024.

D. Approval of Warrants - August 27, 2024 and September 10, 2024 (CC/HA/FA)

Approve the warrants of August 27, 2024 and September 10, 2024.

E. Receive and File the Community Development Department Update

Receive and File the Community Development Department Update.

F. Receive and File the Parks and Recreation Department Update

Receive and File the Parks and Recreation Department Update.

G. Receive and File the Monthly Financial Update for June

Receive and File the Monthly Financial Update.

H. Award of Contract for FY 2024/25 Citywide Concrete Repair Project - Project No. 25-3

Approve the award of contract for the FY 2024-25 Citywide Concrete Repair Project to FS Contractors Inc. in the amount of \$147,575.00 and approve a \$12,332.50 budget amendment to provide for a 10 percent contingency.

I. Approval of City Council Expenses

Approve the City Council expenses.

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

13. PUBLIC HEARINGS - None

14. BUSINESS ITEMS

A. Pathway Home Quarterly Update Report

Receive and File the Pathway Home Quarterly Update Report.

- B. [First Reading of Ordinance No. 923 amending the Duarte Municipal Code to change the beginning and ending dates of Commissioner terms](#)

Approve the first reading of Ordinance No. 923.

- C. [Approval of Agreement with Evan Brooks Associates, Inc. to Provide Grant Research, Writing, and Administration Services](#)

1) Authorize the City Manager to approve a Two-year Professional Services Agreement with Evan Brooks Associates, Inc. with an optional additional year, in an amount not to exceed \$180,000 for grant research, writing, and administration services. 2) Approve a fiscal year 2024/25 budget amendment not to exceed \$60,000 in the City Manager/City Clerk Professional Expenses account (100-1010-7965).

- D. [Consideration to Approve a Letter of Commitment \(LOC\) for the Digital Equity Competitive Grant Program](#)

Authorize the City Manager to execute a letter of commitment for the Digital Equity Competitive Grant Program.

15. CONTINUATION OF ORAL COMMUNICATIONS

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

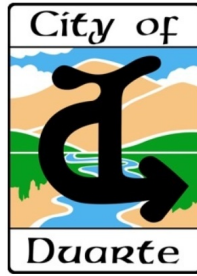
17. ADJOURNMENT

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 4th day of September, 2024

Annette Juarez, MMC
City Clerk



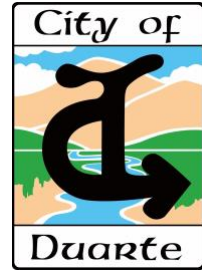
ITEM: 1.A

City Manager Written Comments

Recommended Action:

Attachments:

[1A - CM Comments 9_10_24.pdf](#)



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: September 3, 2024
SUBJECT: Comments on Agenda Items, Meeting of September 10, 2024

ITEM 8.A. (Special Items). Mayor's Youth Council Introduction and Swearing In

ITEM 8.B. (Special Items). Community Development Department update - Community Development Director Hensley will provide an update for the council.

ITEM 8.C. (Special Items). Parks and Recreation Department update - Parks and Recreation Director Enriquez will provide an update for the council.

ITEM 11.E. (Consent Calendar). The Community Development Department has submitted the monthly report for September 2024 for review.

ITEM 11.F. (Consent Calendar). The Parks and Recreation Department has submitted the monthly report for September 2024 for review.

ITEM 11.G. (Consent Calendar). The Finance Department has submitted the monthly report for June 2024 for review.

ITEM 11.H. (Consent Calendar). Award of Contract for FY 2024/25 Citywide Concrete Repair - Project No. 25-3 - The annual Concrete Repair Project consists of the removal and replacement of broken and off-grade concrete improvements such as sidewalk, curb and gutter, driveway approaches and curb ramps damaged by tree roots or other factors that pose a hazard to pedestrians or vehicular travel. This annual project has improved the accessibility and safety for pedestrians and significantly reduced the number of trip and fall claims, thereby becoming an integral part of the City's Risk Management Plan. The specifications for Project No. 25-3 were made available and the Project was published in accordance with the Duarte Municipal Code (DMC) Section 2.36.060. On July 30, 2024, eleven (11) bids were submitted electronically. The lowest apparent bid from SAVI Construction Inc. was disqualified due to inconsistencies in the submitted bid documents. The next lowest bidder was FS Contractors, Inc., and their bid proposal was deemed responsive upon review of all required documents. FS Contractors Inc. has successfully completed similar work for the City of Calabasas, City of El Segundo, City of Walnut, and the City of Duarte. Their federal and state license status have been verified. One hundred and fifty thousand in Measure M funds were included in the FY 2024/25 Capital Improvement Program Budget for the Annual Concrete Repair Project. The project cost is \$162,332.50 which is the contract amount with ten (10) percent contingency, so a budget amendment of \$12,332.50 is needed in account number 4750-8060.

ITEM 11.I. (Consent Calendar). Approval of City Council Expense - League of California Cities Annual Conference in Long Beach, California - per the City of Duarte's Expense Reimbursement Policy Section 6 E. - if an event is fifty (50) miles or less from the City, no overnight accommodations will be allowed without prior City Council approval. Councilmember Lewis is requesting council approval for overnight accommodations for the conference (35 miles away) to fulfill his role as the City's voting delegate. Additionally, due to the hotel conference rate no longer being available, Councilmember Lewis is requesting approval to be reimbursed for overnight accommodations up to \$250 per night per the City of Duarte's Expense Reimbursement Policy Section 6 E. ii.

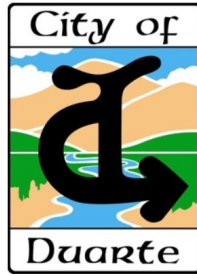
ITEM 14.A. (Business Items). Quarterly Update and Discussion of Pathway Home - A Pathway Home was opened on June 5, 2024, at 1125 Huntington Drive, Monrovia, otherwise known as the “Quality Inn.” The County Executive Office (CEO) oversees the Pathway Home Program locations and as such prepares a quarterly report. The Duarte/Monrovia Pathway Home Quarterly Fact Sheet and some recent challenges and solutions at the designated location will be presented for discussion by Onnie Williams.

ITEM 14.B. (Business Items). Ordinance No. 923 Amending Commissioner Term Dates - There are five commissions provided for in the DMC: (1) Planning and Economic Development; (2) Public Works and Traffic Safety; (3) Parks and Recreation; (4) Public Safety; and (5) Public Utilities, Communications, and Technology. On December 13, 2022, the City Council adopted Ordinance No. 913 regarding the restructuring of City Commissions and amending term dates to coincide with election cycles. Currently, commissioners are appointed by the City Council, for four-year terms beginning in January of an odd-numbered year and ending on the fourth December of their term, which is an even-numbered year. Staff is recommending that the terms of these commissioners be amended to begin on March 1 of odd-numbered years and end on February 28 on the fourth year. This amendment would provide Staff with greater flexibility in scheduling interviews with commission applicants, allow for new Councilmembers to take office and participate in the appointment process, and provide the opportunity for unsuccessful Council candidates to apply and be considered for a Commission seat.

ITEM 14.C. (Business Items). Professional Services Agreement with Evan Brooks Associates, Inc. to Provide Grant Research, Writing, and Administration Services - At its regular meeting on June 11, 2024, the Duarte City Council approved the Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2024-25 through 2028-29, focused on advancing key infrastructure projects and community enhancements. The CIP also includes various future projects that are currently unfunded and unscheduled. To ensure the successful implementation of the CIP, the City has prioritized identifying and receiving grants to support these projects. On June 20, 2024, the City issued a Request for Proposals (RFP) to seek a firm to provide grant research, writing, and administration services. Seven firms received direct invitations to apply, and the RFP was posted on the City’s website to ensure broad exposure. Following the proposal due date, seven firms submitted proposals. The evaluation panel, consisting of Director of Parks and Recreation Manuel Enriquez, Director of Community Development Craig Hensley, and Assistant City Manager / Director of Administrative Services Kristen Petersen, evaluated the submitted proposals based on the following factors: responsiveness to RFP, qualifications and experience, approach and strategy, and cost proposal. After a comprehensive review, the evaluation panel unanimously ranked Evan Brooks Associates, Inc. the highest among the bidders. The firm demonstrated exceptional qualifications, extensive experience in grant writing and administration, and a clear understanding of the City’s needs. Evan Brooks Associates has previously worked with the City of Duarte and was instrumental in securing \$1.6 million in federal funding for the Donald and Bernice Watson Greenbelt Trail Improvement Project. This prior success highlights the firm’s capability and effectiveness in obtaining significant funding for the City. The proposed Professional Services Agreement with Evan Brooks Associates includes a comprehensive scope of work covering grant funding needs assessment, monitoring, research, writing, and administration services. The initial term of the agreement is for two (2) years at a not to exceed amount of \$60,000 per year, commencing upon execution and continuing through September 10, 2026. Following the initial term, the City will have the option to extend the agreement for one (1) additional year at its discretion, unless sooner terminated pursuant to the provisions of the agreement.

ITEM 14.D. (Business Items). Letter of Commitment (LOC) for the Digital Equity Competitive Grant Program - On September 13, 2022, the LA County Board of Supervisors (BOS) established the Intergovernmental Broadband Coordinating Committee (IBCC). The purpose of the IBCC is to expand affordable and reliable internet access across LA County jurisdictions through a collaborative regional network of municipalities and community partners. This includes coordinating on Federal and State grant applications, sharing and scaling partnership models, and integrating collective action to ease administrative burden with grant funding. In January 2024, the City attended the IBCC’s first meeting. During the meeting, the Committee’s goals were discussed, as well as the LA County BOS’s intention to apply for the Federal Digital Equity Competitive Grant Program (Grant Program). The Letter of Commitment establishes that the LA County BOS will serve as the grant authorized representative (primary applicant), and Duarte (and all other IBCC members) will serve as

subrecipient applicants (partners). If fully awarded, the IBCC would allocate \$425,596 of Grant Program funding for the following activities: \$171,996 to distribute 400 internet-enabled laptop computers, \$153,600 to distribute internet-enabled mobile hotspots with 12 months of free subsidized broadband internet service, and \$100,000 to develop, implement, and evaluate broadband internet and devices distribution outreach, enrollment, and adoption activities. The Grant Program requires a 10 percent local match. However, in-kind contributions such as property, goods, or services contribute towards that match. This includes employee or volunteer services, equipment, supplies, indirect costs, and use of facilities. The LA County BOS will be submitting its application by September 23, 2024. If awarded, the period of performance will begin either in later calendar year 2025 or early calendar year 2026. The City would have through the end of calendar year 2028 to conduct 10 distribution events.



ITEM: 11.C

Approval of Minutes - August 13, 2024 Special and Regular Meeting (CC/HA/FA)

Recommended Action:

Approve the minutes of August 13, 2024.

Attachments:

[11.C - Special Meeting Minutes - August 13, 2024.pdf](#)

[11.C - Minutes - August 13, 2024.pdf](#)

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

TUESDAY, AUGUST 13, 2024 – 5:30 PM

1. CALL TO ORDER

Mayor Truong called the Special Meeting to order at 5:47 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Lewis, Schulz, Martin Del Campo, Garcia, Truong
Councilmembers Absent: Kang
Staff Present: Brian Villalobos, City Manager
Kristen Petersen, Assistant City Manager / Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Larry Breceda, Director of Public Safety Services
Annette Juarez, City Clerk
Frances Jimenez, Deputy City Clerk

2. DUARTE PARK REVITALIZATION PROJECT WORKSHOP

A. PROJECT OVERVIEW

Director of Parks and Recreation Manuel Enriquez provided an overview of the project, listed the project goals, detailed the timeline to date; shared the concept plans; summarized feedback received during community meetings; and highlighted the adopted budget and funding sources for the project. He also answered questions posed by the City Council regarding the park project logistics and the plan renditions.

B. ORAL COMMUNICATIONS – ITEMS LISTED ON THIS AGENDA

Joe Faliti voiced displeasure at the process of designing and presenting to the public the Duarte Park Revitalization Project, as well as the lack of green space per the concept plans.

Celia Faliti expressed concern with the size of green space being unable to accommodate all the elements shown in the concept plan; spoke against the addition of a dog park; and supported the proposed playground amenities.

Michelle Silence shared concern with lack of green space; opposed the idea of a dog park; and referenced a report made in 2017 by the Parks and Recreation Department.

Bryan Phan expressed appreciation for the concept plan; thanked the Parks and Recreation Department for putting together the presentation; and expressed support for the proposed park revitalization.

Robert Baron recalled a recent experience with violent dog fights; spoke against a dog park and provided suggestions for alternative use of space; agreed with renewal of the park as a whole, and expressed concern with removing green space.

Lino Paras shared his opinions regarding a dog park and offered suggestions for other locations for said dog park; and gave feedback on the need for increased lighting at the Donald and Bernice Watson and Bernice Recreation Trail and the Royal Oaks Park.

C. PROJECT DISCUSSION AND DIRECTION TO STAFF

Councilmember Martin Del Campo shared feedback she received from her constituents regarding the need for a dog park and also expressed her own experiences with the dog park community.

Councilmember Shulz shared the requests made by her constituents to support the creation of a dog park, highlighted the vast area of green space across various parks in the City; and provided feedback on the project.

Clarification was made regarding the intended purpose of the Council discussion portion of the meeting.

Per questions posed by the City Council, Director Enriquez confirmed the size of the proposed dog park.

Councilmember Finlay discussed the cost breakdown of the project and suggested changing the location of the proposed park building.

Conversation was had regarding the logistics and financial impact of having a building located at Beardslee Park instead of Duarte Park and utilizing nearby existing buildings instead.

Councilmember Lewis stated his opinions on having a dog park; supported the relocation of the park building to Beardslee Park; and also suggested using existing sports facilities for recreation programming.

Mayor Pro Tem Garcia highlighted the amount of support for a dog park he has heard from numerous residents within his District.

In response to questions raised by the City Council, Director Enriquez stated the scope of work of the project; detailed how the final concept came to be and confirmed logistics of the plan; clarified the recommendations presented in 2017 by the Parks and Recreation Commission and the California Joint Powers Insurance Authority; and highlighted dog owner responsibility and liability along with maintenance covered by the Parks and Recreation Department.

Discussion ensued about future recreation event relocations if necessary. Conversation was also had regarding the changes that have occurred since 2017 in relation to the City's demographics and the demand for a dog park. Clarification was made regarding the 2017 JPIA recommendation and their implications as being guidelines.

Following further discussion regarding the residents' inputs and the City's need as a whole, the City Council provided direction to Staff to bring back a new proposed contract with the consultant to phase out the project, identify the funding sources available, and reevaluate the proposed park building options as well as other features.

3. ADJOURNMENT – To Scheduled Regular City Council Meeting

At 7:06 p.m. the City Council adjourned the meeting to the scheduled regular City Council Meeting.

Vinh Truong, Mayor

Annette Juarez, City Clerk

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 13, 2024
7:00 PM – Regular Session**

REGULAR SESSION

1. CALL TO ORDER

Mayor Truong called the open session to order at 7:20 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Lewis, Schulz, Martin Del Campo, Garcia, Truong
Councilmembers Absent: Kang
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
Larry Breceda, Director of Public Safety Services
Manuel Enriquez, Director of Parks and Recreation
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager
Albert Nuñez, Management Analyst
Frances Jimenez, Deputy City Clerk

2. PLEDGE TO THE FLAG

The flag salute was led by Mayor Becky Shevlin.

3. ADOPTION OF THE ADOPTION

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Garcia, and carried by the following vote of the Council to adopt the agenda.

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

4. SPECIAL ITEMS

A. Childhood Cancer Awareness Month Proclamation

Director of Parks and Recreation Enriquez shared a few words regarding the Rosales family and their campaign awareness.

Mayor Truong presented a proclamation to the Rosales family declaring the month of September 2024 as Childhood Cancer Awareness Month.

The Rosales family accepted the proclamation and shared their story.

B. Recognition of WIN (Workforce Investment Network) Summer Youth Internship Participants

Crime Prevention Specialist, Aida Torres provided an overview of the WIN Summer Youth Internship program; shared the goals and logistics of the program; highlighted the program partners as well as the worksites; and congratulated the students on their hard work.

Aida Torres and Gabby Perkins presented Certificates of Recognition to 25 program participants.

The City Council shared congratulatory words for the interns.

C. San Gabriel Valley Regional Housing Trust Service Recognition for outgoing Board Member Margaret Finlay

Monrovia Mayor and Vice Chair for the SGV Regional Housing Trust Board of Directors, Becky Shevlin and Regional Housing Trust Manager, Brielle Salazar recognized Councilmember Finlay and thanked her for her years of service and involvement in the San Gabriel Regional Housing Trust.

D. Community Development Department Update

Director of Community Development Hensley provided a department update on development related matters; highlighted details on ongoing projects; and shared the status of local businesses.

E. Parks and Recreation Department Update

Director of Parks and Recreation Enriquez provided a department update. He shared details on ongoing park related projects; announced the recent and upcoming events; and provided the status on recent maintenance issues that will be addressed.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel provided an update on the Hazard Mitigation Plan and announced upcoming city events.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Steve Hernandez thanked Councilmember Lewis for his hard-working efforts that have met the needs of the community on various projects.

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 23, 2024. (CC/HA/FA)
- D. Approval of Warrants – August 13, 2024. (CC/HA/FA)
- E. Receive and file the Community Development Department Update.
- F. Receive and file the Parks and Recreation Department Update.
- G. Approval of the award of contract for the FY 2023-24 Citywide Asphalt Repair Project No. 24-13 to Gentry General Engineering, Inc. in the amount of \$103,700; and approve a budget amendment to use Gas Tax funds in the amount of \$108,885.
- H. Approval of the award of contract for the FY 2024-25 Citywide Striping and Marking Project No. 25-2 to WGJ Enterprises, Inc. dba PCI in the amount of \$74,300.00.
- I. Acceptance of the Notice of Completion: Fiscal Year 2023-24 Street Rehabilitation Project No. 24-3 for All American Asphalt as complete in the amount of \$1,125,825.38.
- J. Removed from Consent Calendar for discussion.

K. Adoption of Resolution No. 24-13 approving the blanket authority to file applications with Los Angeles County Regional Park and Open Space District for Measure A Grant Funds for Projects and Programs; and authorization for the City Manager to execute and submit all documents which may be necessary for the competition of projects or programs.

Moved by Councilmember Schulz, seconded by Councilmember Martin del Campo, and carried by the following vote of the Council to approve Items 7A-7I and 7K of the Consent Calendar.

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

8. **ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION**

J. Request to Co-sponsor the American Cancer Society Relay for Life of Santa Anita Park

Assistant to the City Manager Rangel reviewed the request for co-sponsorship of the Relay for Life event.

Susie Rutherford from the American Cancer Society invited residents to attend and support the fundraising event.

Moved by Councilmember Finlay seconded by Councilmember Martin del Campo, and carried by the following vote of the Council to approve co-sponsoring the Relay for Life of Santa Anita Park event.

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

9. **PUBLIC HEARINGS**

None.

10. **BUSINESS ITEMS**

A. Designation of Voting Delegate and Alternate for the League of California Cities Annual Conference and Expo

After discussion the City Council concurred that Councilmember Lewis will be the voting delegate with Mayor Truong as his alternate.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Garcia, and carried by the following vote of the Council to designate Councilmember Lewis as a voting delegate and Mayor Truong as an alternate voting delegate for the League of California Cities Annual Conference and Expo.

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

B. Consideration to Approve a Letter of Support for the Glendora City Council's Proposed Cal Cities Annual Conference Resolution

Management Analyst Nuñez presented the staff report; provided an overview of the proposed letter of support; and detailed the process that would follow if approved.

Moved by Councilmember Schulz, seconded by Councilmember Finlay and carried by the following vote of the Council to authorize a letter of support for the Glendora City Council's proposed Cal Cities Annual Conference Resolution.

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

C. Development of a plan for the undergrounding of utilities on Huntington Drive between Buena Vista Street and Mountain Avenue

Director Hensley gave an overview of the need for undergrounding of utilities; detailed the partial funding sources from Rule 20A credits; highlighted several options for the location of underground; reviewed pricing estimates for the project; and provided a variety of options for the City Council to choose related to the undergrounding issue.

Conversation was had regarding the logistics of undergrounding at each location option and the time frame available for using the proposed funds.

Moved by Mayor Pro Tem Garcia, seconded by Councilmember Schulz and carried by the following vote of the Council to proceed with a project to underground utilities on Huntington Dr. between Buena Vista Street and Mountain Avenue while establishing an underground utility district for that area using partial funding from Rule 20A credits.

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

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Director of Public Safety Breceda shared the passing of LA Deputy Sheriff Gonzalo Galvez and expressed words of sympathy for the family.

City Manager Villalobos reported he attended the JPIA Board of Directors meeting as well as the Summer Conference for the Municipal Managers Association of Southern California. Discussion ensued regarding how the City can participate in hosting the 2028 Los Angeles Olympics. City Manager Villalobos thanked the Public Safety and Parks and Recreation Departments for hosting National Night Out.

Councilmember Martin Del Campo wished the Duarte Unified School District students a great first day.

Councilmember Schulz thanked everyone for making the summer event season successful and reminded residents about upcoming City of Hope events. She also shared she will not be running for reelection and expressed gratitude for the time she served the Duarte residents.

Councilmember Finlay expressed concern for the facade of the medians. There was conversation regarding the plans for the medians. Councilmember Finlay gave kudos to Director Breceda and all those who participated in for National Night Out; and reminded residents regarding dangers of black flies.

Councilmember Lewis reported he attended the Duarte Kiwanis Community Angel event honoring John Fasana; shared gratitude for Mr. Fasana's legacy; and apologized for missing National Night Out.

Mayor Pro Tem Garcia commended the Public Safety and Parks and Recreation Departments for putting on National Night Out; and thanked the donors and the deputies for their involvement. He reported he attended recent past community events and wished the students a happy first day of school.

Mayor Truong reported he attended the League of California Cities LA County Division Installation of Officers Dinner as well as recent past community events.

13. ADJOURNMENT

At 8:45 p.m., the City Council adjourned the meeting in honor of Richard Alatorre, former LA City Councilmember, Jim Clark, husband of Rosemead’s Mayor Pro Tem Margaret Clark, and LA County Sheriff Deputy Gonzalo Galvez.

Vinh Truong, Mayor

Annette Juarez, City Clerk



ITEM: 11.D

Approval of Warrants - August 27, 2024 and September 10, 2024 (CC/HA/FA)

Recommended Action:

Approve the warrants of August 27, 2024 and September 10, 2024.

Attachments:

[11.D - CC Warrant Register by Account 8-27-24.pdf](#)

[11.D - CC Warrant Register by Vendor 8-27-24.pdf](#)

[11.D - CC Warrant Register by Account 9-10-24.pdf](#)

[11.D - CC Warrant Register by Vendor 9-10-24.pdf](#)



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1405-7965	KAREN WARNER ASSOCIATES ...	2023 Housing Element APR	220123	202028-Prof.Svc-Housing Ele...	4,995.00
100-2120	GLORIA DAVIS	ROP Bldg Rent Deposit Refund 4/13/24	220110		150.00
100-1205-7779	MATTHEW GUARJARDO	DUSD Tutoring Program	220121	202418-FY23-26-Exp-Tutors,S...	1,050.00
100-1605-7740	CAPITAL ONE	Splash Camp Supplies	BD25-0162		6.28
100-1605-7733	JANINE R TORRE	SC Fresh Fridays Event 8/2/2024	220133		100.00
100-1605-7980	CAPITAL ONE	PMLB Employee Appreciation	BD25-0162		142.36
100-1605-7740	CAPITAL ONE	Summer Day Camp Snacks	BD25-0162		26.70
100-1605-7740	CAPITAL ONE	Summer Day Camp Snacks	BD25-0162		175.01
100-1605-7980	CAPITAL ONE	Return-PMLB Employee Appreciation	BD25-0162		-57.64
100-1405-7965	ARMSTRONG & WALKER LAN...	Hunt Dr Median Landscape Design 5/16/24-6/30/24	4833	202416-Prof Svcs-Huntington ...	14,990.00
100-1405-7965	ARMSTRONG & WALKER LAN...	Landscape Design-Recreation Trail 2/1/24 - 6/30/24	4833	202412-Prof Svc-FY24 Bike Tra...	3,404.80
100-1205-7781	CGAA INC	Fuel-Sheriff's Dept 7/1/2024	220107		95.43
100-1605-7650	CGAA INC	Fuel-Parks & Rec Dept 7/9/2024	220107		106.30
100-1610-7618	IT'S A GAS INC	CC Helium Tank Refill	4848		667.03
100-1010-7980	CAPITAL ONE	July 3rd Event VIP Tables Supplies	BD25-0162		463.32
100-1605-7980	CAPITAL ONE	PMLB Goodie Bags	BD25-0162		147.84
100-1020-7713	BAY ALARM COMPANY	Museum Alarm System Batteries	BD25-0160		288.80
100-1605-7740	CAPITAL ONE	Day/Splash Camp Snacks	BD25-0162		143.47
100-1205-7615	CAPITAL ONE	EOC Trailer Supplies	BD25-0162		104.33
100-1205-7980	CAPITAL ONE	July 3rd Celebration Supplies	BD25-0162		26.97
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	BD25-0162		87.18
100-1205-7615	CAPITAL ONE	EOC Trailer Supplies	BD25-0162		36.44
100-1605-7729	SUNBELT RENTALS INC	Concert in the Park Light Tower Rental 7/8/2024	4867		1,572.95
100-1605-7729	SUNBELT RENTALS INC	Concert in the Park Generator Rental 7/8/2024	4867		502.56
100-2121	CAPITAL ONE	C Banzuela Used Card in Error/Reimbursement	BD25-0162		3.70
100-1605-7730	SMART & FINAL	Splash in the Park Supplies	4864		150.79
100-1605-7730	CAPITAL ONE	Touch A Truck Snacks	BD25-0162		62.80
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan (R101010)	220127	202417-dep-Westminister Ga...	13,923.15
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/15/2024	4867		1,046.66
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Generator Rental 7/15/2024	4867		483.17
100-1605-7736	REYNALDO & MARIA LAURA D...	Instructor Fee-Spanish for Beginners Summer 2024	220109		140.00
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	BD25-0162		225.85
100-1605-7737	CAPITAL ONE	Dodger Game 7/23/24 Snacks	BD25-0162		31.96
100-1605-7740	CAPITAL ONE	Summer Day Camp/Splash Camp Supplies	BD25-0162		200.04
100-1605-7733	CAPITAL ONE	Return-Senior Ctr Program Supplies	BD25-0162		-235.62
100-1605-7730	SMART & FINAL	National Night Out Supplies	4864		150.77
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 6/2024	220126		526.61
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 6/2024	220126		1,119.22

Council Warrant Register By Account

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 6/2024	220126		221.97
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 6/2024	220126		1,558.31
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 6/2024	220126		5,160.76
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 6/2024	220126		186.86
100-1405-7614	SMART & FINAL	Office Supplies	4864		55.39
100-1605-7745	DELONG UNLIMITED SCREEN ...	TC Duarte Boxing T-Shirts	220111		590.94
100-1605-7740	SMART & FINAL	Sumemr Day Camp Supplies	4864		9.91
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator DFE Training	4868		195.00
100-1410-7636	SHOETERIA INC	Field Srvcs Safety Boots (John Coronado)	4863		395.98
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Generator Rental 7/22/2024	4867		536.82
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/22/2024	4867		1,613.75
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 7/24/2024	4868		160.00
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	4864		102.07
100-1205-7762	CALE AMERICA INC	WTP Fees 7/2024	4835		342.96
100-1010-7612	CIVICPLUS LLC	Municipal Code Updates	4840		1,295.33
100-1610-7652	ALBERTOS PLUMBING	Encanto Park Men's RR Faucet/Drain Service	4832		745.00
100-1605-7745	DELONG UNLIMITED SCREEN ...	TC Duarte Boxing Hats	220111		468.56
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4838		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4838		9.31
100-1610-7652	VORTEX INDUSTRIES INC	SC Automatic Door Repair	220135		1,293.95
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 7/2024	4853		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 7/2024	4853		76.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 7/2024	4853		2,080.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 7/2024	4853		3,426.72
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/29/2024	4867		1,546.66
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Mosquito/Rodent Control 7/2024	4874		793.76
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 7/2024	4865		4,776.67
100-1010-7614	STAPLES ADVANTAGE	Certificate Holders	4866		55.35
100-1405-7800	CHARLES ABBOTT ASSOCIATES...	Building & Safety Srvcs 7/2024	4836		30,967.53
100-1205-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	220117		126.00
100-1205-7781	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	220117		154.00
100-1405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	220117		21.00
100-1410-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	220117		21.00
100-1605-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	220117		7.00
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	220113		165.00
100-1605-7745	CARLOS I RODRIGUEZ	TC Boxing Show Belts/Medals	220128		1,400.00
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Tennis Class Summer 2024	4849		1,050.00
100-1815-7830	CLOUD CONNECT SOLUTIONS	Phone-SD Wan w/VELO/SIP & E911 Bundle 9/2024	4841		1,668.09
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 9/2024	4870		608.30
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Mgmt 9/2024	4870		399.20
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 9/2024	4870		464.20
100-1605-7730	SMART & FINAL	Touch A Truck Event Supplies	4864		44.65

Council Warrant Register By Account

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7614	STAPLES ADVANTAGE	P&R Printer Toner	4866		216.08
100-1405-7975	LEE & ASSOCIATES - PASADEN...	Real Estate Advisory Services 7/2024	4851		8,575.00
100-1605-7733	CURO MANAGED PRINT PRO...	Senior Ctr A Frame Sign Calendar	220108		18.74
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 7/2024	4872		226.39
100-1605-7733	SMART & FINAL	Senior Center Supplies	4864		183.21
100-1205-7783	RAYMOND ABERNATHY	A-Team Youth Support 8/2024	4830		6,700.00
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 7/2024	4861		1,290.00
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citations 7/2024	4839		6,000.00
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 7/2024	220132		2,569.38
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 8/1/2024 - 8/31/2024	BD25-0149		565.20
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 8/1/2024 - 8/31/2024	BD25-0150		552.20
100-1410-7636	HUGH D HENDERSON	Field Srvcs Uniforms (Hugo Pulido)	4847		357.21
100-1610-7636	HUGH D HENDERSON	Facility Maint Staff Hats	4847		263.77
100-1610-7652	ALBERTOS PLUMBING	PS Men's RR Faucets/Drain Service	4832		495.00
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm/Camera Monitoring 9/2024	4860		191.22
100-1010-7614	STAPLES ADVANTAGE	Certificate Holders	4866		69.18
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 5/4/24 - 8/3/24	220104		169.35
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Instructor Fee-Skateboard S2 Summer 2024	4859		787.50
100-1015-7684	CIVICA LAW GROUP, APC	2352 Rim Rd Code Enforcement Legal 7/2024	4839		900.00
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 7/2024	4839		7,973.40
100-1015-7684	CIVICA LAW GROUP, APC	Mendoza v Duarte-Admin Appeal 7/2024	4839		2,194.80
100-1020-7726	BAKERS MAN PRODUCTIONS L...	Live-Switching & Recording of CC Mtg 7/23/2024	4834		300.00
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 7/1/24 - 7/31/24	BD25-0161		1,591.29
100-1605-7736	ANCOM GROUP INC	Instructor Fee-Math/Reading Summer S2 2024	4831		280.00
100-1605-7730	SMART & FINAL	NNO/Movie Night Supplies	4864		99.02
100-1605-7733	SMART & FINAL	Senior Ctr Pool Party Supplies	4864		42.98
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4838		32.75
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4838		45.52
100-1010-7980	SHAFFER AWARDS	City Name Badge	220130		20.89
100-1605-7736	LUCIA ROMERO	Instructor Fee-Folklorico Summer 2024	220129		318.50
100-1610-7618	GLOBAL INDUSTRIAL SUPPLY I...	TC Boxing Gym Drinking Fountain	220120		1,950.24
100-1205-7650	FOOTHILL LOCK AND KEY	Vehicle 33 Spare Key	220118		159.86
100-1805-7653	SECTRA SECURITY INC	August 2024 Courier Pick-up	4862		342.38
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	4866		114.21
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	4866		276.58
100-1605-7740	SMART & FINAL	End of Summer Day Camp Supplies	4864		257.02
100-1605-7735	SWANK MOTION PICTURES INC	TC/Back to School BBQ 9/6/2024	4869		205.00
100-1605-7736	NURIA FORTIER	Instructor Fee-Spanish for Adults Summer 2024	4844		304.50
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	4864		310.45
100-1605-7730	EAGLE PORTABLES INC	NNO/Movie Portable Restroom Rental	220116		905.21
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	4846		765.33

Council Warrant Register By Account

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7761	DATA TICKET INC	Admin Citation Processing 7/2024	4842		699.65
100-1205-7761	DATA TICKET INC	DUI Processing 7/2024	4842		17.00
100-1205-7761	DATA TICKET INC	Parking Citation Processing 7/2024	4842		2,373.78
100-1205-7636	DELONG UNLIMITED SCREEN ...	Public Safety Staff Uniforms	220111		327.02
100-1605-7756	CHRISTOPHER H CHUC	Instructor Fee-SC Line Dance Summer 2024	4837		302.40
100-1605-7756	CHRISTOPHER H CHUC	Instructor Fee-SC Ballroom/Latin Dance Summer 2024	4837		226.80
100-1610-7618	DARRELL RAY CARROLL	Bus Stop Padlocks	220106		819.20
100-1605-7730	SIMON EQUIPMENT RENTALS	NNO/Movie Equipment Rental	220131		717.60
100-1205-7650	10-8 RETROFIT INC	Vehicle 27 Light Repair	4829		205.00
100-1605-7736	HEULYN REGINA DUMAS-JOH...	Instructor Fee-Sewing Class Summer 2024	4843		1,820.00
100-1605-7756	ABRAHAM MARTINEZ	Instructor Fee-SC Piano Spring 2024	4854		308.00
100-1605-7736	ABRAHAM MARTINEZ	Instructor Fee-Piano L1/L2 Spring 2024	4854		546.00
100-1605-7736	ABRAHAM MARTINEZ	Instructor Fee-Piano L1/L2 Summer 2024	4854		336.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4838		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4838		9.31
100-1205-7779	AIDA TORRES	DART Six Flags Trip/HB Trip Expense Reimbursement	4873		500.55
100-1205-7761	ALHAMBRA SUPERIOR COURT	Citation Revenue Tax 7/2024	220102		5,799.50
100-1605-7733	DUARTE RECREATION PETTY ...	SC Sewing Class Supplies	220114		20.27
100-1605-7737	DUARTE RECREATION PETTY ...	Dodger Game Excursion Parking	220114		35.00
100-1605-7738	DUARTE RECREATION PETTY ...	TC Hollywood Excursion Parking	220114		60.00
100-1605-7980	DUARTE RECREATION PETTY ...	PMLB Smoothie Supplies	220114		43.53
100-1610-7650	DUARTE RECREATION PETTY ...	City Vehicle Car Wash	220114		35.95
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 8/2024	220115	250004 - Property Rent - Next...	2,001.51
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics Summer 2024	4845		945.00
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Tots Summer 2024	4845		420.00
100-1605-7756	ABRAHAM MARTINEZ	Instructor Fee-SC Piano Summer 2024	4854		308.00
100-1005-7643	KIWANIS CLUB OF DUARTE	Vinh Truong Fasana Angel Dinner Ticket	220112		50.00
100-1005-7650	KIWANIS CLUB OF DUARTE	Toney Lewis Fasana Angel Dinner Ticket	220112		50.00
100-1605-7756	GREGORY MENA	Instructor Fee-SC Yoga Class Summer 2024	4857		184.80
100-1500	MARILYN MAYS	Advance-Duarte Survivor Event	220101		400.00
100-2120	CATHY TSE	ROP Bldg Rent Deposit Refund 8/10/2024	220134		150.00
100-2120	CORALIA MOLINA	SC Rent Deposit Refund 8/10/2024	220125		500.00
100-2120	MARILYN GARCIA	Pool Rent Deposit Refund 8/3/2024	220119		200.00
100-4403	MARILYN GARCIA	Lifeguard Refund 8/3/2024	220119		90.00
100-1805-7654	MACLEOD WATTS INC	FY24 GASB75 Actuarial Report	4852		2,100.00
100-1815-7965	MAXTREME INC	IT Helpdesk 8/2024	4855		12,500.00
100-1205-7787	MVP, LLC	Public Safety Lease	4858		9,221.00
100-1405-7610	MARVIN CARPIO	Public Works Academy Expense Reimbursement	220105		151.42
100-1410-7636	SEAN H MCBRIDE	Safety Boot Reimbursement	4856		400.00
100-1605-7732	THE SAUCE CREATIVE SERVICE...	City Picnic Flyers/Banner Overlays	4871		853.23

Council Warrant Register By Account

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7636	ALEJANDRO LOPEZ	Safety Boot Reimbursement	220124		400.00
Fund 100 - GENERAL FUND Total:					206,958.49
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7888	LANDSCAPE WAREHOUSE III	Tzeitel Paras-Caracci Irrigation Repair	4850		34.73
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 7/2024	4853		15,723.51
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 7/2024	4853		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 7/2024	4853		1,509.99
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkways (19) Landscape Maintenance 7/2024	4853		8,312.45
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 7/2024	4853		459.54
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 7/2024	4853		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	4853		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 7/2024	4853		708.33
240-2410-7888	LANDSCAPE WAREHOUSE III	Royal Oaks Trail Irrigation Repairs	4850		443.37
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					41,302.40
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 6/2024	220126		454.69
440-4405-7788	INLAND EMPIRE STAGES LTD	Excursion Transportation-Dodger Game 7/24/2024	220122		1,538.98
440-4405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	220117		28.00
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 7/2024	220132		241.82
440-4405-7650	AUTOZONE	Yard Supplies	220103		72.56
440-4405-7650	AUTOZONE	Yard Supplies	220103		12.50
440-4405-7650	10-8 RETROFIT INC	Vehicle 26 Equipment Removal	4829		570.00
Fund 440 - PROPOSITION A TRANSIT FUND Total:					2,918.55

Council Warrant Register By Account

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 7/2024	220132		211.60
Fund 460 - PROPOSITION C TRANSIT FUND Total:					211.60
Grand Total:					251,391.04

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	206,958.49
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	41,302.40
440 - PROPOSITION A TRANSIT FUND	2,918.55
460 - PROPOSITION C TRANSIT FUND	211.60
Grand Total:	251,391.04

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7643	Travel & Exp - Truong	50.00
100-1005-7650	Travel & Exp - Lewis	50.00
100-1010-7612	Publications and Dues	1,295.33
100-1010-7614	Office Supplies	124.53
100-1010-7670	Legal Notices	4,776.67
100-1010-7980	Other Expenses	484.21
100-1015-7684	Code Enforcement Legal	17,068.20
100-1020-7713	Historical Museum Bldg...	288.80
100-1020-7724	Post Office Parking	312.00
100-1020-7726	Council Cablecasting	300.00
100-1205-7615	Emergency Supplies	140.77
100-1205-7636	Uniforms	327.02
100-1205-7650	Vehicle Maintenance	2,049.17
100-1205-7655	Emergency Services	226.39
100-1205-7761	Parking Ticket Collect	8,889.93
100-1205-7762	Parking Pass Kiosk Costs	342.96
100-1205-7779	Youth Programs	1,550.55
100-1205-7781	Contract Law Enforceme...	5,410.19
100-1205-7783	A-Team Program	6,700.00
100-1205-7787	Public Safety Cntr Lease	9,221.00
100-1205-7980	Other Expenses	26.97
100-1405-7610	Travel, Mtgs & Conf	151.42
100-1405-7614	Office Supplies	55.39
100-1405-7650	Vehicle Maintenance	207.86
100-1405-7800	Building Department Ser...	32,084.93
100-1405-7965	Professional Services	23,389.80
100-1405-7975	Economic Development ...	8,575.00
100-1410-7636	Uniforms	1,553.19
100-1410-7650	Vehicle Maintenance	1,140.22
100-1410-7656	Emergency Generator	355.00
100-1410-7814	Graffiti Removal	2,569.38
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1500	Advances	400.00
100-1605-7614	Office Supplies	216.08
100-1605-7650	Vehicle Maintenance	335.27
100-1605-7729	Concerts In The Park	7,302.57
100-1605-7730	Special Events	2,130.84
100-1605-7732	City Picnic	853.23
100-1605-7733	Senior Center	605.03
100-1605-7735	Teen Center	307.07
100-1605-7736	Youth & Adult Recreatio...	6,947.50
100-1605-7737	Adult Excursions	66.96
100-1605-7738	Teen Excursions	60.00
100-1605-7740	Day Camps	1,131.46
100-1605-7745	Boxing Program	2,459.50
100-1605-7756	Senior Recreation Classes	1,330.00
100-1605-7980	Other Expenses	276.09
100-1610-7617	Pool Chemicals	765.33

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7618	Building Supplies	3,436.47
100-1610-7636	Uniforms	347.90
100-1610-7650	Vehicle Maintenance	562.56
100-1610-7652	Building Maint Services	3,583.07
100-1805-7614	Office Supplies	114.21
100-1805-7653	Bank Charges	342.38
100-1805-7654	Audit Services	2,100.00
100-1815-7632	Software	1,591.29
100-1815-7821	Network & Internet Serv...	1,007.50
100-1815-7830	Telephone Services	2,132.29
100-1815-7965	Professional Services	12,500.00
100-1825-7613	Duplications And Photos	276.58
100-1825-7631	Equipment Maintenance	169.35
100-1825-7687	Waste Mgmt Services	1,290.00
100-2120	Refundable Deposits	1,000.00
100-2121	Pass Through Deposits	13,926.85
100-4403	Swimming Pool Rentals	90.00
100-4408	Property Rental	2,001.51
240-2410-7888	Repairs-Citywide	478.10
240-2410-7915	Landscape-Citywide	19,966.82
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
440-4405-7650	Vehicle Maintenance	1,137.75
440-4405-7788	Shuttle Services	1,538.98
440-4405-7814	Graffiti Removal	241.82
460-4605-7814	Graffiti Removal	211.60
Grand Total:		251,391.04

Project Account Summary

Project Account Key	Payment Amount
None	211,026.58
202028-Prof.Svc-Housing Element - Karen Warner	4,995.00
202412-Prof Svc-FY24 Bike Trail Rehab Proj	3,404.80
202416-Prof Svcs-Huntington Drive Median Landscape	14,990.00
202417-dep-Westminister Garden Specific Plan & EIR	13,923.15
202418-FY23-26-Exp-Tutors,Student Engage,Live Scan	1,050.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	2,001.51
Grand Total:	251,391.04



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 4209 - 10-8 RETROFIT INC					
100-1205-7650	10-8 RETROFIT INC	Vehicle 27 Light Repair	20519		205.00
Vendor 4209 - 10-8 RETROFIT INC Total:					205.00
Vendor: 5706 - ABRAHAM MARTINEZ					
100-1605-7756	ABRAHAM MARTINEZ	Instructor Fee-SC Piano Spring 2024	2024-005		308.00
100-1605-7736	ABRAHAM MARTINEZ	Instructor Fee-Piano L1/L2 Spring 2024	2024-006		546.00
100-1605-7736	ABRAHAM MARTINEZ	Instructor Fee-Piano L1/L2 Summer 2024	2024-009		336.00
100-1605-7756	ABRAHAM MARTINEZ	Instructor Fee-SC Piano Summer 2024	2024-008		308.00
Vendor 5706 - ABRAHAM MARTINEZ Total:					1,498.00
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	DART Six Flags Trip/HB Trip Expense Reimbursement	7/18/24-8/7/24		500.55
Vendor 1388 - AIDA TORRES Total:					500.55
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Encanto Park Men's RR Faucet/Drain Service	682029		745.00
100-1610-7652	ALBERTOS PLUMBING	PS Men's RR Faucets/Drain Service	682028		495.00
Vendor 5561 - ALBERTOS PLUMBING Total:					1,240.00
Vendor: 4728 - ALEJANDRO FUENTES					
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics Summer 2024	10-8142024		945.00
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Tots Summer 2024	11		420.00
Vendor 4728 - ALEJANDRO FUENTES Total:					1,365.00
Vendor: 6658 - ALEJANDRO LOPEZ					
100-1410-7636	ALEJANDRO LOPEZ	Safety Boot Reimbursement	8122024		400.00
Vendor 6658 - ALEJANDRO LOPEZ Total:					400.00
Vendor: 3661 - ALHAMBRA SUPERIOR COURT					
100-1205-7761	ALHAMBRA SUPERIOR COURT	Citation Revenue Tax 7/2024	8132024		5,799.50
Vendor 3661 - ALHAMBRA SUPERIOR COURT Total:					5,799.50
Vendor: 4645 - ANCOM GROUP INC					
100-1605-7736	ANCOM GROUP INC	Instructor Fee-Math/Reading Summer S2 2024	SM24-2		280.00
Vendor 4645 - ANCOM GROUP INC Total:					280.00
Vendor: 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT					
100-1405-7965	ARMSTRONG & WALKER LAN...	Hunt Dr Median Landscape Design 5/16/24-6/30/24	#5	202416-Prof Svcs-Huntington ...	14,990.00
100-1405-7965	ARMSTRONG & WALKER LAN...	Landscape Design-Recreation Trail 2/1/24 - 6/30/24	6302024	202412-Prof Svc-FY24 Bike Tra...	3,404.80
Vendor 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT Total:					18,394.80
Vendor: 6653 - BAKERS MAN PRODUCTIONS LLC					
100-1020-7726	BAKERS MAN PRODUCTIONS L...	Live-Switching & Recording of CC Mtg 7/23/2024	408311		300.00
Vendor 6653 - BAKERS MAN PRODUCTIONS LLC Total:					300.00

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5805 - BAY ALARM COMPANY					
100-1020-7713	BAY ALARM COMPANY	Museum Alarm System Batteries	21557904		288.80
Vendor 5805 - BAY ALARM COMPANY Total:					288.80
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	CALE AMERICA INC	WTP Fees 7/2024	181581		342.96
Vendor 5559 - CALE AMERICA INC Total:					342.96
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 5/4/24 - 8/3/24	6008911349		169.35
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					169.35
Vendor: 6229 - CAPITAL ONE					
100-1605-7740	CAPITAL ONE	Splash Camp Supplies	6132024		6.28
100-1605-7980	CAPITAL ONE	PMLB Employee Appreciation	04637		142.36
100-1605-7740	CAPITAL ONE	Summer Day Camp Snacks	04639		26.70
100-1605-7740	CAPITAL ONE	Summer Day Camp Snacks	78101		175.01
100-1605-7980	CAPITAL ONE	Return-PMLB Employee Appreciation	03561		-57.64
100-1010-7980	CAPITAL ONE	July 3rd Event VIP Tables Supplies	7022024		463.32
100-1605-7980	CAPITAL ONE	PMLB Goodie Bags	04907		147.84
100-1605-7740	CAPITAL ONE	Day/Splash Camp Snacks	00529		143.47
100-1205-7615	CAPITAL ONE	EOC Trailer Supplies	03293		104.33
100-1205-7980	CAPITAL ONE	July 3rd Celebration Supplies	03295		26.97
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	03451		87.18
100-1205-7615	CAPITAL ONE	EOC Trailer Supplies	03771		36.44
100-2121	CAPITAL ONE	C Banzuela Used Card in Error/Reimbursement	5282024		3.70
100-1605-7730	CAPITAL ONE	Touch A Truck Snacks	00713		62.80
100-1605-7740	CAPITAL ONE	Summer Day Camp Supplies	00185		225.85
100-1605-7737	CAPITAL ONE	Dodger Game 7/23/24 Snacks	00186		31.96
100-1605-7740	CAPITAL ONE	Summer Day Camp/Splash Camp Supplies	94090		200.04
100-1605-7733	CAPITAL ONE	Return-Senior Ctr Program Supplies	9998		-235.62
Vendor 6229 - CAPITAL ONE Total:					1,590.99
Vendor: 6534 - CARLOS I RODRIGUEZ					
100-1605-7745	CARLOS I RODRIGUEZ	TC Boxing Show Belts/Medals	008		1,400.00
Vendor 6534 - CARLOS I RODRIGUEZ Total:					1,400.00
Vendor: T4848 - CATHY TSE					
100-2120	CATHY TSE	ROP Bldg Rent Deposit Refund 8/10/2024	R104246		150.00
Vendor T4848 - CATHY TSE Total:					150.00
Vendor: 6592 - CGAA INC					
100-1205-7781	CGAA INC	Fuel-Sheriff's Dept 7/1/2024	1020		95.43
100-1605-7650	CGAA INC	Fuel-Parks & Rec Dept 7/9/2024	1020		106.30
Vendor 6592 - CGAA INC Total:					201.73
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES...	Building & Safety Srvcs 7/2024	67657		30,967.53
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					30,967.53
Vendor: 6381 - CHRISTOPHER H CHUC					
100-1605-7756	CHRISTOPHER H CHUC	Instructor Fee-SC Line Dance Summer 2024	2406		302.40
100-1605-7756	CHRISTOPHER H CHUC	Instructor Fee-SC Ballroom/Latin Dance Summer 2024	2407		226.80
Vendor 6381 - CHRISTOPHER H CHUC Total:					529.20

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4200402403		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4200402403		9.31
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4201160449		32.75
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4201160449		45.52
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4201853425		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4201853425		9.31
Vendor 5140 - CINTAS CORPORATION #693 Total:					148.27
Vendor: 0903 - CITY OF MONROVIA					
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 6/2024	2500140		526.61
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 6/2024	2500141		1,119.22
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 6/2024	2500142		221.97
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 6/2024	2500143		1,558.31
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 6/2024	2500144		5,160.76
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 6/2024	2500146		186.86
Vendor 0903 - CITY OF MONROVIA Total:					8,773.73
Vendor: 6483 - CIVICA LAW GROUP, APC					
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citations 7/2024	13738		6,000.00
100-1015-7684	CIVICA LAW GROUP, APC	2352 Rim Rd Code Enforcement Legal 7/2024	13735		900.00
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 7/2024	13736		7,973.40
100-1015-7684	CIVICA LAW GROUP, APC	Mendoza v Duarte-Admin Appeal 7/2024	13737		2,194.80
Vendor 6483 - CIVICA LAW GROUP, APC Total:					17,068.20
Vendor: 6427 - CIVICPLUS LLC					
100-1010-7612	CIVICPLUS LLC	Municipal Code Updates	310718		1,295.33
Vendor 6427 - CIVICPLUS LLC Total:					1,295.33
Vendor: 6544 - CLOUD CONNECT SOLUTIONS					
100-1815-7830	CLOUD CONNECT SOLUTIONS	Phone-SD Wan w/VELO/SIP & E911 Bundle 9/2024	1227		1,668.09
Vendor 6544 - CLOUD CONNECT SOLUTIONS Total:					1,668.09
Vendor: T4847 - CORALIA MOLINA					
100-2120	CORALIA MOLINA	SC Rent Deposit Refund 8/10/2024	R104432		500.00
Vendor T4847 - CORALIA MOLINA Total:					500.00
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7733	CURO MANAGED PRINT PRO...	Senior Ctr A Frame Sign Calendar	8064		18.74
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					18.74
Vendor: 5025 - DARRELL RAY CARROLL					
100-1610-7618	DARRELL RAY CARROLL	Bus Stop Padlocks	25340		819.20
Vendor 5025 - DARRELL RAY CARROLL Total:					819.20
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 7/2024	168248		699.65
100-1205-7761	DATA TICKET INC	DUI Processing 7/2024	168259		17.00
100-1205-7761	DATA TICKET INC	Parking Citation Processing 7/2024	168930		2,373.78
Vendor 5501 - DATA TICKET INC Total:					3,090.43
Vendor: 3838 - DELONG UNLIMITED SCREEN PRINTING					
100-1605-7745	DELONG UNLIMITED SCREEN ...	TC Duarte Boxing T-Shirts	22-11122		590.94
100-1605-7745	DELONG UNLIMITED SCREEN ...	TC Duarte Boxing Hats	22-11137		468.56
100-1205-7636	DELONG UNLIMITED SCREEN ...	Public Safety Staff Uniforms	22-11157		327.02
Vendor 3838 - DELONG UNLIMITED SCREEN PRINTING Total:					1,386.52

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY					
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	9/2024		165.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY Total:					165.00
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7733	DUARTE RECREATION PETTY ...	SC Sewing Class Supplies	8132024		20.27
100-1605-7737	DUARTE RECREATION PETTY ...	Dodger Game Excursion Parking	8132024		35.00
100-1605-7738	DUARTE RECREATION PETTY ...	TC Hollywood Excursion Parking	8132024		60.00
100-1605-7980	DUARTE RECREATION PETTY ...	PMLB Smoothie Supplies	8132024		43.53
100-1610-7650	DUARTE RECREATION PETTY ...	City Vehicle Car Wash	8132024		35.95
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					194.75
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 8/2024	R104820	250004 - Property Rent - Next...	2,001.51
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					2,001.51
Vendor: 6103 - EAGLE PORTABLES INC					
100-1605-7730	EAGLE PORTABLES INC	NNO/Movie Portable Restroom Rental	12367		905.21
Vendor 6103 - EAGLE PORTABLES INC Total:					905.21
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	7527		126.00
100-1205-7781	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	7527		154.00
100-1405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	7527		21.00
100-1410-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	7527		21.00
100-1605-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	7527		7.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					329.00
Vendor: 5795 - FOOTHILL LOCK AND KEY					
100-1205-7650	FOOTHILL LOCK AND KEY	Vehicle 33 Spare Key	20		159.86
Vendor 5795 - FOOTHILL LOCK AND KEY Total:					159.86
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	151627		765.33
Vendor 4690 - FULLER ENGINEERING INC Total:					765.33
Vendor: 4539 - GLOBAL INDUSTRIAL SUPPLY INC					
100-1610-7618	GLOBAL INDUSTRIAL SUPPLY I...	TC Boxing Gym Drinking Fountain	122224299		1,950.24
Vendor 4539 - GLOBAL INDUSTRIAL SUPPLY INC Total:					1,950.24
Vendor: T4803 - GLORIA DAVIS					
100-2120	GLORIA DAVIS	ROP Bldg Rent Deposit Refund 4/13/24	R103073		150.00
Vendor T4803 - GLORIA DAVIS Total:					150.00
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 7/1/24 - 7/31/24	5030865752		1,591.29
Vendor 6181 - GOOGLE LLC Total:					1,591.29
Vendor: 6618 - GREGORY MENA					
100-1605-7756	GREGORY MENA	Instructor Fee-SC Yoga Class Summer 2024	242		184.80
Vendor 6618 - GREGORY MENA Total:					184.80
Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON					
100-1605-7736	HEULYN REGINA DUMAS-JOH...	Instructor Fee-Sewing Class Summer 2024	Summer/REC-08-2024		1,820.00
Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:					1,820.00

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5367 - HUGH D HENDERSON					
100-1410-7636	HUGH D HENDERSON	Field Srvc Uniforms (Hugo Pulido)	36864		357.21
100-1610-7636	HUGH D HENDERSON	Facility Maint Staff Hats	36865		263.77
Vendor 5367 - HUGH D HENDERSON Total:					620.98
Vendor: 6090 - IT'S A GAS INC					
100-1610-7618	IT'S A GAS INC	CC Helium Tank Refill	ARP-15952		667.03
Vendor 6090 - IT'S A GAS INC Total:					667.03
Vendor: 6620 - JANINE R TORRE					
100-1605-7733	JANINE R TORRE	SC Fresh Fridays Event 8/2/2024	107		100.00
Vendor 6620 - JANINE R TORRE Total:					100.00
Vendor: 6271 - JAVIER DJEU TENNIS					
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Tennis Class Summer 2024	08012024		1,050.00
Vendor 6271 - JAVIER DJEU TENNIS Total:					1,050.00
Vendor: 4777 - KAREN WARNER ASSOCIATES INC					
100-1405-7965	KAREN WARNER ASSOCIATES ...	2023 Housing Element APR	893	202028-Prof.Svc-Housing Ele...	4,995.00
Vendor 4777 - KAREN WARNER ASSOCIATES INC Total:					4,995.00
Vendor: 0388 - KIWANIS CLUB OF DUARTE					
100-1005-7643	KIWANIS CLUB OF DUARTE	Vinh Truong Fasana Angel Dinner Ticket	24-003		50.00
100-1005-7650	KIWANIS CLUB OF DUARTE	Toney Lewis Fasana Angel Dinner Ticket	24-003		50.00
Vendor 0388 - KIWANIS CLUB OF DUARTE Total:					100.00
Vendor: 6587 - LEE & ASSOCIATES - PASADENA INC					
100-1405-7975	LEE & ASSOCIATES - PASADEN...	Real Estate Advisory Services 7/2024	8012024		8,575.00
Vendor 6587 - LEE & ASSOCIATES - PASADENA INC Total:					8,575.00
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 8/1/2024 - 8/31/2024	245380023		565.20
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 8/1/2024 - 8/31/2024	245380209		552.20
Vendor 5761 - LIFE STORAGE #530 Total:					1,117.40
Vendor: 6367 - LUCIA ROMERO					
100-1605-7736	LUCIA ROMERO	Instructor Fee-Folklorico Summer 2024	080724		318.50
Vendor 6367 - LUCIA ROMERO Total:					318.50
Vendor: 6122 - MACLEOD WATTS INC					
100-1805-7654	MACLEOD WATTS INC	FY24 GASB75 Actuarial Report	081624Duart		2,100.00
Vendor 6122 - MACLEOD WATTS INC Total:					2,100.00
Vendor: T3896 - MARILYN GARCIA					
100-2120	MARILYN GARCIA	Pool Rent Deposit Refund 8/3/2024	R104750		200.00
100-4403	MARILYN GARCIA	Lifeguard Refund 8/3/2024	R104750		90.00
Vendor T3896 - MARILYN GARCIA Total:					290.00
Vendor: 4422 - MARILYN MAYS					
100-1500	MARILYN MAYS	Advance-Duarte Survivor Event 8/24/2024			400.00
Vendor 4422 - MARILYN MAYS Total:					400.00
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 7/2024	108973		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 7/2024	108973		2,080.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 7/2024	108973		76.00

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 7/2024	108973		3,426.72
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					5,894.72
Vendor: 6470 - MARVIN CARPIO					
100-1405-7610	MARVIN CARPIO	Public Works Academy Expense Reimbursement	6/24/24-6/27/24		151.42
Vendor 6470 - MARVIN CARPIO Total:					151.42
Vendor: 6594 - MATTHEW GUARJARDO					
100-1205-7779	MATTHEW GUARJARDO	DUSD Tutoring Program	April/May 2024	202418-FY23-26-Exp-Tutors,S...	1,050.00
Vendor 6594 - MATTHEW GUARJARDO Total:					1,050.00
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 8/2024	13753		12,500.00
Vendor 4286 - MAXTREME INC Total:					12,500.00
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan (R101010)	0087212	202417-dep-Westminister Ga...	13,923.15
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					13,923.15
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	9/2024		9,221.00
Vendor 2461 - MVP, LLC Total:					9,221.00
Vendor: 6616 - NURIA FORTIER					
100-1605-7736	NURIA FORTIER	Instructor Fee-Spanish for Adults Summer 2024	CD62024		304.50
Vendor 6616 - NURIA FORTIER Total:					304.50
Vendor: 6355 - PACIFIC SKATE SCHOOL LLC					
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Instructor Fee-Skateboard S2 Summer 2024	08052024		787.50
Vendor 6355 - PACIFIC SKATE SCHOOL LLC Total:					787.50
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm/Camera Monitoring 9/2024	1712319		191.22
Vendor 2466 - POST ALARM SYSTEMS Total:					191.22
Vendor: 6372 - R3 CONSULTING GROUP					
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 7/2024	123559		1,290.00
Vendor 6372 - R3 CONSULTING GROUP Total:					1,290.00
Vendor: 6652 - RAYMOND ABERNATHY					
100-1205-7783	RAYMOND ABERNATHY	A-Team Youth Support 8/2024	TRA-5		6,700.00
Vendor 6652 - RAYMOND ABERNATHY Total:					6,700.00
Vendor: 6656 - REYNALDO & MARIA LAURA D'ANGELO					
100-1605-7736	REYNALDO & MARIA LAURA D...	Instructor Fee-Spanish for Beginners Summer 2024	INV-7993		140.00
Vendor 6656 - REYNALDO & MARIA LAURA D'ANGELO Total:					140.00
Vendor: 6178 - SEAN H MCBRIDE					
100-1410-7636	SEAN H MCBRIDE	Safety Boot Reimbursement	7/31/2024		400.00
Vendor 6178 - SEAN H MCBRIDE Total:					400.00
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	August 2024 Courier Pick-up	24080654		342.38
Vendor 6277 - SECTRAN SECURITY INC Total:					342.38
Vendor: 0202 - SHAFFER AWARDS					
100-1010-7980	SHAFFER AWARDS	City Name Badge	8253		20.89
Vendor 0202 - SHAFFER AWARDS Total:					20.89
Vendor: 6647 - SHOETERIA INC					
100-1410-7636	SHOETERIA INC	Field Srvcs Safety Boots (John Coronado)	0070755-IN		395.98
Vendor 6647 - SHOETERIA INC Total:					395.98

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1605-7730	SIMON EQUIPMENT RENTALS	NNO/Movie Equipment Rental	164555		717.60
Vendor 0206 - SIMON EQUIPMENT RENTALS Total:					717.60
Vendor: 0209 - SMART & FINAL					
100-1605-7730	SMART & FINAL	Splash in the Park Supplies	382800		150.79
100-1605-7730	SMART & FINAL	National Night Out Supplies	071433		150.77
100-1405-7614	SMART & FINAL	Office Supplies	626977		55.39
100-1605-7740	SMART & FINAL	Sumemr Day Camp Supplies	791444		9.91
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	111188		102.07
100-1605-7730	SMART & FINAL	Touch A Truck Event Supplies	475322		44.65
100-1605-7733	SMART & FINAL	Senior Center Supplies	928499		183.21
100-1605-7730	SMART & FINAL	NNO/Movie Night Supplies	171511		99.02
100-1605-7733	SMART & FINAL	Senior Ctr Pool Party Supplies	378111		42.98
100-1605-7740	SMART & FINAL	End of Summer Day Camp Supplies	995377		257.02
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	111233		310.45
Vendor 0209 - SMART & FINAL Total:					1,406.26
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 7/2024	595565		4,776.67
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					4,776.67
Vendor: 2688 - STAPLES ADVANTAGE					
100-1010-7614	STAPLES ADVANTAGE	Certificate Holders	6007982171		55.35
100-1605-7614	STAPLES ADVANTAGE	P&R Printer Toner	6008375660		216.08
100-1010-7614	STAPLES ADVANTAGE	Certificate Holders	6008727303		69.18
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	6008809834		114.21
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	6008809834		276.58
Vendor 2688 - STAPLES ADVANTAGE Total:					731.40
Vendor: 6462 - SUNBELT RENTALS INC					
100-1605-7729	SUNBELT RENTALS INC	Concert in the Park Light Tower Rental 7/8/2024	156356477-0001		1,572.95
100-1605-7729	SUNBELT RENTALS INC	Concert in the Park Generator Rental 7/8/2024	156427903-0001		502.56
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/15/2024	156656048-0001		1,046.66
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Generator Rental 7/15/2024	156656230-0001		483.17
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Generator Rental 7/22/2024	157001452-0001		536.82
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/22/2024	157001932-0001		1,613.75
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Light Tower Rental 7/29/2024	157240579-0001		1,546.66
Vendor 6462 - SUNBELT RENTALS INC Total:					7,302.57
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator DFE Training	SA-44069		195.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 7/24/2024	SA-47596		160.00
Vendor 1610 - SUNWEST ENGINEERING Total:					355.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 7/2024	18150		2,569.38
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					2,569.38
Vendor: 4454 - SWANK MOTION PICTURES INC					
100-1605-7735	SWANK MOTION PICTURES INC	TC/Back to School BBQ 9/6/2024	BO 2280926		205.00
Vendor 4454 - SWANK MOTION PICTURES INC Total:					205.00

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4241 - THE SAUCE CREATIVE SERVICES CORP					
100-1605-7732	THE SAUCE CREATIVE SERVICE...	City Picnic Flyers/Banner Overlays	7087		853.23
Vendor 4241 - THE SAUCE CREATIVE SERVICES CORP Total:					853.23
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 9/2024	26720		608.30
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Mgmt 9/2024	26744		399.20
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 9/2024	26750		464.20
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					1,471.70
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 7/2024	850582327		226.39
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					226.39
Vendor: 6022 - VORTEX INDUSTRIES INC					
100-1610-7652	VORTEX INDUSTRIES INC	SC Automatic Door Repair	04 - 1762001		1,293.95
Vendor 6022 - VORTEX INDUSTRIES INC Total:					1,293.95
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Mosquito/Rodent Control 7/2024	435821C		793.76
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					793.76
Fund 100 - GENERAL FUND Total:					206,958.49
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 3968 - LANDSCAPE WAREHOUSE III					
240-2410-7888	LANDSCAPE WAREHOUSE III	Tzeitel Paras-Caracci Irrigation Repair	4200732		34.73
240-2410-7888	LANDSCAPE WAREHOUSE III	Royal Oaks Trail Irrigation Repairs	4201330		443.37
Vendor 3968 - LANDSCAPE WAREHOUSE III Total:					478.10
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 7/2024	108973		15,723.51
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 7/2024	108973		1,509.99
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 7/2024	108973		2,733.32
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 7/2024	108973		459.54
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwys (19) Landscape Maintenance 7/2024	108973		8,312.45
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 7/2024	108973		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		1,175.00

Council Warrant Register By Vendor

Payment Dates: 8/15/2024 - 8/28/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 7/2024	108973		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 7/2024	108973		708.33
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					40,824.30
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					41,302.40
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 4209 - 10-8 RETROFIT INC					
440-4405-7650	10-8 RETROFIT INC	Vehicle 26 Equipment Removal	20556		570.00
Vendor 4209 - 10-8 RETROFIT INC Total:					570.00
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Yard Supplies	2814393711		72.56
440-4405-7650	AUTOZONE	Yard Supplies	2814395408		12.50
Vendor 1491 - AUTOZONE Total:					85.06
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 6/2024	2500145		454.69
Vendor 0903 - CITY OF MONROVIA Total:					454.69
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
440-4405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 7/2024	7527		28.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					28.00
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
440-4405-7788	INLAND EMPIRE STAGES LTD	Excursion Transportation- Dodger Game 7/24/2024	61966		1,538.98
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					1,538.98
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 7/2024	18150		241.82
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					241.82
Fund 440 - PROPOSITION A TRANSIT FUND Total:					2,918.55
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 7/2024	18150		211.60
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					211.60
Fund 460 - PROPOSITION C TRANSIT FUND Total:					211.60
Grand Total:					251,391.04

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	206,958.49
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	41,302.40
440 - PROPOSITION A TRANSIT FUND	2,918.55
460 - PROPOSITION C TRANSIT FUND	211.60
Grand Total:	251,391.04

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7643	Travel & Exp - Truong	50.00
100-1005-7650	Travel & Exp - Lewis	50.00
100-1010-7612	Publications and Dues	1,295.33
100-1010-7614	Office Supplies	124.53
100-1010-7670	Legal Notices	4,776.67
100-1010-7980	Other Expenses	484.21
100-1015-7684	Code Enforcement Legal	17,068.20
100-1020-7713	Historical Museum Bldg...	288.80
100-1020-7724	Post Office Parking	312.00
100-1020-7726	Council Cablecasting	300.00
100-1205-7615	Emergency Supplies	140.77
100-1205-7636	Uniforms	327.02
100-1205-7650	Vehicle Maintenance	2,049.17
100-1205-7655	Emergency Services	226.39
100-1205-7761	Parking Ticket Collect	8,889.93
100-1205-7762	Parking Pass Kiosk Costs	342.96
100-1205-7779	Youth Programs	1,550.55
100-1205-7781	Contract Law Enforceme...	5,410.19
100-1205-7783	A-Team Program	6,700.00
100-1205-7787	Public Safety Cntr Lease	9,221.00
100-1205-7980	Other Expenses	26.97
100-1405-7610	Travel, Mtgs & Conf	151.42
100-1405-7614	Office Supplies	55.39
100-1405-7650	Vehicle Maintenance	207.86
100-1405-7800	Building Department Ser...	32,084.93
100-1405-7965	Professional Services	23,389.80
100-1405-7975	Economic Development ...	8,575.00
100-1410-7636	Uniforms	1,553.19
100-1410-7650	Vehicle Maintenance	1,140.22
100-1410-7656	Emergency Generator	355.00
100-1410-7814	Graffiti Removal	2,569.38
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1500	Advances	400.00
100-1605-7614	Office Supplies	216.08
100-1605-7650	Vehicle Maintenance	335.27
100-1605-7729	Concerts In The Park	7,302.57
100-1605-7730	Special Events	2,130.84
100-1605-7732	City Picnic	853.23
100-1605-7733	Senior Center	605.03
100-1605-7735	Teen Center	307.07
100-1605-7736	Youth & Adult Recreatio...	6,947.50
100-1605-7737	Adult Excursions	66.96
100-1605-7738	Teen Excursions	60.00
100-1605-7740	Day Camps	1,131.46
100-1605-7745	Boxing Program	2,459.50
100-1605-7756	Senior Recreation Classes	1,330.00
100-1605-7980	Other Expenses	276.09
100-1610-7617	Pool Chemicals	765.33

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7618	Building Supplies	3,436.47
100-1610-7636	Uniforms	347.90
100-1610-7650	Vehicle Maintenance	562.56
100-1610-7652	Building Maint Services	3,583.07
100-1805-7614	Office Supplies	114.21
100-1805-7653	Bank Charges	342.38
100-1805-7654	Audit Services	2,100.00
100-1815-7632	Software	1,591.29
100-1815-7821	Network & Internet Serv...	1,007.50
100-1815-7830	Telephone Services	2,132.29
100-1815-7965	Professional Services	12,500.00
100-1825-7613	Duplications And Photos	276.58
100-1825-7631	Equipment Maintenance	169.35
100-1825-7687	Waste Mgmt Services	1,290.00
100-2120	Refundable Deposits	1,000.00
100-2121	Pass Through Deposits	13,926.85
100-4403	Swimming Pool Rentals	90.00
100-4408	Property Rental	2,001.51
240-2410-7888	Repairs-Citywide	478.10
240-2410-7915	Landscape-Citywide	19,966.82
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
440-4405-7650	Vehicle Maintenance	1,137.75
440-4405-7788	Shuttle Services	1,538.98
440-4405-7814	Graffiti Removal	241.82
460-4605-7814	Graffiti Removal	211.60
Grand Total:		251,391.04

Project Account Summary

Project Account Key	Payment Amount
None	211,026.58
202028-Prof.Svc-Housing Element - Karen Warner	4,995.00
202412-Prof Svc-FY24 Bike Trail Rehab Proj	3,404.80
202416-Prof Svcs-Huntington Drive Median Landscape	14,990.00
202417-dep-Westminister Garden Specific Plan & EIR	13,923.15
202418-FY23-26-Exp-Tutors,Student Engage,Live Scan	1,050.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	2,001.51
Grand Total:	251,391.04



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1605-7732	CARLOS FELIPE PEREZ	City Picnic DJ Services	220167		800.00
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Instructor Fee-Skateboard S2 Winter 2/17 - 3/09/24	4906		129.50
100-1605-7612	CALIFORNIA PARK & RECREAT...	Kelly Barnes Membership 10/1/2024 - 9/30/2025	220146		165.00
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY25 Q1 Membership Dues	220170		112.50
100-1005-7644	ROTARY CLUB OF DUARTE	Jody Schulz FY25 Q1 Membership Dues	220170		112.50
100-1010-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY25 Q1 Membership Dues	220170		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc FY25 Q1 Membership Dues	220170		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Larry Breceda FY25 Q1 Membership Dues	220170		262.50
100-1805-7612	ROTARY CLUB OF DUARTE	Kristen Petersen FY25 Q1 Membership Dues	220170		262.50
100-1605-7758	HOME DEPOT CREDIT SERVICES	July 3rd Event Supplies	BD25-0223		216.56
100-1610-7618	HOME DEPOT CREDIT SERVICES	Cmty/Park Paint Projects	BD25-0223		331.09
100-1205-7980	HOME DEPOT CREDIT SERVICES	Public Safety Supplies	BD25-0223		113.55
100-1610-7618	HOME DEPOT CREDIT SERVICES	Lena Valenzuela Water Fountain Repair	BD25-0223		24.52
100-1610-7618	HOME DEPOT CREDIT SERVICES	Town Center Cleaning Supplies	BD25-0223		174.44
100-1610-7618	HOME DEPOT CREDIT SERVICES	Yard Kitchen Water Filter	BD25-0223		38.57
100-1610-7618	HOME DEPOT CREDIT SERVICES	Bug Spray	BD25-0223		92.38
100-1010-7965	MAGELLAN ADVISORS LLC	Broadband Access Needs Assessment 7/1/24 - 7/20/24	4904	202312/1010-7965-Prof. Svcs...	18,252.64
100-1205-7780	CALIFORNIA ANIMAL WELFARE..	Emily Lepone Animal Control Workshop	220145		25.00
100-1015-7686	JONES MAYER	Zero Bail Injunction	220157		3,624.27
100-1610-8100	THE PUBLIC RESTROOM COM...	Prefabricated Restroom Beardslee Park	4921	202313/100-1610-8100-Parks...	43,504.00
100-1605-7965	AQUATIC DESIGN GROUP INC	Design Svcs-FC Pool Deck Renovation 7/2024	220138	202421-Prof Svcs-FC Pool Deck..	33,723.00
100-1605-7965	AQUATIC DESIGN GROUP INC	Expenses-FC Pool Deck Renovation 7/2024	220138	202421-Prof Svcs-FC Pool Deck..	123.42
100-1205-7780	SAN GABRIEL VALLEY HUMAN...	Animal Shelter Services 8/2024	4913		6,250.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		446.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint Initial Reg-DMV Fee	BD25-0192		33.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 7/29/2024 - 7/31/2024	BD25-0192		82.03
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 8/2024	BD25-0192		295.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		431.65

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		847.62
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 8/01/2024 - 8/31/2024	BD25-0192		591.64
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Generator Rental 7/29/24	4919		483.17
100-1810-7660	CALIFORNIA STATE DEPARTM...	Fingerprint Apps 7/2024	4880		192.00
100-1605-7002	PAMELA ROMERO	CPR Stipend	4911		76.92
100-1610-7652	ALBERTOS PLUMBING	Beardslee Park Sewer/Water Location	4877		525.00
100-1610-7652	ALBERTOS PLUMBING	TC Boxing Gym Drinking Fountain Install	4877		795.00
100-1605-7733	THEODORE SIEGEL	SC 'Spellbound' Screening/Presentation	220173		150.00
100-1825-7613	GRAND PRINTING INC	Business Cards	220152		125.24
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 6/2024	220148		1,554.26
100-1415-7889	LANDSCAPE WAREHOUSE III	Lower Sports Field Irrigation Repairs	4901		112.12
100-1415-7889	LANDSCAPE WAREHOUSE III	Lower Sports Field Irrigation Repairs	4901		72.94
100-1020-7713	AIR-TRO INC	Museum HVAC Maintenance/Service	220136		186.00
100-1610-7652	AIR-TRO INC	Yard Trailer HVAC Maintenance/Service	220136		136.00
100-1500	MARILYN MAYS	Advance-Duarte Boxing Show	220162		940.00
100-4201	SUNRUN INSTALLATION SERVI...	Bldg Permit Refund (2024- 205/1858 Earlington)	220177		180.10
100-1605-7736	JOHNNY D ALLEN	Instructor Fee-Pickleball Spring 2024	4878		553.00
100-1605-7736	JOHNNY D ALLEN	Instructor Fee-Pickleball S1 6/11/2024 - 6/25/2024	4878		718.90
100-1605-7736	JOHNNY D ALLEN	Instructor Fee-Pickleball S2 7/2/2024 - 7/16/2024	4878		442.40
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Paper Supplies	4915		794.05
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Supplies	4915		1,515.41
100-1605-7741	CHALLENGER TEAMWEAR	Youth SportsLAS Soccer Trophies	4882		385.89
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Mgmt 8/2024	4922		9,391.00
100-1020-7720	TRIPEPI SMITH & ASSOCIATES	PEG Channel Management Services 8/2024	4922		1,990.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	ROP Bldg HVAC Compressor	4876		7,840.00
100-1410-7810	Friedrich Enterprises Inc	Las Brisas Sweeping 8/2024	4875		61.00
100-1410-7810	Friedrich Enterprises Inc	Las Posadas Sweeping 8/2024	4875		61.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 8/15/2024	220166		68.00
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	4929		49.12
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	4929		933.38
100-1610-7652	MARCUS LEON BANKS SR	Fitness Ctr Treadmill Electrical	220140		1,200.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 8/2024	4890		168.00
100-1825-7626	FEDEX	Document Delivery	220150		301.34
100-1805-7965	HINDERLITER, DE LLAMAS & A...	Salex Tax Audit 7/2024 - 9/2024	220154		1,760.71
100-1605-7733	BEN RUSHING	SC Vinyl Records Party Entertainment	220171		150.00
100-1205-7980	CURO MANAGED PRINT PRO...	Outreach Event Yard Signs	220149		43.00
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticker Making Class S1	4896		140.00
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticking Making Class S2	4896		112.00
100-1605-7733	HEULYN REGINA DUMAS-JOH...	SC Sewing Class 9/2024	4887		360.00
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 7/2024	4912		11,011.92
100-1015-7686	RUTAN & TUCKER LLP	Litigation (Hawthorne Suites) 7/2024	4912		354.47
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 7/2024	4912		368.20
100-2120	RUTAN & TUCKER LLP	Royal Oaks Manor Legal 7/2024	4912	202422-Refund Dep-Royal Oa...	448.50
100-1205-7610	LARRY BRECEDA	Special Assignment Team Meeting	220143		107.17
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4884		102.04
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4884		9.31
100-1010-7610	SAN GABRIEL VALLEY CITY M...	Brian Villalobos Meeting Lunch	220172		40.00
100-1010-7610	SAN GABRIEL VALLEY CITY M...	Andres Rangel Meeting Lunch	220172		40.00
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 9/2024	220161		1,750.00
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 7/2024	4903		460,322.91
100-1605-7735	SMART & FINAL	Duarte Survivor Event Supplies	4917		157.84
100-1605-7650	WEX BANK	TC Boxing Show Fuel 7/1/24 - 7/31/24	BD25-0190		114.58
100-1610-7652	POST ALARM SYSTEMS	Yard Alarm Service Call (Trouble Shoot Issue)	4908		183.22
100-1610-7652	POST ALARM SYSTEMS	Yard Alarm RSI Panel Battery	4908		1,991.32
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 7/2024	220163		1,488.30
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 7/2024	220163		454.76
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 7/2024	220163		1,872.64
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 7/2024	220163		6,694.85
100-1405-7650	CITY OF MONROVIA	Fuel-Cnty Development 7/2024	220163		190.08
100-1610-7652	CHARLES R SIMPSON	Beardslee Park Temporary Fence Opening	220174		875.00
100-1605-7735	SMART & FINAL	TC/Duarte Survivor Event Supplies	4917		22.45
100-4302	EMMA BELLMAN	Citation Refund	220141		60.00
100-1605-7636	JAG ENDEAVORS LLC	Rec Leader Uniforms	220156		91.66
100-1605-7636	JAG ENDEAVORS LLC	Rec Leader Uniforms	220156		585.77
100-1605-7980	JAG ENDEAVORS LLC	July 3rd Event Staff T-Shirts	220156		1,160.70
100-1605-7636	JAG ENDEAVORS LLC	PMLB Staff Uniforms	220156		1,053.66
100-1605-7733	CURO MANAGED PRINT PRO...	SC A Frame September Calendar	220149		18.74
100-1825-7626	FEDEX	Document Delivery	220150		360.98
100-1605-7732	NATASHA RODRIGUEZ	City Picnic Glitter Tattoos/Balloon Artist	220169		600.00
100-1605-7733	SMART & FINAL	SC Casino Trip Snacks	4917		97.97

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 9/01/2024 - 11/30/2024	BD25-0221		246.63
100-1020-7713	BAY ALARM COMPANY	Museum Burglary Monitor 9/01/2024 - 11/30/2024	BD25-0222		189.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4884		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4884		9.31
100-1405-7614	STAPLES	Office Supplies	4918		260.29
100-1810-7610	MICHELLE BROWN	JPIA WC Symposium Expenses Reimbursement	220144		36.18
100-1805-7610	ANGELA CHIAROMONTE	Lunch Meeting w/Staff Expense Reimbursement	4883		60.72
100-1005-7980	U.S. BANK	DashPass 8/5/2024 - 9/5/2024 (DoorDash)	4928		9.99
100-1010-7610	U.S. BANK	County Library Safety Meeting 8/19/24 (Max's)	4928		70.70
100-1010-7610	U.S. BANK	F Jimenez CCAC Institute Hotel (Fairfield Inn)	4928		569.71
100-1010-7610	U.S. BANK	(3) Contract Cities Board of Directors Mtg 8/21/24	4928		90.00
100-1010-7610	U.S. BANK	Pathway Home Meeting 7/31/24 (Max's)	4928		60.94
100-1010-7610	U.S. BANK	Meeting w/DUSD Superintendent 8/21/24 (El Canton)	4928		49.30
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	4928		18.00
100-1010-7980	U.S. BANK	CC Workshop 8/13/24 (Janet's Mediterranean)	4928		533.69
100-1010-7980	U.S. BANK	Arts Ad Hoc Committee Mtg 8/6/24 (Tropicana)	4928		145.51
100-1010-7980	U.S. BANK	CC Workshop 8/13/24 (Sweet Nothings Cake)	4928		56.40
100-1010-7980	U.S. BANK	CC Workshop 8/13/24 (Instacart-Smart & Final)	4928		54.75
100-1020-7712	U.S. BANK	Community Events Social Media Ads (Facebook)	4928		70.56
100-1020-7712	U.S. BANK	Spotify Membership	4928		19.99
100-1405-7690	U.S. BANK	Craig Hensley APA Conference Registration 10/2024	4924		750.00
100-1410-7610	U.S. BANK	Hugo Pulido Traffic Control/Flagging Training (MSA)	4924		104.00
100-1410-7610	U.S. BANK	S McBride Traffic Control/Flagging Training (MSA)	4924		104.00
100-1410-7610	U.S. BANK	Gerard Batista MSA Training & Lunch 8/6/2024	4924		25.75
100-1410-7610	U.S. BANK	Gerard Batista MSA Conference Airfare...	4924		148.96
100-1410-7610	U.S. BANK	Gerard Batista MSA Conference Registratio...	4924		660.00
100-1020-7711	U.S. BANK	Balance-Employee Event 8/15/24 (Bowlero Arcadia)	4927		3,234.29
100-1020-7711	U.S. BANK	Labor Day Lunch Food (Tacos Mi Amor)	4927		1,892.16
100-1020-7711	U.S. BANK	Labor Day Lunch Decorations (Amazon)	4927		13.22
100-1020-7711	U.S. BANK	Labor Day Lunch Gfit Cards/Supplies (Amazon)	4927		178.64
100-1205-7650	U.S. BANK	Unit 36 Liftgate Install (Pacific Truck Equipment)	4927		3,046.28
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 8/4/2024 - 9/3/2024	4927		7.74

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 8/4/2024 - 9/3/2024	4927		7.75
100-1805-7610	U.S. BANK	KP JPIA Leadership Academy Car Fuel (Chevron)	4927		56.77
100-1805-7610	U.S. BANK	Angela Chiaromonte CSMFO Capital Assets Webinar	4927		150.00
100-1805-7610	U.S. BANK	Kristen Petersen Mtg w/CC Member (Sushi Fire)	4927		54.18
100-1805-7610	U.S. BANK	KP JPIA Leadership Academy Car Fuel (Shell)	4927		52.88
100-1805-7610	U.S. BANK	Josie Bello-Streff CalPERS Ed Forum 10/2024	4927		599.00
100-1805-7610	U.S. BANK	J Bello-Streff CalPERS Ed Forum Hotel (Handlery)	4927		454.07
100-1810-7610	U.S. BANK	Admin Srvcs Staff Meeting 8/13/24 (T Burgers)	4927		88.09
100-1810-7610	U.S. BANK	Kristen Petersen Mtg w/CC Member (Peach Cafe)	4927		48.19
100-1810-7611	U.S. BANK	Employee Quarterly Meeting Supplies (Smart&Final)	4927		170.18
100-1810-7612	U.S. BANK	Michelle Brown SHRM Annual Membershp	4927		264.00
100-1810-7614	U.S. BANK	HR Office Candy (Amazon)	4927		11.17
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 8/13/24 - 9/12/24	4927		849.68
100-1815-7632	U.S. BANK	Finance Webinar 8/7/2024 - 9/6/2024 (Zoom)	4927		80.00
100-1605-7610	U.S. BANK	Interview Panel Lunch 7/24/224 (Hope Village)	4925		101.59
100-1605-7610	U.S. BANK	Interview Panel Lunch 8/12/24 (Hope Village)	4925		119.23
100-1605-7610	U.S. BANK	Interview Panel Lunch Pkg 8/12/24 (Hope Village)	4925		4.00
100-1605-7610	U.S. BANK	Interview Panel Drinks 8/12/24 (Ralphs)	4925		15.38
100-1605-7610	U.S. BANK	Interview Panel Coffee 8/12/24 (Starbucks)	4925		24.35
100-1605-7610	U.S. BANK	Interview Panel Breakfast 7/24/24 (Einstein Bros)	4925		36.99
100-1605-7610	U.S. BANK	Interview Panel Breakfast 8/12/24 (Einstein Bros)	4925		42.59
100-1605-7612	U.S. BANK	Manuel Enriquez NRPA Membership	4925		180.00
100-1605-7612	U.S. BANK	Manuel Enriquez ICMA Membership	4925		200.00
100-1605-7612	U.S. BANK	CANVA Subscription Charge	4925		15.12
100-1605-7614	U.S. BANK	File Folders (Amazon)	4925		25.78
100-1605-7614	U.S. BANK	Office Supplies (Amazon)	4925		47.81
100-1605-7614	U.S. BANK	Paper Clips/Storage Bins (Amazon)	4925		66.68
100-1605-7614	U.S. BANK	Petty Cash Receipts (Amazon)	4925		12.41
100-1605-7614	U.S. BANK	Interview Panel Binders/Dividers (Staples)	4925		84.04
100-1605-7693	U.S. BANK	MYC Dinner 8/5/24 (Buffalo Wild Wings)	4925		208.31
100-1605-7729	U.S. BANK	Return-Concerts in the Park Supplies (Amazon)	4925		-13.22
100-1605-7729	U.S. BANK	Return-Concerts in the Park Chalk (Amazon)	4925		-16.78
100-1605-7729	U.S. BANK	Concerts in the Park Supplies (Amazon)	4925		89.28
100-1605-7729	U.S. BANK	Concerts in the Park Chalk (Amazon)	4925		16.78

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100-1605-7730	U.S. BANK	Touch A Truck Supplies (Amazon)	4925		55.10
100-1605-7730	U.S. BANK	NNO/Movie Night Cupcakes (Sam's Club)	4925		135.33
100-1605-7730	U.S. BANK	Return-NNO/Movie Night Supplies (Amazon)	4925		-18.84
100-1605-7730	U.S. BANK	NNO/Movie Night 120v Lightbulbs (Amazon)	4925		15.98
100-1605-7730	U.S. BANK	Touch A Truck Vendor Bagels/Coffee (Panera Bread)	4925		104.95
100-1605-7730	U.S. BANK	NNO/Movie Night Supplies (Amazon)	4925		37.56
100-1605-7730	U.S. BANK	Touch A Truck Crafts (Amazon)	4925		109.19
100-1605-7732	U.S. BANK	City Picnic Cookie Giveaway (Crumbl)	4925		597.60
100-1605-7733	U.S. BANK	SC Fresh Friday Food (Tacos El Torito)	4925		580.80
100-1605-7733	U.S. BANK	SC Pencils (Amazon)	4925		9.25
100-1605-7733	U.S. BANK	SC Ping Pong Table Cover (Amazon)	4925		42.12
100-1605-7733	U.S. BANK	SC 2024 Great Decisions Workbook (FPA.org)	4925		42.13
100-1605-7733	U.S. BANK	SC Fresh Friday Event (Kona Ice)	4925		400.35
100-1605-7733	U.S. BANK	SC Fresh Friday Tablecloths (Amazon)	4925		61.66
100-1605-7733	U.S. BANK	SC Softball End of Season Party (Max's)	4925		345.34
100-1605-7733	U.S. BANK	SC Fresh Friday Tablecloths (Amazon)	4925		91.20
100-1605-7733	U.S. BANK	SC Fresh Friday Jazz & Pie (Marie Callender's)	4925		210.86
100-1605-7733	U.S. BANK	SC Keep Cool at the Pool Supplies (Winner Party)	4925		170.42
100-1605-7734	U.S. BANK	Splashtacular/Boat Derby Supplies (Walmart.com)	4925		177.18
100-1605-7734	U.S. BANK	FC Scissors/Cash Register Tape (Amazon)	4925		31.36
100-1605-7735	U.S. BANK	TC Special Event Supplies (Amazon)	4925		68.73
100-1605-7735	U.S. BANK	TC Office Paper (Amazon)	4925		101.40
100-1605-7737	U.S. BANK	Polar Express Train Tickets 11/21/24 (Rail Events)	4925		2,486.25
100-1605-7737	U.S. BANK	Deposit-Rose Parade Excursion Sharp Seating)	4925		414.00
100-1605-7737	U.S. BANK	Deposit-Wicked Excursion Tickets (Pantages)	4925		598.00
100-1605-7737	U.S. BANK	Balance-Hamilton Excursion Tickets (Pantages)	4925		1,962.00
100-1605-7740	U.S. BANK	Summer Day Camp Supplies (Amazon)	4925		46.15
100-1605-7740	U.S. BANK	Summer Day Camp Lunch (Something Healthy)	4925		88.37
100-1605-7740	U.S. BANK	Summer Day Camp Supplies (Amazon)	4925		174.39
100-1605-7741	U.S. BANK	Youth Sports Supplies (Amazon)	4925		15.42
100-1605-7741	U.S. BANK	Fall Youth Sports Supplies (Amazon)	4925		234.80
100-1605-7745	U.S. BANK	Boxing Hand Gauze (Amazon)	4925		112.95
100-1605-7980	U.S. BANK	PMLB Month Supplies (Amazon)	4925		101.85
100-1610-7616	U.S. BANK	FC Pool Sting Relief Swabs (Amazon)	4925		15.06

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7616	U.S. BANK	FC Pool Cold Compress (Amazon)	4925		46.94
100-1610-7616	U.S. BANK	Supplies for Pool Program (Amazon)	4925		283.74
100-1610-7618	U.S. BANK	Cable Splitter/Adapter (Amazon)	4925		16.41
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	4894		75.00
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	4905		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	4892		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	4923		75.00
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	4914		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	4899		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	4902		75.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	4909		566.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	4900		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	220142		435.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	4889		435.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	4881		566.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	4920		435.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	4897		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	4879		218.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	4891		435.00
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Cups	4917		110.03
100-1610-7618	CURO MANAGED PRINT PRO...	Construction Signs for Parks	220149		56.23
100-1805-7610	KRISTEN PETERSEN	JPIA Leadership Academy Expense Reimbursement	4907		65.00
100-1605-7736	DANCEFIT LLC	Instructor Fee-Baby Ballet S3 8/6/24 - 8/27/24	4885		190.40
100-1605-7736	DANCEFIT LLC	Instructor Fee-Hip-Hop S3 8/6/24 - 8/27/24	4885		95.20
100-1410-7612	STATE OF CALIFORNIA-DEPAR...	Gerard Batista Pest Control License Renewal	220176		270.00
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	4917		55.65
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	4917		55.65
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	4917		55.65
100-4807	ALAN WONG	Membership Refund (10/09/2023 - 11/11/2023)	220178		17.75
100-1605-7732	KYLE KOLLER	City Picnic Stage & Sound System	220158		3,200.00
100-2120	KATRINA HO	Pool Rent Deposit Refund 6/5/2024	220155		200.00
100-2120	SEAN ANGEL	ROP Bldg Rent Deposit Refund 8/17/2024	220137		150.00
100-2126	ALAN REID NISSEN	Const/Demo Deposit Refund (Pmt#2024-095)	220165		3,000.00
100-2120	YVONNE RAMIREZ	Pool Rent Deposit Refund 8/10/2024	220168		200.00
100-2120	CECILIA LARA	TC Rent Deposit Refund 8/17/2024	220159		300.00
100-2120	MAURICE LIMON	Pool Rent Deposit Refund 8/8/2024	220160		200.00
100-2120	RAMON MORA	ROP Bldg Rent Deposit Refund 8/25/2024	220164		150.00
100-1805-7965	HINDERLITER, DE LLAMAS & A...	Transaction Tax Audit 7/2024 - 9/2024	220154		300.00

Council Warrant Register By Account

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7732	GEORGE DANG	Picnic & Car Show Petty Cash	4886		550.00
100-1605-7733	SUSIE HANSEN	SC Fall Fling Entertainment	220153		600.00
100-2120	NICOLE SOSA	SC Rent Deposit Refund 8/17/2024	220175		500.00
100-2120	ANTOINETTE CONTRERAS	Pool Rent Deposit Refund 8/18/2024	220147		200.00
100-1025-7701	AREA D CIVIL DEFENSE/DISAS...	FY25 Area D Civil Defense Dues	220139		1,287.42
100-1610-7652	INX BUILDING MAINTENANCE	ROP Bldg Window Cleaning	4898		290.00
Fund 100 - GENERAL FUND Total:					689,664.07
Fund: 220 - GAS TAX FUN					
220-2205-8100	SITE DESIGN STUDIO INC	Highland Ave Promenade Landscape Design 7/2024	4916	202106-2205-8100-Highland P...	9,500.00
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 6/2024	220148		9,610.02
Fund 220 - GAS TAX FUN Total:					19,110.02
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2426-7810	Friedrich Enterprises Inc	Grocery Outlet Ctr Sweeping 8/2024	4875		784.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					784.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 7/2024	4903		11,941.67
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					11,941.67
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 8/01/2024 - 8/31/2024	BD25-0192		679.61
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 8/01/2024 - 8/31/2024	BD25-0192		441.43
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 8/01/2024 - 8/31/2024	BD25-0192		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 8/01/2024 - 8/31/2024	BD25-0192		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 8/01/2024 - 8/31/2024	BD25-0192		428.96
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 8/01/2024 - 8/31/2024	BD25-0192		492.21
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,099.01
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-8013	FOOTHILL TRANSIT	64th Installment of 3rd Bus 7/2024	4893		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 6/2024	4893		18,863.53
440-5004	FOOTHILL TRANSIT	Duarte Local Service 6/2024	4893		-670.30
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	BD25-0223		37.05
440-4405-7650	GRAINGER	Yard Fire Hose Nozzle	4895		23.73
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 7/2024	220163		594.01
440-4405-7650	U.S. BANK	Engine Compartment Rodent Repellent (Amazon)	4927		49.05
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	4917		55.64
440-4405-7650	EAN SERVICES LLC	Admin Srvcs Vehicle Rental (KP JPIA Conf)	4888		208.79
Fund 440 - PROPOSITION A TRANSIT FUND Total:					23,048.55
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	64th Installment of 3rd Bus 7/2024	4893		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 6/2024	4893		15,433.79
460-5004	FOOTHILL TRANSIT	Duarte Local Service 6/2024	4893		-548.43
Fund 460 - PROPOSITION C TRANSIT FUND Total:					18,065.67
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-7980	RIO HONDO/SAN GABRIEL RIV...	FY25 Annual Membership	4910		51,343.00
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					51,343.00

Council Warrant Register By Account

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND					
521-5215-8340	GOVERNMENT LEASING AND F..	Infrastructure Modernization Payment 5 of 15	220151		169,761.58
521-5215-8350	GOVERNMENT LEASING AND F..	Infrastructure Modernization Payment 5 of 15	220151		51,075.44
Fund 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND Total:					220,837.02
Grand Total:					1,037,893.01

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	689,664.07
220 - GAS TAX FUN	19,110.02
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	784.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,941.67
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,099.01
440 - PROPOSITION A TRANSIT FUND	23,048.55
460 - PROPOSITION C TRANSIT FUND	18,065.67
490 - MEASURE W (WATER/STORMWATER)	51,343.00
521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE ...	220,837.02
Grand Total:	1,037,893.01

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	187.50
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	187.50
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	920.65
100-1010-7612	Publications and Dues	280.50
100-1010-7965	Professional Services	18,252.64
100-1010-7980	Other Expenses	790.35
100-1015-7680	City Attorney Legal	11,011.92
100-1015-7686	Other Legal Services	4,346.94
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7711	Employee Recognition C...	5,318.31
100-1020-7712	Community Information ...	9,481.55
100-1020-7713	Historical Museum Bldg...	621.63
100-1020-7720	DCTV	1,990.00
100-1025-7701	Area D Civil Defense	1,287.42
100-1205-7610	Travel, Mtgs & Conf	107.17
100-1205-7612	Publications and Dues	525.00
100-1205-7650	Vehicle Maintenance	4,918.92
100-1205-7780	Animal Control	6,275.00
100-1205-7781	Contract Law Enforceme...	467,017.76
100-1205-7980	Other Expenses	212.20
100-1405-7614	Office Supplies	260.29
100-1405-7650	Vehicle Maintenance	190.08
100-1405-7690	Planning Commission	750.00
100-1405-7801	Industrial Waste Inspect...	1,554.26
100-1410-7610	Travel, Mtgs & Conf	1,042.71
100-1410-7612	Publications and Dues	270.00
100-1410-7650	Vehicle Maintenance	1,488.30
100-1410-7810	Street Sweeping	122.00
100-1410-7980	Other Expenses	55.65
100-1415-7889	Repairs-Sports Park	185.06
100-1500	Advances	940.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	344.13
100-1605-7612	Publications and Dues	560.12
100-1605-7614	Office Supplies	236.72
100-1605-7636	Uniforms	1,731.09
100-1605-7650	Vehicle Maintenance	569.34
100-1605-7693	Youth Council	208.31

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7729	Concerts In The Park	559.23
100-1605-7730	Special Events	439.27
100-1605-7732	City Picnic	5,747.60
100-1605-7733	Senior Center	3,338.58
100-1605-7734	Fitness Center	208.54
100-1605-7735	Teen Center	358.17
100-1605-7736	Youth & Adult Recreatio...	2,381.40
100-1605-7737	Adult Excursions	5,460.25
100-1605-7740	Day Camps	308.91
100-1605-7741	Sports/Playground Progr...	636.11
100-1605-7745	Boxing Program	112.95
100-1605-7758	Independence Day Celeb...	216.56
100-1605-7965	Professional Services	33,846.42
100-1605-7980	Other Expenses	1,262.55
100-1610-7616	Pool Supplies	345.74
100-1610-7618	Building Supplies	4,191.28
100-1610-7636	Uniforms	127.73
100-1610-7652	Building Maint Services	14,022.16
100-1610-8100	Other Capital Improvem...	43,504.00
100-1805-7610	Travel, Mtgs & Conf	1,492.62
100-1805-7612	Publications and Dues	262.50
100-1805-7965	Professional Services	2,060.71
100-1810-7610	Travel, Mtgs & Conf	172.46
100-1810-7611	Training	170.18
100-1810-7612	Publications and Dues	264.00
100-1810-7614	Office Supplies	11.17
100-1810-7660	Other Services	192.00
100-1815-7632	Software	929.68
100-1825-7613	Duplications And Photos	125.24
100-1825-7626	Postage	662.32
100-1825-7674	Retiree Health Insurance	3,960.00
100-1825-7980	Other Expenses	68.00
100-1830-8100	Vehicle Replacement (C...	10,166.46
100-2120	Refundable Deposits	2,348.50
100-2126	Construction and Demoli...	3,000.00
100-4201	Building Permits	180.10
100-4302	Parking Citations	60.00
100-4807	Health Membership Fees	17.75
220-2205-8100	Other Capital Improvem...	9,500.00
220-2210-7890	Repairs-Traffic Signal	9,610.02
240-2426-7810	Street Sweeping	784.00
290-2905-7781	Contract Law Enforceme...	11,941.67
320-3205-8013	Vehicles (Capital)	3,099.01
440-4405-7650	Vehicle Maintenance	912.63
440-4405-7960	Foothill Transit Operatio...	18,863.53
440-4405-7980	Other Expenses	55.64
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-670.30
460-4605-7960	Foothill Tranist Operatio...	15,433.79
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-548.43
490-4905-7980	Other Expenses	51,343.00
521-5215-8340	Principal Payments	169,761.58
521-5215-8350	Interest Expense	51,075.44
Grand Total:		1,037,893.01

Project Account Summary

Project Account Key	Payment Amount
None	932,341.45
202106-2205-8100-Highland Promenade Measure M	9,500.00
202312/1010-7965-Prof. Svcs-Broadband Assessment	18,252.64
202313/100-1610-8100-Parks Other Cap Improvement	43,504.00
202421-Prof Svcs-FC Pool Deck Renovation	33,846.42
202422-Refund Dep-Royal Oaks Annexation	448.50
Grand Total:	1,037,893.01



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5086 - ACCO ENGINEERED SYSTEMS					
100-1610-7652	ACCO ENGINEERED SYSTEMS	ROP Bldg HVAC Compressor	20581319		7,840.00
Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:					7,840.00
Vendor: 2061 - AIR-TRO INC					
100-1020-7713	AIR-TRO INC	Museum HVAC	447477		186.00
		Maintenance/Service			
100-1610-7652	AIR-TRO INC	Yard Trailer HVAC	447478		136.00
		Maintenance/Service			
Vendor 2061 - AIR-TRO INC Total:					322.00
Vendor: T4850 - ALAN REID NISSEN					
100-2126	ALAN REID NISSEN	Const/Demo Deposit Refund (Pmt#2024-095)	R104669		3,000.00
Vendor T4850 - ALAN REID NISSEN Total:					3,000.00
Vendor: T4851 - ALAN WONG					
100-4807	ALAN WONG	Membership Refund (10/09/2023 - 11/11/2023)	8282024		17.75
Vendor T4851 - ALAN WONG Total:					17.75
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Beardslee Park Sewer/Water Location	682032		525.00
100-1610-7652	ALBERTOS PLUMBING	TC Boxing Gym Drinking Fountain Install	682033		795.00
Vendor 5561 - ALBERTOS PLUMBING Total:					1,320.00
Vendor: 6131 - ANGELA CHIAROMONTE					
100-1805-7610	ANGELA CHIAROMONTE	Lunch Meeting w/Staff Expense Reimbursement	8/20/2024		60.72
Vendor 6131 - ANGELA CHIAROMONTE Total:					60.72
Vendor: T4852 - ANTOINETTE CONTRERAS					
100-2120	ANTOINETTE CONTRERAS	Pool Rent Deposit Refund 8/18/2024	R105117		200.00
Vendor T4852 - ANTOINETTE CONTRERAS Total:					200.00
Vendor: 5505 - AQUATIC DESIGN GROUP INC					
100-1605-7965	AQUATIC DESIGN GROUP INC	Design Svcs-FC Pool Deck Renovation 7/2024	33113	202421-Prof Svcs-FC Pool Deck..	33,723.00
100-1605-7965	AQUATIC DESIGN GROUP INC	Expenses-FC Pool Deck Renovation 7/2024	33114	202421-Prof Svcs-FC Pool Deck..	123.42
Vendor 5505 - AQUATIC DESIGN GROUP INC Total:					33,846.42
Vendor: 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT					
100-1025-7701	AREA D CIVIL DEFENSE/DISAS...	FY25 Area D Civil Defense Dues	2408		1,287.42
Vendor 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT Total:					1,287.42
Vendor: 5805 - BAY ALARM COMPANY					
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 9/01/2024 - 11/30/2024	21583297		246.63
100-1020-7713	BAY ALARM COMPANY	Museum Burglary Monitor 9/01/2024 - 11/30/2024	21586008		189.00
Vendor 5805 - BAY ALARM COMPANY Total:					435.63
Vendor: 4813 - BEN RUSHING					
100-1605-7733	BEN RUSHING	SC Vinyl Records Party Entertainment	091824		150.00
Vendor 4813 - BEN RUSHING Total:					150.00

Council Warrant Register By Vendor

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION					
100-1205-7780	CALIFORNIA ANIMAL WELFARE..	Emily Lepone Animal Control Workshop	200006197		25.00
Vendor 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION Total:					25.00
Vendor: 1563 - CALIFORNIA PARK & RECREATION SOCIETY					
100-1605-7612	CALIFORNIA PARK & RECREAT...	Kelly Barnes Membership 10/1/2024 - 9/30/2025	103572-061824		165.00
Vendor 1563 - CALIFORNIA PARK & RECREATION SOCIETY Total:					165.00
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	CALIFORNIA STATE DEPARTM...	Fingerprint Apps 7/2024	751898		192.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					192.00
Vendor: 6357 - CARLOS FELIPE PEREZ					
100-1605-7732	CARLOS FELIPE PEREZ	City Picnic DJ Services	9/21/2024		800.00
Vendor 6357 - CARLOS FELIPE PEREZ Total:					800.00
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	9/2024		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: T4853 - CECILIA LARA					
100-2120	CECILIA LARA	TC Rent Deposit Refund 8/17/2024	R104858		300.00
Vendor T4853 - CECILIA LARA Total:					300.00
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	9/2024		75.00
Vendor 6340 - CESAR A GARCIA Total:					75.00
Vendor: 5792 - CHALLENGER TEAMWEAR					
100-1605-7741	CHALLENGER TEAMWEAR	Youth SportsLAS Soccer Trophies	1245648-IN		385.89
Vendor 5792 - CHALLENGER TEAMWEAR Total:					385.89
Vendor: 2025 - CHARLES R SIMPSON					
100-1610-7652	CHARLES R SIMPSON	Beardslee Park Temporary Fence Opening	8222024		875.00
Vendor 2025 - CHARLES R SIMPSON Total:					875.00
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4202586019		102.04
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4202586019		9.31
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4203143902		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4203143902		9.31
Vendor 5140 - CINTAS CORPORATION #693 Total:					146.35
Vendor: 0903 - CITY OF MONROVIA					
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 7/2024	2500274		1,488.30
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 7/2024	2500275		454.76
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 7/2024	2500276		1,872.64
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 7/2024	2500277		6,694.85
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 7/2024	2500279		190.08
Vendor 0903 - CITY OF MONROVIA Total:					10,700.63
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 6/2024	24081300358		1,554.26
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					1,554.26
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1205-7980	CURO MANAGED PRINT PRO...	Outreach Event Yard Signs	8102		43.00
100-1605-7733	CURO MANAGED PRINT PRO...	SC A Frame September Calendar	2iYGFFB		18.74

Council Warrant Register By Vendor

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7618	CURO MANAGED PRINT PRO...	Construction Signs for Parks	10007		56.23
Vendor 5494 - CURIO MANAGED PRINT PRODUCTION Total:					117.97
Vendor: 6650 - DANCEFIT LLC					
100-1605-7736	DANCEFIT LLC	Instructor Fee-Baby Ballet S3 8/6/24 - 8/27/24	#3		190.40
100-1605-7736	DANCEFIT LLC	Instructor Fee-Hip-Hop S3 8/6/24 - 8/27/24	#3		95.20
Vendor 6650 - DANCEFIT LLC Total:					285.60
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	9/2024		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00
Vendor: T4849 - EMMA BELLMAN					
100-4302	EMMA BELLMAN	Citation Refund	DU020025424		60.00
Vendor T4849 - EMMA BELLMAN Total:					60.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint Initial Reg-DMV Fee	FBN5106839		33.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 7/29/2024 - 7/31/2024	FBN5106839		82.03
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 8/2024	FBN5106839		295.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		847.62
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		446.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 8/01/2024 - 8/31/2024	FBN5106839		782.73
Vendor 6189 - ENTERPRISE FM TRUST Total:					10,166.46
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 8/2024	107259		168.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					168.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery	8-591-66699		301.34
100-1825-7626	FEDEX	Document Delivery	8-599-70312		360.98
Vendor 0087 - FEDEX Total:					662.32
Vendor: 1570 - Friedrich Enterprises Inc					
100-1410-7810	Friedrich Enterprises Inc	Las Brisas Sweeping 8/2024	207784-81524		61.00
100-1410-7810	Friedrich Enterprises Inc	Las Posadas Sweeping 8/2024	207785		61.00
Vendor 1570 - Friedrich Enterprises Inc Total:					122.00
Vendor: 2614 - GEORGE DANG					
100-1605-7732	GEORGE DANG	Picnic & Car Show Petty Cash	9/21/2024		550.00
Vendor 2614 - GEORGE DANG Total:					550.00
Vendor: 5340 - GRAND PRINTING INC					
100-1825-7613	GRAND PRINTING INC	Business Cards	113122		125.24
Vendor 5340 - GRAND PRINTING INC Total:					125.24
Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON					
100-1605-7733	HEULYN REGINA DUMAS-JOH...	SC Sewing Class 9/2024	SC-09/2024		360.00
Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:					360.00
Vendor: 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES					
100-1805-7965	HINDERLITER, DE LLAMAS & A...	Salex Tax Audit 7/2024 - 9/2024	SIN041912		1,760.71
100-1805-7965	HINDERLITER, DE LLAMAS & A...	Transaction Tax Audit 7/2024 - 9/2024	SIN042605		300.00
Vendor 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:					2,060.71
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1605-7758	HOME DEPOT CREDIT SERVICES	July 3rd Event Supplies	2551472		216.56
100-1610-7618	HOME DEPOT CREDIT SERVICES	Cmty/Park Paint Projects	9024553		331.09
100-1205-7980	HOME DEPOT CREDIT SERVICES	Public Safety Supplies	9365776		113.55
100-1610-7618	HOME DEPOT CREDIT SERVICES	Lena Valenzuela Water Fountain Repair	8552888		24.52
100-1610-7618	HOME DEPOT CREDIT SERVICES	Town Center Cleaning Supplies	7801495		174.44
100-1610-7618	HOME DEPOT CREDIT SERVICES	Yard Kitchen Water Filter	3513281		38.57
100-1610-7618	HOME DEPOT CREDIT SERVICES	Bug Spray	3534050		92.38
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					991.11
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	ROP Bldg Window Cleaning	987623		290.00
Vendor 6309 - INX BUILDING MAINTENANCE Total:					290.00
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	9/2024		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 6398 - JACQUELINE HASTY					
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticker Making Class S1	DPSummer-2024		140.00
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticking Making Class S2	DPSummer-2024-1		112.00
Vendor 6398 - JACQUELINE HASTY Total:					252.00
Vendor: 6031 - JAG ENDEAVORS LLC					
100-1605-7636	JAG ENDEAVORS LLC	Rec Leader Uniforms	1652		91.66
100-1605-7636	JAG ENDEAVORS LLC	Rec Leader Uniforms	1653		585.77
100-1605-7980	JAG ENDEAVORS LLC	July 3rd Event Staff T-Shirts	1654		1,160.70
100-1605-7636	JAG ENDEAVORS LLC	PMLB Staff Uniforms	1677		1,053.66
Vendor 6031 - JAG ENDEAVORS LLC Total:					2,891.79
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	9/2024		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	9/2024		75.00
Vendor 6204 - JODY ERRANDI SCHULZ Total:					75.00
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	9/2024		435.00
Vendor 0086 - JOHN FASANA Total:					435.00
Vendor: 6659 - JOHNNY D ALLEN					
100-1605-7736	JOHNNY D ALLEN	Instructor Fee-Pickleball Spring #1 2024			553.00
100-1605-7736	JOHNNY D ALLEN	Instructor Fee-Pickleball S1 6/11/2024 - 6/25/2024	#2		718.90
100-1605-7736	JOHNNY D ALLEN	Instructor Fee-Pickleball S2 7/2/2024 - 7/16/2024	#2-Summer		442.40
Vendor 6659 - JOHNNY D ALLEN Total:					1,714.30
Vendor: 6559 - JONES MAYER					
100-1015-7686	JONES MAYER	Zero Bail Injunction	123894		3,624.27
Vendor 6559 - JONES MAYER Total:					3,624.27
Vendor: T2516 - KATRINA HO					
100-2120	KATRINA HO	Pool Rent Deposit Refund 6/5/2024	R103503		200.00
Vendor T2516 - KATRINA HO Total:					200.00
Vendor: 1592 - KRISTEN PETERSEN					
100-1805-7610	KRISTEN PETERSEN	JPIA Leadership Academy Expense Reimbursement	8/19/2024		65.00
Vendor 1592 - KRISTEN PETERSEN Total:					65.00
Vendor: 6428 - KYLE KOLLER					
100-1605-7732	KYLE KOLLER	City Picnic Stage & Sound System	9/21/2024		3,200.00
Vendor 6428 - KYLE KOLLER Total:					3,200.00
Vendor: 3968 - LANDSCAPE WAREHOUSE III					
100-1415-7889	LANDSCAPE WAREHOUSE III	Lower Sports Field Irrigation Repairs	4201677		112.12
100-1415-7889	LANDSCAPE WAREHOUSE III	Lower Sports Field Irrigation Repairs	4201703		72.94
Vendor 3968 - LANDSCAPE WAREHOUSE III Total:					185.06
Vendor: 4206 - LARRY BRECEDA					
100-1205-7610	LARRY BRECEDA	Special Assignment Team Meeting	21597		107.17
Vendor 4206 - LARRY BRECEDA Total:					107.17
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	9/2024		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 7/2024	250168SS		460,322.91
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					460,322.91
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 9/2024	1735-huntplaz-0924		1,750.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,750.00
Vendor: 6565 - MAGELLAN ADVISORS LLC					
100-1010-7965	MAGELLAN ADVISORS LLC	Broadband Access Needs Assessment 7/1/24 - 7/20/24	0423320	202312/1010-7965-Prof. Svcs...	18,252.64
Vendor 6565 - MAGELLAN ADVISORS LLC Total:					18,252.64
Vendor: 5981 - MARCUS LEON BANKS SR					
100-1610-7652	MARCUS LEON BANKS SR	Fitness Ctr Treadmill Electrical	000139		1,200.00
Vendor 5981 - MARCUS LEON BANKS SR Total:					1,200.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	9/2024		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: 4422 - MARILYN MAYS					
100-1500	MARILYN MAYS	Advance-Duarte Boxing Show	9/14/2024		940.00
Vendor 4422 - MARILYN MAYS Total:					940.00
Vendor: T4854 - MAURICE LIMON					
100-2120	MAURICE LIMON	Pool Rent Deposit Refund 8/8/2024	R104905		200.00
Vendor T4854 - MAURICE LIMON Total:					200.00
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	9/2024		435.00
Vendor 1042 - MICHAEL TARR Total:					435.00
Vendor: 4740 - MICHELLE BROWN					
100-1810-7610	MICHELLE BROWN	JPIA WC Symposium Expesne Reimbursement	8/15/2024		36.18
Vendor 4740 - MICHELLE BROWN Total:					36.18
Vendor: 6660 - NATASHA RODRIGUEZ					
100-1605-7732	NATASHA RODRIGUEZ	City Picnic Glitter Tattoos/Balloon Artist	000019		600.00
Vendor 6660 - NATASHA RODRIGUEZ Total:					600.00
Vendor: T4855 - NICOLE SOSA					
100-2120	NICOLE SOSA	SC Rent Deposit Refund 8/17/2024	R104539		500.00
Vendor T4855 - NICOLE SOSA Total:					500.00
Vendor: 6355 - PACIFIC SKATE SCHOOL LLC					
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Instructor Fee-Skateboard S2 Winter 2/17 - 3/09/24	06042024		129.50
Vendor 6355 - PACIFIC SKATE SCHOOL LLC Total:					129.50
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	9/2024		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS					
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 8/15/2024	581125		68.00
Vendor 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS Total:					68.00
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	Yard Alarm Service Call (Trouble Shoot Issue)	1720439		183.22
100-1610-7652	POST ALARM SYSTEMS	Yard Alarm RSI Panel Battery	1720440		1,991.32
Vendor 2466 - POST ALARM SYSTEMS Total:					2,174.54
Vendor: T4856 - RAMON MORA					
100-2120	RAMON MORA	ROP Bldg Rent Deposit Refund 8/25/2024	R104915		150.00
Vendor T4856 - RAMON MORA Total:					150.00
Vendor: 0076 - ROTARY CLUB OF DUARTE					
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY25 Q1 Membership Dues	FY25 Q1		112.50
100-1005-7644	ROTARY CLUB OF DUARTE	Jody Schulz FY25 Q1 Membership Dues	FY25 Q1		112.50
100-1010-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY25 Q1 Membership Dues	FY25 Q1		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Larry Breceda FY25 Q1 Membership Dues	FY25 Q1		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc FY25 Q1 Membership Dues	FY25 Q1		262.50

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1805-7612	ROTARY CLUB OF DUARTE	Kristen Petersen FY25 Q1 Membership Dues	FY25 Q1		262.50
Vendor 0076 - ROTARY CLUB OF DUARTE Total:					1,275.00
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 7/2024	1002074		11,011.92
100-1015-7686	RUTAN & TUCKER LLP	Litigation (Hawthorne Suites) 7/2024	1002075		354.47
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 7/2024	1002076		368.20
100-2120	RUTAN & TUCKER LLP	Royal Oaks Manor Legal 7/2024	1002077	202422-Refund Dep-Royal Oa...	448.50
Vendor 0196 - RUTAN & TUCKER LLP Total:					12,183.09
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	9/2024		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: 3115 - SAN GABRIEL VALLEY CITY MANAGERS' ASSOCIATION					
100-1010-7610	SAN GABRIEL VALLEY CITY M...	Andres Rangel Meeting Lunch	9/18/2024		40.00
100-1010-7610	SAN GABRIEL VALLEY CITY M...	Brian Villalobos Meeting Lunch	9/18/2024		40.00
Vendor 3115 - SAN GABRIEL VALLEY CITY MANAGERS' ASSOCIATION Total:					80.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMAN...	Animal Shelter Services 8/2024	8/2024D		6,250.00
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					6,250.00
Vendor: T4857 - SEAN ANGEL					
100-2120	SEAN ANGEL	ROP Bldg Rent Deposit Refund 8/17/2024	R104410		150.00
Vendor T4857 - SEAN ANGEL Total:					150.00
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Paper Supplies	071687		794.05
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Supplies	071711		1,515.41
Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:					2,309.46
Vendor: 0209 - SMART & FINAL					
100-1605-7735	SMART & FINAL	Duarte Survivor Event Supplies	406788		157.84
100-1605-7735	SMART & FINAL	TC/Duarte Survivor Event Supplies	853299		22.45
100-1605-7733	SMART & FINAL	SC Casino Trip Snacks	110866		97.97
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Cups	973266		110.03
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	636255		55.65
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	636255		55.65
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	636255		55.65
Vendor 0209 - SMART & FINAL Total:					555.24
Vendor: 2688 - STAPLES					
100-1405-7614	STAPLES	Office Supplies	6009615641		260.29
Vendor 2688 - STAPLES Total:					260.29
Vendor: 1462 - STATE OF CALIFORNIA-DEPARTMENTOF PESTICIDE REGULATION					
100-1410-7612	STATE OF CALIFORNIA-DEPAR...	Gerard Batista Pest Control License Renewal	103704QAL-82824		270.00
Vendor 1462 - STATE OF CALIFORNIA-DEPARTMENTOF PESTICIDE REGULATION Total:					270.00
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	9/2024		435.00
Vendor 0083 - STEVE ESBENSHADE Total:					435.00
Vendor: 6462 - SUNBELT RENTALS INC					
100-1605-7729	SUNBELT RENTALS INC	Concerts in the Park Generator Rental 7/29/24	157240735-0001		483.17
Vendor 6462 - SUNBELT RENTALS INC Total:					483.17

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Vendor: T3644 - SUNRUN INSTALLATION SERVICES INC					
100-4201	SUNRUN INSTALLATION SERVI...	Bldg Permit Refund (2024-205/1858 Earlington)	R103917		180.10
Vendor T3644 - SUNRUN INSTALLATION SERVICES INC Total:					180.10
Vendor: 6386 - SUSIE HANSEN					
100-1605-7733	SUSIE HANSEN	SC Fall Fling Entertainment	9/6/2024		600.00
Vendor 6386 - SUSIE HANSEN Total:					600.00
Vendor: 6457 - TERA MARTIN DEL CAMPO					
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	9/2024		75.00
Vendor 6457 - TERA MARTIN DEL CAMPO Total:					75.00
Vendor: 3904 - TERESA RENTERIA					
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	9/2024		566.00
Vendor 3904 - TERESA RENTERIA Total:					566.00
Vendor: 6568 - THE PUBLIC RESTROOM COMPANY					
100-1610-8100	THE PUBLIC RESTROOM COM...	Prefabricated Restroom Beardslee Park	25605	202313/100-1610-8100-Parks...	43,504.00
Vendor 6568 - THE PUBLIC RESTROOM COMPANY Total:					43,504.00
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC 'Spellbound' Screening/Presentation	9/12/2024		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	9/2024		75.00
Vendor 6100 - TONEY LEWIS Total:					75.00
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Mgmt 8/2024	12918		9,391.00
100-1020-7720	TRIPEPI SMITH & ASSOCIATES	PEG Channel Management Services 8/2024	12919		1,990.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					11,381.00
Vendor: 4484 - U.S. BANK					
100-1005-7980	U.S. BANK	DashPass 8/5/2024 - 9/5/2024 (DoorDash)	8262024BV		9.99
100-1010-7610	U.S. BANK	F Jimenez CCAC Institute Hotel (Fairfield Inn)	8262024BV		569.71
100-1010-7610	U.S. BANK	County Library Safety Meeting 8/19/24 (Max's)	8262024BV		70.70
100-1010-7610	U.S. BANK	Pathway Home Meetiong 7/31/24 (Max's)	8262024BV		60.94
100-1010-7610	U.S. BANK	(3) Contract Cities Board of Directors Mtg 8/21/24	8262024BV		90.00
100-1010-7610	U.S. BANK	Meeting w/DUSD Superintendent 8/21/24 (El Canton)	8262024BV		49.30
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	8262024BV		18.00
100-1010-7980	U.S. BANK	CC Workshop 8/13/24 (Instacart-Smart & Final)	8262024BV		54.75
100-1010-7980	U.S. BANK	Arts Ad Hoc Committee Mtg 8/6/24 (Tropicana)	8262024BV		145.51
100-1010-7980	U.S. BANK	CC Workshop 8/13/24 (Janet's Mediterranean)	8262024BV		533.69
100-1010-7980	U.S. BANK	CC Workshop 8/13/24 (Sweet Nothings Cake)	8262024BV		56.40
100-1020-7712	U.S. BANK	Community Events Social Media Ads (Facebook)	8262024BV		70.56
100-1020-7712	U.S. BANK	Spotify Membership	8262024BV		19.99
100-1405-7690	U.S. BANK	Craig Hensley APA Conference Registration 10/2024	8262024CH		750.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1410-7610	U.S. BANK	Gerard Batista MSA	8262024CH		660.00
100-1410-7610	U.S. BANK	Conference Registratio...			
100-1410-7610	U.S. BANK	Gerard Batista MSA	8262024CH		148.96
100-1410-7610	U.S. BANK	Conference Airfar...			
100-1410-7610	U.S. BANK	Hugo PulidoTraffic	8262024CH		104.00
100-1410-7610	U.S. BANK	Control/Flagging Training (MSA)			
100-1410-7610	U.S. BANK	Gerard Batista MSA Training & Lunch 8/6/2024	8262024CH		25.75
100-1410-7610	U.S. BANK	S McBride Traffic	8262024CH		104.00
100-1410-7610	U.S. BANK	Control/Flagging Training (MSA)			
100-1020-7711	U.S. BANK	Balance-Employee Event 8/15/24 (Bowlero Arcadia)	8262024KP		3,234.29
100-1020-7711	U.S. BANK	Labor Day Lunch Decorations (Amazon)	8262024KP		13.22
100-1020-7711	U.S. BANK	Labor Day Lunch Food (Tacos Mi Amor)	8262024KP		1,892.16
100-1020-7711	U.S. BANK	Labor Day Lunch Gfit	8262024KP		178.64
100-1020-7711	U.S. BANK	Cards/Supplies (Amazon)			
100-1205-7650	U.S. BANK	Unit 36 Liftgate Install (Pacific Truck Equipment)	8262024KP		3,046.28
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 8/4/2024 - 9/3/2024	8262024KP		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 8/4/2024 - 9/3/2024	8262024KP		7.75
100-1805-7610	U.S. BANK	KP JPIA Leadership Academy Car Fuel (Chevron)	8262024KP		56.77
100-1805-7610	U.S. BANK	Kristen Petersen Mtg w/CC Member (Sushi Fire)	8262024KP		54.18
100-1805-7610	U.S. BANK	J Bello-Streff CalPERS Ed Forum Hotel (Handlery)	8262024KP		454.07
100-1805-7610	U.S. BANK	KP JPIA Leadership Academy Car Fuel (Shell)	8262024KP		52.88
100-1805-7610	U.S. BANK	Josie Bello-Streff CalPERS Ed Forum 10/2024	8262024KP		599.00
100-1805-7610	U.S. BANK	Angela Chiaromonte CSMFO Capital Assets Webinar	8262024KP		150.00
100-1810-7610	U.S. BANK	Admin Srvcs Staff Meeting 8/13/24 (T Burgers)	8262024KP		88.09
100-1810-7610	U.S. BANK	Kristen Petersen Mtg w/CC Member (Peach Cafe)	8262024KP		48.19
100-1810-7611	U.S. BANK	Employee Quarterly Meeting Supplies (Smart&Final)	8262024KP		170.18
100-1810-7612	U.S. BANK	Michelle Brown SHRM Annual Membershp	8262024KP		264.00
100-1810-7614	U.S. BANK	HR Office Candy (Amazon)	8262024KP		11.17
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 8/13/24 - 9/12/24	8262024KP		849.68
100-1815-7632	U.S. BANK	Finance Webinar 8/7/2024 - 9/6/2024 (Zoom)	8262024KP		80.00
100-1605-7610	U.S. BANK	Interview Panel Lunch 8/12/24 (Hope Village)	8262024ME		119.23
100-1605-7610	U.S. BANK	Interview Panel Lunch 7/24/224 (Hope Village)	8262024ME		101.59
100-1605-7610	U.S. BANK	Interview Panel Breakfast 7/24/24 (Einstein Bros)	8262024ME		36.99
100-1605-7610	U.S. BANK	Interview Panel Coffee 8/12/24 (Starbucks)	8262024ME		24.35
100-1605-7610	U.S. BANK	Interview Panel Drinks 8/12/24 (Ralphs)	8262024ME		15.38
100-1605-7610	U.S. BANK	Interview Panel Breakfast 8/12/24 (Einstein Bros)	8262024ME		42.59
100-1605-7610	U.S. BANK	Interview Panel Lunch Pkg 8/12/24 (Hope Village)	8262024ME		4.00

Council Warrant Register By Vendor

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7612	U.S. BANK	Manuel Enriquez ICMA Membership	8262024ME		200.00
100-1605-7612	U.S. BANK	Manuel Enriquez NRPA Membership	8262024ME		180.00
100-1605-7612	U.S. BANK	CANVA Subscription Charge	8262024ME		15.12
100-1605-7614	U.S. BANK	File Folders (Amazon)	8262024ME		25.78
100-1605-7614	U.S. BANK	Interview Panel Binders/Dividers (Staples)	8262024ME		84.04
100-1605-7614	U.S. BANK	Petty Cash Receipts (Amazon)	8262024ME		12.41
100-1605-7614	U.S. BANK	Paper Clips/Storage Bins (Amazon)	8262024ME		66.68
100-1605-7614	U.S. BANK	Office Supplies (Amazon)	8262024ME		47.81
100-1605-7693	U.S. BANK	MYC Dinner 8/5/24 (Buffalo Wild Wings)	8262024ME		208.31
100-1605-7729	U.S. BANK	Return-Concerts in the Park Chalk (Amazon)	8262024ME		-16.78
100-1605-7729	U.S. BANK	Concerts in the Park Supplies (Amazon)	8262024ME		89.28
100-1605-7729	U.S. BANK	Concerts in the Park Chalk (Amazon)	8262024ME		16.78
100-1605-7729	U.S. BANK	Return-Concerts in the Park Supplies (Amazon)	8262024ME		-13.22
100-1605-7730	U.S. BANK	Touch A Truck Vendor Bagels/Coffee (Panera Bread)	8262024ME		104.95
100-1605-7730	U.S. BANK	Touch A Truck Crafts (Amazon)	8262024ME		109.19
100-1605-7730	U.S. BANK	Return-NNO/Movie Night Supplies (Amazon)	8262024ME		-18.84
100-1605-7730	U.S. BANK	NNO/Movie Night 120v Lightbulbs (Amazon)	8262024ME		15.98
100-1605-7730	U.S. BANK	NNO/Movie Night Cupcakes (Sam's Club)	8262024ME		135.33
100-1605-7730	U.S. BANK	NNO/Movie Night Supplies (Amazon)	8262024ME		37.56
100-1605-7730	U.S. BANK	Touch A Truck Supplies (Amazon)	8262024ME		55.10
100-1605-7732	U.S. BANK	City Picnic Cookie Giveaway (Crumbly)	8262024ME		597.60
100-1605-7733	U.S. BANK	SC Softball End of Season Party (Max's)	8262024ME		345.34
100-1605-7733	U.S. BANK	SC Fresh Friday Event (Kona Ice)	8262024ME		400.35
100-1605-7733	U.S. BANK	SC Fresh Friday Jazz & Pie (Marie Callender's)	8262024ME		210.86
100-1605-7733	U.S. BANK	SC Keep Cool at the Pool Supplies (Winner Party)	8262024ME		170.42
100-1605-7733	U.S. BANK	SC Fresh Friday Food (Tacos El Torito)	8262024ME		580.80
100-1605-7733	U.S. BANK	SC Fresh Friday Tablecloths (Amazon)	8262024ME		91.20
100-1605-7733	U.S. BANK	SC Pencils (Amazon)	8262024ME		9.25
100-1605-7733	U.S. BANK	SC Ping Pong Table Cover (Amazon)	8262024ME		42.12
100-1605-7733	U.S. BANK	SC Fresh Friday Tablecloths (Amazon)	8262024ME		61.66
100-1605-7733	U.S. BANK	SC 2024 Great Decisions Workbook (FPA.org)	8262024ME		42.13
100-1605-7734	U.S. BANK	Splashtacular/Boat Derby Supplies (Walmart.com)	8262024ME		177.18
100-1605-7734	U.S. BANK	FC Scissors/Cash Register Tape (Amazon)	8262024ME		31.36
100-1605-7735	U.S. BANK	TC Office Paper (Amazon)	8262024ME		101.40
100-1605-7735	U.S. BANK	TC Special Event Supplies (Amazon)	8262024ME		68.73

Council Warrant Register By Vendor

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7737	U.S. BANK	Deposit-Wicked Excursion Tickets (Pantages)	8262024ME		598.00
100-1605-7737	U.S. BANK	Deposit-Rose Parade Excursion Sharp Seating)	8262024ME		414.00
100-1605-7737	U.S. BANK	Balance-Hamilton Excursion Tickets (Pantages)	8262024ME		1,962.00
100-1605-7737	U.S. BANK	Polar Express Train Tickets 11/21/24 (Rail Events)	8262024ME		2,486.25
100-1605-7740	U.S. BANK	Summer Day Camp Supplies (Amazon)	8262024ME		46.15
100-1605-7740	U.S. BANK	Summer Day Camp Supplies (Amazon)	8262024ME		174.39
100-1605-7740	U.S. BANK	Summer Day Camp Lunch (Something Healthy)	8262024ME		88.37
100-1605-7741	U.S. BANK	Fall Youth Sports Supplies (Amazon)	8262024ME		234.80
100-1605-7741	U.S. BANK	Youth Sports Supplies (Amazon)	8262024ME		15.42
100-1605-7745	U.S. BANK	Boxing Hand Gauze (Amazon)	8262024ME		112.95
100-1605-7980	U.S. BANK	PMLB Month Supplies (Amazon)	8262024ME		101.85
100-1610-7616	U.S. BANK	FC Pool Cold Compress (Amazon)	8262024ME		46.94
100-1610-7616	U.S. BANK	Supplies for Pool Program (Amazon)	8262024ME		283.74
100-1610-7616	U.S. BANK	FC Pool Sting Relief Swabs (Amazon)	8262024ME		15.06
100-1610-7618	U.S. BANK	Cable Splitter/Adapter (Amazon)	8262024ME		16.41
Vendor 4484 - U.S. BANK Total:					26,026.88
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	9/2024		75.00
Vendor 6196 - VINH TRUONG Total:					75.00
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	82666019		49.12
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	82667459		933.38
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					982.50
Vendor: 4797 - WEX BANK					
100-1605-7650	WEX BANK	TC Boxing Show Fuel 7/1/24 - 7/31/24	98839610		114.58
Vendor 4797 - WEX BANK Total:					114.58
Vendor: T4858 - YVONNE RAMIREZ					
100-2120	YVONNE RAMIREZ	Pool Rent Deposit Refund 8/10/2024	R104744		200.00
Vendor T4858 - YVONNE RAMIREZ Total:					200.00
Fund 100 - GENERAL FUND Total:					689,664.07
Fund: 220 - GAS TAX FUN					
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 6/2024	24081300733		9,610.02
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					9,610.02
Vendor: 6602 - SITE DESIGN STUDIO INC					
220-2205-8100	SITE DESIGN STUDIO INC	Highland Ave Promenade Landscape Design 7/2024	24-07002	202106-2205-8100-Highland P...	9,500.00
Vendor 6602 - SITE DESIGN STUDIO INC Total:					9,500.00
Fund 220 - GAS TAX FUN Total:					19,110.02

Council Warrant Register By Vendor

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - Friedrich Enterprises Inc					
240-2426-7810	Friedrich Enterprises Inc	Grocery Outlet Ctr Sweeping 8/2024	207783		784.00
Vendor 1570 - Friedrich Enterprises Inc Total:					784.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					784.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 7/2024	250168SS		11,941.67
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					11,941.67
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					11,941.67
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 8/01/2024 - 8/31/2024	FBN5106839		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 8/01/2024 - 8/31/2024	FBN5106839		679.61
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 8/01/2024 - 8/31/2024	FBN5106839		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 8/01/2024 - 8/31/2024	FBN5106839		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 8/01/2024 - 8/31/2024	FBN5106839		441.43
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 8/01/2024 - 8/31/2024	FBN5106839		428.96
Vendor 6189 - ENTERPRISE FM TRUST Total:					3,099.01
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,099.01
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 7/2024	2500278		594.01
Vendor 0903 - CITY OF MONROVIA Total:					594.01
Vendor: 6040 - EAN SERVICES LLC					
440-4405-7650	EAN SERVICES LLC	Admin Srvcs Vehicle Rental (KP JPIA Conf)	36849398		208.79
Vendor 6040 - EAN SERVICES LLC Total:					208.79
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	64th Installment of 3rd Bus 7/2024	SI010318		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 6/2024	SI010319		18,863.53
440-5004	FOOTHILL TRANSIT	Duarte Local Service 6/2024	SI010319		-670.30
Vendor 3192 - FOOTHILL TRANSIT Total:					22,080.28
Vendor: 1092 - GRAINGER					
440-4405-7650	GRAINGER	Yard Fire Hose Nozzle	9221918304		23.73
Vendor 1092 - GRAINGER Total:					23.73
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	6535216		37.05
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					37.05
Vendor: 0209 - SMART & FINAL					
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	636255		55.64
Vendor 0209 - SMART & FINAL Total:					55.64
Vendor: 4484 - U.S. BANK					
440-4405-7650	U.S. BANK	Engine Compartment Rodent Repellent (Amazon)	8262024KP		49.05
Vendor 4484 - U.S. BANK Total:					49.05
Fund 440 - PROPOSITION A TRANSIT FUND Total:					23,048.55

Council Warrant Register By Vendor

Payment Dates: 8/29/2024 - 9/11/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	64th Installment of 3rd Bus 7/2024	SI010318		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 6/2024	SI010319		15,433.79
460-5004	FOOTHILL TRANSIT	Duarte Local Service 6/2024	SI010319		-548.43
Vendor 3192 - FOOTHILL TRANSIT Total:					18,065.67
Fund 460 - PROPOSITION C TRANSIT FUND Total:					18,065.67
Fund: 490 - MEASURE W (WATER/STORMWATER)					
Vendor: 6523 - RIO HONDO/SAN GABRIEL RIVER WATERSHED MANAGEMENT JOINT POWERS					
490-4905-7980	RIO HONDO/SAN GABRIEL RIV...	FY25 Annual Membership	MEM-24-03		51,343.00
Vendor 6523 - RIO HONDO/SAN GABRIEL RIVER WATERSHED MANAGEMENT JOINT POWERS Total:					51,343.00
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					51,343.00
Fund: 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND					
Vendor: 6191 - GOVERNMENT LEASING AND FINANCE INC					
521-5215-8340	GOVERNMENT LEASING AND F..	Infrastructure Modernization Payment 5 of 15	535795264		169,761.58
521-5215-8350	GOVERNMENT LEASING AND F..	Infrastructure Modernization Payment 5 of 15	535795264		51,075.44
Vendor 6191 - GOVERNMENT LEASING AND FINANCE INC Total:					220,837.02
Fund 521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE FUND Total:					220,837.02
Grand Total:					1,037,893.01

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	689,664.07
220 - GAS TAX FUN	19,110.02
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	784.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,941.67
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,099.01
440 - PROPOSITION A TRANSIT FUND	23,048.55
460 - PROPOSITION C TRANSIT FUND	18,065.67
490 - MEASURE W (WATER/STORMWATER)	51,343.00
521 - INFRASTRUCTURE MODERNIZATION DEBT SERVICE ...	220,837.02
Grand Total:	1,037,893.01

Account Summary

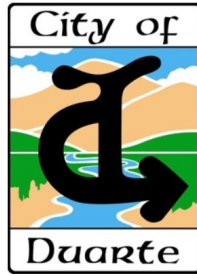
Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del...	75.00
100-1005-7642	Travel & Exp - Finlay	187.50
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	187.50
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	920.65
100-1010-7612	Publications and Dues	280.50
100-1010-7965	Professional Services	18,252.64
100-1010-7980	Other Expenses	790.35
100-1015-7680	City Attorney Legal	11,011.92
100-1015-7686	Other Legal Services	4,346.94
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7711	Employee Recognition C...	5,318.31
100-1020-7712	Community Information ...	9,481.55
100-1020-7713	Historical Museum Bldg...	621.63
100-1020-7720	DCTV	1,990.00
100-1025-7701	Area D Civil Defense	1,287.42
100-1205-7610	Travel, Mtgs & Conf	107.17
100-1205-7612	Publications and Dues	525.00
100-1205-7650	Vehicle Maintenance	4,918.92
100-1205-7780	Animal Control	6,275.00
100-1205-7781	Contract Law Enforceme...	467,017.76
100-1205-7980	Other Expenses	212.20
100-1405-7614	Office Supplies	260.29
100-1405-7650	Vehicle Maintenance	190.08
100-1405-7690	Planning Commission	750.00
100-1405-7801	Industrial Waste Inspect...	1,554.26
100-1410-7610	Travel, Mtgs & Conf	1,042.71
100-1410-7612	Publications and Dues	270.00
100-1410-7650	Vehicle Maintenance	1,488.30
100-1410-7810	Street Sweeping	122.00
100-1410-7980	Other Expenses	55.65
100-1415-7889	Repairs-Sports Park	185.06
100-1500	Advances	940.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	344.13
100-1605-7612	Publications and Dues	560.12
100-1605-7614	Office Supplies	236.72
100-1605-7636	Uniforms	1,731.09
100-1605-7650	Vehicle Maintenance	569.34
100-1605-7693	Youth Council	208.31

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7729	Concerts In The Park	559.23
100-1605-7730	Special Events	439.27
100-1605-7732	City Picnic	5,747.60
100-1605-7733	Senior Center	3,338.58
100-1605-7734	Fitness Center	208.54
100-1605-7735	Teen Center	358.17
100-1605-7736	Youth & Adult Recreatio...	2,381.40
100-1605-7737	Adult Excursions	5,460.25
100-1605-7740	Day Camps	308.91
100-1605-7741	Sports/Playground Progr...	636.11
100-1605-7745	Boxing Program	112.95
100-1605-7758	Independence Day Celeb...	216.56
100-1605-7965	Professional Services	33,846.42
100-1605-7980	Other Expenses	1,262.55
100-1610-7616	Pool Supplies	345.74
100-1610-7618	Building Supplies	4,191.28
100-1610-7636	Uniforms	127.73
100-1610-7652	Building Maint Services	14,022.16
100-1610-8100	Other Capital Improvem...	43,504.00
100-1805-7610	Travel, Mtgs & Conf	1,492.62
100-1805-7612	Publications and Dues	262.50
100-1805-7965	Professional Services	2,060.71
100-1810-7610	Travel, Mtgs & Conf	172.46
100-1810-7611	Training	170.18
100-1810-7612	Publications and Dues	264.00
100-1810-7614	Office Supplies	11.17
100-1810-7660	Other Services	192.00
100-1815-7632	Software	929.68
100-1825-7613	Duplications And Photos	125.24
100-1825-7626	Postage	662.32
100-1825-7674	Retiree Health Insurance	3,960.00
100-1825-7980	Other Expenses	68.00
100-1830-8100	Vehicle Replacement (C...	10,166.46
100-2120	Refundable Deposits	2,348.50
100-2126	Construction and Demoli...	3,000.00
100-4201	Building Permits	180.10
100-4302	Parking Citations	60.00
100-4807	Health Membership Fees	17.75
220-2205-8100	Other Capital Improvem...	9,500.00
220-2210-7890	Repairs-Traffic Signal	9,610.02
240-2426-7810	Street Sweeping	784.00
290-2905-7781	Contract Law Enforceme...	11,941.67
320-3205-8013	Vehicles (Capital)	3,099.01
440-4405-7650	Vehicle Maintenance	912.63
440-4405-7960	Foothill Transit Operatio...	18,863.53
440-4405-7980	Other Expenses	55.64
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-670.30
460-4605-7960	Foothill Tranist Operatio...	15,433.79
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-548.43
490-4905-7980	Other Expenses	51,343.00
521-5215-8340	Principal Payments	169,761.58
521-5215-8350	Interest Expense	51,075.44
Grand Total:		1,037,893.01

Project Account Summary

Project Account Key	Payment Amount
None	932,341.45
202106-2205-8100-Highland Promenade Measure M	9,500.00
202312/1010-7965-Prof. Svcs-Broadband Assessment	18,252.64
202313/100-1610-8100-Parks Other Cap Improvement	43,504.00
202421-Prof Svcs-FC Pool Deck Renovation	33,846.42
202422-Refund Dep-Royal Oaks Annexation	448.50
Grand Total:	1,037,893.01



ITEM: 11.E

Receive and File the Community Development Department Update

Recommended Action:

Receive and File the Community Development Department Update.

Attachments:

[11.E - Community Development Department Update - September 2024.pdf](#)



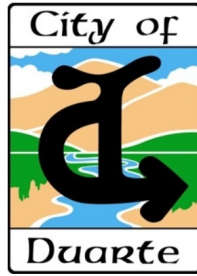
**COMMUNITY DEVELOPMENT
STATUS REPORT
September 2024**

PROJECT/PROGRAM		STATUS
DEVELOPMENT		
New Infinity/Nissan Dealership	Nissan will be moving to the former Used Car Superstore at 1125 Central Ave. The Infinity brand will also be added. The new owner has informed Staff that future plans include upgrades to the building and signs.	
Former Nissan Dealership	The former Nissan Dealership at 1434 Buena Vista Street has closed. The City has been informed that the property is in the process of being sold.	
Envision Ford	Envision Ford at 1031 Central plans to construct a new freeway sign. Permits have been issued and construction will start soon.	
Andres Duarte School	This is a Duarte Unified School District (DUSD) project which entails the development of the Andres Duarte School site with a residential development. The School District has selected a developer for the development: a partnership of Adept Development, MW Investments Group and SGV Property Fund. The Andres Duarte school site property is about 13 acres. The preliminary plan, acted on by DUSD, includes 169 units and preserves a portion of Otis Gordon Park. But there is no guarantee to this build out. The property has a general plan and zoning of Public Facilities so any development of the property will require City Council approval. The EIR consultant has been hired. The Parks & Recreation Commission will review the concept for the Otis Gordon Park rebuild at its September meeting.	
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. Plans were submitted for the third plan check, those plans have been returned with only a few minor items remaining. Utility plans are still in process and the development team is working on resolving easement issues. The new project manager has made significant progress and it seems likely that permits could be issued in the next couple of months.	
Starbucks 922 Hamilton Rd.	Starbucks is in the process of tenant improvements for a new location. Construction is in process.	

PROJECT/PROGRAM	STATUS
2400 Huntington Drive	The City's Housing Authority owns the property at 2400 Huntington Drive and has recently entered into an Exclusive Negotiating Agreement with Jamboree Housing to work on a plan for property sale and development. The City Staff is working with the San Gabriel Valley COG and the San Gabriel Valley Regional Housing Trust on possible financial assistance for the development.
1401 Santo Domingo	The property owner recently demolished all buildings on the property. A 20 unit townhome development was approved for the property. Plans have not yet been submitted for plan check.
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. Metro is in the final stages of developer selection. Metro has awarded an Exclusive Negotiating Agreement to Jamboree Housing. The plan is for a development with between 100-120 units of multi-generation housing. There is currently no schedule for development.
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. Staff has been working with a commercial broker team with the goal of spurring activity. 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.
Royal Oaks Annexation	The process has started to annex the Human Good's Royal Oaks senior living facility to the City. The Initial Study/Negative Declaration was recently completed and the notice to adopt has been published. A Public Hearing is scheduled for the September Planning Commission meeting. There will be an October City Council hearing.
Solana at Duarte Station 1750 Fasana Road	MBK is building Solana, a 292-unit apartment building. This building will also be the location of the "Duarte Station" sign that will be an icon, located on the roof of the building. The revised completion date is 2025.
BP Charging Station 2107 Huntington Dr.	Grading permits were issued for the new EV charging station on the property at the northeast corner of Huntington Drive and Bradbourne. This is a new style of charging station that

PROJECT/PROGRAM	STATUS
	includes several charging spaces and a lounge area for customers that are waiting for their vehicles to charge.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: Hope Plaza was recently completed. It is an 8 story, 350,000 square foot outpatient clinic, south of the Northeast parking structure. The Central Utility Plant reconstruction is in process and will be completed by Summer 2025 (it is located in the Irwindale portion of the property).
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. This project will take 12+ months, but Staff has had kick off meetings with the consultant and HumanGood and there is positive progress.
928 Huntington Dr.	A 16 unit apartment development has been approved for the property. Permits have been issued and construction has started. The project was put on hold while the contractor works out some construction details with SCE but should restart in the near future.
<u>PUBLIC WORKS</u>	
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. The City and the property owner of 1801 Highland have approved an easement agreement. 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. City has hired KHR to develop engineering plans. The projected construction date is Fall 2024; however, a portion adjacent to the Metro parking lot may be constructed with the development on that property. Staff and the City consultant are working with SCE on moving power poles. Final plans are in process. Some details need to be resolved with SCE and with Metro before the project goes out to bid.
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

PROJECT/PROGRAM	STATUS
	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. An aerial survey has been completed and the concept plan is being developed. In coordinating with Cal Trans, the date that funding will be available has changed, so the project won't go out to bid until early 2025 at the earliest.
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. The Highland underpass sidewalk (west side) was recently completed.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to locate structure in the park area under the soccer field. 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 City Staff and the JPA will start public outreach.
Annual Pavement Repair	The annual project was delayed but was recently re-bid. Work has started and should take two to 4 weeks to complete.
Annual Striping Project	The 2024-2025 annual project work will begin in September.
Annual Concrete Repair	The 2024-2025 annual project will be awarded September 10 and construction will begin later in the month.
Annual CDBG Curb Ramp Project	The 2024-2025 annual project is currently in the bid process.



ITEM: 11.F

Receive and File the Parks and Recreation Department Update

Recommended Action:

Receive and File the Parks and Recreation Department Update.

Attachments:

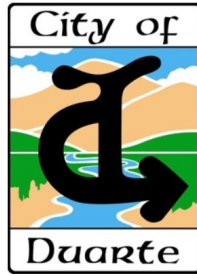
[11.F - Parks and Recreation Department Update - September 2024.pdf](#)



PARKS AND RECREATION STATUS REPORT September 2024

PROJECT/PROGRAM		STATUS
<u>PARKS AND TRAILS</u>		
Construction Closure Notice: Royal Oaks Park Tennis Courts	The tennis courts at Royal Oaks Park will be closed to the public starting September 30, as construction for the Pickleball Court Conversion project will commence. The project is anticipated to take about 4 weeks to complete but once finished, Royal Oaks Park will have two (2) permanent pickleball courts, installed with lines and nets, and one tennis court with painted pickleball lines to allow it to be used as both a tennis court and pickleball courts, new windscreens, and fencing around the perimeter. Courts Re-Grand opening slated for November 2024.	
<u>YOUTH AND SENIOR PROGRAMS</u>		
Fall '24 Recreation Classes	This fall’s recreation classes are now live on the City’s website. Classes will begin the week of Monday, September 23 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.	
<u>SPECIAL EVENTS</u>		
Youth Boxing Show	Attention all boxing fans! The Duarte Youth Boxing Club will be hosting its 2024 Duarte Youth Boxing Club Boxing Show on Saturday, September 14, starting at 1 PM, in the DHS gymnasium. This will be an exciting day for fans and supporters of amateur youth boxing here in Duarte and surrounding communities. Advance tickets can be purchased at the Teen Center for \$10 or \$15 at the door. For more information, contact the Teen C enter at (626)303-0863.	
City Picnic	To celebrate Duarte’s 67 th year of incorporation, on September 21 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 <i>ACE Band</i> and DJ Phil. There will also be plenty of food and informational booths on-hand, a beer garden, a Route 66 Classic Car Show, games, rides for kids, and some celebration surprises! For more information or to register for the car show, contact the Department at (626) 357-7931.	

Duarte Family Feud Fun	Duarte's Family Feud Fun event is back again this year and will be held on Saturday, October 5 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, 4 th Place \$200, plus we'll family fun pack raffles for all participating teams. Space is limited, so sign up today at the Teen Center or at ACCESSDUARTE.COM .
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ITEM: 11.G

Receive and File the Monthly Financial Update for June

Recommended Action:

Receive and File the Monthly Financial Update.

Attachments:

[11.G - Monthly Financial Report for June 2024 \(FY2023-24\).pdf](#)



City of Duarte

MONTHLY FINANCIAL REPORT

**Month Ended June 30, 2024
(100.0% of FY 2023-24 Completed)**

Contents

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Treasury Report

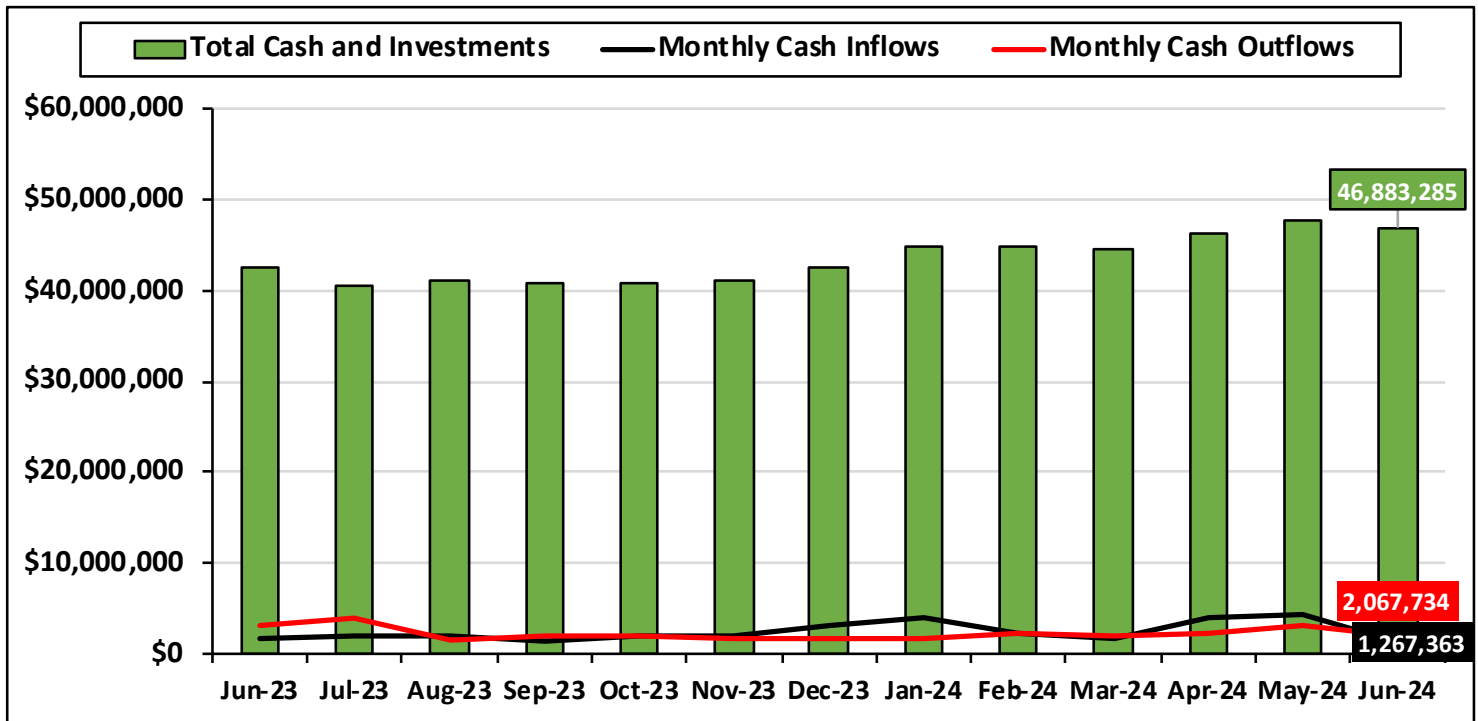
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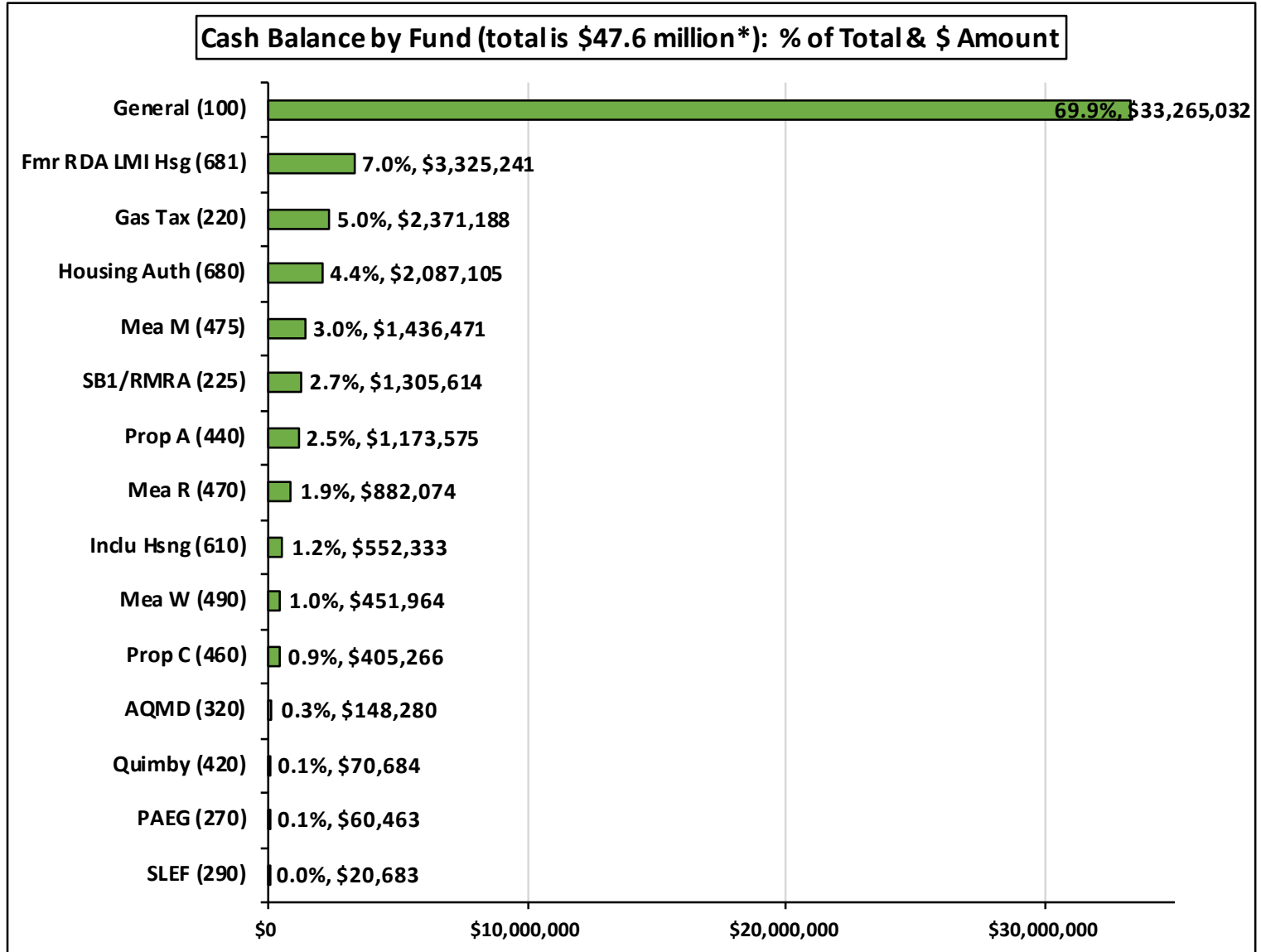
CITY OF DUARTE
Treasury Report - Monthly Activity & Balances
Month Ended June 30, 2024

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (6/01/2024)	\$6,837,907	\$40,845,749	\$47,683,656
Cash Inflows			
Receipts	\$1,267,363	\$0	\$1,267,363
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,267,363	\$0	\$1,267,363
Cash Outflows			
Disbursements	\$2,067,734	\$0	\$2,067,734
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$2,067,734	\$0	\$2,067,734
Net Activity	(\$800,371)	\$0	(\$800,371)
Ending Balance (6/30/2024)	\$6,037,536	\$40,845,749	\$46,883,285



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

CITY OF DUARTE
Treasury Report - Cash Balance by Fund
Month Ended June 30, 2024

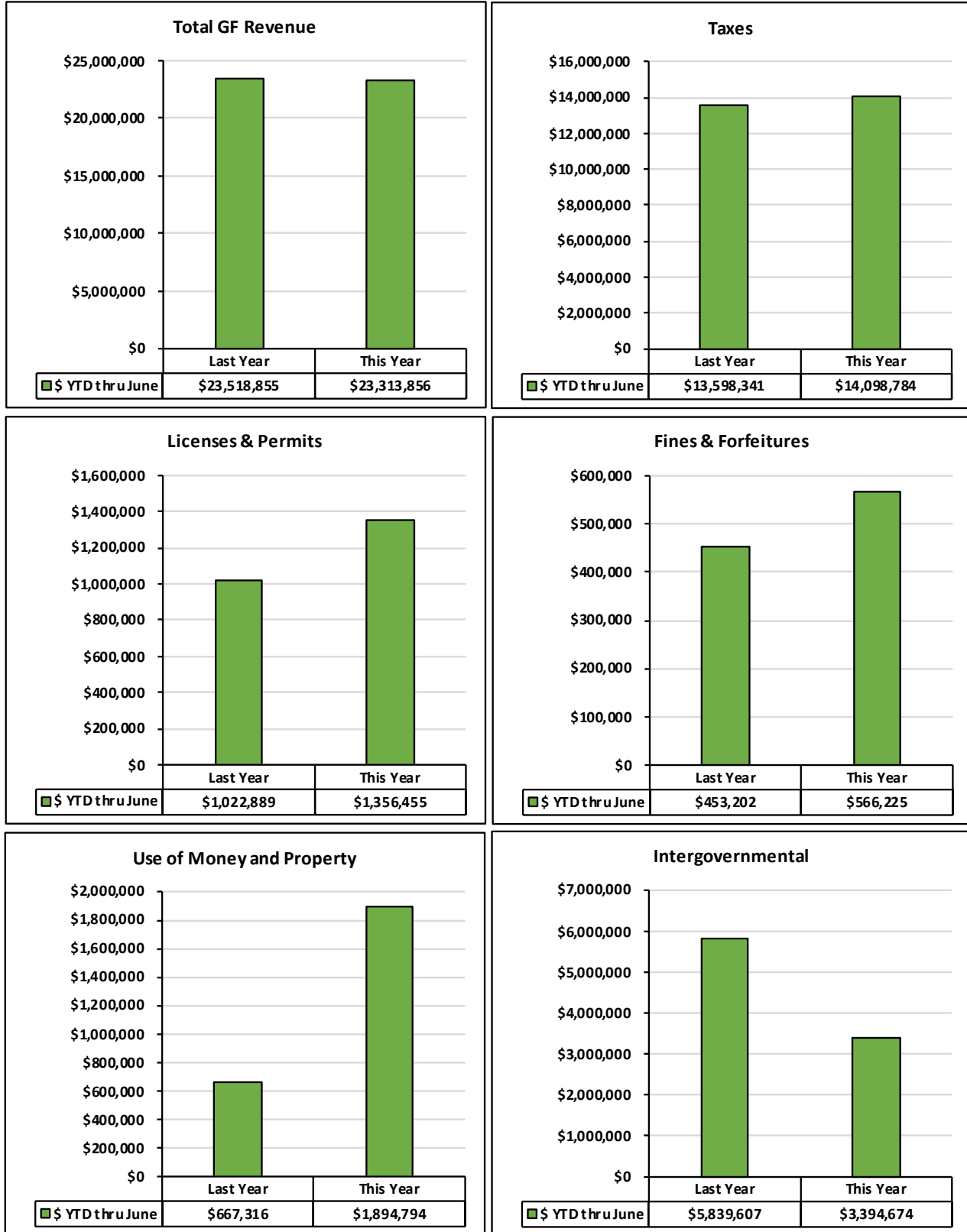


*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger is not equal to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to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

**Funds with zero or negative cash balances are not shown above. Those with negative balances are offset against the General Fund cash balance.

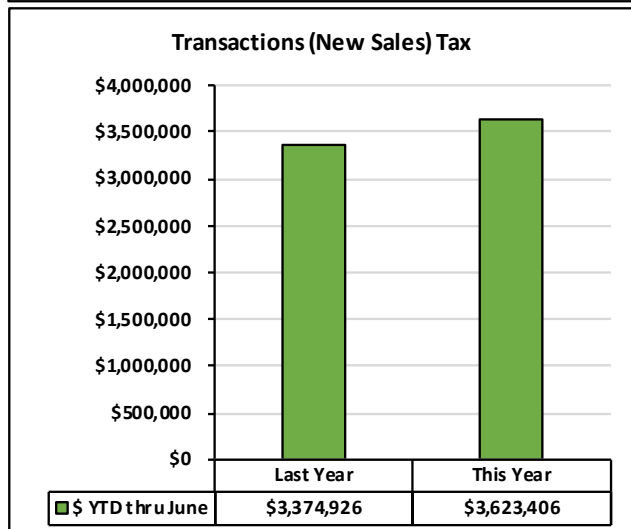
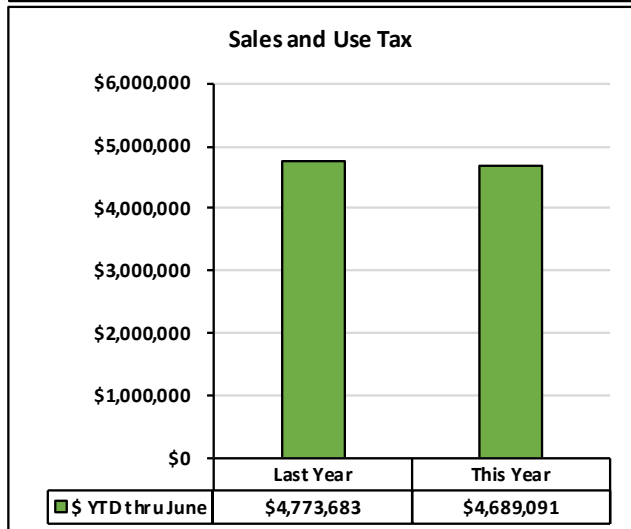
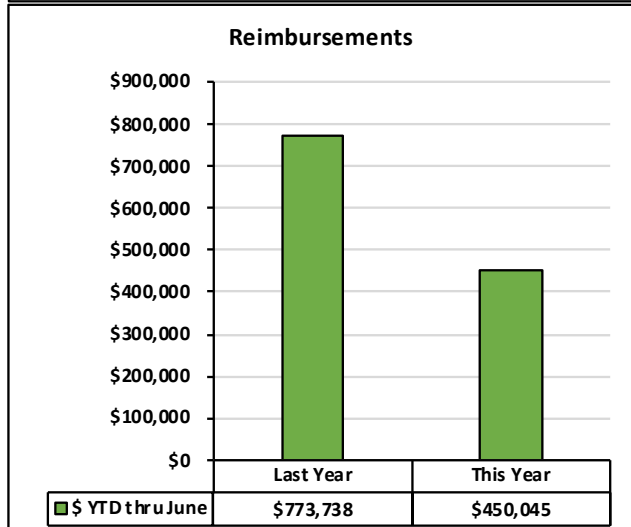
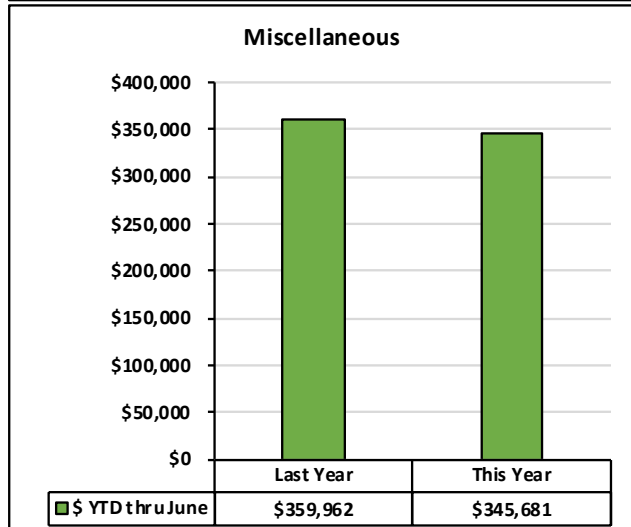
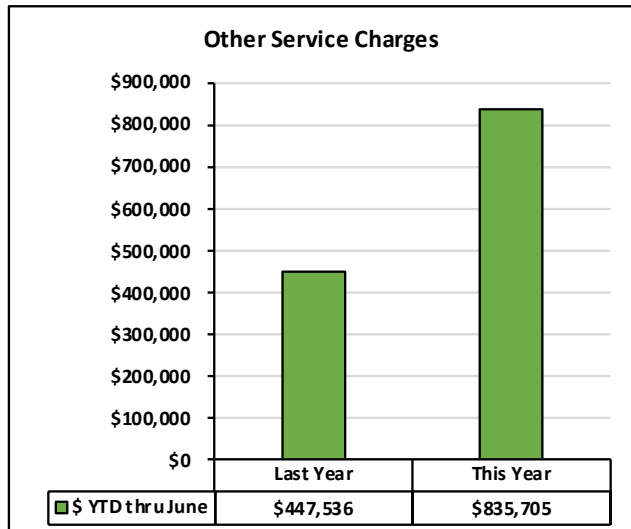
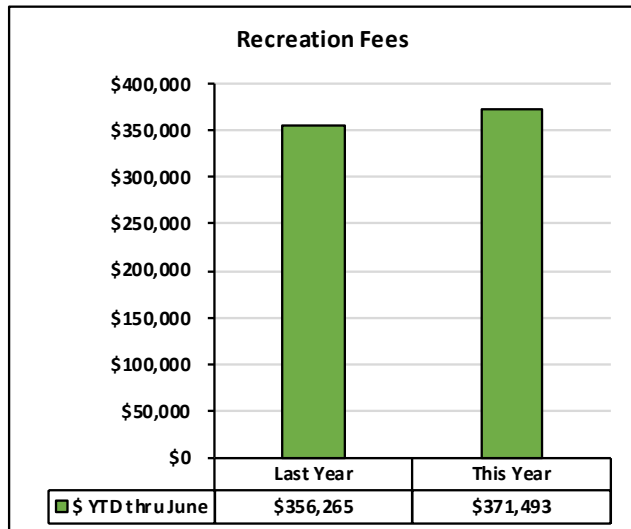
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2023-24 Year-to-Date Through June versus Prior Year



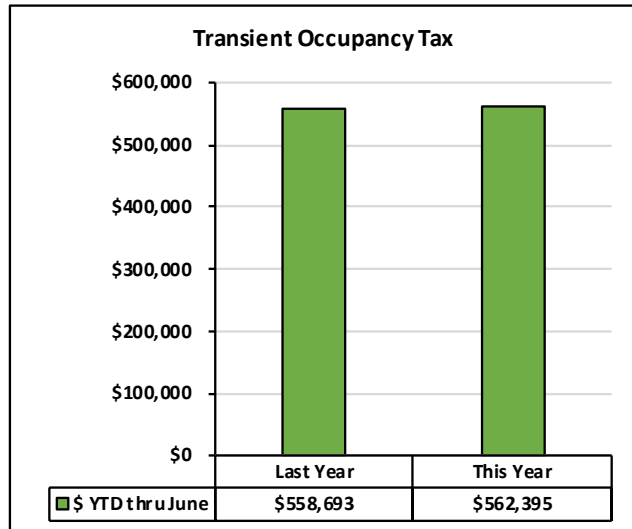
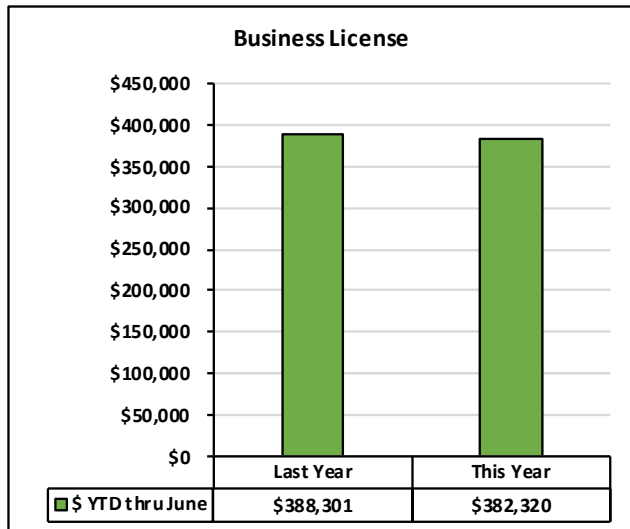
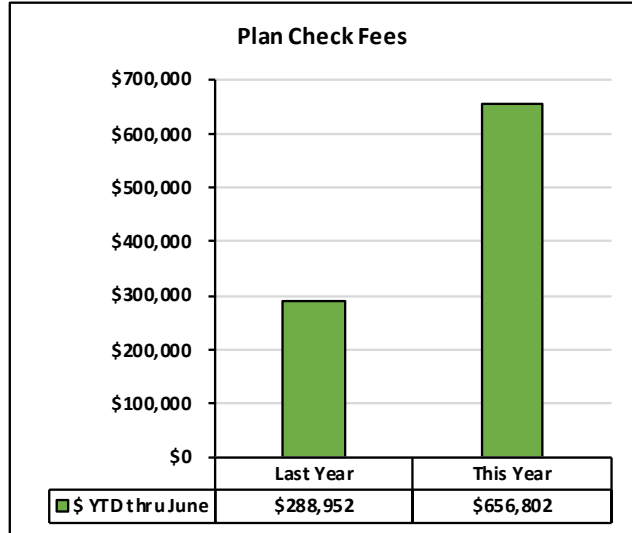
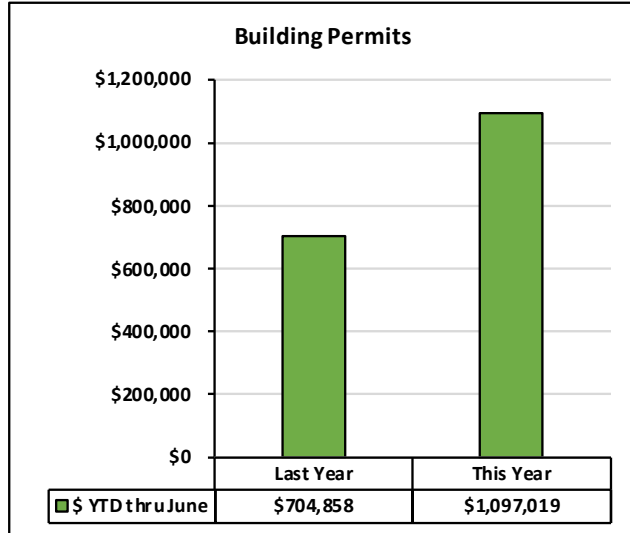
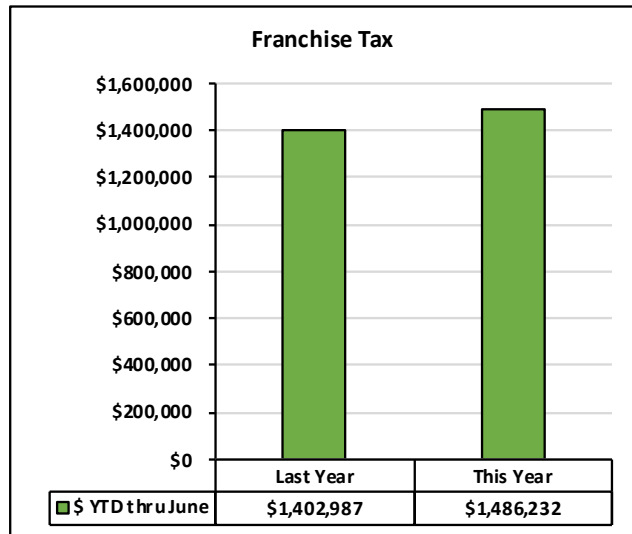
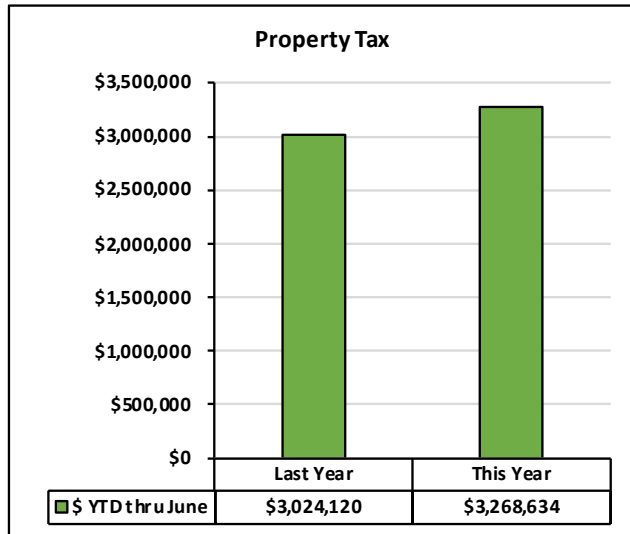
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2023-24 Year-to-Date Through June versus Prior Year



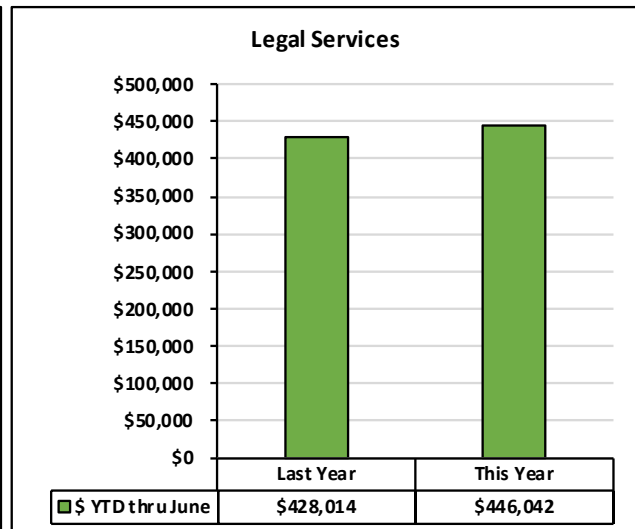
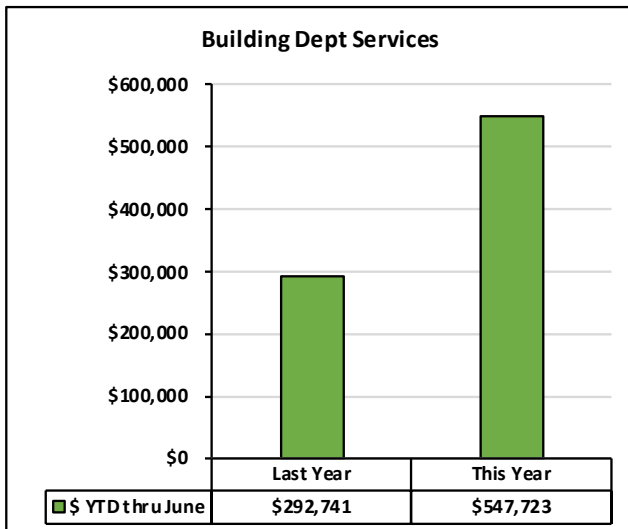
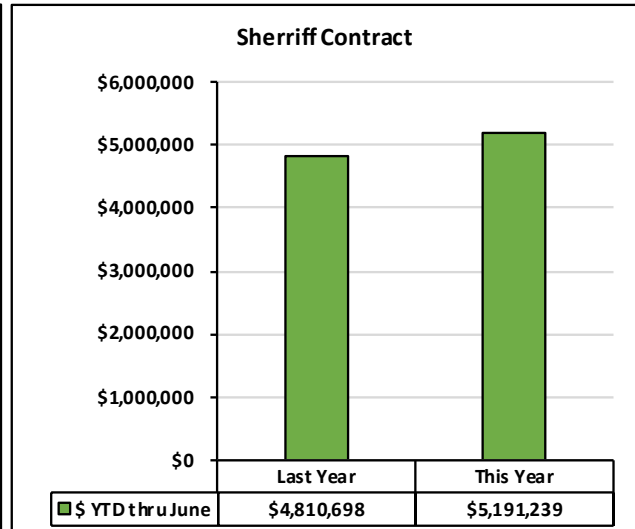
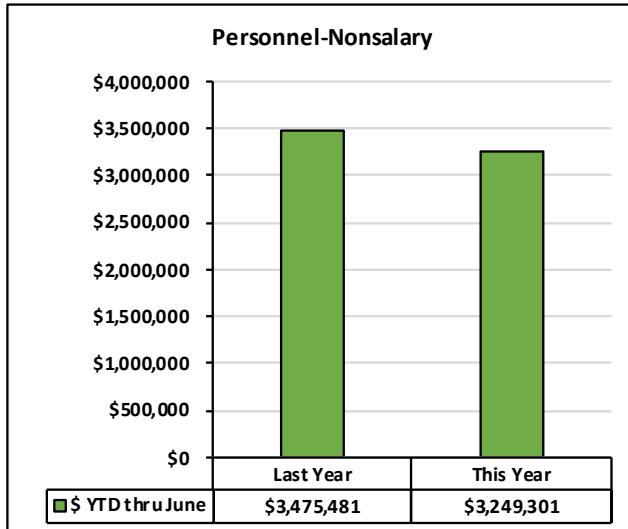
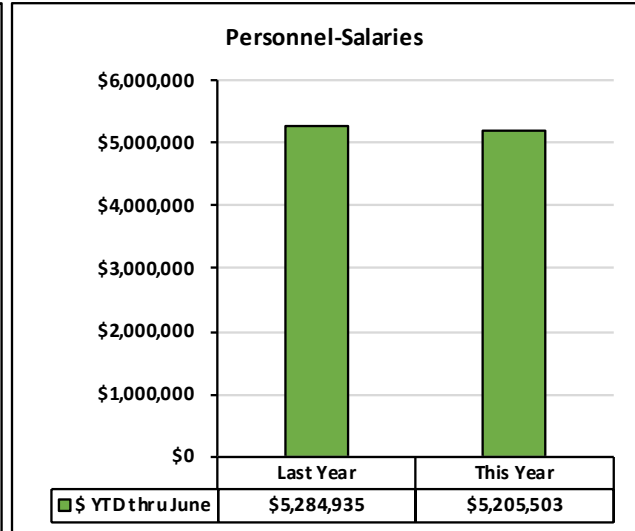
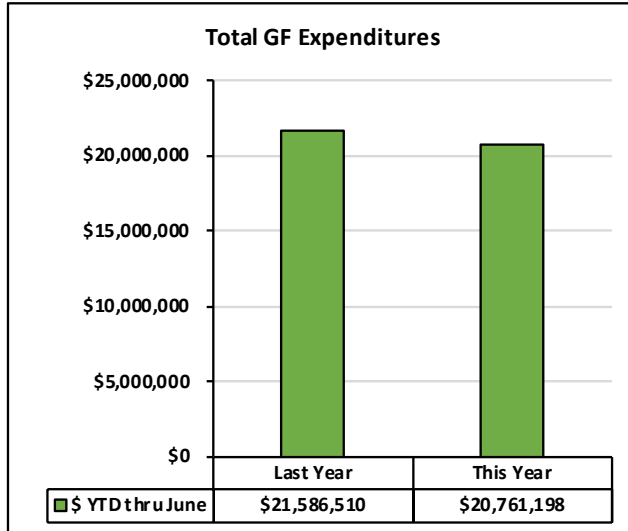
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2023-24 Year-to-Date Through June versus Prior Year



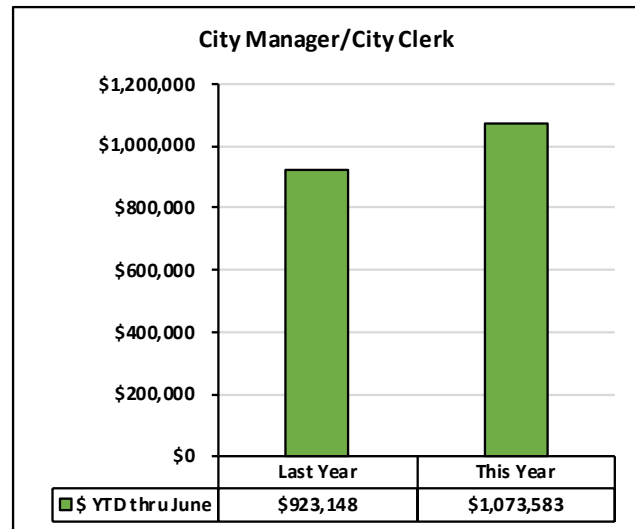
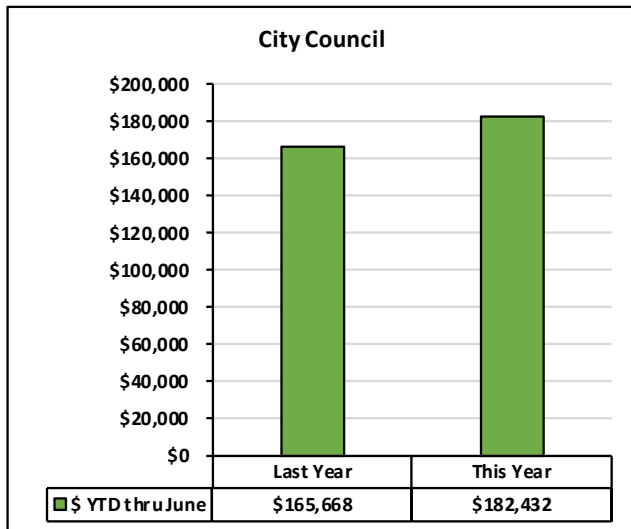
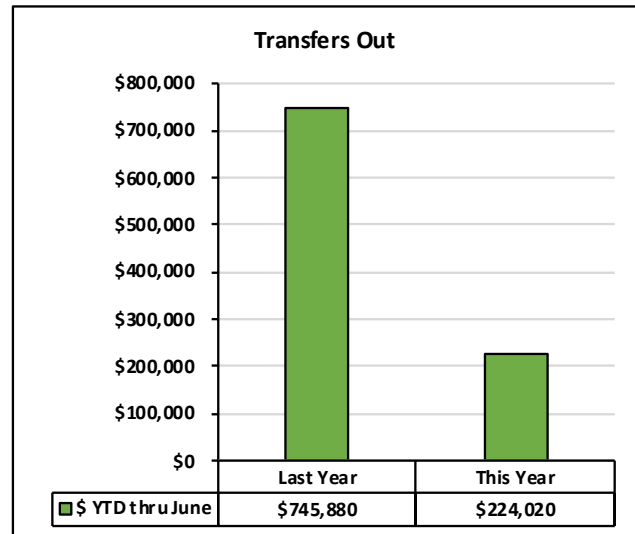
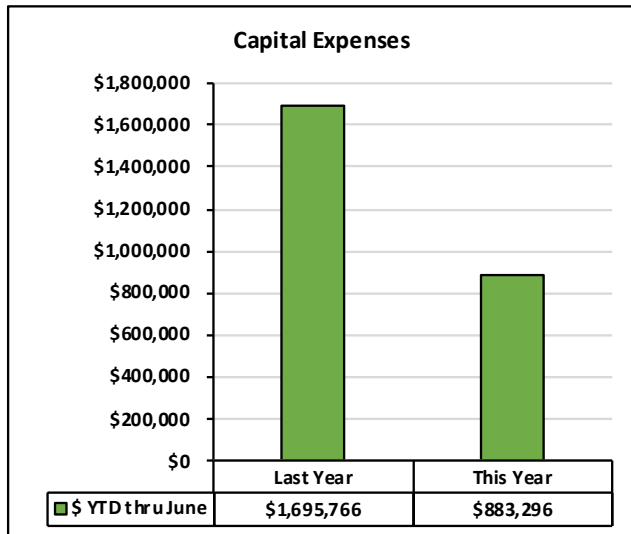
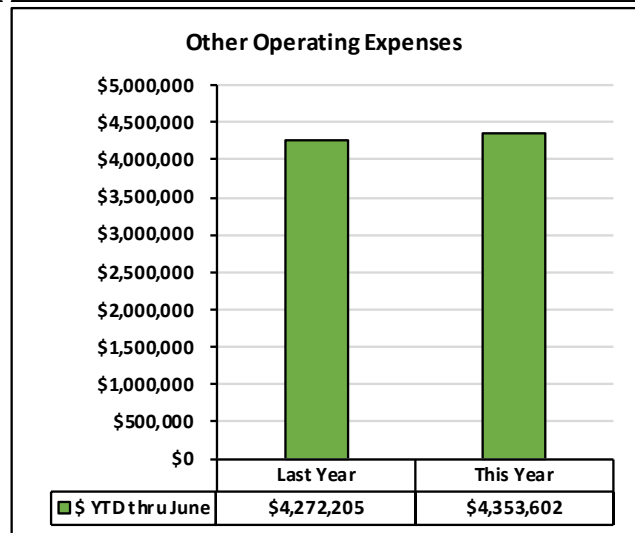
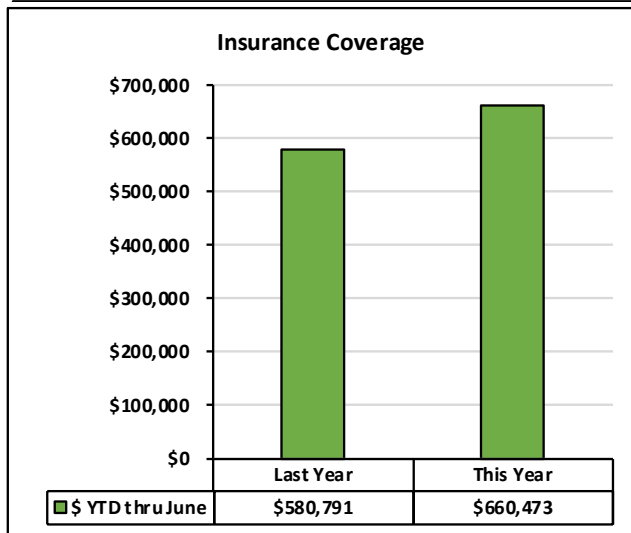
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through June versus Prior Year



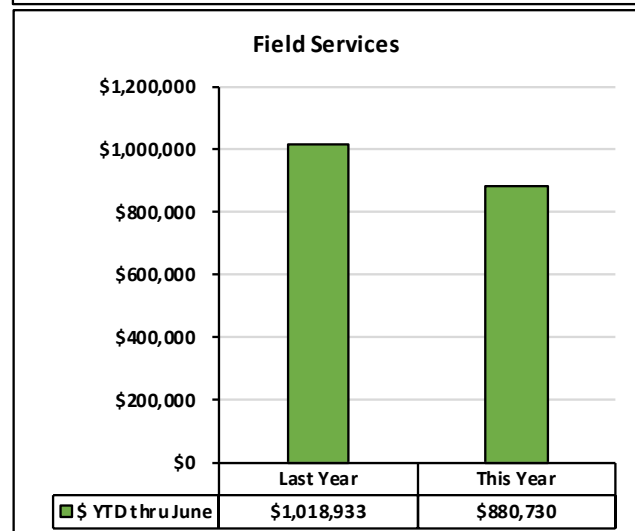
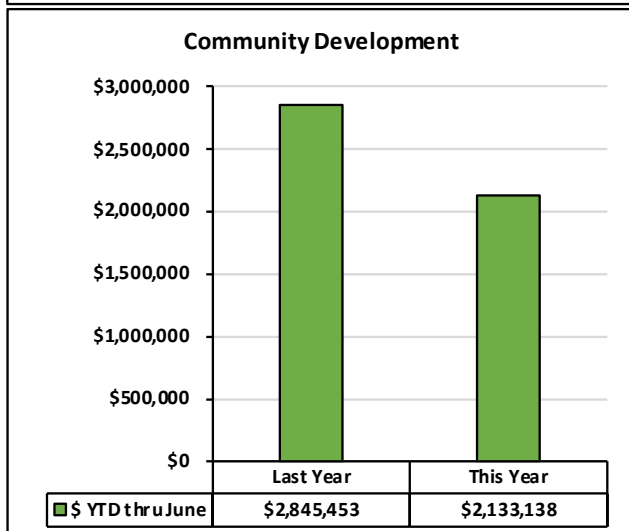
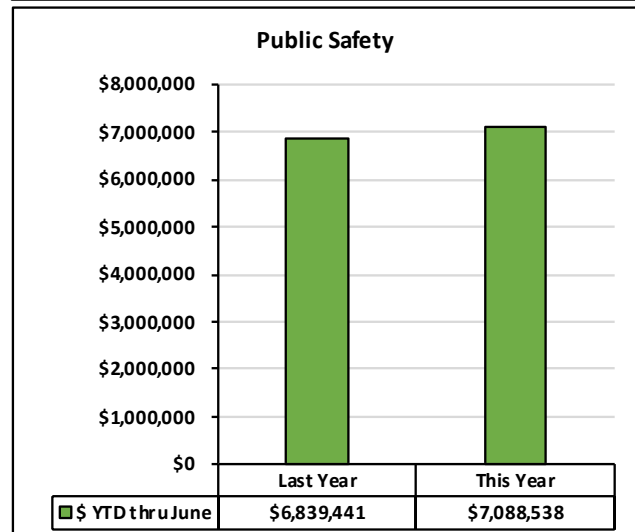
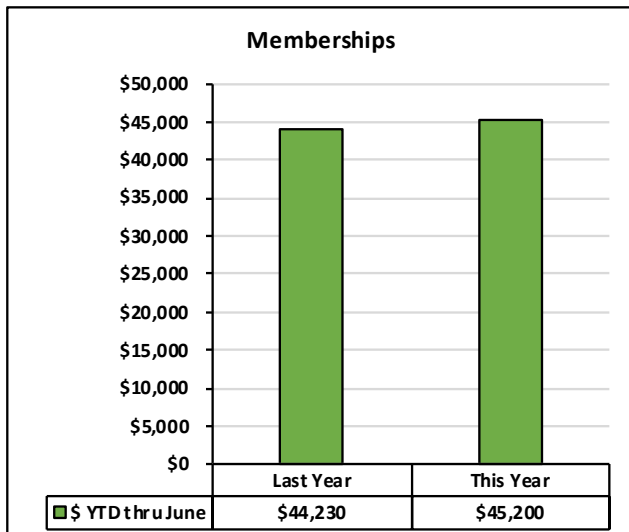
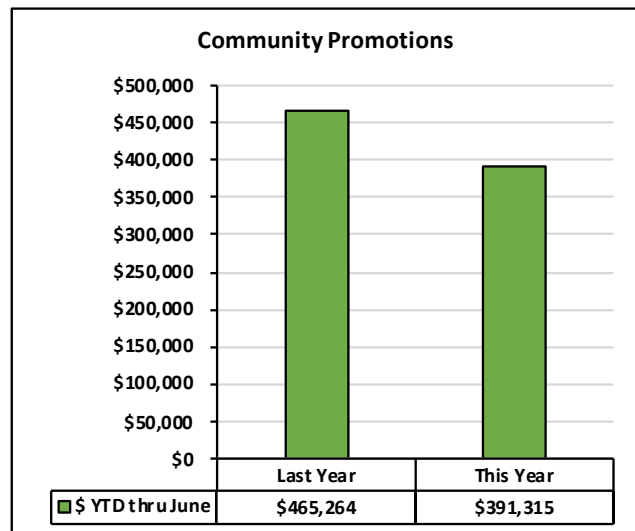
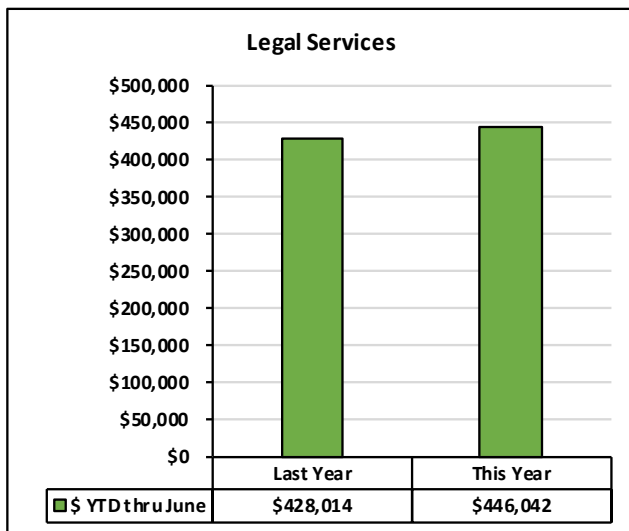
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through June versus Prior Year



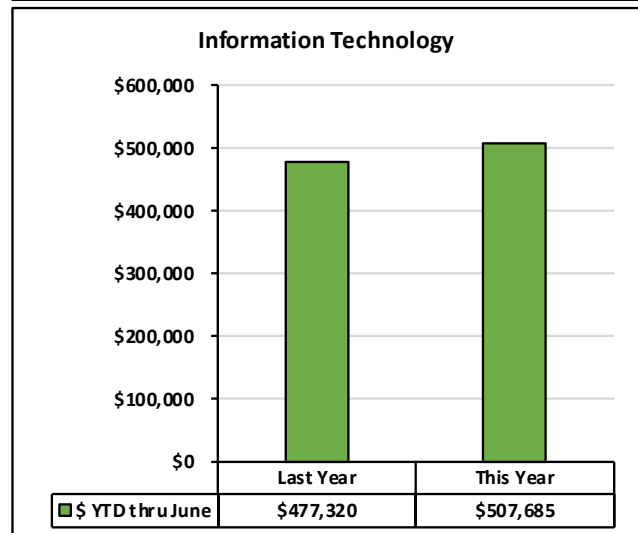
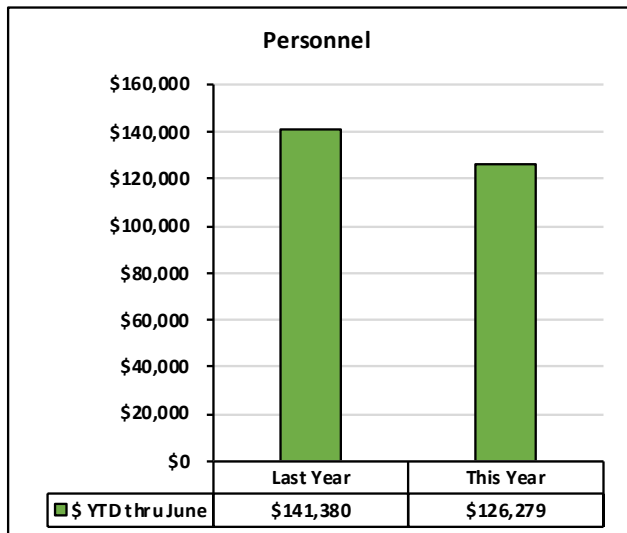
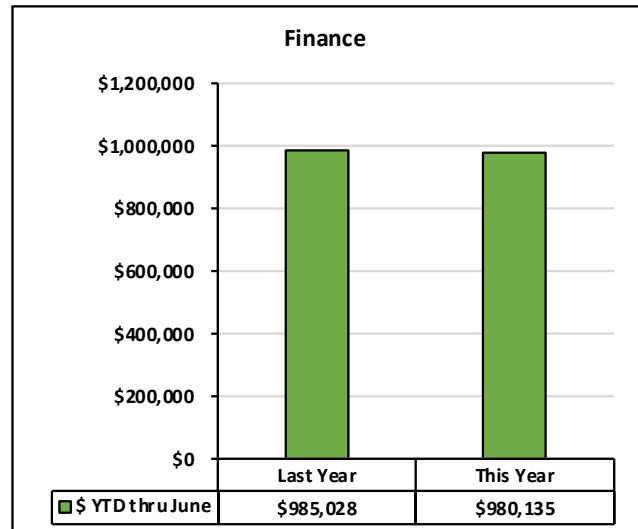
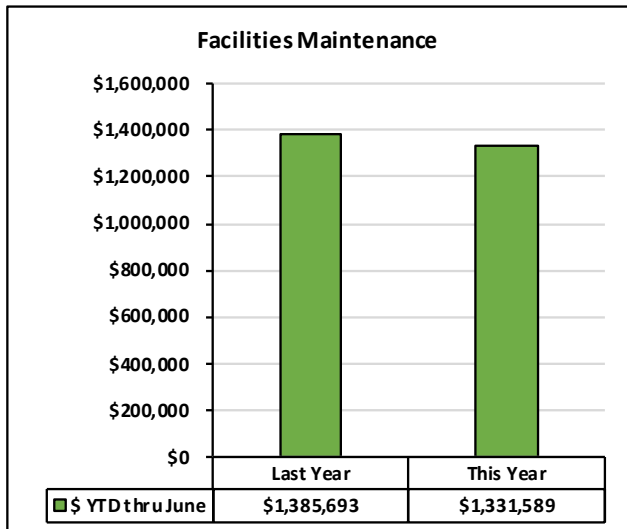
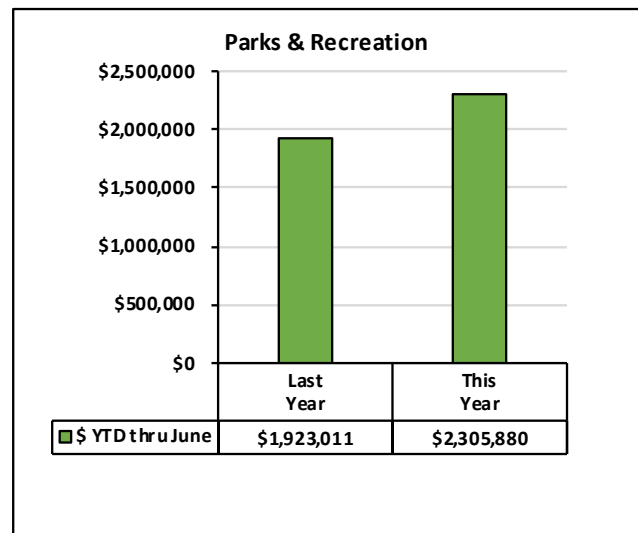
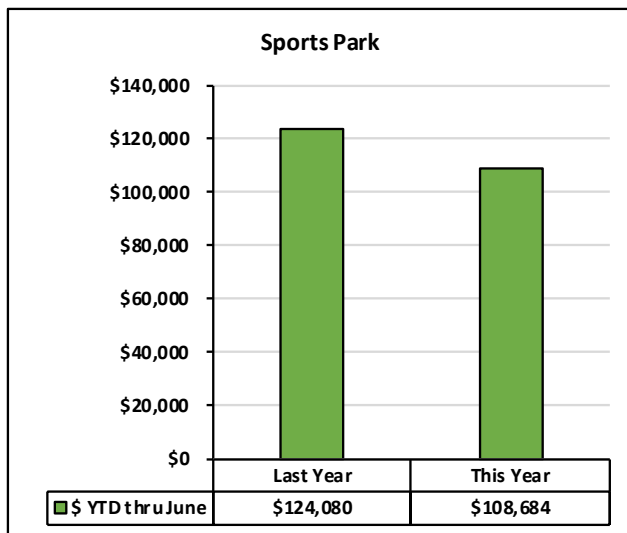
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through June versus Prior Year



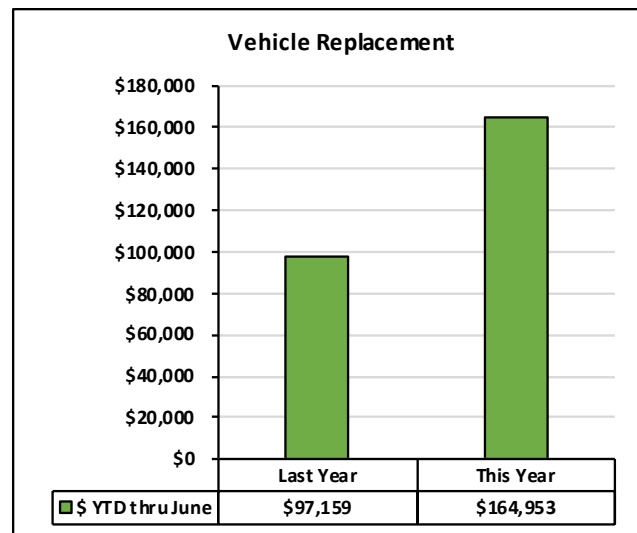
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through June versus Prior Year



CITY OF DUARTE

General Fund Expenditures by Category & Division *FY 2023-24 Year-to-Date Through June versus Prior Year*



CITY OF DUARTE

Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2023-24 Year-to-Date Through June

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	31,805,212	22,863,811	450,045	20,537,178	224,020	2,552,658	34,357,870
220	Gas Tax	2,149,582	705,550	0	527,992	0	177,558	2,327,141
225	SB1/RMRA	842,668	526,134	0	519,302	87,637	(80,804)	761,863
240	Lghtng & Lndscpng	67,652	1,009,965	0	1,336,265	0	(326,300)	(258,648)
260	CDBG	0	111,774	0	111,774	0	0	0
270	PAEG	41,268	29,776	0	4,788	0	24,988	66,256
290	Supp Law Enfrmnt	0	187,960	0	187,960	0	0	0
300	Bike & Ped Safety	0	45,085	0	45,085	0	0	0
320	Air Quality (AQMD)	150,835	58,605	3,182	55,925	0	5,863	156,698
400	Park Development	(18,808)	29,944	0	91,266	0	(61,322)	(80,130)
420	Quimby	68,861	2,522	0	0	0	2,522	71,383
440	Prop A	948,893	615,208	0	405,501	60,000	149,707	1,098,600
460	Prop C	260,957	490,789	0	326,470	45,000	119,319	380,276
470	Mea R	652,248	379,113	0	377,929	75,586	(74,402)	577,846
475	Mea M	1,081,960	443,035	0	564,143	0	(121,107)	960,852
490	Mea W	342,985	267,112	0	162,624	0	104,488	447,473
520	Town Cntr Debt Serv	0	0	0	0	0	0	0
521	Infra Mod Debt Srv	0	0	220,837	220,837	0	0	0
610	Inclusionary Hsng	538,092	19,709	0	0	0	19,709	557,801
620	Community Impr	811,851	553,295	0	1,658,146	0	(1,104,850)	(293,000)
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	2,042,652	74,604	0	20,596	0	54,008	2,096,660
681	Fmr RDA L/M Hsg	4,100,079	117,954	0	8,120	0	109,834	4,209,912
Total - All Funds		45,886,986	28,531,945	674,064	27,161,900	492,242	1,551,868	47,438,853



ITEM: 11.H

Award of Contract for FY 2024/25 Citywide Concrete Repair Project - Project No. 25-3

Recommended Action:

Approve the award of contract for the FY 2024-25 Citywide Concrete Repair Project to FS Contractors Inc. in the amount of \$147,575.00 and approve a \$12,332.50 budget amendment to provide for a 10 percent contingency.

Attachments:

[11.H Staff Report - AOC FY 24-25 Citywide Concrete Repair Project No. 25-3.pdf](#)

[11.H - Attachment A - Project Locations Map.pdf](#)

[11.H - Attachment B - Construction Agreement Signed by Contractor.pdf](#)



AGENDA REPORT

MEETING DATE: September 10, 2024

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Brian Chau, Assistant Civil Engineer

SUBJECT: Award of Contract for FY 2024/25 Citywide Concrete Repair Project - Project No. 25-3

RECOMMENDATION: It is recommended that the City Council: Approve the award of contract for the FY 2024-25 Citywide Concrete Repair Project to FS Contractors Inc. in the amount of \$147,575.00 and approve a \$12,332.50 budget amendment to provide for a 10 percent contingency.

FISCAL IMPACT: \$150,000 in Measure M funds were included in the FY 2024/25 Capital Improvement Program Budget for the Annual Concrete Repair Project. The project cost is \$162,332.50 which is the contract amount with 10 percent contingency, so a budget amendment of \$12,332.50 is needed in account number 4750-8060.

BACKGROUND

The annual Concrete Repair Project consists of the removal and replacement of broken and off-grade concrete improvements such as sidewalk, curb and gutter, driveway approaches and curb ramps damaged by tree roots or other factors that pose a hazard to pedestrians or vehicular travel. In April 2023, Precision Concrete Cutting completed a citywide assessment of sidewalks and identified grade differences along pedestrian paths of travel that may need repair. Staff has used the results from the sidewalk assessment, reported concerns from residents and standard practice of surveying existing concrete improvements to identify deficiencies in accessibility to generate a list of locations to repair with this project.

This annual project has improved the accessibility and safety for pedestrians and significantly reduced the number of trip and fall claims, thereby becoming an integral part of the City's Risk Management Plan.

DISCUSSION/ANALYSIS

The specifications for the Project were made available and the Project was published in accordance with the Duarte Municipal Code (DMC) Section 2.36.060.

On July 30, 2024, eleven (11) bids were submitted electronically with the following results:

1	SAVI Construction Inc.	\$143,485.00
2	FS Contractors, Inc.	\$147,575.00
3	Gentry Brothers, Inc.	\$163,910.00
4	Hardy & Harper, Inc.	\$188,000.00
5	S&H Civilworks	\$189,375.00
6	Gentry General Engineering, Inc.	\$193,315.00
7	Onyx Paving Company, Inc.	\$196,000.00
8	Eleazar General Engineering, Inc.	\$222,566.50
9	CT&T Concrete Paving, Inc.	\$232,880.50
10	EBS General Engineering, Inc.	\$245,732.50
11	DM Contracting, Inc.	\$287,782.50

The lowest apparent bid from SAVI Construction Inc. was disqualified due to inconsistencies in the submitted bid documents. The next lowest bidder was FS Contractors, Inc., and their bid proposal was deemed responsive upon review of all required documents.

FS Contractors Inc. has successfully completed similar work for the City of Calabasas, City of El Segundo, City of Walnut, and City of Duarte. Their federal and state license status have been verified.

As with all contracts, a contingency amount is considered for this project in anticipation of any potential contract changes due to unforeseen circumstances. A ten (10) percent contingency has been added to this contract and will only be used if deemed necessary by Staff.

RECOMMENDATION

It is recommended that the City Council: Approve the award of contract for the FY 2024-25 Citywide Concrete Repair Project to FS Contractors Inc. in the amount of \$147,575.00 and approve a \$12,332.50 budget amendment to provide for a 10 percent contingency..

FISCAL IMPACT

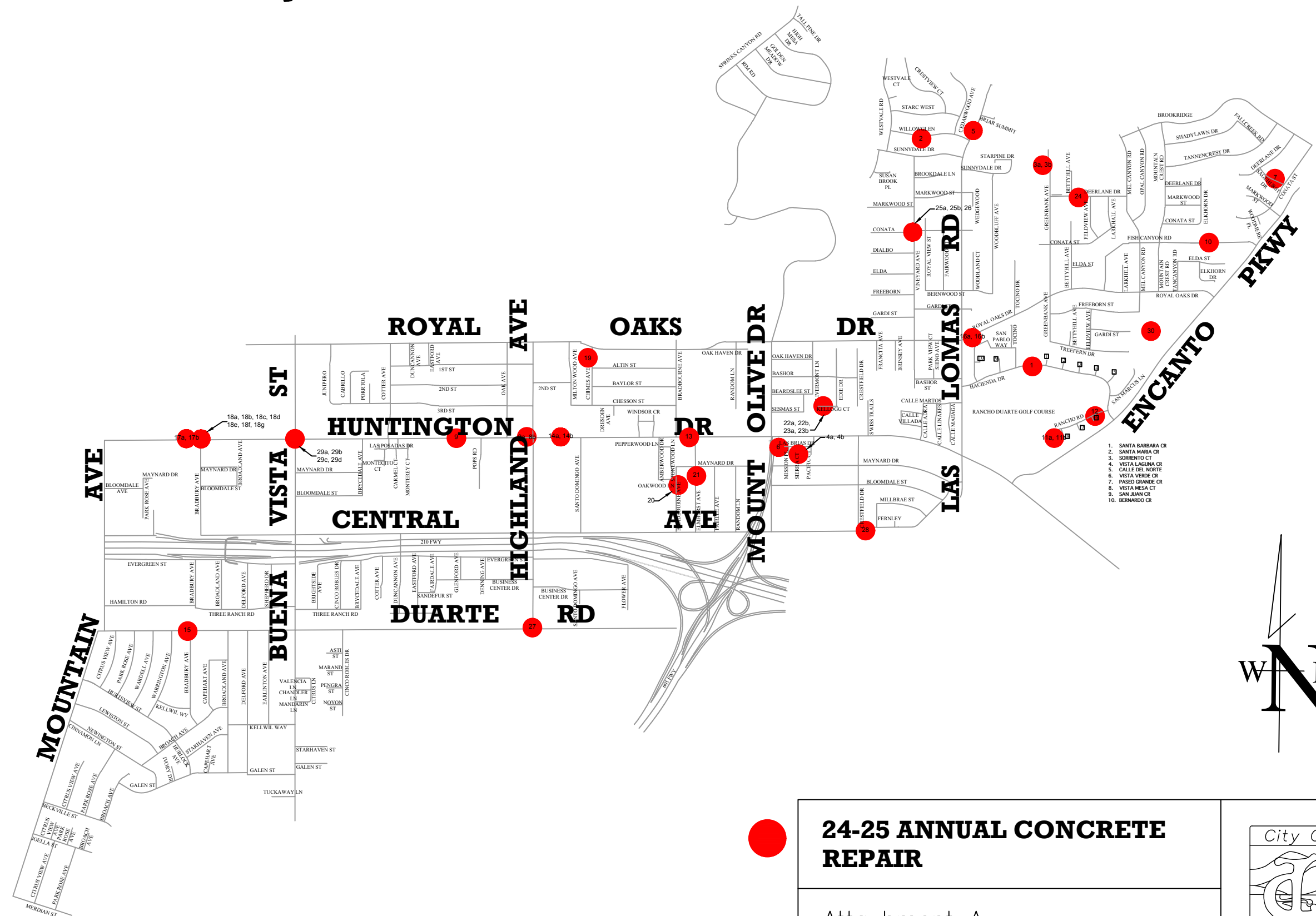
\$150,000 in Measure M funds were included in the FY 2024/25 Capital Improvement Program Budget for the Annual Concrete Repair Project. The project cost is \$162,332.50 which is the contract amount with ten (10) percent contingency, so a budget amendment of \$12,332.50 is needed in account number 4750-8060.

ATTACHMENTS

Attachment A: Project Locations Map

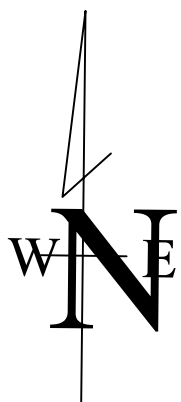
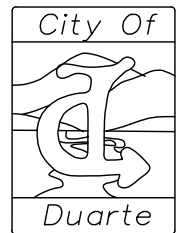
Attachment B: Construction Agreement Signed by Contractor

City of Duarte



24-25 ANNUAL CONCRETE REPAIR

Attachment A
Project Location Map



CITY OF DUARTE
AGREEMENT FOR CONSTRUCTION OR MAINTENANCE SERVICES

THIS AGREEMENT FOR CONSTRUCTION OR MAINTENANCE SERVICES ("Agreement"), made and effective as of _____ ("Effective Date"), by and between the City of Duarte ("City"), and **FS Contractors Inc.**, a [California corporation], ("Contractor"). Contractor and the City are hereafter together referred to as the "**Parties**" and each individually as a "**Party**." In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. RECITALS.

This Agreement is made and entered into with respect to the following facts:

- A. That City desires to obtain through Contractor the work set forth and described in the Scope of Work attached hereto as Exhibit A and incorporated herein by this reference ("**Contractor Services**").
- B. That Contractor represents to the City that Contractor is well qualified to perform the Contractor Services by reason of Contractor's training, expertise, experience, and background.
- C. That the public interest, convenience, and necessity require that City obtain the Contractor Services upon the terms and conditions set forth herein.
- D. That City and Contractor mutually desire to enter into this Agreement for the provision of the Contractor Services by Contractor for and on behalf of City, in accordance with the terms and conditions set forth herein.

2. SERVICES AND WORK

- A. Provision of Contractor Services. During the term of this Agreement, Contractor shall provide the Contractor Services as set forth in Exhibit A. Time is of the essence for this Agreement.
- B. Additional Services. If City desires to add additional work, services, work locations, or service locations not specifically described in Exhibit A ("**Additional Services**"), City shall notify Contractor thereof at least thirty (30) days in advance of the time such Additional Services shall commence. Contractor shall perform such Additional Services, and compensation for the work performed shall be paid by City in accordance with the Budget and Fee Schedule attached hereto as Exhibit B and incorporated herein by this reference, or as otherwise may be agreed in writing by City and Contractor. It is expressly understood by Contractor that the provisions of this Subsection 2(B) shall not apply to work specifically set forth in Exhibit A or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the work to be performed as included in Scope of Work

may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation. Unless contradictory of this Subsection 2(B), all provisions in this Agreement applicable to Contractor's performance of the Contractor Services shall also apply to the Additional Services.

- C. Standard of Performance. In performing the Contractor Services, Contractor shall use the skill and care that a highly specialized professional with significant expertise in the field would use under similar circumstances. To the extent that Contractor retains subcontractors to perform any portion of any of the Contractor Services, Contractor has a duty to City to ensure that the tasks, work, and services performed by such subcontractors meet the same highly specialized professional level, skill, and expertise expected of Contractor.
- D. Labor, Equipment, Materials. Contractor shall equip itself with all necessary labor, equipment, and materials to perform the Contractor Services specified in this Agreement. Contractor represents that the Contractor Services will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable Federal, State, and local laws to perform the Contractor Services. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of the Contractor Services and as required by law. Contractor ensures that all goods, materials, equipment, or personal property included within the Contractor Services shall be of good quality and fit for the purpose intended.
- E. Work Site. Contractor has or will investigate the work site and is or will be fully acquainted with the conditions there existing, prior to commencement of the Contractor Services. Should Contractor discover any conditions, including any latent or unknown conditions, which will materially affect the performance of the Contractor Services, Contractor shall immediately inform City of such fact in writing and shall not proceed except at Contractor's risk until written instructions are received from the City Representative (as defined below).
- F. Independent Contractor. All Contractor Services, and all work, services, labor, equipment, and materials furnished in conjunction therewith shall be furnished by Contractor as an independent contractor, subject to the inspection and approval of City, or the City Representative (as defined below). City shall have the right to control Contractor only as to results of the Contractor Services rendered pursuant to this Agreement. Neither City nor any of its officers, officials, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner. No City-provided employee benefits shall be available to the Contractor or any of Contractor's employees in connection with this Agreement. Except for the fees paid to Contractor as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing Contractor

Services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing Contractor Services hereunder.

3. **AUTHORITY OF THE CITY REPRESENTATIVE**

- A. City Representative. The “**City Representative**” shall be Stephanie Sandoval, Public Works Manager of City of Duarte, acting personally or through their duly authorized agents, each agent acting only within the scope of authority delegated to them.
- B. Scope of Authority. The City Representative shall convey to Contractor the decision of City regarding any and all questions which may arise as to the quality or acceptability of materials furnished and work performed, and as to the manner of performance and rate of progress of the work. The City Representative shall further convey to Contractor the decision of City regarding all questions which may arise as to the acceptable fulfillment of this Agreement on the part of Contractor; and all questions as to claims and compensations. The City Representative’s communicated decisions shall be final, and the City Representative shall have authority to enforce and make effective such communicated decisions so that Contractor can carry out such decisions promptly.

4. **TERM OF AGREEMENT**

This Agreement shall commence and terminate on the dates set forth in Exhibit A.

5. **SUSPENSION OR TERMINATION OF AGREEMENT**

- A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Contractor. Upon receipt of said notice, Contractor shall immediately cease all Contractor Services under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this Subsection 5(A), Contractor shall submit a final invoice/report to City pursuant to Section 6, and City shall be entitled to receive a return of the fee paid to Contractor, or portion thereof, if the reason for the termination is failure by Contractor to have timely performed the Services set forth in Exhibit A. In City’s sole and absolute discretion, prior to effecting a suspension or termination pursuant to this Subsection 5(A), City may first serve upon Contractor a written notice of the default specifying the default and the amount of time that Contractor shall have to cure, correct, or remedy the default. If Contractor fails to cure the default within the specified period of time, City shall have the right to immediately terminate this Agreement pursuant to this Subsection 5(A). Notwithstanding any other provision of this Agreement to the contrary, City’s termination of this Agreement pursuant to this Subsection 5(A) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

- B. Contractor may terminate this Agreement only due to a material breach by City, and only upon not less than thirty (30) days' prior written notice to City which notice shall specify the material default. Upon receipt of such notice, City may, but shall not be obligated to, effect to remedy such default, which remedy will cause the notice of termination to no longer apply, and this Agreement to continue in effect.

6. COMPENSATION

- A. Amount of Compensation. Compensation will be determined according to the Budget and Fee Schedule set forth in Exhibit B.
- B. Invoices. Contractor shall invoice City monthly for all work performed by Contractor under this Agreement. Invoices shall include billings for all charges, including authorized direct costs incurred by Contractor during the month covered by the invoice. All charges for labor, work, or services shall describe with specificity the services rendered and shall set forth the number of hours worked and hourly rates in accordance with Exhibit B. Within thirty (30) days of receipt of an invoice, and upon determination by City that the invoice is in order and that Contractor has performed all requested or required work or services in a timely and competent manner, City shall pay such invoice.
- C. Records of Contractor Services and Payments. Contractor shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of Contractor Services under this Agreement. Contractor shall also maintain adequate records of Services provided in sufficient detail to produce an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of six (6) years after receipt of final payment.

7. LICENSES, PERMITS, APPROVALS, FEES

- A. Contractor must possess at the time of commencing the Contractor Services and throughout the duration of this Agreement, a Contractor's License, issued by the State of California, which is current and in good standing. Contractor shall ensure that any subcontractor working on the Contractor Services possesses at the time of commencing work and throughout the duration of such subcontractor's work on the Contractor Services, a Contractor's License, issued by the State of California, which is current and in good standing. Contractor shall take out and maintain during the life of this Agreement a valid City Business License.

- B. Contractor shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Contractor Services prior to commencing work. Contractor and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect during the term of this Agreement any licenses, permits, and approvals that are legally required for the performance of the Contractor Services. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the Contractor Services, and shall indemnify, defend and hold harmless City and its elected and appointed officials, boards, members, officers, agents, representatives, employees, and volunteers ("**City Personnel**") against any such fees, assessments, taxes, penalties or interest levied, assessed, or imposed against City hereunder.

8. INSURANCE AND LIABILITY

- A. Contractor shall not commence work under this Agreement until it has secured all types and amounts of insurance required under this Section 8, nor shall it allow any subcontractor to commence work on any subcontract to this Agreement until all similar insurance required of the subcontractor has been obtained. Without limiting Contractor's indemnification obligations, Contractor shall procure and maintain, at its sole cost and for the duration of this Agreement, insurance coverage as provided in Exhibit C, against all claims for injuries against persons or damage to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, and/or subcontractors. If Contractor subcontracts any portion of the work, the contract between Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that Contractor is required to maintain pursuant to this Section 8.
- B. The City's Director of Administrative Services shall have the authority to adjust or amend the insurance requirements in Exhibit C of this Agreement so long as such amendment or adjustment is agreed to in writing by the Parties.

9. INDEMNIFICATION

- A. Contractor shall indemnify, defend (with legal counsel approved by City), and hold harmless City and City Personnel from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation) of every nature ("**Claims**") arising out of or in connection with Contractor's negligence, recklessness, or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of City. Should conflict of interest principles preclude a single legal counsel from representing both City and Contractor, or should City otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse City its costs of defense, including without limitation reasonable attorneys' fees, expert fees, and all other costs and

fees of litigation. Contractor shall promptly pay any final judgment rendered against City and City Personnel with respect to Claims determined by a trier of fact to have been the result of Contractor's negligent, reckless, or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive the expiration or termination of this Agreement.

- B. Contractor's obligations under this Section 9 apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by City or City Personnel. However, without affecting the rights of City under any provision of this Agreement, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the Parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.
- C. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and all amounts for which City may be liable to third parties, by reason of Contractor's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform Contractor's obligations under this Agreement. City in its sole and absolute discretion, may withhold from any payment due to Contractor, without liability for interest, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or withhold shall not act as a waiver of Contractor's obligation to pay City any sums Contractor owes City.

10. OBSERVING LAWS AND ORDINANCES

Contractor shall keep itself fully informed of all existing and future Federal, State, regional, county, and municipal laws, ordinances, and regulations, which in any manner affect the conduct of the work, and of all applicable orders and decrees of bodies or tribunals having any jurisdiction or authority over the work. If any discrepancy or inconsistency is discovered in this Agreement in relation to any such law, ordinance, regulation, order, or decree, Contractor shall forthwith report the same to the City Representative in writing. Contractor shall at all times observe and comply with and shall cause all its agents and employees to observe and comply with all such existing and future laws, ordinances, regulations, orders, and decrees, and shall protect, indemnify, hold harmless, and defend to the fullest extent permitted by law City and City Personnel against any claim or assertion of liability, or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by Contractor or by its agents, representatives, employees, or subcontractors.

11. NON-DISCRIMINATION

Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, gender, gender identity, gender expression, physical or mental disability, age, military status, marital or familial status, sexual orientation, national origin, or ancestry. Contractor shall incorporate the foregoing provisions in all subcontracts.

12. PATENTED AND COPYRIGHTED MATERIALS

Contractor shall assume all costs arising from the use of patented or copyrighted materials, including, but not limited to, equipment, devices, processes, and software programs, used or incorporated in the Contractor Services performed by Contractor under this Agreement. Pursuant to Section 8, Contractor shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

13. PREVAILING WAGE REQUIREMENTS

A. Public Work. Contractor expressly acknowledges and agrees that City has never previously affirmatively represented to Contractor, its employees, or its agents in writing or otherwise that the work to be covered under this Agreement is not a "public work," as defined in California Labor Code section 1720 of the Labor Code. In connection with the development, construction (as defined by applicable law), and operation of the project, including, without limitation, any public work (as defined by applicable law), if any, Contractor shall bear all risks of payment or non-payment of Federal and/or State prevailing wages and/or the implementation of California Labor Code sections 1726 and 1781, as the same may be enacted, adopted, or amended from time to time, and/or any other provision of law. To the extent applicable, City will enforce all penalties required by law for Contractor's failure to pay prevailing wages.

B. California Labor Code. Contractor's attention is directed to Division 2, Part 7, Chapter 1 of the Labor Code of the State of California and especially to Article 2 (Wages) and Article 3 (Working Hours), thereof.

(i) In accordance with California Labor Code sections 1773 and 1773.2, City has found and determined the general prevailing rates of wages in the locality in which the public work is to be performed are those determined by the Director of Industrial Relations and available at <https://www.dir.ca.gov/OPRL/2022-1/PWD/Southern.html>. Copies of the prevailing rates of wages are maintained with City's principal office and are available to any interested party on request. Contractor shall post a copy of the prevailing rate of per diem wages at each job site.

(ii) Contractor is aware of and will comply with the provisions of California Labor Code section 1776, including the keeping of payroll records and furnishing certified copies thereof in accordance with said section. Pursuant to California Labor Code section 1771.4, Contractor must submit certified payroll records to the Labor Commissioner using the Department of Industrial Relations' electronic certified payroll reporting (eCPR) system.

(iii) Pursuant to California Labor Code section 1810 it is stipulated hereby that eight (8) hours labor constitutes a legal day's work hereunder.

(iv) Pursuant to California Labor Code section 1815, work performed by employees of contractors in excess of eight (8) hours per day, and forty (40) hours during any one week, shall be permitted upon public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than 1 ½ times the basic rate of pay.

(v) Pursuant to California Labor Code section 1813, it is stipulated hereby that Contractor shall, as a penalty to City, forfeit \$25 for each worker employed in the execution of this Agreement by Contractor or by any subcontractor hereunder for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one (1) calendar week in violation of the provisions of Article 3 (commencing with Section 1810), Chapter 1, Part 7, Division 2 of the California Labor Code.

(vi) Contractor is aware of and will comply with the provisions of California Labor Code sections 1777.5 and 1777.6 with respect to the employment of apprentices. Pursuant to section 1777.5 it is hereby stipulated that Contractor will be responsible for obtaining compliance therewith on the part of any and all subcontractors employed by them in connection with this Agreement.

(vii) Pursuant to California Labor Code section 1775, it is hereby stipulated that Contractor shall, as a penalty to City, forfeit not more than \$200 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for the Contractor Services by Contractor or any subcontractor.

- C. Bidding Eligibility. Pursuant to California Labor Code section 1771.1, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations.
- D. DIR Monitoring. Pursuant to California Labor Code section 1771.4, Contractor is hereby notified that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. CONFLICTS OF INTEREST

- A. City Personnel. No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Contractor Services performed under this Agreement.
- B. Contractor. Contractor represents, warrants, and covenants that he, she, or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor further agrees that while this Agreement is in effect, Contractor shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor acknowledges that pursuant to the provisions of the Political Reform Act (California Government Code section 87100 et seq.), City may determine Contractor to be a "Contractor" as that term is defined by the Political Reform Act. In the event City makes such a determination, Contractor agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as required by City. In such event, Contractor further agrees to require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" to disclose such other person's financial interests as required by City.

15. NO UNDUE INFLUENCE

Contractor declares and warrants that no undue influence or pressure was or is used against or in concert with any officer or employee of City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of City shall receive compensation, directly or indirectly, from Contractor, or from any officer, employee, or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Contractor further warrants that it has not employed or retained any company or person other than a bona fide employee working for Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

16. ASSIGNMENT

Contractor shall not assign, hypothecate, or otherwise transfer this Agreement or any portion hereof, without first obtaining the written consent of City. If such an assignment,

hypothecation, or transfer is made or attempted by Contractor, the assignment, hypothecation, or transfer shall be void; and City, at its sole option, may terminate this Agreement upon the giving of a 24-hour written notice to Contractor of such termination.

17. PERFORMANCE

If Contractor should neglect to prosecute the work to City's satisfaction, or, in City's reasonable discretion, fail to perform any provisions of this Agreement, City, after five (5) days written notice to Contractor, may without prejudice to any other remedy City may take appropriate action, including, but not limited to, any of the following: (i) meeting with Contractor and/or its agents or subcontractors to review the quality of the work and resolve matters of concern; (ii) requiring Contractor to have the work repeated at no additional fee until it is satisfactory; (iii) withholding payment of City's compensation to Contractor for any unsatisfactory work performed; (iv) suspending delivery of work to Contractor for an indefinite time; (v) correcting such deficiencies and deducting the cost thereof from the payment then or thereafter due Contractor, provided, however, that the City Representative shall approve such action and certify the amount thereof to be charged to Contractor; and/or (vi) terminating this Agreement. Except as may be expressly set forth in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such Party, at the same or different times, of any other rights or remedies to which such Party may be entitled.

18. FORCE MAJEURE

Any time period specified in this Agreement for performance of work and services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of City or Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including City, if the delaying Party shall within ten (10) days of the commencement of such delay notify the other Party in writing of the causes of the delay ("**Force Majeure Event**"). If Contractor is the delaying Party, City shall ascertain the facts and the extent of delay and extend the time for performing the work and services for the period of the enforced delay when and if in the judgment of City such delay is justified. City's determination shall be final and conclusive upon the Parties. In no event shall Contractor be entitled to recover damages against City for any delay in the performance of this Agreement, however caused. Contractor's sole remedy shall be an extension of this Agreement pursuant to this Section 18. For the avoidance of doubt, Force Majeure Event shall not include (i) financial distress nor the inability of either Party to make a profit or avoid a financial loss; (ii) changes in the market prices or conditions; or (iii) a Party's financial inability to perform its obligations hereunder. The current events related to the COVID-19 pandemic are known and shall not constitute Force Majeure Event, future impacts of the COVID-19 pandemic may be considered a Force Majeure Event to the extent that they prevent the performance of a Party's obligations under this Agreement.

19. NOTICE

Any notice, payment, or instrument required or permitted to be given or delivered by this Agreement may be given or delivered by personal delivery or by depositing the same in any United States mail depository, first class postage prepaid, and addressed as follows, or to such other address provided by a written notice from one Party to the other:

If to City:

City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Attn: Brian Chau
Email: bchau@accessduarte.com

If to Contractor:

FS Contractors, Inc.
14838 Bledsoe Street
Sylmar, CA 91342
Attn: Jose Angel Fierros *J. Angel Fierros*
Email: angel@fscontractorsinc.com

20. WARRANTY

Contractor warrants all work under this Agreement (which for purposes of this Section 20 shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one (1) year (or the period of time specified elsewhere in this Agreement or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the work, whichever is later) after the date of final acceptance, Contractor shall within ten (10) days after being notified in writing by City of any defect in the work or non-conformance of the work to this Agreement, commence and prosecute with due diligence all work necessary to fulfill the terms of the warranty at Contractor's sole cost and expense. Contractor shall act sooner as requested by City in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the work (or work of other contractors) damaged by Contractor's defective work or which becomes damaged in the course of repairing or replacing defective work. For any work so corrected, Contractor's obligation hereunder to correct defective work shall be reinstated for an additional one (1) year period, commencing with the date of acceptance of such corrected work. Contractor shall perform such tests as City may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements, comply with the requirements of this Agreement. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstitution of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor. All warranties and guarantees of subcontractors, suppliers, and manufacturers with respect to any portion of the work, whether express or implied, are deemed to be obtained by Contractor for the benefit of City, regardless of whether such warranties and guarantees have been transferred or assigned to City by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of City. This provision may be waived in Exhibit A if the Contractor Services hereunder do not include construction of any improvements or the supplying of equipment or materials.

21. ATTORNEYS' FEES

Notwithstanding anything in this Agreement to the contrary, in no event shall Contractor be entitled to economic or consequential damages or to punitive damages. In the event of any litigation arising from or related to this Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert witness fees, and other related expenses.

22. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

No City Personnel shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by City or for any amount which may become due to Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

23. SEVERABILITY

If any portion of this Agreement is found by a court of competent jurisdiction to be invalid, void, illegal, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way affect, impair, or invalidate any other term, covenant, or condition, or provision contained in this Agreement. Upon a determination that any term or provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to give effect to the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be performed as originally contemplated to the greatest extent possible.

24. EXECUTION

The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing; (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party; (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement; and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors, and assigns of the Parties.

25. NO WAIVER

No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. No waiver by either Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

27. NON-LIABILITY OF CITY PERSONNEL

No City Personnel shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by City, or for any amount which may become due to Contractor or its successor, or for breach of any obligation of the terms of this Agreement.

28. GOVERNING LAW AND VENUE

The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement. In addition to any other rights or remedies permitted by law, either Party may take legal action, in law or in equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. The Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the Parties concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Service of process on Contractor shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

29. SURVIVAL

The terms, provisions, representations, and certification contained in this Agreement, or inferable therefrom, shall survive the expiration or termination of this Agreement and the payment of the compensation hereinabove provided.

30. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

31. INTEGRATION, CONSTRUCTION, AND AMENDMENT

This Agreement contains the entire understanding of the Parties and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. This Agreement shall be construed and interpreted with and shall be governed and enforced in all respects according to the laws of the State of California and as if drafted by both Parties. No amendment, change or modification of

this Agreement shall be valid unless in writing, stating that it amends, changes, or modifies this Agreement, signed by all the Parties hereto.

32. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

33. SPECIAL PROVISIONS

Any special provisions applicable to this Agreement are set forth in Exhibit D, attached hereto and incorporated herein by this reference.

34. CITY MANAGER AUTHORITY

City's City Manager shall have the authority to make non-material changes, non-material amendments, or clerical edits to this Agreement on behalf of the City.

[Signatures on following page.]

IN WITNESS WHEREOF, the City Council of the City of Duarte caused the Agreement to be subscribed by its Mayor or City Manager and said Contractor has executed or caused this Agreement to be executed by its duly authorized officer(s).

CITY OF DUARTE:

Brian Villalobos, City Manager

Date: _____

ATTEST

Annette Juarez, City Clerk

Date: _____

APPROVED AS TO FORM
RUTAN & TUCKER, LLP

Thai Viet Phan, City of Duarte

Date: _____

CONTRACTOR:
FS Contractors Inc.

By: Jose Angel Fierros

Jose Angel Fierros

Its: President

Date: 8-06-24

By: Jose Ernesto Fierros

Jose Ernesto Fierros

Its: Corporate Secretary

Date: 8/07/24

EXHIBIT A

Scope of Work

PROJECT DESCRIPTION:

The general nature of the work consists of furnishing all labor, material, equipment, services, and incidentals required for the PCC improvements. The scope of work includes removal and construction of sidewalk, driveway approach, ADA ramp, curb and gutter.

TO THE CITY OF DUARTE, CALIFORNIA:

The undersigned, and bidder, declares that he/she has carefully examined the location of the proposed work, including additive work, that he/she has examined the Special Provisions and read the accompanying instructions to bidders, and hereby proposes and agrees, if the proposal is accepted, to furnish all materials to do all work required to complete the said work in accordance with the said Standard Specifications, Special Provisions, and plans in the time and manner therein prescribed for the unit prices set forth in the following schedule:

PERFORMANCE SCHEDULE:

Construction shall be completed within 30 working days after the date stipulated on the Notice to Proceed.

EXHIBIT B

Budget and Fee Schedule

			FS Contractors, Inc.	
Item	Quantity	Unit	Unit Price	Total Price
1 Mobilization (cannot be more than 5% of the total bid amount)	1	LS	\$ 7,000.00	\$ 7,000.00
2 Traffic Control (cannot be more than 5% of the total bid amount)	1	LS	\$ 7,000.00	\$ 7,000.00
3 Clearing and Grubbing (cannot be more than 4% of the total bid amount)	1	LS	\$ 3,000.00	\$ 3,000.00
4 Install Detectable Warning Surface on Existing Curb Ramp	4	EA	\$ 1,000.00	\$ 4,000.00
5 Remove Existing Improvements and Construct 4" PCC Sidewalk	3,000	SF	\$ 16.00	\$ 48,000.00
6 Remove Existing Improvements and Construct 4" PCC Colored Sidewalk	1,400	SF	\$ 20.00	\$ 28,000.00
7 Remove Existing Improvements and Construct Curb and Gutter	400	LF	\$ 90.00	\$ 36,000.00
8 Remove Existing Improvements and Construct PCC Driveway Approach	350	SF	\$ 17.00	\$ 5,950.00
9 Remove Existing Improvements and Construct ADA Curb Ramp	130	SF	\$ 60.00	\$ 7,800.00
10 Remove and Replace 3" PVC Drainage Pipe	16.5	LF	\$ 50.00	\$ 825.00
Total Base Bid				\$ 147,575.00

The bid prices shall include any and all costs, including labor, materials, and all other incidental cost to complete the project, in compliance with the Bid and Contract Documents and applicable standards. All other work items not specifically listed in the bid schedule, but necessary to complete this work per bid and contract documents and applicable standards are assumed to be included in the bid prices.

EXHIBIT C

Insurance Requirements

A. Insurance Coverage Required. The policies and amounts of insurance required hereunder shall be as follows:

(i) Commercial General Liability (including premises and operations, contractual liability, personal injury, death, and independent contractor liability): In an amount no less than \$5,000,000.00 per occurrence and \$10,000,000.00 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.

(ii) Automobile Liability (including owned, non-owned, leased, and hired autos): In an amount no less than (\$5,000,000.00), combined single limit, per occurrence for bodily injury, death, and property damage.

(iii) Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000) for Contractor's employees in accordance with the laws of the State of California, including California Labor Code section 3700.

(iv) Umbrella or Excess Liability Insurance that will provide bodily injury, personal injury, death, and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

(A) A drop-down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;

(B) Pay on behalf of wording as opposed to reimbursement;

(C) Concurrence of effective dates with primary policies;

(D) Policies shall "follow form" to the underlying primary policies; and

(E) Insureds under primary policies shall also be insureds under the umbrella or excess policies.

B. Contractor's Insurance General Requirements.

(i) All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the

List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City Representative.

(ii) Commercial General Liability, Automobile Liability, and Employer's Liability shall name City and City Personnel as additional insureds and contain no special limitations on the scope of protection afforded to City and City Personnel. All insurance provided hereunder shall include the appropriate endorsements.

(iii) All insurance policies shall be primary insurance and any insurance or self-insurance maintained by City and/or City Personnel shall be in excess of Contractor's insurance and shall not contribute with it.

(iv) All insurance policies shall be "occurrence" rather than "claims made" insurance.

(v) All insurance policies shall apply separately to each insured against whom a claim is made or suit brought, except with respect to the limits of the insurer's liability.

(vi) All insurance policies shall be endorsed to state that the insurer shall waive all rights of subrogation against City and City Personnel.

(vii) All insurance policies shall be written by good and solvent insurer(s) admitted to do business in the State of California and approved in writing by City.

(viii) All insurance policies shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, non-renewed, or materially changed for any reason, without thirty (30) days prior written notice thereof given by the insurer to City by U.S. mail, or by personal delivery, except for nonpayment of premiums, in which case ten (10) days prior notice shall be provided.

(ix) All insurance policies shall state that City shall not be liable for the payment of premiums or assessments under the policy.

(x) Insurance policies shall not contain any limiting provision or endorsement that has not been submitted to City for approval. By way of example, additional insured endorsements shall not be limited to "ongoing operations," exclude contractual liability, restrict coverage to the "sole" liability of Contractor, or contain any other limitation contrary to this Agreement.

C. Deductibles. Any deductibles or self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved in writing by City.

D. Evidence of Coverage. Contractor shall furnish City with certificates of insurance demonstrating the coverage required by this Agreement which shall be received and

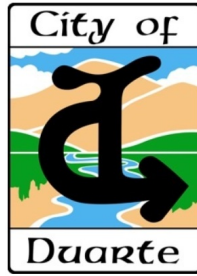
approved by City not less than five (5) working days before work on the Contractor Services commences. At least thirty (30) days prior to the expiration of any policy of insurance required under this Agreement, a signed complete certificate of insurance, with all endorsements provided herein, showing that such insurance coverage has been renewed or extended, shall be filed with City.

- E. Workers Compensation Insurance. Contractor shall file with City the following signed certification:

“I am aware of, and will comply with, Divisions 4 and 5 of the California Labor Code by securing, paying for, and maintaining in full force and effect for the duration of the Agreement, complete Workers’ Compensation Insurance, and shall furnish a Certificate of Insurance to City before execution of the Agreement.”

In the event Contractor has no employees requiring Contractor to provide Workers’ Compensation Insurance, Contractor shall so certify to City in writing prior to City’s execution of the Agreement. City and City Personnel shall not be responsible for any claims in law or equity occasioned by failure of Contractor to comply with this Section E - Workers Compensation Insurance or with the provisions of law relating to workers’ compensation.

- F. Default of Insurance Requirements. In addition to any other remedies at law or equity City may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time required by this Section F – Default of Insurance Requirements, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor’s breach: (i) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement; (ii) order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both, until Contractor demonstrates compliance with the insurance requirements herein; and/or (iii) terminate this Agreement



ITEM: 11.I

Approval of City Council Expenses

Recommended Action:

Approve the City Council expenses.

Attachments:

[11.I - Memorandum - City Council Expenses.pdf](#)



MEMORANDUM

TO: Mayor and Councilmembers

FROM: Brian Villalobos

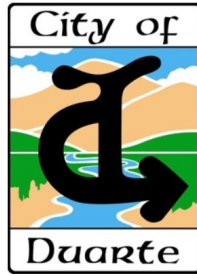
DATE: September 10, 2024

SUBJECT: **APPROVAL OF CITY COUNCIL EXPENSES**

Councilmember Toney Lewis

October 16-18, 2024 - League of California Cities Annual Conference in Long Beach, California - per the City of Duarte's Expense Reimbursement Policy Section 6 E. - if an event is fifty (50) miles or less from the City, no overnight accommodations will be allowed without prior City Council approval. Councilmember Lewis is requesting council approval for overnight accommodations for the conference (35 miles away) to fulfill his role as the City's voting delegate.

October 16-18, 2024 - League of California Cities Annual Conference in Long Beach, California - due to the hotel conference rate no longer being available, Councilmember Lewis is requesting approval to be reimbursed for overnight accommodations up to \$250 per night per the City of Duarte's Expense Reimbursement Policy Section 6 E. ii..



ITEM: 14.A

Pathway Home Quarterly Update Report

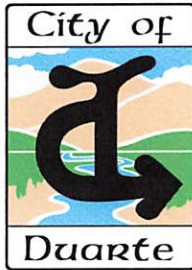
Recommended Action:

Receive and File the Pathway Home Quarterly Update Report.

Attachments:

[14.A - Staff Report - Pathway Home Quarterly Update.pdf](#)

[14.A - Duarte/Monrovia Pathway Home Quarterly Fact Sheet.pdf](#)



AGENDA REPORT

MEETING DATE: September 10, 2024

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

SUBJECT: Pathway Home Quarterly Update Report

RECOMMENDATION: It is Recommended that the City Council Receive and File the Pathway Home Quarterly Update Report

FISCAL IMPACT: None

BACKGROUND

After declaring a state of emergency on homelessness in January 2023, the Board of Supervisors authorized efforts to streamline hiring, contracting, purchasing, grants, and real estate processes. This has enabled the County to expand, enhance and expedite elements of its homeless services system, giving rise to Pathway Home. Pathway Home has also been made possible by Measure H, a voter-approved ¼-cent sales tax.

A Pathway Home was opened on June 5, 2024, at 1125 Huntington Drive, Monrovia, otherwise known as the “Quality Inn.”

DISCUSSION/ANALYSIS

The County Executive Office (CEO) oversees the Pathway Home Program locations and as such prepares a quarterly report. The Duarte/Monrovia Pathway Home Quarterly Fact Sheet is attached for your review.

Additionally, the CEO and staff recognize that there have been challenges associated with the Pathway Home location. Most notably, people lingering in the area of the Pathway Home that are possibly engaged in criminal activity. To that end, we have engaged our partners in Monrovia (Monrovia City Manager and the Monrovia Police Department), the CEO Pathway Home staff, and Volunteers of America, to collaboratively work on solving this problem and any other problems that may arise. We have resolved to work together and continuously to help Pathway Home succeed in our mission to find permanent housing for people experiencing homelessness.

RECOMMENDATION

It is recommended that the City Council receive and file the Pathway Home Quarterly Update Report.

FISCAL IMPACT

None

ATTACHMENTS

Duarte/Monrovia Pathway Home Quarterly Fact Sheet.

Pathway Home is an LA County Homeless Initiative-led encampment resolution program that is a critical component of the County's comprehensive response to the local emergency on homelessness adopted by the Board of Supervisors in 2023. By leveraging emergency powers and partnerships with local jurisdictions, Pathway Home is a full-circle solution that brings people off the streets into immediately available interim housing accompanied by a comprehensive suite of supportive services and, ultimately, into safe, permanent homes.

Pathway Home in City: On June 5th, 2024, the County of Los Angeles conducted a [Pathway Home operation in partnership with the Cities of Monrovia and Duarte](#), Volunteers of America LA (VOALA), the Los Angeles Homeless Services Authority (LAHSA), and the Department of Mental Health (DMH-HOME), and Department of Health Services – Housing for Health (DHS-HFH). The initial operation voluntarily relocated **52** individuals in **36** household configurations into motel-based interim housing within the City of Monrovia, using Measure H funding for daily room rates, occupancy taxes, on-site supportive services, security, housing navigation, and time-limited permanent housing subsidies. On July 3rd, 2024, LA County organized a comprehensive service connection event at the interim housing site. This service connection model is a convenient, one-stop-shop for Pathway Home participants to sign up for various essential services and supports that promote housing stability (e.g., medical care and treatment, mental health care, substance use care, identification and birth records, benefits enrollment, etc. [View video](#) from the operation.

Key Program Components

Through Pathway Home in Monrovia and Duarte, the County is proud to partner with our invaluable local service providers, the Los Angeles Homeless Services Authority, and the local jurisdiction to expand, enhance and expedite:

- **Outreach in Encampments.** The County collaborated with the City of Monrovia and Duarte, LAHSA, and VOALA to conduct outreach and develop the By Name List of unsheltered City individuals with a variety of access and functional needs.
- **Housing.** The County is covering the costs of a non-congregate, motel-based **interim housing** with on-site supportive services and security. Once inside, the County is also funding housing navigation services, rental subsidies, benefits, and other resources to enable Pathway Home participants to secure **permanent housing**.
- **Supportive Services:** Services such as physical and behavioral health care, substance use disorder treatment, benefits enrollment support, and more are critical to supporting people transitioning out of homelessness in regaining long-term housing and enabling formerly homeless individuals residing in permanent housing to remain successfully housed.

Measure H

Pathway Home is possible because of Measure H, a voter-approved ¼-cent sales tax that enabled the County's homeless services system to grow exponentially over the last six years. Since Measure H passed in 2017, the County has connected **108,969 people** with permanent housing, provided interim housing for **148,740 people**, and prevented **34,265 people** from becoming homeless.

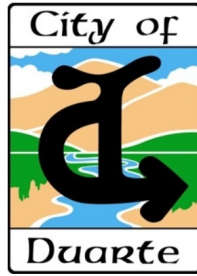
FACT SHEET – MONROVIA/DUARTE

Pathway Home – Monrovia and Duarte Data (Current as of July 31st, 2024)

Placement Metrics	Number
Individuals Moved Into Interim Housing	52
Recreational Vehicles (RVs) Removed	0
Individuals Exited from Motel-Based Interim Housing (for any reason)	2
Individuals Exited to Permanent Housing	0
Average Length of Stay in Motel-Based Interim Housing (Days)	69
Demographic Metrics	Percentage
American Indian, Alaska Native, or Indigenous	0
Asian or Asian American	2
Black/African American	13
Hispanic/Latina/e/o	19
Multi-Racial	17
White	48
Male-Identifying	62
Female-Identifying	38
Transgender or Non-Binary	0
Ages 0-17	0
Ages 18-24	2
Ages 25-49	52
Ages 50-64	37
Ages 65+	10

Pathway Home Program Data (Current as of August 6, 2024)





ITEM: 14.B

First Reading of Ordinance No. 923 amending the Duarte Municipal Code to change the beginning and ending dates of Commissioner terms

Recommended Action:

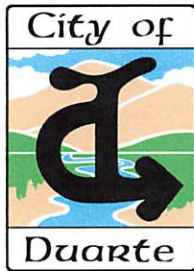
Approve the first reading of Ordinance No. 923.

Attachments:

[14.B - Staff Report - First Reading of Ordinance No. 923 Amending Commissioner Term Dates.pdf](#)

[14.B - Ordinance No. 923.pdf](#)

[14.B - Exhibit A - Ordinance Amending Commissioner Terms.pdf](#)



AGENDA REPORT

MEETING DATE: September 10, 2024
TO: Mayor and Members of the City Council
FROM: Brian Villalobos, City Manager
BY: Annette Juarez, City Clerk
Thai Phan, City Attorney
SUBJECT: First Reading of Ordinance No. 923 amending the Duarte Municipal Code to change the beginning and ending dates of Commissioner terms
RECOMMENDATION: It is recommended that the City Council approve the first reading of Ordinance No. 923
FISCAL IMPACT: None

BACKGROUND

On December 13, 2022, the City Council adopted Ordinance No. 913 regarding the restructuring of City Commissions and amending term dates to coincide with election cycles. Currently, commissioners are appointed by the City Council, for four-year terms beginning in January of an odd-numbered year and ending on the fourth December of their term, which is an even-numbered year.

DISCUSSION/ANALYSIS

There are five commissions provided for in the DMC: (1) Planning and Economic Development; (2) Public Works and Traffic Safety; (3) Parks and Recreation; (4) Public Safety; and (5) Public Utilities, Communications, and Technology.

Staff is recommending that the terms of these commissioners be amended to begin on March 1 of odd-numbered years and end on February 28 on the fourth year. This amendment would provide Staff with greater flexibility in scheduling interviews with commission applicants, allow for new Councilmembers to take office and participate in the appointment process, and provide the opportunity for unsuccessful Council candidates to apply and be considered for a Commission seat.

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

- The terms of the commissioners whose terms would end on December 31, 2024, would be extended to end on February 28, 2025;

- The terms of the commissioners whose terms would end on December 31, 2026, would be extended to end on February 28, 2027. This would ensure the application cycles and terms are consistent with an updated timeline;
- The terms of the commissioners appointed by the Duarte Unified District School Board for a one-year term, would be extended to end February 28, 2025.

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

Impact on Four-Year Terms

Current Term Example

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

4-Year Current Timeline Example

Date	Event
October – December 2024	Receive applications
November 2024	Council elections
January 2025	Interview and appoint commissioners/term begins
December 2028	End commission term

Potential Change:

- New Term Begins: March 1st of odd years (e.g., March 1, 2025)
- New Term Ends: The fourth February 28th from the beginning of the term (e.g., February 28, 2029)
 - Example New Term: March 1, 2025 – February 28, 2025

Thus, new Councilmembers may participate in the application review and appointment process in January immediately following the election and vote to appoint new commissioners in an upcoming February meeting.

4-Year Potential New Timeline Example

Date	Event
November 2024	Election
December 2024-January 2025	Receive applications
February 2025	Interview w/ new councilmembers and appoint commissioners
March 2025	Terms begin
February 2029	End commission terms

Impact on One-Year Terms

Current Term Example

- Begins: January 1st of each year (e.g., January 1, 2024)
- Ends: December 31st of the same year (e.g., December 31, 2024)

Potential Change

- New Term Begins: March 1st of each year (e.g., March 1, 2025)
- New Term Ends: February 28th of the following year (e.g., February 28, 2026)

RECOMMENDATION

It is recommended that the City Council approve the first reading of Ordinance No. 923.

FISCAL IMPACT

None

ATTACHMENTS

1. Ordinance Amending Commissioner Terms

ORDINANCE NO. 923

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING DUARTE MUNICIPAL CODE SECTIONS 2.20, 2.22, 2.24, 2.27, 2.28, 2.29, AND 2.30 REGARDING THE TERMS OF COMMISSIONERS

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

WHEREAS, on December 13, 2022, the City Council of the City of Duarte adopted Ordinance No. 913 regarding the establishment of commissions; and

WHEREAS, amending commissioner term dates would allow for newly elected Councilmembers to participate in the appointment process.

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

SECTION 1. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2. Duarte Municipal Code Sections 2.20, 2.22, 2.24, 2.27, 2.28, 2.29, and 2.30 are amended as demonstrated in Exhibit A, with strikeouts indicating deletions and underlined text indicating additions.

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

SECTION 4. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

THE FOREGOING ORDINANCE IS PASSED, APPROVED, AND ADOPTED by a vote of no less than a majority of City Council at a regular meeting of the City Council of the City of Duarte held on the 24th day of September, 2024.

Vinh Truong, 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. 923 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of September 2024, by the following vote:

AYES:
NOES:
ABSENT:

Annette Juarez
City Clerk

EXHIBIT A

Chapter 2.20 PLANNING AND ECONOMIC DEVELOPMENT COMMISSION

Sections:

2.20.010 Commission created.

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

2.20.020 Meetings—Regulations—Records.

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

2.20.030 Duties and functions.

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

2.20.040 Members and terms.

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

Commissioners shall be appointed for terms of four years commencing on March 1 of odd years and terminating on the fourth occurring February 28 thereafter.

Commissioners whose current, existing terms end on December 31, 2024, shall have their terms extended to terminate on February 28, 2025.

If the term of a commissioner commences after March 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring February 28 after the March 1 when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

Deleted: January 1

Deleted: December 31

Deleted: Planning Commissioners whose current, existing terms expire on December 31, 2024, shall continue to serve on this newly formed Planning and Economic Development Commission until their original term expires. After such time, those Planning Commissioners shall be subject to reappointment in a manner consistent with Section 2.30.070 of this code....

Deleted: January

Deleted: December 31

Deleted: January

2.20.050 Commissioner—Eligibility and qualifications.

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

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

Chapter 2.22 PUBLIC SAFETY COMMISSION

Sections:

2.22.010 Commission created.

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

2.22.020 Meetings—Regulations—Records.

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

2.22.030 Duties and functions.

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

2.22.040 Members and terms.

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

Commissioners shall be appointed for terms of four years commencing on March 1 of odd years and terminating on the fourth occurring February 28 thereafter.

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Commissioners whose current, existing terms end on December 31, 2024, shall have their terms extended to terminate on February 28, 2025.

If the term of a commissioner commences after March 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring February 28 after the March 1 when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.22.050 Commissioner—Eligibility and qualifications.

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

(a) Of the five members:

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

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

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

- (i) A person who is not required to be a resident of the City but is a business owner or operator in the City of Duarte that is nominated or recommended by the Duarte Chamber of Commerce;
- (ii) A person who is not a resident of the City but who is a resident of the portion of the unincorporated area adjacent to Duarte that is within the boundaries of the Duarte Unified School District;
- (iii) A person who is not a resident of the City but who is nominated by, and who shall serve as a representative of, the Monrovia-Arcadia-Duarte town Council;
- (iv) A person who is not a resident of the City but who is nominated by, and who shall serve as a representative of the office of the supervisor of the supervisorial district of Los Angeles County within which the majority of Duarte is located; or
- (v) A person who is not a resident of the City but who is nominated by, and who shall serve as a representative of, the Los Angeles County Human Relations Commission.

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

- (1) Have no felony convictions; and

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

Chapter 2.24 PARKS AND RECREATION COMMISSION

Sections:

2.24.010 Commission created.

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

2.24.020 Meetings—Regulations—Records.

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

2.24.030 Duties and functions.

The duties and functions of the commission shall be to:

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

2.24.040 Members and terms.

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

Commissioners shall be appointed for terms of four years commencing on March 1 of odd years and terminating on the fourth occurring February 28 thereafter.

Commissioners whose current, existing terms end on December 31, 2024, shall have their terms extended to terminate on February 28, 2025.

If the term of a commissioner commences after March 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring February 28 after the March 1 when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

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2.24.050 Commissioner—Eligibility and qualifications.

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

(a) Of the five members:

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

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

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

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

(1) Have no felony convictions; and

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

Chapter 2.28 PUBLIC WORKS AND TRAFFIC SAFETY COMMISSION

Sections:

2.28.010 Commission created.

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

2.28.020 Meetings—Regulations—Records.

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

2.28.030 Duties and functions.

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

2.28.040 Members and terms.

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

Commissioners shall be appointed for terms of four years commencing on March 1 of odd years and terminating on the fourth occurring February 28 thereafter.

Commissioners whose current, existing terms end on December 31, 2024, shall have their terms extended to terminate on February 28, 2025.

If the term of a commissioner commences after March 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring February 28 after the March 1 the commencement of the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the

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

2.28.050 Commissioner—Eligibility and qualifications.

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

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

**Chapter 2.29 PUBLIC UTILITIES, COMMUNICATIONS, AND TECHNOLOGY
COMMISSION**

Sections:

2.29.010 Commission created.

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

2.29.020 Meetings—Regulations—Records.

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

2.29.030 Duties and functions.

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

2.29.040 Members and terms.

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

Commissioners shall be appointed for terms of four years commencing on March 1 of odd years and terminating on the fourth occurring February 28 thereafter.

Commissioners whose current, existing terms end on December 31, 2024, shall have their terms extended to terminate on February 28, 2025.

If the term of a commissioner commences after March 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring February 28 after the March 1 the commencement of the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

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2.29.050 Commissioner—Eligibility and qualifications.

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

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

Chapter 2.30 COMMISSIONS AND STANDING COMMITTEES GENERALLY

Sections:

2.30.010 Applicability.

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

2.30.020 Quorum.

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

2.30.030 Compliance with laws and regulations.

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

2.30.040 Appropriation of funds.

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

2.30.050 Compensation.

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

2.30.060 Vacancies.

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

2.30.070 Appointments—Reappointments.

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

2.30.080 Removal of members.

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

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

2.30.090 Officers.

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

2.30.100 Additional duties and functions.

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

Chapter 2.31 AD HOC COMMITTEES

Sections

2.31.010 Applicability.

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

2.31.020 Quorum.

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

2.31.030 Compliance with laws and regulations.

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

2.31.040 Appropriation of funds.

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

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

2.31.050 Compensation.

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

2.31.060 Vacancies.

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

2.31.070 Appointments—Reappointments.

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

2.31.080 Removal of members.

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

2.31.090 Officers.

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

2.31.100 Additional duties and functions.

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



ITEM: 14.C

Approval of Agreement with Evan Brooks Associates, Inc. to Provide Grant Research, Writing, and Administration Services

Recommended Action:

1) Authorize the City Manager to approve a Two-year Professional Services Agreement with Evan Brooks Associates, Inc. with an optional additional year, in an amount not to exceed \$180,000 for grant research, writing, and administration services. 2) Approve a fiscal year 2024/25 budget amendment not to exceed \$60,000 in the City Manager/City Clerk Professional Expenses account (100-1010-7965).

Attachments:

[14.C - Staff Report - Approval of Agreement with Evan Brooks Association, Inc. to provide Grant Research, Writing, and Administration Services.pdf](#)

[14.C - Attachment A - Professional Services Agreement Between the City of Duarte and Evan Brooks Associates, Inc.pdf](#)

[14.C - Attachment B - Evan Brooks Associates Grant Research, Writing, and Administration Services Proposal.pdf](#)



Agenda Item: 14.C

CM Review: BCV

Fiscal Review: 40

AGENDA REPORT

MEETING DATE: September 10, 2024

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Albert Nuñez, Management Analyst

SUBJECT: Approval of Agreement with Evan Brooks Associates, Inc. to Provide Grant Research, Writing, and Administration Services

RECOMMENDATION: It is recommended that the City Council:

- 1) Authorize the City Manager to approve a Two-year Professional Services Agreement with Evan Brooks Associates, Inc. with an optional additional year, in an amount not to exceed \$180,000 for grant research, writing, and administration services.
- 2) Approve a fiscal year 2024/25 budget amendment not to exceed \$60,000 in the City Manager/City Clerk Professional Expenses account (100-1010-7965).

FISCAL IMPACT: Budget amendment not to exceed \$60,000 in the City Manager/City Clerk Professional Expenses account (100-1010-7965).

BACKGROUND

At its regular meeting on June 11, 2024, the Duarte City Council approved the Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2024-25 through 2028-29, focused on advancing key infrastructure projects and community enhancements. The CIP also includes various future projects that are currently unfunded and unscheduled. To ensure the successful implementation of the CIP, the City has prioritized identifying and receiving grants to support these projects. On June 20, 2024, the City issued a Request for Proposals (RFP) to seek a firm to provide grant research, writing, and administration services. Seven firms received direct invitations to apply, and the RFP was posted on the City's website to ensure broad exposure.

Following the proposal due date, seven firms submitted proposals. The evaluation panel, consisting of Director of Parks and Recreation Manuel Enriquez, Director of Community Development Craig Hensley, and Assistant City Manager / Director of Administrative Services Kristen Petersen, evaluated the submitted proposals based on the following factors:

- Responsiveness to RFP
- Qualifications and Experience

- Approach and Strategy
- Cost Proposal

DISCUSSION/ANALYSIS

The City received seven proposals in response to the RFP. After a comprehensive review, the evaluation panel unanimously ranked Evan Brooks Associates, Inc. the highest among the bidders. The firm demonstrated exceptional qualifications, extensive experience in grant writing and administration, and a clear understanding of the City's needs.

Evan Brooks Associates has previously worked with the City of Duarte and was instrumental in securing \$1.6 million in federal funding for the Donald and Bernice Watson Greenbelt Trail Improvement Project. This prior success highlights the firm's capability and effectiveness in obtaining significant funding for the City.

Below is a table summarizing the final rankings based on the evaluation panel's average scores, arranged from highest to lowest:

Consultant	Rank
Evan Brooks Associates	1
Townsend Public Affairs	2
Villa Civil	3
Harris & Associates	4
California Consulting Inc.	5
Blais and Associates	6
RDA Consulting	7

Evan Brooks Associates stood out as the top-ranked firm, demonstrating a strong track record and a comprehensive approach that aligns with the City's goals.

The proposed agreement with Evan Brooks Associates includes a comprehensive scope of work covering grant funding needs assessment, monitoring, research, writing, and administration services. The initial term of the agreement is for two (2) years, commencing upon execution and continuing through September 10, 2026. Following the initial term, the City will have the option to extend the agreement for one (1) additional year at its discretion, unless sooner terminated pursuant to the provisions of the agreement.

RECOMMENDATION

It is recommended that the City Council:

- 1) Authorize the City Manager to approve a Two-year Professional Services Agreement with Evan Brooks Associates, Inc. with an optional additional year, in an amount not to exceed \$180,000 for grant research, writing, and administration services.
- 2) Approve a fiscal year 2024/25 budget amendment of not to exceed \$60,000 in the City Manager/City Clerk account (100-1010-7965).

FISCAL IMPACT

Budget amendment not to exceed \$60,000 in the City Manager/City Clerk account (100-1010-7965).

ATTACHMENTS

- A. Professional Services Agreement Between the City of Duarte and Evan Brooks Associates, Inc.
- B. Evan Brooks Associates Grant Research, Writing, and Administration Services Proposal

CITY OF DUARTE AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“**Agreement**”) is made and effective as of September 10, 2024 (“**Effective Date**”), by and between the City of Duarte (“**City**”), and Evan Brooks Associates, a California corporation, (“**Consultant**”). City and Consultant may sometimes herein be referred to individually as a “**Party**” and collectively as the “**Parties**.” In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. RECITALS

The City wishes to engage the services of Consultant to provide grant research, writing, and administration services as described further in this Agreement. Consultant wishes to provide all such services and has the necessary expertise and competency to provide such services.

2. TERM

This Agreement shall have an initial term of two (2) years commencing from the Effective Date and shall remain and continue in effect until September 10, 2026. Following the conclusion of the initial term, the City shall have the option to extend the term of this Agreement for one additional year at its discretion, unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the Parties.

3. SERVICES AND PERFORMANCE

A. In compliance with all terms and conditions of this Agreement, Consultant shall provide services more particularly described in the “**Scope of Services**,” which is attached hereto and incorporated herein by this reference as Exhibit A. The services may be referred to herein as the “**Services**” or “**Work**.” In the event of any inconsistency between the terms of Exhibit A and this Agreement, the terms of this Agreement shall govern.

B. As a material inducement to City entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first-class work and services, and Consultant is experienced in performing the type of work and services contemplated herein. The minimum standard of care for all professional services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant represents that the Services will be performed by Consultant or under its direct supervision, and that all personnel engaged in such Work shall be fully qualified and shall be authorized and permitted under applicable Federal, State, and local law to perform such Work. Consultant shall pay all wages, salaries, and other amounts due to such personnel in connection with their performance of the Services and as required by law

C. The experience, knowledge, capability, and reputation of Consultant, its principals, and employees were a substantial inducement for City to enter into this Agreement. Therefore, without the prior written approval of City, which may be given or withheld at City's sole and absolute discretion, Consultant shall not (i) contract with any other entity to perform in whole or in part the Services required hereunder; or (ii) transfer, assign, convey, or encumber (voluntarily or by operation of law) any or all of this Agreement.

D. Consultant shall obtain and maintain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Services required by this Agreement prior to the commencement of Services. Consultant shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Consultant's performance of the Services, and shall indemnify, defend, and hold harmless City and its elected and appointed officials, boards, members, officers, agents, representatives, employees, and volunteers ("**City Personnel**") against any such fees, assessments, taxes, penalties, or interest levied, assessed, or imposed against City related to the Services.

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

F. Consultant shall assume all costs arising from the use of patented or copyrighted materials, including, but not limited to, equipment, devices, processes, and software programs, used or incorporated in the Services or Work performed by Consultant under this Agreement. Pursuant to Paragraph 8, Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

G. Consultant shall not subcontract the performance of any of the Services without the prior written approval of City.

H. The Parties have determined that prevailing wage laws do not apply to this Agreement because the Services do not include construction, alteration, demolition, installation, or repair work or are otherwise exempt under California's prevailing wage laws (California Labor Code section 1720 et seq.). Notwithstanding the foregoing, it is agreed by the Parties that, in connection with performance of the Services, including, without limitation, any and all "public works" (as defined by applicable law), Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of California Labor Code section 1781, as the same may be amended from time to time, and/or any other similar law. Pursuant to Paragraph 8, Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from and against any liability, loss, damage, cost, or expenses (including but not limited to reasonable attorneys' fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by Consultant or any party performing the Services of any applicable local, State, and/or Federal law, including, without limitation, any applicable Federal and/or State labor laws

(including, without limitation, the requirement to pay State prevailing wages and hire apprentices); (ii) the implementation of California Labor Code section 1781, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by Consultant or any party performing the Services on Consultant's behalf to provide any required disclosure or identification as required by California Labor Code section 1781, as the same may be amended from time to time, or any other similar law.

4. MANAGEMENT

City's Assistant to the City Manager shall represent City in all matters pursuant to the administration of this Agreement and review the Services performed by Consultant. The City Manager shall have the authority, subject to the limitations set forth in Paragraph 5, to enlarge the Scope of Services or increase the compensation due to Consultant. Consultant's official representative in the administration of this Agreement shall be Hal Suetsugu, President, who shall have the authority to make all decisions for Consultant and bind Consultant to the terms of this Agreement.

5. COMPENSATION

A. City agrees to pay Consultant \$60,000 (Sixty Thousand Dollars) per year, based on the Scope of Services set forth in Exhibit A, with the total amount not to exceed \$180,000 (One Hundred Eighty Thousand Dollars) over the term of this agreement.

B. Subject to subparagraph (a) above, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

C. Consultant shall not be compensated for any Services rendered in connection with its performance of this Agreement that are in addition to those set forth herein, unless such additional services are authorized in advance, and in writing, by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given. Unless otherwise agreed to by the Parties in writing, all provisions in this Agreement applicable to Consultant's performance of the Services shall also apply to any additional services.

D. Consultant shall be paid monthly and shall submit monthly invoices/reports to City, within ten (10) days following the end of each month, showing actual Services performed. Invoices shall include billings for all charges, including authorized direct costs incurred by Consultant during the month covered by the invoice. Consultant shall be paid on the next regular Council warrant after all required paperwork is submitted. If City disputes whether Consultant has earned its fee or any portion, City shall give written notice to Consultant within thirty (30) days of receipt of Consultant's monthly invoice/report stating the basis for such dispute.

6. SUSPENSION OR TERMINATION OF AGREEMENT

A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all Work under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this subparagraph (A), Consultant shall submit a final invoice/report to City pursuant to Paragraph 5,

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

B. Consultant may terminate this Agreement only due to a material breach by City, and only upon not less than thirty (30) days' prior written notice to City which notice shall specify the material default. Upon receipt of such notice, City may, but shall not be obligated to, effect to remedy such default, which remedy will cause the notice of termination to no longer apply, and this Agreement to continue in effect.

7. RECORDS AND OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of Services under this Agreement. Consultant shall maintain adequate records of Services provided in sufficient detail to produce an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of six (6) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, computer files, surveys, notes, and other documents prepared in the course of providing the Services to be performed pursuant to this Agreement ("**Work Product**") shall become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of Consultant. Consultant shall provide such items to City promptly upon completion of this Agreement. City acknowledges that such Work Product is not intended or represented to be suitable for use unless completed by Consultant, or for use or reuse by City or others on extensions of the Services or Work under this Agreement, or for any other use or purpose, without written verification or adaptation by Consultant. Any such use, reuse, or any modification of the Work Product, without written verification, completion, or adaptation by Consultant, as appropriate for the specific purpose intended, will be at City's sole risk and without liability or legal exposure to Consultant or to its officers, directors, members, partners, agents, employees, and consultants.

C. Any information gained by Consultant in the performance of this Agreement shall be considered confidential and such information and the reports, records, documents, and other

materials prepared by Consultant in the performance of Services under this Agreement shall not be released publicly or to any other client of Consultant without the prior written approval of the City Manager.

8. INDEMNIFICATION

A. To the fullest extent permitted by law, except as set forth in subparagraph (B), Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold harmless City and City Personnel from and against any and all claims, actions, suits, claims, demands, judgments, attorneys' fees, costs, damages, losses, penalties, obligations, expenses, or liabilities ("Claims") that may be asserted or claimed by any person or entity arising out of, or pertaining to, Consultant's negligence, recklessness, or willful misconduct, whether or not there is concurrent active or passive negligence on the part of City and/or any City Personnel, but excluding any Claims arising from the sole negligence or willful misconduct of City or any City Personnel. Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorneys' fees incurred in connection therewith. Consultant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities. In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such Claims arising out of or in connection with the Work being performed or Services being provided under this Agreement, Consultant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorneys' fees and expert witness fees. Consultant's duty to defend shall consist of reimbursement of defense costs incurred by City in direct proportion to the Consultant's proportionate percentage of fault. Consultant's percentage of fault shall be determined, as applicable, by a court of law, jury, or arbitrator. In the event any loss, liability, or damage is incurred by way of settlement or resolution without a court, jury, or arbitrator having made a determination of Consultant's percentage of fault, the Parties agree to mediation with a neutral third-party to determine Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost requirement owed to City.

B. The provisions of this subparagraph (B) apply only if Consultant is a "design professional" within the meaning of California Civil Code section 2782.8(c). If Consultant is a "design professional," within the meaning of Section 2782.8(c), then notwithstanding subparagraph (A), to the fullest extent permitted by law (including, without limitation, California Civil Code sections 2782 and 2782.6), Consultant shall defend (with legal counsel acceptable to City), indemnify, and hold harmless City and City Personnel from and against any Claim that arises out of, pertains to, or relates to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any sub-consultant, subcontractor, or any other person directly or indirectly employed by them, or any person that any of them control, arising out of Consultant's performance of any task or Service for or on behalf of City under this Agreement. Such obligations to defend, hold harmless, and indemnify City or any City Personnel, shall not apply to the extent that such Claims are caused, in part, by the sole negligence or willful misconduct of City or City Personnel. Consultant's cost to defend City and/or City Personnel against any such Claim shall not exceed Consultant's proportionate percentage of fault with respect to that Claim; however, pursuant to California Civil Code section 2782.8(a), in the event that one or more of the defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with City (and, if applicable, other

parties) regarding any unpaid defense costs. To the extent Consultant has a duty to indemnify City or any City Personnel under this subparagraph (B), Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness, or willful misconduct.

C. Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and all amounts for which City may be liable to third parties, by reason of Consultant's negligent acts, errors, omissions, or willful misconduct, in performing or failing to perform Consultant's obligations under this Agreement. City in its sole and absolute discretion, may withhold any payment due to Consultant, without liability for interest, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or withhold shall not act as a waiver of Consultant's obligation to pay City any sums Consultant owes City.

9. INSURANCE

Without limiting Consultant's indemnification obligations of City as set forth in this Agreement, and prior to the commencement of Work, Consultant shall obtain, provide, and maintain, at its own expense, during the entire term of this Agreement including any extension thereof, policies of insurance of the type and amounts described in Exhibit C and in a form satisfactory to City.

A. No Work or Services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance evidencing the required insurance coverages and said Certificates of Insurance are reasonably approved by City. Certificates are to reflect that the insurer will provide thirty (30) days' written notice to City of any cancellation of coverage. In the event any of said policies of insurance are reduced in limits or cancelled for any reason, Consultant shall, prior to the cancellation date, submit new evidence of insurance.

B. The provisions of any workers' compensation or similar law will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials, and agents.

C. Consultant agrees to provide immediate notice to City of any claim or loss against Consultant arising out of the Work performed under this Agreement. City assumes no obligation or liability by such notice, but has the right to monitor the handling of any such claim or claims if they are likely to involve City.

D. The City's Director of Administrative Services shall have the authority to adjust or amend the insurance requirements in Exhibit C of this Agreement so long as such amendment or adjustment is agreed to in writing by the Parties.

10. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to City a wholly independent contractor. The personnel performing the Services under this Agreement on behalf of Consultant

shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, officials, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

B. No City-provided employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing Services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing Services hereunder.

11. NO UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was or is used against or in concert with any officer or employee of City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of City shall receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any Work to be conducted as a result of this Agreement. Consultant further warrants that it has not employed or retained any company or person other than a bona fide employee working for Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

12. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for Work to be performed in connection with the Services performed under this Agreement.

13. COVENANT AGAINST DISCRIMINATION

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

14. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

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

15. NOTICES

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

If to City: City of Duarte
City Manager's Office
Attn: Andres Rangel
1600 Huntington Drive
Duarte, California 91010
arangel@accessduarte.com

If to Consultant: Evan Brooks Associates
Attn: Hal Suetsugu
750 E. Green Street, Suite 301
Pasadena, CA 91101
hal@ebaplaning.com

16. GOVERNING LAW; ATTORNEYS' FEES; LITIGATION MATTERS

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

17. RIGHTS AND REMEDIES ARE CUMULATIVE; WAIVER

A. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

B. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. No waiver by either Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

18. SEVERABILITY

If any portion of this Agreement is found by a court of competent jurisdiction to be invalid, void, illegal, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way affect, impair, or invalidate any other term, covenant, or condition, or provision contained in this Agreement. Upon a determination that any term or provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to give effect to the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be performed as originally contemplated to the greatest extent possible.

19. INTERPRETATION; ENTIRE AGREEMENT

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

20. CONFLICTS OF INTEREST

Consultant represents, warrants, and covenants that he, she, or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Consultant's obligations and responsibilities under this Agreement. Consultant further agrees that while this Agreement is in effect, Consultant shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Consultant's obligations and responsibilities under this Agreement. Consultant acknowledges that pursuant to the provisions of the Political Reform Act (California Government Code section 87100 et seq.), City may determine Consultant to be a "consultant" as that term is defined by the Political Reform Act. In the event City makes such a determination, Consultant agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as

required by City. In such event, Consultant further agrees to require any other person doing Work under this Agreement to complete and file a “Statement of Economic Interest” to disclose such other person’s financial interests as required by City.

21. NO THIRD-PARTY BENEFICIARIES

This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

22. PARAGRAPH HEADINGS AND SUBHEADINGS

The paragraph headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

23. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

24. EXECUTION OF CONTRACT

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

25. CITY MANAGER AUTHORITY

City’s City Manager shall have the authority to make non-material changes, non-material amendments, or clerical edits to this Agreement on behalf of the City.

[Signatures on following page.]

IN WITNESS WHEREOF, the City Council of the City of Duarte caused the Agreement to be subscribed by its Mayor or City Manager and said Consultant has executed or caused this Agreement to be executed by its duly authorized officer(s).

CITY OF DUARTE

CONSULTANT

Brian Villalobos, City Manager

Date: _____

By: _____ Its: _____

Date: _____

ATTEST

City Clerk

Date: _____

APPROVED AS TO FORM

RUTAN & TUCKER, LLP

City Attorney, City of Duarte

Date: _____

EXHIBIT A

Scope of Services

1) Grant Funding Needs Assessment and Strategy

- a) Participate in an initial introductory/all hands meeting with City executives and staff, and annually thereafter, to develop an overall strategy for identifying and securing grant funding.
- b) Meet with City staff on a quarterly basis to identify grant funding needs and priorities and discuss current and potential grant opportunities.
- c) Develop a preliminary funding forecast based on insights from the kick-off meeting and the City's capital improvement plans.

2) Grant Monitoring and Research

- a) Identify appropriate grantors and grant programs including, but not limited to, federal, state, and regional government organizations and private foundations and businesses to support the City's funding needs and priorities.
- b) Research and analyze potential funding opportunities to determine its suitability to the City's needs and project eligibility requirements.
- c) Based on grant funding research, recommend grantors and grant programs to which the City should submit applications.
- d) Inform staff of the details of identified grants and provide key information including funding program name and agency, available funding, key dates/deadlines, funding type (grant, loan, or incentive), required match, and cost share required.

3) Grant Writing

- a) Provide a cost estimate to pursue specific grant applications, with a detailed breakdown of costs, based on city approved services.
- b) Prepare a strategic work plan for each grant application including key dates, responsibilities of consultant and staff for producing grant application content key tasks, and specific deliverables.
- c) Provide grant proposal writing services associated with the completion of grant applications on behalf of the City, including preparation of letters of intent, funding abstracts, production and submittal of applications.
- d) Ensure that all required components of each proposal are included in submission; ensuring adherence to grant evaluation criteria, and ensuring each entire grant package is timely and correctly prepared in accordance with the requirements and restrictions of its respective funder's portal and technical submission requirements.
- e) Work with designated City staff to edit grant applications for consistency of messaging, ensuring integration of grant requirements and succinctness prior to City final review and submittal to funder.
- f) Organize facts, data, statistics and narrative collected and written as a part of assigned projects, developing tabular or graphic data displays as appropriate, and make those items available to the City for future use.

4) Grant Administration (If Needed)

- a) Serve as the City liaison on project/program related activities.
- b) Assist in the preparation of agreements and miscellaneous project/program-related documents.
- c) Coordinate with funding agencies on project/program delivery and prepare funding requests.
- d) Coordinate with the City Attorney's Office for preparation of agreements.
- e) Prepare agenda reports and/or presentations for City Council meetings.
- f) Coordination for programming and preparation of funding requests.
- g) Prepare all quarterly, annual, and progress reports (e.g. MTA, Caltrans, etc.).
- h) Coordinate with the City's engineering team and/or other technical services team.
- i) Attend scheduled project/program development team meetings.
- j) Provide support for community relations and preparation of informational materials.
- k) Prepare miscellaneous reports and assist City staff.

5) Ongoing Communication

- 6) Communicate with designated City staff regarding the work undertaken and upcoming grant opportunities.
- 7) Submit monthly reports to the City summarizing the amount of time expended and describe activities undertaken during the previous month.

EXHIBIT B

Fee Schedule

4 COST PROPOSAL

Grant Opportunities and Monitoring. We will email upcoming grant opportunities listings at no cost to the City for the contract’s duration.

Grant Writing. Upon deciding to pursue a grant, EBA will present a detailed cost estimate, considering factors like grant complexity and specific requirements. Our team is equipped to handle additional requirements, offering a breakdown of costs for the City’s consideration and proceeding only with City approval.

All Other Services. Targeted research, strategic meetings, performance reports, strategic counsel, post-award management, grant administration, and other services will be billed on a time and materials basis, with rates detailed in **Figure 6**. We’re committed to working within any set budget the City provides.

Typically, these services cost between \$556 for 4 hours and \$1,112 for 8 hours monthly, based on how actively the City engages with our grant opportunities list and project information sharing. EBA will also invoice for direct out-of-pocket expenses related to the project, ensuring full transparency and control over project costs and scope.

Figure 6. EBA Hourly Rate Sheet

PERSONNEL	HOURLY RATES
President	\$298
Project Manager	\$275
Grants Manager/Senior Associate	\$238
Grant Writer/Associate	\$178
Research/Funds Analyst	\$143
GIS Mapping/Cartographer/Graphics	\$130
Administrative Support	\$113

EBA reserves the right and flexibility to adjust rates shown in Figure 1 by an escalation factor of up to 4% annually to account for inflation and other economic changes, including, but not limited to market conditions, labor costs, insurance, and regulatory requirements.

EXHIBIT C

Insurance Requirements

A. Insurance Required

- (1) Commercial General Liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.
- (2) Automobile Insurance covering bodily injury and property damage for all activities of Consultant arising out of or in connections with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles in an amount not less than \$1,000,000 combined single limit for each accident.
- (3) Workers' Compensation Insurance providing statutory benefits as required by California law.
- (4) Employer's Liability Insurance with limits in an amount not less than \$1,000,000.
- (5) Professional Liability or Errors and Omissions Insurance designed to protect against acts, errors, or omissions of Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement, and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the Services required by this Agreement.

B. All insurance policies required hereunder, except the workers' compensation insurance, shall comply with the following requirements:

- (1) All insurance shall be written by insurers that are admitted and licensed to do business in the State of California and with A.M. Best's rating of A- or better and a minimum financial size VII in accordance with the latest edition of Best's Key Rating Guide.
- (2) The policies shall be endorsed to name City and its officers, officials, employees, agents, and volunteers as additional insureds.
- (3) All of Consultant's insurance: (i) shall contain no special limitations on the scope of protection afforded to the additional insureds; (ii) shall be primary insurance and any insurance or self-insurance maintained by the additional insureds or any of them shall be in excess of Consultant's insurance and shall not contribute with it; (iii) shall be "occurrence" rather than

“claims made” insurance; (iv) shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability; (v) shall prohibit Consultant from waiving the right of subrogation prior to a loss except for professional liability; and (vi) shall not contain any provision or definition that would serve to eliminate so-called “third party action over” claims, including any exclusion for bodily injury to an employee of the insured.

(4) City reserves the right at any time during the term of this Agreement to change the amounts and types of insurance required by giving Consultant ninety (90) days’ advance written notice of such change.

C. Consultant shall renew the required coverage annually as long as City or its employees or agents face an exposure from Consultant’s operations pursuant to this Agreement. Termination of this obligation shall survive the termination or expiration of this Agreement and shall not be effective until City executes a written statement to that effect.

evan
brooks
associates

PROPOSAL

GRANT RESEARCH, WRITING, AND ADMINISTRATION SERVICES CITY OF DUARTE



Evan Brooks Associates, Inc.
750 E. Green Street, Suite 301
Pasadena, CA 91101

☎ (626) 799-8011

🌐 www.ebaplanning.com

Contact: Hal Suetsugu, President
Email: hal@ebaplanning.com
Phone: (626) 799-8011

July 18, 2024

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July 18, 2024

Andres Rangel, Assistant to the City Manager
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Subject: Grant Research, Writing, and Administration Services

Dear Assistant City Manager Rangel and the Evaluation Committee:

I am writing on behalf of Evan Brooks Associates, Inc. (EBA), a certified disadvantaged, small business enterprise (D/SBE) and a proudly established California Corporation. We are excited to submit our qualifications to provide on-call grant research, writing, and administration services to the City of Duarte.

Since 2010, EBA has successfully collaborated with various cities, counties, and public agencies, securing more than **\$2.3 billion** for critical capital improvements — including **\$4.4 million for three Duarte projects** and \$7.8 million for projects in the neighboring cities of Monrovia, Irwindale, and Azusa. Our team is comprised of skilled grant writers, planners, GHG analysts, cost estimators, funding specialists, graphic designers, and cartographers. Together, we have secured funding from a wide range of federal, state, local, and foundation programs, including Building Resilient Infrastructure and Communities (BRIC), Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Reconnecting Communities and Neighborhoods (RCN), Safe Streets and Roads for All (SS4A), Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), Statewide Park Program (SPP), Hazard Mitigation Program Grant (HMPG), Flood Emergency Response Grant, Grants for Arts, Major League Baseball (MLB) foundation grant, and many more.

Under the leadership of Daniel Bartelson, MPA, MBA, with over two decades of similar experience, and myself, Hal Suetsugu, EBA's President and former Capital Planning and Programming Manager for the Los Angeles County Metropolitan Transportation Authority (Metro), we are dedicated to maintaining high compliance standards and to meeting and exceeding the City's grant securing needs by:

- ✓ **Developing comprehensive grant funding needs assessments and strategies:** Participating in initial and annual strategy meetings with City executives and staff to identify and secure grant funding, and meeting quarterly to review funding needs and opportunities.
- ✓ **Conducting thorough grant monitoring and research:** Identifying and analyzing appropriate grantors and programs, including federal, state, regional, and private sources, to support the

City's priorities, and recommending suitable grant opportunities to City staff.

- ✓ **Providing detailed and organized grant writing services:** Writing and applying for all approved grants, preparing strategic work plans for each application, ensuring inclusion of all required components, adherence to evaluation criteria, and compliance with funder submission requirements.
- ✓ **Facilitating effective stakeholder communication:** Informing City staff of key grant details, such as funding program names, agencies, deadlines, and requirements, and organizing facts, data, and statistics for grant applications.
- ✓ **Offering comprehensive grant administration support:** Serving as the City liaison for project activities, assisting with agreements and documents, coordinating with funding agencies and City Attorney's Office, preparing reports and presentations, and providing ongoing communication and support.
- ✓ **Ensuring quality and coherence of proposals:** Working with designated City staff to edit and finalize grant applications, ensuring consistency of messaging, and integrating grant requirements before final submission.

We are eager to discuss how EBA can support the City of Duarte in further detail. Please feel free to contact me at (626) 799-8011 or via email at hal@ebaplanning.com to schedule an interview. Our nearest office is listed at the top of this letter; however, we are largely remote with staff located across the nation, including near Duarte, allowing us to assist the City quickly and effectively. The cost proposal and hourly rates shall remain valid for sixty (60) days.

Thank you for considering our proposal. We accept and agree to all terms and documents mentioned in the RFP. We look forward to the opportunity to establish a successful partnership with the City of Duarte.

Best regards,



Mr. Hal Suetsugu, President
Evan Brooks Associates, Inc.
750 E. Green Street, Suite 301
Pasadena, CA 91101
(626) 799-8011
hal@ebaplanning.com

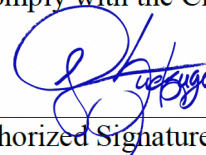
Enclosures: Submittal Checklist and Vendor Information Form

ATTACHMENTS

RFP SUBMITTAL CHECKLIST

1. Submittal Checklist
2. Vendor Information Form
3. Proposal
4. Acknowledge Insurance Requirements

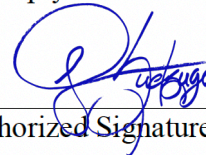
Bidder acknowledges the review of, and agreement to comply with the City's insurance requirements.



Authorized Signature

5. Acknowledge Workers' Compensation Insurance Requirements

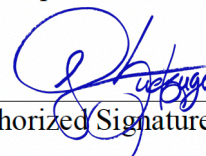
Bidder acknowledges the review of, and agreement to comply with the statutory Workers' Compensation insurance requirements.



Authorized Signature

6. Acknowledge City Business License Requirement

Bidder agrees to comply with the City's business license requirement.



Authorized Signature

VENDOR INFORMATION FORM

Legal Contractual Name: Evan Brooks Associates, Inc.

Mailing Address: 750 E. Green Street, Suite 301

Contact Person & Title: Hal Suetsugu, President

E-mail Address: hal@ebaplanning.com

Phone: (626) 799-8011

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

☒ Corporation

☐ Limited Liability Partnership

☐ Partnership

☐ Sole Proprietorship

☐ Individual

☐ Joint Venture

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

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

Hal Suetsugu, Melissa Shu, Daniel Bartelson

Federal Tax Identification Number: 27-4113659

City of Duarte Business License Number: TBD

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

2 FIRM EXPERIENCE

evan
brooks
associates

SIZE/LOCATION

Single Office
750 E. Green Street, Suite 301,
Pasadena, CA 91101

YEAR FOUNDED
2010

FORM OF
ORGANIZATION
Corporation

WEBSITE
www.ebaplanning.com

Evan Brooks Associates, Inc. (EBA) is a full-service strategic planning firm offering project management, grant writing, multimodal studies, community outreach, and environmental compliance services for public agencies to assist in achieving their desired capital program, operations efficiency, and project development goals.

EBA recognizes that each project is different and each community is unique; our innovative approach combines customized expertise with creative thinking to create the best possible solutions for each challenge. By infusing grant applications with context-sensitive planning, outreach, visually-engaging concept designs, and subject matter experts, we have secured **\$2.3 billion** in private, foundation, local, state, and federal grant funding for 75 cities and regional planning agencies throughout the United States. While the complexity, locations or communities may vary, our mission to integrate well-planned projects that infuse and solve community concerns remains constant.

SERVICES

We assist our clients by providing a range of grant and complementary services (shown in *Figure 1*). Our integrated service model

Figure 1. Services



extends beyond grant writing, encompassing a comprehensive suite of support services that facilitate every phase of project development and funding acquisition. This model ensures continuity from the initial planning and community outreach to the final steps of fund management and project reporting.

EBA's main service is grant writing. EBA has secured more than \$2.3 billion (**Figure 2**) and worked across state borders and in both urban and rural areas (**Figure 3**) to plan, prepare, submit, and manage grants and projects.

Figure 3. Regional Experience

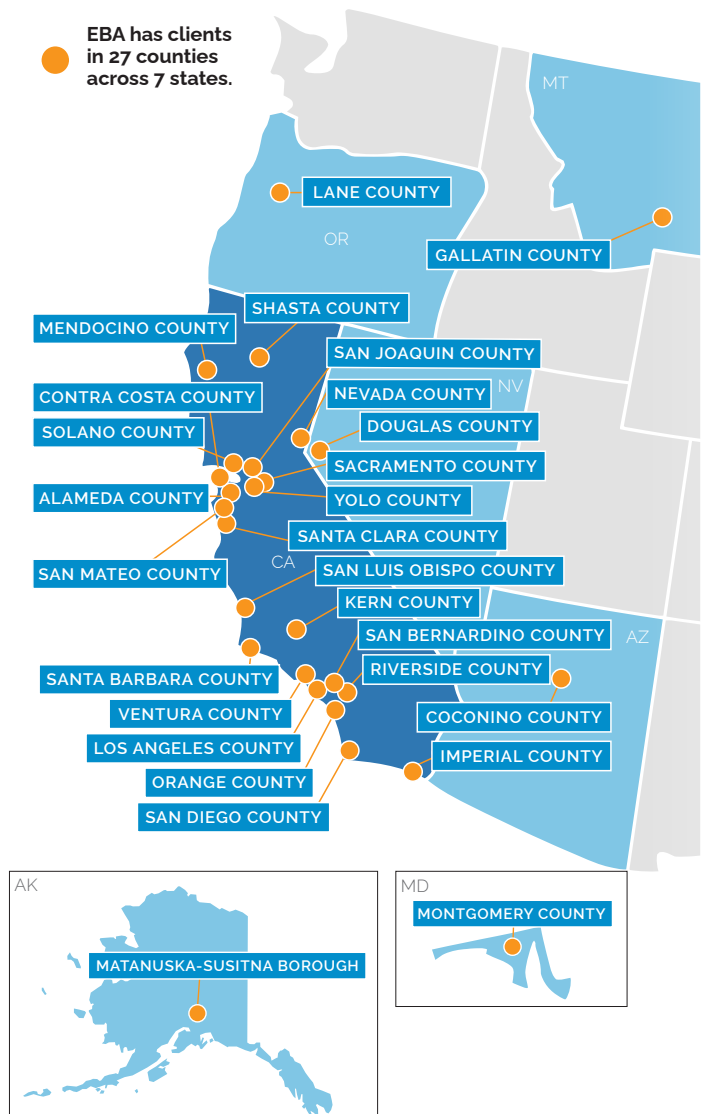


Figure 2. Grant Funding Secured

FUNDING AGENCY	TOTAL SECURED
Air Quality Management District	\$3,996,980
California Department of Forestry and Fire Protection	\$1,078,633
California Department of Housing and Community Development	\$5,921,622
California Department of Parks and Recreation	\$5,732,751
California Department of Resources Recycling and Recovery	\$1,101,017
California Department of Transportation	\$191,215,007
California Department of Water Resources	\$288,887
Governor's Office of Business and Economic Development	\$1,803,930
California Natural Resources Agency	\$3,569,746
California Office of Emergency Services	\$5,300,000
California State Library	\$5,377,020
California State Transportation Agency	\$1,195,550,000
California Transportation Commission	\$703,600,000
Federal Transit Administration	\$4,865,205
Los Angeles County Regional Park and Open Space District	\$2,000,000
Metropolitan Transportation Authority	\$99,900,289
Metropolitan Transportation Commission	\$151,000
MLB-MLBPA Youth Development Foundation	\$33,310
National Endowment of the Arts	\$25,000
San Joaquin County of Governments	\$11,255,000
Santa Clara County Parks	\$322,750
Southern California Association of Governments	\$16,417,500
Strategic Growth Council	\$1,351,541
Rivers and Mountains Conservancy	\$1,000,000
Riverside County Transportation Commission	\$340,000
Wildlife Conservation Board	\$5,000,000
US Housing and Urban Development	\$10,822,000
US Department of Transportation	\$26,725,064
TOTAL SECURED	\$2,304,744,252

GRANT WRITING HISTORY

Between 2010 and 2016, we focused on serving local public agencies throughout Southern California. During this time, we served as the sole grant advisory and writing team for the Southern California Association of Governments (SCAG), training staff in grant strategies, and securing more than \$100 million for several cities throughout the region.

From 2016 to 2020, we expanded our reach to Northern California, Oregon, Nevada, and Arizona, engaging with cities and counties in those states. Notably, we led the Shasta Regional Transportation Agency's grant writing program, securing more than \$38 million under two contracts. Currently, EBA is a key grant writer for the third-largest transportation agency in the nation, the Los Angeles County Metropolitan Transportation Authority, having secured over \$172 million for transformative transportation projects ahead of the 2028 LA Summer Olympics.

In response to the pandemic, we embraced the shift towards remote work in 2021, successfully extending our services beyond the West Coast. Leveraging online collaboration tools and maintaining quality control, we have ensured that our success rate remains uncompromised. This adaptation has allowed us to serve clients as far as Alaska and Maryland, with the same level of excellence and dedication that defines our firm.

As of 2024, we have expanded our team to both the West and East Coasts. Recently, we collaborated with the City of Ashland, Oregon, on an SS4A planning and demonstration grant, and we are currently assisting the Matanuska-Susitna Borough in preparing a federal transit grant. Through all of our experiences and wins (see *Appendix*), we've learned that integrating context-sensitive planning, effective outreach, visually engaging concept designs, and subject matter expertise into our grant applications leads to substantial success.

AREAS OF EXPERTISE

Infrastructure Development and Maintenance:

EBA is a leader in infrastructure grant acquisition. We collaborated with the City of Richmond, securing a \$5.3 million CALOES' BRIC program grant to retrofit a wastewater facility. We also aided the City of Covina with a \$5 million California State Library Building Forward grant for a new library. In transportation, we've garnered more than \$127 million through the ATP program and \$16 million via the HSIP, funding projects like bicycle lanes, sidewalks, and traffic islands.

EBA has consistently demonstrated its commitment to advancing infrastructure. Prior to the Bipartisan Infrastructure Law (BIL) in 2021, we successfully secured approximately \$3.5 million for EV charger installations and transportation electrification initiatives through local and regional programs. Since then, our team has actively prepared applications for new grant programs established by the BIL. These include the U.S. Department of Transportation's Reconnecting Communities Pilot Program, through which we applied for funding to create a pedestrian bridge. Additionally, we secured grants under the Safe Streets and Roads for All (SS4A) program, supporting multiple transportation projects. Our collective efforts have resulted in over \$26 million secured under these newly established BIL grants.

Parks and Recreation: Through programs like Urban Greening, Urban Rivers, and the Statewide Parks Program (SPP), EBA has secured more than \$25 million for recreation and beautification. Projects range from trailhead development to park renovations. Under Clean California, we procured grants including \$2.5 million for Santa Maria's Battles Road Green Corridor Rehabilitation, \$5 million for Desert Hot Springs' Corporate Yard Park Green Development Project, and \$2.9 million for Desert Hot Springs' grant for Hacienda Avenue

Greening. Additionally, we've obtained \$2 million via local programs for park renovations in Downey and South Gate and \$534,800 for recreational programs in San Fernando, Paramount, and Bellflower.

Climate Resilience: EBA collaborates with agencies like the Ocean Protection Council, California Department of Conservation, and the California Coastal Conservancy for climate change mitigation projects. We assisted the City of Desert Hot Springs with a funding request under the USDA's Natural Resources Conservation Service to address future flooding. In 2021, we aided the Midpeninsula Regional Open Space District in securing a \$1.5 million California Wildlife Conservation Board grant for a Wildland Fire Resiliency Program along the Los Gatos Creek Watershed. Finally, and more recently, we assisted the City of Redondo Beach apply for funding that will help mitigate the effects of sea-level rise.

CURRENT CLIENTS

EBA works with multiple clients. *Figure 4* is a table that organizes the details for each agency or company we've worked with in the past 3 years, including the project manager/contact, the dates services were provided, and a summary of services for each. Costs are omitted as we operate on time and materials, providing not-to-exceed quotes for each application our clients wish to pursue. Please refer to the next section for more detailed information on specific clients.

Figure 4. Client List

AGENCY	SUMMARY OF SERVICES PROVIDED	PROJECT MANAGER/ CONTACT	DATES SERVICES PROVIDED
Anaheim	Grant Writing and Management	Jason Thiem jthiem@anaheim.net	2019 - Present
Arroyo Grande	Grant Writing and Management	Robin Dickerson rdickerson@arroyogrande.org	2021 - Present
Ashland	Grant Writing and Management	Scott Fleury scott.fleury@ashland.or.us	2021 - Present
Baldwin Park	Grant Writing and Management	Sam Gutierrez sgutierrez@baldwinpark.com	2013 - Present
Belmont	Grant Writing and Management	Brigitte Shearer BShearer@belmont.gov	2019 - Present
Bozeman	Grant Writing and Management	Jeff Mihelich jmihelich@bozeman.net	2021 - Present
Brawley	Grant Writing and Management	Karla Romero KRomero@brawley-ca.gov	2021 - Present
Burleson	Grant Writing and Management	Justin Scharnhorst jscharnhorst@burlesontx.com	2023 - Present
Compton	Grant Writing and Management	John Strickland jstrickland@comptoncity.org	2014 - Present
Contra Costa County	Grant Writing and Management	Lara DeLaney Lara.DeLaney@cao.cccounty.us	2023 - Present

AGENCY	SUMMARY OF SERVICES PROVIDED	PROJECT MANAGER/ CONTACT	DATES SERVICES PROVIDED
Corona	Grant Writing and Management	Aaron Cox Aaron.Cox@coronaca.gov	2020 - Present
Covina	Grant Writing and Management	Brian Lee blee@covinaca.gov	2021 - Present
Davis	Grant Writing and Management	Dale Sumersille DSumersille@cityofdavis.org	2019 - Present
Desert Hot Springs	Grant Writing and Management	Viviana Osorio vosorio@cityofdhs.org	2019 - Present
Douglas County	Grant Writing and Management	Debbie Swickard DSwickard@douglasnv.us	2023 - Present
Dublin	Grant Writing and Management	Cierra Fabrigas Cierra.Fabrigas@dublin.ca.gov	2023 - Present
Duarte	Grant Writing and Management	Daniel Jordan (former) djordan@accessduarte.com	2021 - Present
Downey	Grant Writing and Management	Juddy Montenegro JMontenegro@downeyca.gov	2021 - Present
Eugene	Grant Writing and Management	Ray Joseph rjoseph@eugene-or.gov	2021 - Present
Escondido	Grant Writing and Management	Christina Holmes cholmes@escondido.org	2023 - Present
Fort Bragg	Grant Writing and Management	Chantell O'Neal conal@fortbragg.com	2023 - Present
Hermosa Beach	Grant Writing and Management	Melanie Bristow mhurtado@hermosabeach.gov	2020 - Present
Imperial County	Grant Writing and Management	Rhoda Hoffman RhodaHoffman@co.imperial.ca.us	2024 - Present
Irvine	Grant Writing and Management	Melissa Dugan mdugan@cityofirvine.org	2019 - Present
Kern County	Grant Writing and Management	Yolanda Alcantar yolandar@kerncounty.com	2023 - Present
La Verne	Grant Writing and Management	Adella Reyes areyes@ci.la-verne.ca.us	2014 - Present
Los Angeles County Metropolitan Transportation Authority (Metro)	Grant Writing and Management	Jane Roberts RobertsJ2@metro.net	2016 - Present
Manhattan Beach	Grant Writing and Management	Bruce Moe bmoe@citymb.info	2020 - Present
Mendocino County	Grant Writing and Management	Kelly Hansen hansenk@mendocinocounty.gov	2022 - Present
Midpeninsula Regional Open Space District	Grant Writing and Management	Danny Morrison dmorrison@openspace.org	2018 - Present
Monrovia	Grant Writing and Management	Alex Tachiki atachiki@ci.monrovia.ca.us	2018 - Present

AGENCY	SUMMARY OF SERVICES PROVIDED	PROJECT MANAGER/ CONTACT	DATES SERVICES PROVIDED
Montgomery County	Grant Writing and Management	Emily Danyluk Emily.Danyluk@montgomerycountymd.gov	2024 - Present
Moorpark	Grant Writing and Management	Douglas Spondello DSpondello@moorparkca.gov	2022 - Present
Moreno Valley	Benefit-Cost and Technical Services	Josh Frohman joshf@moval.org	2020 - Present
Oakland	Grant Writing and Management	OPW Grants opwgrants@oaklandca.gov	2024 - Present
Pasadena	Grant Writing and Management	Phyllis Hallowell phallowell@cityofpasadena.net	2023 - Present
Petaluma	Grant Writing and Management	Patrick Carter pcarter@cityofpetaluma.org	2021 - Present
Pismo Beach	Grant Management	Erin Olsen Eolsen@pismobeach.org	2019 - Present
Pinole	Grant Writing and Management	Markisha Guillory MGuillory@ci.pinole.ca.us	2023 - Present
Redondo Beach	Grant Writing and Management	Elizabeth Hause Elizabeth.Hause@redondo.org	2022 - Present
Richmond	Grant Writing and Management	Josef Munoz Josef_Munoz@ci.Richmond.ca.us	2018 - Present
Riverside	Grant Writing and Management	Jeff McLaughlin JMcLaughlin@riversideca.gov	2021 - Present
San Bernardino	Grant Writing and Management	John Valdivia Valdivia_John@SBCity.org	2019 - Present
Santa Cruz	Grant Writing and Management	Tiffany Wise-West TWise-West@cityofsantacruz.com	2022 - Present
Shasta Regional Transportation Agency (SRTA)	Grant Writing and Support	Keith Williams kwilliams@srtc.ca.gov	2019 - Present
South El Monte	Grant Writing and Management	Rene Salas rsalas@soelmonte.org	2020 - Present
South Gate	Grant Writing and Management	Steve Costley scostley@sogate.org	2021 - Present
Stockton	Grant Writing and Management	Wes Johnson wes.johnson@stocktonca.gov	2017 - Present
Tuolumne County	Grant Writing and Management	Brittaney Barton, Administrative Technician II BBarton@co.tuolumne.ca.us	2023 - Present
Vallejo	Grant Writing and Management	Anne Cardwell Anne.Cardwell@cityofvallejo.net	2020 - Present
West Sacramento	Grant Writing and Management	Ariana Adame arianaa@cityofwestsacramento.org	2017 - Present
Western Riverside Council of Governments	Grant Writing and Management	Chris Gray cgray@wrcog.us	2017 - Present

SUMMARY OF PROJECTS

Grant Writing and On-Call Research

📅 2018-Current, on schedule and within budget
👤 City of Covina (125 E College St, Covina, CA 91723)

EBA has secured a total of **\$18.6 million** in grant funding for the City of Covina for various projects, including, but not limited to:

- **California State Parks' Prop 68 Statewide Park Program** to renovate a former fruit packing warehouse into a new indoor recreation and sports complex, complete with outdoor components, such as a new pocket garden park, rock climb area, and historical/cultural artwork (\$4.8 million)
- **California State Library's Building Forward Grant** for the renovation of a fruitpacking warehouse into a new library (\$5 million)
- **Rivers and Mountains Conservancy's Prop 68 Grant** for the construction of a new dog park (\$1 million)
- **Caltrans' Sustainable Communities Grant** for a citywide active streets and multimodal connectivity plan that aims to identify corridors to connect the Downtown area with the regional Metrolink (\$319,151)
- **SCAG's Sustainable Communities Grant** to establish an Enhanced Infrastructure Financing District (EIFD) (\$100,000).

EBA provides the city with monthly grant opportunities listings and frequently meets with city staff to identify which opportunities are worth pursuing.



★ PROJECT HIGHLIGHTS

- » Grant Research
- » Grant Writing and Exhibits
- » Cost Benefit Analysis
- » Cost Estimates
- » Project Management
- » Community Outreach
- » Contact: Brian Lee, Community Development Director, Email: BLee@CovinaCA.gov Phone: (626) 384-5460

STAFFING

Hal Suetsugu (Grant Writer)
William Imperial/Gloria Sandoval (Grants Research)

”

“You guys are awesome! Thanks for leading our projects and helping move them forward.”

- Chris Marcarello, City Manager (City of Covina)



Grant Funds Management and Administration

📅 2013-Current, on schedule and within budget
 📍 City of Baldwin Park (14403 Pacific Ave, Baldwin Park, CA 91706)



★ PROJECT HIGHLIGHTS

- » Grant Research
- » Grant Writing and Exhibits
- » Funds Management
- » Project Management
- » Contact: Sam Gutierrez,
Director of Public Works; Email:
sgutierrez@baldwinpark.com
Phone: (626) 960-4011 x 460

STAFFING

Daniel Bartelson (Project Manager)
 Jane Lee, Hal Suetsugu, Lindsey Kiner (Grant Writers)
 Jorge Zarza (GIS Cartographer)
 William Imperial/Gloria Sandoval (Grant Research)

EBA has secured a total of **\$22.9 million** in grant funding for the City of Baldwin Park since 2013 for various projects, including, but not limited to:

- **AQMD CMAQ grants** for the introduction of Electric Vehicle Charging Stations and the expansion of CNG Refueling infrastructure, enhancing Baldwin Park's commitment to clean energy and air quality improvement (\$733,000)
- **SGC's Sustainable Communities grant** supporting Baldwin Park's initiative in Health & Sustainability Element Preparation, integrating wellness and environmental consciousness into urban planning (\$368,000)
- **Caltrans' ATP** funding for Baldwin Park's Maine Avenue and Walnut Creek-San Gabriel River East Bank Greenway, improving thoroughfares and green spaces for community and environmental benefit (\$4.624 million)
- **Caltrans' HSIP and SRTS grants** for safety enhancements in and around schools, ensuring safer travel paths for students and fostering secure community zones (\$1,795,000)
- Metro Toll Grant for the purchase two new community trolleys that connect North and South Baldwin Park (\$742,395)
- **US-HUD Community Development Fund** grant for Baldwin Park's Roadside Park Project, investing in the development of green spaces for recreation and community engagement (\$2,222,000).

EBA has also played a crucial role in Baldwin Park's development through our comprehensive grant funds management. By working closely with Caltrans, Metro, and other state and local agencies, we've ensured that projects such as the installation of EV chargers, the construction of the Baldwin Park Metrolink Structure, and the Baldwin Park Sidewalk Improvement Project progressed seamlessly. Additionally, we managed labor compliance for these projects, ensuring strict adherence to labor laws and effective coordination with contractors. Beyond grant services, we are currently spearheading the City's Transit Route and Efficiency Study, providing detailed project management and community outreach services.



Grant Application Writing and Outreach

📅 2019 - Current, on schedule and within budget
📍 City of Monrovia (415 S Ivy Ave, Monrovia, CA 91016)



★ PROJECT HIGHLIGHTS

- » Grant Research
- » Grant Writing and Exhibits
- » Cost Benefit Analysis
- » Cost Estimates
- » Community Outreach
- » Contact: Tina Cherry, Director of Community Services;
tcherry@ci.monrovia.ca.us
Phone: (626) 256-8226

EBA has secured **\$1.7 million** for this non-disadvantaged City via three grant applications. The first was the **California State Parks' Statewide Park Program (SPP)** grant, which was awarded \$675,000 for renovations and expansion to Lucinda Garcia Park. To fulfill the grant application requirements, EBA managed and facilitated five community outreach meetings, including park workshops for the community at-large, ice cream socials for local schools, and smaller focus groups with residents adjacent to the park. To gain further input from the public, EBA created a large table long image using drone images, on which people could provide direct input regarding existing park amenities. This well-researched, community-supported application was instrumental in the grant's success. The other grant applications were for the **U.S. Federal Transit Administration's (FTA) 5310 Grant**, which resulted in two awards of \$600,000 and \$459,931 for an expansion of their GoMonrovia program, which partners with Lyft to provide seniors and those with disabilities free rides around town as an alternative to maintaining its own shuttles.

STAFFING

Daniel Bartelson (Project Manager/Writer)

”

“EBA is attentive, responsive, and is always willing to write grant applications on short notice. They are our “go-to” firm when it comes to meeting short deadlines for grants.”

- Cesar Roldan, Senior Management Analyst, City of El Monte, CA

”

“Thank you for your very hard work and expertise composing the grant responses and materials, obtaining the pictures, maps and all the necessary background information as well as putting the grant applications together and pushing us to ensure they were submitted on time.”

- Lillian Burkenheim Silver, Director of Planning and Economic Development, Eco-Rapid Transit



Grant Writing and Research

📅 2019-Current, on schedule and within budget
 📍 City of Desert Hot Springs (11999 Palm Drive Desert Hot Springs, CA 92240)



★ PROJECT HIGHLIGHTS

- » Grant Research
- » Grant Writing and Exhibits
- » Contact: Daniel Porras, Asst. City Manager, Email: dporras@cityofdhs.org Phone: (760) 329-6411

STAFFING

Daniel Bartelson (Project Manager)
 Jane Lee, Hal Suetsugu, Lindsey Kiner (Grant Writers)
 Jorge Zarza (GIS Cartographer)
 William Imperial/Gloria Sandoval (Grant Research)

EBA has secured a total of **\$29.8 million** in grant funding for a series of urban enhancement projects that promise to significantly upgrade Desert Hot Springs' infrastructure and public spaces. This suite of projects included, but is not limited to:

- **Caltrans' Active Transportation Program (ATP) Grant** for the Palm Drive Improvement Project, which will receive \$3.7 million for major street upgrades and \$8.975 million for additional improvements to the southern section of Palm Drive.
- **Caltrans' Active Transportation Program (ATP) Grant** worth \$8.422 million for the Phase II improvements of Hacienda Avenue East SRTS, which aims to enhance pedestrian safety and accessibility for students.
- **Caltrans' Clean California Grant** for the \$2.999 million Hacienda Avenue Green Corridor Revitalization and Beautification Project to transform miles of streets with green spaces and aesthetic enhancements.
- **Caltrans' Clean California Grant** for a \$5 million grant for the Corporate Yard Park Green Development Project, which seeks to create new baseball and football fields, recreational amenities and green spaces within the city.
- **Caltrans' Sustainable Communities Grant** for the Active Transportation Safety and Connectivity Plan, to create a plan to improve the city's transportation networks for cyclists and pedestrians.

Currently, EBA staff has developed grants funded under the **Bipartisan Infrastructure Law**, including the **USDA/NRCS's Watershed and Flood Prevention Program** and the **U.S. DOT's Multimodal Projects Discretionary Grant** for construction assistance to elevate low water crossings over two washes: Mission Creek and Morongo Wash. Watershed protection is needed not just to protect infrastructure but also to increase erosion and sediment control necessary to safeguard water quality.



On-Call Grant Writing

📅 2018-Current, on time and on schedule 🧑 City of Richmond
(450 Civic Center Plaza, Richmond, CA 94804)

The City of Richmond is located 16 miles northeast of San Francisco on the western shore of Contra Costa County. Duarte is best known for its unique history and role in the World War II home front effort. Today, the city is an important oil refining, industrial, commercial, transportation, shipping and government center.

Under EBA's existing on-call contract, EBA provides grant funding opportunities on a regular basis and was selected to lead two applications. The first application was to prepare the **California State Parks' Shoreline Erosion Control Grant** for the construction of rock revetment at Point Molate Beach Park. Tasks involved visiting the site to document existing conditions and capture photos, analyzing previous community outreach efforts, and working with a technical consultant to prepare a solution to the coastal erosion. The **\$500,000** project is vital to save and protect the beach park for future generations. The application required a strong community-focused story, documentation of historical significance, and safety benefits of the project for visitors to the park.

In addition, EBA was charged with preparing an application for **CALOES' Building Resilient Infrastructure and Communities (BRIC)** totaling **\$5.3 million** to offset the cost of retrofitting a 68-year-old wastewater treatment facility which has been previously identified as a critical operational facility. The grant was awarded in full.



★ PROJECT HIGHLIGHTS

- » Grant Research
- » Grant Writing and Exhibits
- » Cost Benefit Analysis
- » Cost Estimates
- » Contact: Josef Munoz , Capital Projects Manager; Email: Josef_Munoz@ci.Richmond.ca.us; Phone: (510) 620-6671

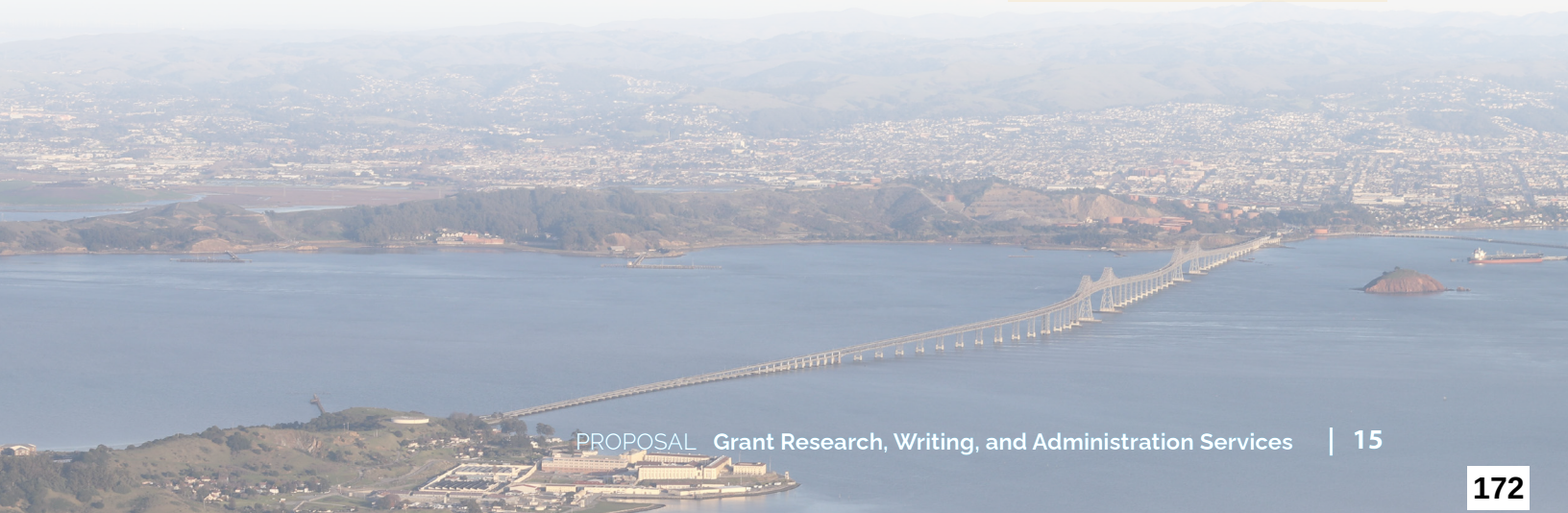
STAFFING

Daniel Bartelson (Project Manager/Grant Writer)
Kevin Nord/Jane Lee (Grant Writers)
William Imperial/Gloria Sandoval (Grant Research)



“Great job. I got you on my speed dial!”

*- Yader A. Bermudez,
Engineering and Capital
Improvements
Projects Director, former (City of
Richmond, CA)*



Grant Writing and Technical Study Assistance

- 📅 2018 - Current, on schedule and within budget
- 👤 City of Stockton (425 N El Dorado St, Stockton, CA 95202)



EBA has secured **\$19.7 million** in grant funding for the City's priority projects through several grant writing contracts. The first contract was for the preparation of a **Caltrans' Active Transportation Program (ATP)** Cycle 4 grant application for the Safe Routes to School Safety and Connectivity Improvement Project. This project entailed the implementation of recommendations from the City's SRTS Plan, including bike lanes, missing sidewalk segments, high visibility crosswalks, flashing beacons, curb ramps, safety medians, pedestrian refuges, and traffic islands. Our firm scored a 93/100 on this application, making it one of two projects in San Joaquin County to receive State funding. Additionally, EBA has helped the City secure **Highway Safety Improvement Program (HSIP)**, **Congestion Mitigation and Air Quality Improvement (CMAQ)**, and **Transformative Climate Communities (TCC)** grants.

★ PROJECT HIGHLIGHTS

- » Grant Research
- » Grant Writing and Exhibits
- » Technical Studies
- » Contact: Wes Johnson, PE, Project Manager Email: wes.johnson@stocktonca.gov Phone: (209) 937-8088

STAFFING

Daniel Bartelson (Project Manager)
Kevin Nord, Hal Suetsugu (Grant Writer)
Mengci Yang (BCA Analyst)



The high level of care that you placed in projects research, regular communications and preparing quality applications have been notable. So I would like to express our appreciation of your work.”
- Heba El-Guindy, City Traffic Engineer — former (City of Stockton, CA)

Midpeninsula Open Space Regional District (Midpen) On-Call Grant Writing

- 📅 2018-Current, on schedule and within budget
- 👤 Midpeninsula Open Space Regional District (330 Distel Circle, Los Altos, CA 94022)



Under contract with Midpen, a special district in the San Francisco Bay Area, EBA was responsible for preparing and securing **\$5.4 million** in grants. This included the **CNRA's Prop 68** grant of \$999,678 for the rehabilitation of the Alma Cultural Landscape Site, which involves constructing interpretive and educational open space facilities and exhibits. This application required a strong ability to communicate the benefits of the project clearly and concisely. Additionally, EBA was successful in preparing a **Wildlife Conservation Board (WCB)** grant for a wildlife and regional trail crossing. Midpen has preserved an impressive regional greenbelt system of over 63,000 acres of public land and manages more than 220 miles of grant-funded trails.

★ PROJECT HIGHLIGHTS

- » Grant Research
- » Grant Writing
- » Contact: Danny Morrison, Grants Program Manager Email: dmorrison@openspace.org Phone: (650) 625-6507

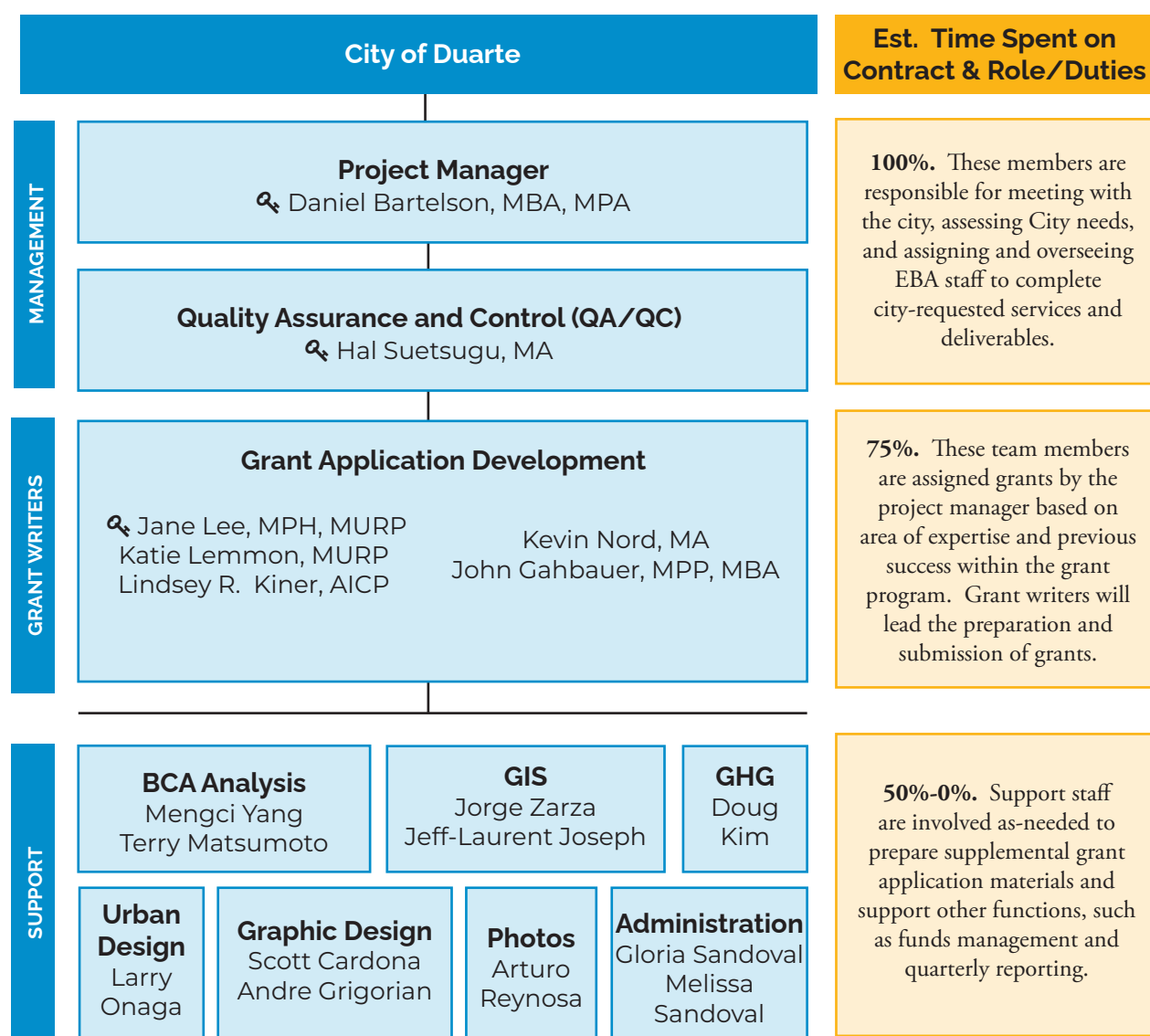
STAFFING

Daniel Bartelson (Project Manager/Grant Writer)
Mengci Yang (Cost Estimator)

3 PROJECT TEAM

Our team includes 16 full time, part time, and on-call staff (*Figure 5*). The organizational chart outlines the management structure, including the Project Manager, QA/QC lead, and support staff. Team members significantly involved are marked with a key symbol (Q). All EBA members operate remotely from home or from our Pasadena office. No subcontractors are planned, but EBA will notify the City if an expert's inclusion becomes beneficial.

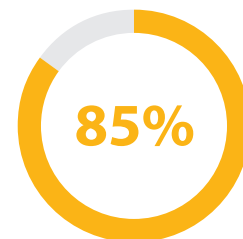
Figure 5. Organization Chart



PROJECT TEAM QUALIFICATIONS

Project Director Qualifications

Being EBA's founder, **Hal Suetsugu** (EBA) has more than 30 years' experience grant writing for transit, active transportation, and urban planning projects. Hal has coordinated the development of multi-jurisdictional, multi-purpose projects between municipal agencies and the community, all on schedule and within budget. Hal has worked with more than 23 cities in preparing and securing grant applications worth more than \$122 million. He has administered regional, State, and Federal grant awarded funds, managed transportation planning projects, and sustained interagency coordination with several agencies (i.e., Caltrans, CTC, CNRA, FHWA, FTA, and SCAG).



Hal's approximate
success rate obtaining
grants

Having served as Metro's former State/Federal Funding Program Coordinator, Board of Directors Transportation Deputy, and Transportation Planning Manager, Hal has first-hand knowledge of programming funds, funding opportunities, and eligibility strategies relative to grant acquisitions and funds management. He will provide oversight of all grant applications, assist the City in managing grant funds, and provide as-needed assistance/advice relative to programming of funds.

Project Manager Qualifications

Daniel Bartelson, MPA, MBA will serve as the Project Manager. Daniel has 20 years of experience leading complex, multijurisdictional grant projects that require inclusionary buy-in from multiple stakeholders. He has extensive experience with managing similar bench and on-call contracts across the State, including San Diego Association of Governments (SANDAG), Shasta Regional Transportation Agency (SRTA), Midpeninsula Regional Open Space District (Midpen) and the cities of Manhattan Beach, Pismo Beach, La Verne, West Sacramento, Oakland, Stockton, and Paramount, to name a few. As manager of these contracts, Daniel has been responsible for contract management, change management, QA/QC, resource allocation, conflict resolution, scoping, budgeting, scheduling, risk analysis, and negotiations. Daniel's public-sector career spans more than a decade and includes serving the cities of West Hollywood, Lawndale, and Signal Hill. His relevant experience includes, but is not limited to:

- ✓ U.S. Department of Transportation's Safe Streets and Roads for All Program: Secured \$26.7 million in funding, including an Implementation Grant (one of only 37 selected out of over 200 nationwide) and an Action Plan in the first cycle, as well as another Implementation Grant and Action Plan in the second cycle.
- ✓ California Department of Parks and Recreation, Statewide Parks Program - Out of 472 applications statewide, secured 1 of 62 awarded grants for the City of Monrovia, CA
- ✓ California Natural Resources Agency's Urban Rivers Grant Program - Secured \$1.8 million for the City of Pico Rivera, CA
- ✓ California Transportation Commission's Local Partnership Program, Trade Corridor Enhancement Program, and Solutions for Congested Corridors - Secured more than \$700 million
- ✓ Los Angeles County Regional Parks and Open Space District's Measure A Grant Program - Secured \$1 million for the City of South Gate, CA

ADEQUACY OF LABOR RESOURCES

EBA's staffing model is designed to provide adequate labor resources to handle multiple grants simultaneously, ensuring timely delivery and high-quality outputs. Each grant is supported by a dedicated project manager, with additional support staff available as needed to meet project demands. This comprehensive staffing approach ensures that EBA can effectively manage and complete our clients' grants.

RESUMES & REFERENCE

The following pages contain brief biographies of EBA staff/personnel. Resumes for specific key staff the City is likely to work with are included in the *Appendix*.

JANE LEE, MURP, MPH Planning Associate

Jane is a professional planner and grant writer. With a Masters in Public Health and Masters in Urban and Regional Planning from UCLA, she has more than 5 years of professional experience in several interrelated fields, including community health, public policy, land use planning, and urban development. Through a creative yet grounded approach to grant writing, she has helped solve community challenges for cities and public agencies. Her passion for equity in the built environment, mobility, and health has also allowed her to participate and lend her voice in planning and outreach projects. Jane's experience and work in urban and rural areas throughout California and beyond have provided her with a comprehensive understanding of community challenges and opportunities. In her free time, Jane enjoys traveling abroad, trying new cuisines, and long-distance running.

LINDSEY R. KINER, AICP Senior Planning Associate

Lindsey Kiner is an urban planner with ten years of experience working on transportation and land use projects in both Northern and Southern California. She is passionate about developing sustainable and practical approaches to improving regional mobility and the viability of alternative modes of travel. Lindsey is experienced with preparing CEQA/NEPA documents including initial studies and environmental impact reports for residential, commercial, mixed-use, as well as large transportation projects and plans. Throughout her career, she has served as project manager and deputy project manager on a variety of integrated land use and transportation studies, including the Caltrain Peninsula Corridor Electrification Project EIS/EIR and the LA Metro Airport Metro Connector Project. While at SamTrans, she also managed a number of strategic mobility projects as well as the agency's short-range transit planning process. Lindsey earned her Master's in Urban Planning at the University of California, Los Angeles, and is also a graduate of the Coro Fellows Program in Public Affairs in San Francisco.

KATIE LEMMON, MURP Senior Planning Associate

Katie Lemmon is a seasoned professional in the realm of urban planning and public transit, with a specialized focus on creating accessible and equitable transportation networks. Her expertise lies in developing first and last mile connections to transit through walking, biking, and other rolling modes, ensuring that community-based planning is at the forefront of her work. Katie's approach is deeply rooted in equity-centered community engagement, which has been pivotal in her success in active transportation funding program development and multi-benefit project creation that smartly integrates urban greening with transportation improvements. Her strategic vision is matched by her ability to synthesize complex information and foster relationships

that build consensus among diverse stakeholders. Katie's proficiency in regional and state policy applicability has been instrumental in her role at Metro, where she has managed significant projects such as the Sepulveda Station and East San Fernando Valley First/Last Mile Plans, among others. Katie's unique blend of strategic visioning, community engagement, and policy application makes her an invaluable asset in grant writing for transformative urban transportation initiatives. Katie holds a Master's of Urban and Regional Planning from the University of California, Los Angeles (UCLA), a B.S. in Public Policy, Management, and Planning with an emphasis on Urban Studies from the University of Southern California, and completed an International Environment and Development Semester Program at American University.

JOHN GAHBAUER, MPA, MBA Senior Planning Associate

John Gahbauer is a planner and author with experience in planning, outreach, policy analysis, and grant writing. Previously, John worked as a Lead Planner at Parsons Brinckerhoff (now WSP), an architecture and engineering firm, where he worked on multiple high-profile transit projects and, as deputy project manager, coordinated the writing of the two-year, \$2.9 million Metro Gold Line Foothill Extension Azusa-Montclair Environmental Impact Report (EIR). He also contributed to the Metro Airport Metro Connector project and the Metro LA County Bus Rapid Transit study, among others. John also worked as an intern on the groundbreaking SFpark project at the San Francisco Municipal Transportation Agency ("Muni") and as a policy and programming intern at the San Francisco County Transportation Authority (SFCTA), where he assisted with bid solicitation on an \$11 million grant program for low-income mobility needs. John holds an MPP from the UCLA Luskin School of Public Affairs and an MBA from the UCLA Anderson School of Management.

DOUGLAS KIM, AICP Senior Associate

In his more than 30 years' experience as a transportation and environmental planner for regional transportation agencies, Douglas Kim has performed dozens of focused greenhouse gas emission (GHG), air quality, climate change, noise, vibration, and traffic and circulation analyses, and studies for projects and grant applications. Prior to focusing on his environmental work, Douglas served as the Director of Countywide Planning for the Metro for 10 years. In that role he oversaw all long-range transit and multi-modal transportation, land use, sustainability, and environmental planning efforts, as well as managing Metro's \$2 million dollar operating budget. Douglas has worked for other large transportation agencies and organizations as well, including the South Coast Air Quality Management District (AQMD), Monterey Bay Unified Air Pollution Control District, and the San Mateo County Transit District. He also worked as a transportation planner with the City of Santa Monica.

KEVIN NORD, MA Planning Associate

Kevin brings 7 years of professional experience in public policy, transportation and land use planning, geographic information systems, urban development, and sustainability. He has excelled in both qualitative and quantitative research projects, contributing to studies on transit-oriented development impacts, land-use regulations, and environmental modeling. Kevin's expertise in accessibility, biking, design, environmentalism, housing, mobility, social justice, spatial analysis, and sustainability enables him to approach planning with creativity and innovation. His grant writing has successfully secured substantial funding for multiple cities, enhancing transportation infrastructure, environmental projects, and community development. Notably, he obtained over \$10 million for the City of Redding, \$2.5 million for

Santa Maria, and \$800,000 for Burbank, among others. Kevin's deep community engagement and thorough understanding of urban planning challenges have made significant impacts in Los Angeles County and Northern California. He holds an MA in Planning with a concentration in Transportation and Infrastructure from USC, a BA in Sociology from California State University, Long Beach, and an AA in Liberal Arts and Sociology from Cypress College.

JORGE ZARZA Planning Associate

Jorge Zarza has 15 years' experience as a regional and city planner, specializing in land use planning, urban design, smart growth, bicycle and pedestrian design, and preparing geographic information systems (GIS) maps. Jorge served as a planner for the Southern California Association of Governments (SCAG). In this position, he integrated health concerns and the built environment to collaborate with multiple cities, including in LA County, to ensure they understood the benefits of long term planning that addresses economic and developmental challenges affecting public health and the built environment. In addition to his planning expertise, Jorge is an expert in Geographic Information Systems (GIS) mapping and cartographically preparing map layouts for grant applications, studies and other applications using ArcGIS and Adobe Illustrator.

He prepared several maps in ATP Cycles 1, 2 and 3 and for TIRCP, as well as for several federal grants, including the Transportation Investment Generating Economic Recovery (TIGER).

GLORIA SANDOVAL Technical Analyst

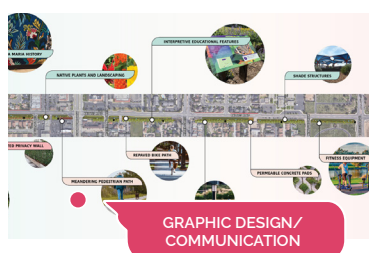
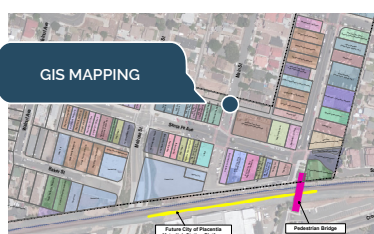
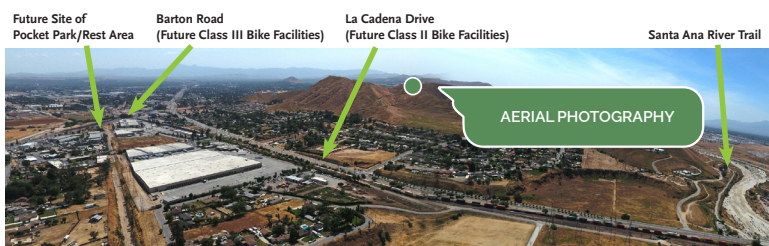
Joining EBA in 2016, Gloria brings more than eight years experience in management, administration, and support. Equipped with expertise rooted in her bachelor's degree in Criminal Justice from CSULA, Gloria's unique academic background provides a deep understanding of the legal and regulatory aspects essential for navigating the intricacies of grant writing and compliance in public projects. As a technical analyst, Gloria excels in coordinating client grant applications, streamlining submission processes, and identifying new funding avenues. Her attention to detail and precision are particularly evident in her management of quarterly reporting, audit preparations, and compliance with grant reporting requirements. After pausing her career in 2018 to embrace motherhood, Gloria's return in 2022 has been marked by her continued dedication and ability to seamlessly integrate into various tasks, reaffirming her role as an invaluable asset to our team. Her support enhances EBA's capability to serve local cities, public agencies, and communities effectively.



OUR TEAM'S COMPETITIVE ADVANTAGE

We are capable of providing all services internally, ensuring consistent quality and communication throughout the entire process. In fact, unlike other firms, we don't just write grants. We also pursue and help manage city projects on a daily basis, often utilizing that skillset to increase grant application competitiveness by preparing underlying elements that demonstrate to the funding agency a project's readiness, regional connectivity, and vision. To this end, we can provide:

- **Geographic information system (GIS) mapping** highlights crucial data and patterns like demographic composition, public health attributes, infrastructure, and land use, among others.
- **Greenhouse gas (GHG) emissions calculations** can ensure proposed improvements are adequate, and provide evidence that the project will be sustainable and reduce environmental impacts.
- **Conceptual drawings and photosimulations** convey a project's vision and excites evaluators, providing a glimpse into the completed project.
- **Plans, specifications and estimates (PS&E)** and similar engineering documents demonstrate the technical feasibility and shovel-readiness of a project.
- **Public outreach** illustrates the community's needs and desire on a personal level, providing real public concerns/comments expressed.
- **Aerial and ground-level photographs** show regional connectivity and demonstrate need.
- **Graphic design and communication** conveys a project's story in a fashion that is simpler and easier to understand. It can also be used to promote project awareness and obtain input from the community.



4

COST PROPOSAL

Grant Opportunities and Monitoring. We will email upcoming grant opportunities listings at no cost to the City for the contract's duration.

Grant Writing. Upon deciding to pursue a grant, EBA will present a detailed cost estimate, considering factors like grant complexity and specific requirements. Our team is equipped to handle additional requirements, offering a breakdown of costs for the City's consideration and proceeding only with City approval.

All Other Services. Targeted research, strategic meetings, performance reports, strategic counsel, post-award management, grant administration, and other services will be billed on a time and materials basis, with rates detailed in **Figure 6**. We're committed to working within any set budget the City provides.

Typically, these services cost between \$556 for 4 hours and \$1,112 for 8 hours monthly, based on how actively the City engages with our grant opportunities list and project information sharing. EBA will also invoice for direct out-of-pocket expenses related to the project, ensuring full transparency and control over project costs and scope.

Figure 6. EBA Hourly Rate Sheet

PERSONNEL	HOURLY RATES
President	\$298
Project Manager	\$275
Grants Manager/Senior Associate	\$238
Grant Writer/Associate	\$178
Research/Funds Analyst	\$143
GIS Mapping/Cartographer/Graphics	\$130
Administrative Support	\$113

EBA reserves the right and flexibility to adjust rates shown in Figure 1 by an escalation factor of up to 4% annually to account for inflation and other economic changes, including, but not limited to market conditions, labor costs, insurance, and regulatory requirements.

5 DISCLOSURE, SAMPLE AGREEMENT, AND CONDITIONS

DISCLOSURE

EBA does not have any past or current business and personal relationships with any current City elected officials, appointed officials, City employees, or their family members.

SAMPLE AGREEMENT

EBA acknowledges the requirement to execute the Professional Services Agreement with the City. We have reviewed the enclosed form of the Agreement in Attachment A and do not have any exceptions or conditions at this time.

CONDITIONS FOR QUALIFICATIONS ACCEPTANCE

EBA understands that this RFP does not commit the City to award a contract or cover any costs incurred in the preparation of our proposal. We acknowledge the City's right to accept or reject any proposals, negotiate with qualified sources, or cancel the RFP entirely. All submitted qualifications will become the property of the City, and any proprietary information will be clearly identified.

6 APPENDIX

- ✓ Appendix 1: Grant Awards
- ✓ Appendix 2: Key Resumes
- ✓ Appendix 3: Work Plan

APPENDIX: GRANT AWARDS

List of Successes and Accomplishments Grant-Funded Projects - Sorted by Funding Program

Revised: July 18, 2024

Funding Agency	Funding Program	Sponsor Agency	Project	Grant Amount	Program Total
AQMD	CMAQ	Alhambra	CNG Refueling	\$300,000	
AQMD	CMAQ	Baldwin Park	Electric Vehicle Charging Stations	\$464,000	
AQMD	CMAQ	Baldwin Park	CNG Refueling	\$269,000	\$1,033,000
AQMD	Energy CEC	Alhambra	LED Signal Upgrade	\$950,000	
AQMD	Energy CEC	Bellflower	Electric Vehicle Charging Stations	\$400,000	
AQMD	Energy CEC	Inglewood	Street Lighting Improvements	\$650,000	\$2,000,000
CalOES	Hazard Mitigation	Richmond	Richmond Wastewater Treatment Plant Seismic Retr	\$5,300,000	\$5,300,000
CA - SGC	TCC	Stockton	Stockton Rising	\$4,869,106	\$4,869,106
CA - SGC	Sust. Comm.	Baldwin Park	Health & Sustainability Element Preparation	\$368,000	
CA - SGC	Sust. Comm.	SCAG	SCS Implementation	\$983,541	\$1,351,541
CA Nat. Resources	Urban Rivers	Pico Rivera	Mines Ave. Flood Control/Stormwater/Greening	\$1,800,000	\$1,800,000
CA Nat. Resources	Urban Greening	Compton	Alameda-SR91 Urban Greening and Water Reclam.	\$1,207,921	
CA Nat. Resources	Urban Greening	La Verne and Pomona	Arrow Highway Urban Greening Project	\$561,825	\$1,769,746
CA-GO-Biz	Cannabis Equity Gran	Mendocino County	Local Jurisdiction Funding for Cannabis Equity Applica	\$1,803,930	\$1,803,930
CA-DHCD	Parks Program	San Fernando	Recreation & Parks Improvements	\$176,550	
CA-DHCD	Parks Program	El Monte	Lambert Park Rehabilitation Project - Phase 1/2	\$250,966	\$427,516
CA-DHCD	SB2 Program	San Bernardino	Development Code Update and Downtown Specific F	\$625,000	\$625,000
CA-DWR	Flood Emergency Res	Mendocino County	Flood Emergency Response Initiative	\$288,887	\$288,887
CA-Library	Building Forward	Covina	Library at Recreation Village	\$5,377,020	\$5,377,020
CA-Park/Rec	Statewide Park Prog.	Monrovia	Lucinda Garcia Park Expansion and Renovation	\$675,000	
CA-Park/Rec	Statewide Park Prog.	Covina	New Recreation Village Park Phase 1	\$4,845,229	\$5,520,229
CA-Park/Rec	Hab. Cons. Fund	Grand Terrace	Blue Mountain Trail and Trailhead Development	\$212,522	\$212,522
CAL FIRE	Urban & Community	Compton	Greening Compton's State Route 91	\$580,952	
CAL FIRE	Urban & Community	Petaluma	Urban Canopy Inventory	\$297,681	\$878,633
CAL FIRE	Green Schoolyard	Covina	Royal Oak Middle School Greening and Forestry Plar	\$200,000	\$200,000
CA-CTC	Local Partner. Prog.	La Cañada Flintridge	La Cañada Flintridge Soundwalls Project	\$5,000,000	
CA-CTC	Local Partner. Prog.	LA Metro	Orange Line Bus Rapid Transit Improvements Project	\$75,000,000	\$80,000,000
CA-CTC	Congested Corridors	LA Metro	Airport Metro Connector 96th Street Transit Project	\$150,000,000	\$150,000,000
CA-CTC	Trade Corridor Enh.	LA Metro	SR 71 Freeway Conversion Project	\$44,000,000	
CA-CTC	Trade Corridor Enh.	LA Metro	SR-57/60 Confluence: Chokepoint Relief Program	\$22,000,000	
CA-CTC	Trade Corridor Enh.	LA Metro	Interstate 5 Golden State Chokepoint Relief	\$247,000,000	
CA-CTC	Trade Corridor Enh.	LA Metro	America's Global Freight Gateway: SoCal Rail	\$128,600,000	
CA-CTC	Trade Corridor Enh.	LA Metro	I 605/SR 91 Interchange Improvement	\$32,000,000	\$473,600,000
CalRecycle	Rubberized Pvm.	Compton	Rosecrans and Wilmington Repavement	\$313,660	
CalRecycle	Rubberized Pvm.	Compton	Citywide Repavement	\$175,000	
CalRecycle	Rubberized Pvm.	San Fernando	Glenoaks Blvd. Repavement	\$97,846	
CalRecycle	Rubberized Pvm.	El Monte	Granada/California/Washington Ave. Rehab	\$138,511	
CalRecycle	Rubberized Pvm.	La Verne	Esperanza Ave Rehabilitation	\$101,000	\$826,017
CalRecycle	Bev. Container Recyc	Petaluma	Community Recycling and Trash Receptacle Project	\$275,000	\$275,000
CalSTA	TIRCP	LA Metro	Vermont Transit Corridor	-	
CalSTA	TIRCP	LA Metro	Gold Line Foothill Light Rail Extension to Montclair	-	
CalSTA	TIRCP	LA Metro	East San Fernando Valley Transit Corridor	-	
CalSTA	TIRCP	LA Metro	West Santa Ana Light Rail Transit Corridor	-	
CalSTA	TIRCP	LA Metro	Green Line Light Rail Extension to Torrance	-	
CalSTA	TIRCP	LA Metro	Orange/Red Line to Gold Line BRT: NoHo to Pasadena	-	
CalSTA	TIRCP	LA Metro	Program of Projects (all projects above)	\$1,088,500,000	
CalSTA	TIRCP	LA Metro and Metrolink	Metrolink Antelope Valley Line Capit. & Ser. Impr.	\$107,050,000	\$1,195,550,000
Caltrans	ATP	Baldwin Park	Maine Ave Complete Street Improvements	\$2,201,000	
Caltrans	ATP	Baldwin Park	Maine Ave Complete Street Improve.,Phase II	\$1,068,000	
Caltrans	ATP	Baldwin Park	Walnut Creek-San Gabriel River East Bank Greenway	\$1,355,000	
Caltrans	ATP	Compton	Wilmington Ave Safe Street Improvements	\$996,000	
Caltrans	ATP	Compton	Compton-Carson Safe Bicycling and Wayfinding	\$808,500	
Caltrans	ATP	Compton	Blue Line First/Last Mile Improvements	\$22,572,000	
Caltrans	ATP	Carson	Compton-Carson Safe Bicycling and Wayfinding	\$808,500	
Caltrans	ATP	Desert Hot Springs	Palm Drive Improvements	\$3,700,000	
Caltrans	ATP	Desert Hot Springs	Palm Drive Improvements - South	\$8,975,000	
Caltrans	ATP	Desert Hot Springs	Hacienda Avenue East SRTS Phase II Improvement	\$8,422,000	
Caltrans	ATP	Duarte	Duarte Active Transportation Safety Project	\$2,270,000	
Caltrans	ATP	Huntington Park	Randolph Street Rails-to-Trails Study	\$400,000	
Caltrans	ATP	Huntington Park	State Street Complete Street	\$1,184,000	
Caltrans	ATP	Huntington Park	Safe Routes for Students and Seniors	\$4,261,000	
Caltrans	ATP	Irwindale	Non Motorized Design Guidelines and Active Transp	\$154,000	
Caltrans	ATP	La Verne	La Verne Regional Commuter Bicycle Gap Closure Prc	\$1,552,000	
Caltrans	ATP	LA Metro	Doran Street Grade Separation AT Access Project	\$16,319,000	
Caltrans	ATP	La Puente	Safe Routes for Students and Seniors	\$4,384,000	
Caltrans	ATP	Palmdale	Avenue R Complete Streets and Safe Routes Project	\$5,150,000	
Caltrans	ATP	Redding	Turtle Bay to Downtown Gap Completion Project	\$2,665,000	
Caltrans	ATP	Redding	Victor Ave & Cypress Ave Active Transportation (VC)	\$7,822,000	
Caltrans	ATP	Redding	Butte Street Boogie Network Project	\$6,437,000	

List of Successes and Accomplishments Grant-Funded Projects - Sorted by Funding Program

Revised: July 18, 2024

Funding Agency	Funding Program	Sponsor Agency	Project	Grant Amount	Program Total
Caltrans	ATP	Redding	Victor Improvement Project	\$7,993,000	
Caltrans	ATP	Stockton	Stockton SRTS Safety and Connectivity Improvemen	\$2,838,000	
Caltrans	ATP	Shasta County	Cottonwood Active Transportation Trunk Line Expres	\$7,056,000	
Caltrans - CTC	ATP	Artesia	Norwalk Artesia Boulevards Safe Streets Project	\$1,987,000	
Caltrans - CTC	ATP	SGVCOG	Bike Share Expansion into the San Gabriel Valley	\$4,554,000	\$127,932,000
Caltrans	Clean California	Desert Hot Springs	Hacienda Avenue Green Corridor Revitalization and E	\$2,999,000	
Caltrans	Clean California	Desert Hot Springs	Corporate Yard Park Green Development Project	\$5,000,000	
Caltrans	Clean California	Redding	Calaboose Creek Core Revitalization Project	\$4,029,000	
Caltrans	Clean California	Redding	Oregon Street Improvements Project	\$2,111,000	
Caltrans	Clean California	Downey	Rio San Gabriel Park - Green, Safe and Active Park Im	\$749,405	
Caltrans	Clean California	Santa Maria	Battles Road Green Corridor Rehab and Beautification	\$2,509,133	\$17,397,538
Caltrans	HSIP	Alhambra	Mission Drive	\$390,000	
Caltrans	HSIP	Alhambra	Valley Bl/Marengo Ave Intersection	\$440,000	
Caltrans	HSIP	Alhambra	Valley Bl/New Ave Intersection	\$645,000	
Caltrans	HSIP	Azusa	Arrow Highway Safety Improvements	\$490,600	
Caltrans	HSIP	Baldwin Park	Bogart Ave Signal Improvement	\$345,000	
Caltrans	HSIP	Bellflower	Bellflower Bl Safety Improvements	\$913,000	
Caltrans	HSIP	Commerce	Washington/Garfield Improvements	\$559,000	
Caltrans	HSIP	Commerce	Washington/I-5 Interchange	\$353,000	
Caltrans	HSIP	Compton	Compton Blvd./Willowbrook to Central	\$1,168,200	
Caltrans	HSIP	Compton	Compton Blvd./Willowbrook to City Limits	\$1,691,098	
Caltrans	HSIP	Compton	20 High Capacity Intersection Improvements	\$249,800	
Caltrans	HSIP	Grand Terrace	Advanced Speed Warning and Intersection Improv.	\$435,700	
Caltrans	HSIP	Grand Terrace	Upgrade Existing Guardrails	\$648,300	
Caltrans	HSIP	Hermosa Beach	Safety Improvements	\$120,000	
Caltrans	HSIP	Inglewood	Crenshaw S Curve	\$273,000	
Caltrans	HSIP	Inglewood	Manchester Ave Safety	\$172,000	
Caltrans	HSIP	La Verne	Bonita/White, Bonita/B Traffic Signals	\$505,600	
Caltrans	HSIP	La Verne	Foothill Blvd Corridor	\$409,200	
Caltrans	HSIP	La Verne	Streetscape Protection Enhancements on Fruit	\$793,710	
Caltrans	HSIP	La Verne	Signal, Lighting and Medians at Durward Way	\$252,000	
Caltrans	HSIP	Lawndale	Mansel/Marine Improvements	\$249,000	
Caltrans	HSIP	Pico Rivera	19 High Capacity Intersections	\$853,100	
Caltrans	HSIP	Rosemead	SR 19 Rosemead Bl Safety Improvements	\$479,000	
Caltrans	HSIP	Rosemead	Walnut Grove/Rosemead/Garvey Safety Imps.	\$377,000	
Caltrans	HSIP	San Fernando	Intersection Improvements along Metrolink	\$1,096,000	
Caltrans	HSIP	San Fernando	Glen Oaks Boulevard	\$1,380,400	
Caltrans	HSIP	Stockton	Intersection Safety Project	\$793,800	\$16,082,508
Caltrans	SRTS	Alhambra	Alhambra HS	\$256,000	
Caltrans	SRTS	Alhambra	Commonwealth Ave	\$270,000	
Caltrans	SRTS	Baldwin Park	Safety Improvements around Schools	\$450,000	
Caltrans	SRTS	Baldwin Park	Sidewalks and Bike Lanes around Schools	\$1,000,000	
Caltrans	SRTS	Bellflower	Eucalyptus ES ped improvements	\$642,000	
Caltrans	SRTS	Bellflower	Palm/Clark	\$477,000	
Caltrans	SRTS	Commerce	Laguna/Bandini	\$572,000	
Caltrans	SRTS	Inglewood	La Tijera Safety Improvements	\$325,000	
Caltrans	SRTS	Inglewood	Ivy Sidewalks	\$239,000	
Caltrans	SRTS	Rosemead	Northeast Rosemead	\$1,018,000	
Caltrans	SRTS	Rosemead	Northwest Rosemead	\$860,000	
Caltrans	SRTS	Rosemead	South Rosemead	\$526,000	
Caltrans	SRTS	Rosemead	Citywide SRTS	\$490,000	
Caltrans	SRTS	San Marino	Citywide SRTS	\$727,000	
Caltrans	SRTS	South Pasadena	Fair Oaks Ave	\$251,000	\$8,103,000
Caltrans	SSARP	Bell	Fatality and Severe Injury Study Report	\$19,800	
Caltrans	SSARP	Carson	Fatality and Severe Injury Study Report	\$250,000	
Caltrans	SSARP	Compton	Fatality and Severe Injury Study Report	\$247,500	
Caltrans	SSARP	El Monte	Fatality and Severe Injury Study Report	\$247,500	
Caltrans	SSARP	Placentia	Fatality and Severe Injury Study Report	\$148,500	\$913,300
Caltrans	Sust. Comm.	Bell	Safe Routes to School Plan	\$149,100	
Caltrans	Sust. Comm.	Bell Gardens	Transit-Oriented Specific Plan & Zoning Code Upd.	\$355,450	
Caltrans	Sust. Comm.	Bell Gardens	General Plan Transportation and Circulation Elem.	\$188,500	
Caltrans	Sust. Comm.	County of Los Angeles	Slauson Station Area TOC Specific Plan	\$457,610	
Caltrans	Sust. Comm.	Carson	Active Transportation and Connectivity Plan	\$358,000	
Caltrans	Sust. Comm.	Compton	Safe Routes to School Plan	\$222,600	
Caltrans	Sust. Comm.	Covina	Active Streets and Multimodal Connectivity Plan	\$319,151	
Caltrans	Sust. Comm.	Desert Hot Springs	Active Transportation Safety and Connectivity Plan	\$368,400	
Caltrans	Sust. Comm.	EcoRapid Transit	TOC Specific Plan	\$600,000	
Caltrans	Sust. Comm.	Montebello	Transit-Oriented Communities/Multimodal Connecti	\$442,650	
Caltrans	Sust. Comm.	SCAG - San Marino	Huntington Dr. Safe Streets Corridor Impr.	\$150,000	

List of Successes and Accomplishments Grant-Funded Projects - Sorted by Funding Program

Revised: July 18, 2024

Funding Agency	Funding Program	Sponsor Agency	Project	Grant Amount	Program Total
Caltrans	Sust. Comm.	SCAG - Vernon	Los Angeles River Bikeway Feasibility Study	\$237,800	
Caltrans	Sust. Comm.	San Fernando	Safe Routes to School Plan	\$144,200	\$3,993,461
Caltrans	TCRP	Pomona	SR71/Mission Bl Interchange	\$16,400,000	\$16,400,000
Caltrans	Transp. Planning	SCAG	Aviation Corridor Improvements	\$221,600	
Caltrans	Transp. Planning	SCAG	RTA - First/Last Mile Mobility Plan	\$171,600	\$393,200
FTA	BOS ARRA	Redondo Beach	ADA Improvements	\$200,000	
FTA	BOS ARRA	Redondo Beach	Bus Stop Improvements	\$218,000	\$418,000
FTA	BSEP	Baldwin Park	Bus Stop Enhancements	\$40,000	
FTA	BSEP	Baldwin Park	Bus Stop Enhancements	\$40,000	
FTA	BSEP	El Monte	Bus Stop Enhancements	\$30,100	
FTA	BSEP	La Verne	Bus Stop Enhancements	\$40,000	\$150,100
FTA	5316	Pico Rivera	Transit Expansion Service	\$680,000	
FTA	5316	Compton	Operation to Expand Bus Hours of Service	\$192,174	\$872,174
FTA	TOD Planning	Los Angeles	Transit Neighborhood Plan for ESFV Light Rail Corrido	\$405,000	
FTA	TOD Planning	LA Metro	West Santa Ana Branch Transit Corridor TOD	\$1,000,000	
FTA	TOD Planning	LA Metro	Union Station/Civic Center Transit District Study	\$960,000	\$2,365,000
FTA	5310	Monrovia	Senior/Disability Transit Service Expansion	\$600,000	
FTA	5310	Monrovia	GoMonrovia: Phase II Expansion of Service Project	\$459,931	\$1,059,931
LA-RPOSD	Measure A	Downey	Rio San Gabriel Park Renovation	\$1,000,000	
LA-RPOSD	Measure A	South Gate	Circle Park Renovation	\$1,000,000	\$2,000,000
Metro	Call for Projects	Alhambra	Valley Bl	\$1,500,000	
Metro	Call for Projects	Arcadia	Huntington Drive	\$1,010,000	
Metro	Call for Projects	Azusa	Azusa Ave TEA	\$800,000	
Metro	Call for Projects	Azusa	Transit Center	\$4,200,000	
Metro	Call for Projects	Baldwin Park	First-Last Mile Connections	\$656,256	
Metro	Call for Projects	Baldwin Park	Regional Commuter Bikeway	\$400,000	
Metro	Call for Projects	Baldwin Park	Metrolink Ped Bridge	\$1,800,000	
Metro	Call for Projects	Baldwin Park	TDM	\$300,000	
Metro	Call for Projects	Baldwin Park	Transit Center	\$4,200,000	
Metro	Call for Projects	Baldwin Park	Clean Fuel Buses for BP Transit	\$1,150,481	
Metro	Call for Projects	Bellflower	Downtown Smart Park	\$370,290	
Metro	Call for Projects	Carson	Avalon RSTI	\$6,700,000	
Metro	Call for Projects	Compton	Central Avenue Regional Commuter Bikeway	\$1,077,727	
Metro	Call for Projects	Duarte	Gold Line Station Ped Linkages	\$530,000	
Metro	Call for Projects	El Monte	Downtown TDM	\$316,000	
Metro	Call for Projects	El Monte	Ramona Signal Synchronization	\$2,760,000	
Metro	Call for Projects	El Monte	Valley Bl RSTI	\$1,470,000	
Metro	Call for Projects	El Monte	El Monte Clean Fuel Bus Replacement	\$1,451,178	
Metro	Call for Projects	El Monte	Regional Bikeway Connector Access Imps.	\$986,803	
Metro	Call for Projects	Huntington Park	HP Sig Synch & Bus Speed Improvements	\$936,927	
Metro	Call for Projects	Huntington Park	Downtown HP i-Park System	\$545,974	
Metro	Call for Projects	Inglewood	Century Bl RSTI	\$3,200,000	
Metro	Call for Projects	Inglewood	Florence Avenue RSTI	\$2,400,000	
Metro	Call for Projects	Inglewood	La Brea Ave S Curve	\$6,300,000	
Metro	Call for Projects	La Verne	La Verne Regional Bike Gap Closure	\$1,122,466	
Metro	Call for Projects	Lawndale	Inglewood/Marine Improvements	\$1,019,000	
Metro	Call for Projects	Pico Rivera	Telegraph Road Bridge Replacement	\$2,298,643	
Metro	Call for Projects	Pomona	SR71/Mission Bl Interchange	\$3,200,000	
Metro	Call for Projects	Redondo Beach	Transit Center	\$3,200,000	
Metro	Call for Projects	Rosemead	Valley Bl RSTI	\$780,000	
Metro	Call for Projects	Rosemead	Rosemead/S. El Monte Regional Bike Corridor	\$923,721	
Metro	Call for Projects	San Fernando	Citywide Signal Synchronization	\$775,376	
Metro	Call for Projects	San Marino	Huntington Drive Capacity Enhancements	\$939,435	\$59,320,277
Metro	Mini Call	Alhambra	Bus Purchase	\$400,000	
Metro	Mini Call	Baldwin Park	Bus Purchase	\$400,000	\$800,000
Metro	Mobility Improv. Proj.	San Marino	Huntington Drive Intersection Capacity Improv.	\$12,000,000	
Metro	Mobility Improv. Proj.	San Marino	Huntington Drive Capacity Enhancements	\$6,000,000	
Metro	Mobility Improv. Proj.	San Marino	Sierra Madre Blvd. Corridor Capacity Improv.	\$4,000,000	
Metro	Mobility Improv. Proj.	San Marino	Huntington Drive Traffic Signal Synchronization	\$7,000,000	
Metro	Mobility Improv. Proj.	San Marino	San Gabriel Blvd. Traffic Signal Synchronization	\$3,000,000	\$32,000,000
Metro	Open Streets	San Fernando	San Fernando Street Festival	\$148,800	
Metro	Open Streets	San Fernando	San Fernando Street Festival: Nocturnal Ride	\$144,000	
Metro	Open Streets	Paramount	Paramount-Bellflower Open Streets Neighborhood E	\$242,000	\$534,800
Metro	TOD Planning	Baldwin Park	Infill/TOD Planning and Zoning	\$289,670	
Metro	TOD Planning	El Monte	Infill/TOD Planning and Zoning	\$400,400	
Metro	TOD Planning	Irwindale	Metro Gold Line Station Specific Plan	\$460,000	
Metro	TOD Planning	San Fernando	Infill/TOD Planning and Zoning	\$282,392	
Metro	TOD Planning	Compton	Mixed-Use Policies: General Plan/Zoning Code	\$410,000	
Metro	TOD Planning	Burbank	Downtown Metrolink Station Specific Plan	\$410,000	

List of Successes and Accomplishments Grant-Funded Projects - Sorted by Funding Program

Revised: July 18, 2024

Funding Agency	Funding Program	Sponsor Agency	Project	Grant Amount	Program Total
Metro	TOD Planning	Pico Rivera	Gold Line Extension TOD Plan	\$390,000	\$2,642,462
Metro	Toll Grant	Baldwin Park	Frazier St. Complete Street	\$952,434	
Metro	Toll Grant	Baldwin Park	Commuter Connector Express Line	\$742,395	
Metro	Toll Grant	Baldwin Park	Los Angeles St. Complete Streets Improv. Project	\$2,247,021	
Metro	Toll Grant	Carson	Carson Rapid Bus Priority System	\$584,150	\$4,526,000
Metro	Wayfinding Sign.	Compton	Transit Usability Improvement Project	\$76,750	\$76,750
Met. Trans. Comm	Priority Conservation	Midpen	Purissima-to-the-Sea Trail and Parking Area	\$151,000	\$151,000
MLB-MLBPA	Youth Develop.	Brawley	Boys & Girls Club of Imperial Valley T-Ball Program	\$33,310	\$33,310
MSRC	Local Gov. Match	El Monte	EV Charging Infrastructure	\$33,000	
MSRC	Local Gov. Match	La Verne	CNG Fueling Station	\$365,000	
MSRC	Local Gov. Match	San Fernando	Class 1 Bikeway	\$354,000	
MSRC	Local Gov. Match	San Fernando	EV Charging Infrastructure	\$100,000	\$852,000
MSRC	Clean Trans. Funding	Alhambra	Electric Vehicle Charging Stations	\$111,980	\$111,980
NEA	Grants for Arts	Covina	Kizh Nation Legacy Mural: Covina's Historical Tapestry	\$25,000	\$25,000
RMC	Prop 68 Grant	Covina	Banna Park Construction Project	\$1,000,000	\$1,000,000
RCTC	TDA Article 3 (SB821)	Desert Hot Springs	Wardman Park / 8th Street Sidewalk and ADA Imprc	\$340,000	\$340,000
SCAG	Sust. Comm.	San Fernando	Parking Management Plan	\$237,500	
SCAG	Sust. Comm.	Placentia	Open Spaces and Urban Greening Master Plan	\$150,000	
SCAG	Sust. Comm.	Burbank	Media District Specific Plan Update	\$430,000	
SCAG	Sust. Comm.	Covina	Covina Downtown EIFD	\$100,000	\$917,500
SCAG	Compass BP	Inglewood	La Cienega Corridor Study	\$250,000	\$250,000
SCAG	REAP CTC Partner.	LA Metro	North Hollywood Transit Center	\$15,000,000	\$15,000,000
SCAG	HIPP	Moorpark	Downtown Specific Plan	\$250,000	\$250,000
SCCGOV	Historic Grant	Midpen	Alma Cultural Landscape Rehabilitation Project	\$322,750	\$322,750
SJCOG	CMAQ	Stockton	Fiber Optic Implementation Phase II	\$6,192,000	
SJCOG	CMAQ	Stockton	Transportation Management Center Equip. Upgrade	\$3,906,001	
SJCOG	CMAQ	Stockton	Arch Airport Road Traffic Signal Sync	\$1,157,000	\$11,577,751
US-DOT	SS4A	Pico Rivera	Citywide Comprehensive Safety Action Plan	\$300,000	
US-DOT	SS4A	Riverside	South Main Street Complete Streets Project	\$11,104,807	
US-DOT	SS4A	LA Metro	Los Angeles Metro Comprehensive Safety Action Pla	\$6,320,257	
US-DOT	SS4A	Los Angeles	La Brea Avenue Complete Streets Project	\$9,000,000	\$26,725,064
US-HUD	Comm. Dev. Fund	Baldwin Park	Roadside Park Project	\$2,222,000	
US-HUD	Comm. Dev. Fund	Covina	Covina Recreation Village	\$3,000,000	
US-HUD	Omnibus Appro.	Covina	Covina Metrolink Access and Connectivity Project	\$4,000,000	
US-HUD	Omnibus Appro.	Duarte	Donald & Bernice Watson Greenbelt Trail Improvem	\$1,600,000	\$10,822,000
WCB	Restoration Funding	Midpen	Wildlife and Regional Trail Crossing	\$5,000,000	\$5,000,000
TOTAL FUNDING AMOUNT				\$2,304,744,253	

APPENDIX: KEY RESUMES

DANIEL BARTELSON, MPA, MBA

Principal - Project Manager

Daniel brings more than 20 years of experience in leading complex, multijurisdictional transportation planning and grant acquisition projects. He has served as project manager and firm lead on various contracts with public agencies across the states of California, Oregon, Arizona, and Montana, including the Los Angeles County Metropolitan Transportation Authority (Metro) and Shasta Regional Transportation Authority (SRTA). Daniel is adept at project and programmatic budgeting and control, as well as coordinating with public entities because his public-sector career spans more than a decade and includes serving several cities in various capacities. He understands, from goals and objectives to developing and implementing projects, having clear and concise data and working side-by-side each client, is paramount for the project to be a success and to achieve a high return on investment for the client.

Daniel's experience also includes writing grants, researching new grants, and managing all grant associated work for large agencies, as well as smaller cities throughout the United States. He is skilled at developing strategic relationships with the funding agency, obtaining support from all levels of government, and developing substantive and well-written applications. Daniel's efforts have secured more than \$2 billion in state, federal, and local sources for client projects.

EDUCATION

- » Master of Public Administration (MPA), Villanova University
- » Master of Business Administration (MBA), University of Arizona
- » BA, Political Science, UCLA

WORK

- » Deputy City Manager, City of Signal Hill
- » Assistant to the City Manager/ Human Resources Director, City of Lawndale
- » Management Analyst, Office of the City Manager, City of South Pasadena
- » Administrative Analyst, Office of the City Manager, City of South Pasadena

CERTIFICATIONS

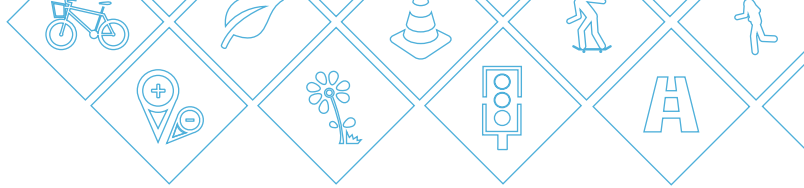
- » Certified in Safe Routes to School Local Planning, National Center for Safe Routes to School

Los Angeles Metropolitan Transportation Authority (Metro) Grant Application Assistance | Los Angeles County, CA

2020-Present: EBA lead under WSP's team, responsible for critical decision-making for project initiation (go-no go decisions), comprehensive grant research, and leading the EBA staff in the preparation of grant applications Metro wishes to pursue. This role leverages navigating complex project requirements and coordinating effectively with Metro to secure funding opportunities.

2017-2019: Project manager, leading WSP, Deborah Murphy Urban Design and Planning, Safe Routes to School National Partnership, and Stantec to advise Metro on grant opportunities and prepare applications. Daniel led the development of more than 20 State grant applications, including securing more than \$1.8 billion for bolstering transportation infrastructure in anticipation of the 2028 Summer Olympics.

2016: Task lead/grant writer responsible for coordinating and delivering 9 grant applications to Metro. Management tasks included working to achieve Stantec's (prime) goals and providing direction to a team of internal funding experts and urban planners to develop and enhance Caltrans' Active Transportation Program (ATP) applications for Metro and several multi-jurisdictional projects through the Metro-covered area. Contract culminated in securing \$172.6 million dollars for first/last mile projects throughout the Los Angeles region. Key tasks involved working hand-in-hand with Metro to obtain support for projects from the City of Los Angeles, County of Los Angeles, and local public agencies.



TIGER-funded Rail to Rail/River Active Transportation Corridor Project Alternative Analysis - Segment B | Los Angeles Metropolitan Transportation Authority (Metro)
Project manager responsible for leading this USDOT TIGER-funded project and overseeing team of subconsultants, including AECOM, Kittelson and Associates, and TransLink, through a comprehensive, community-rich alternative analysis. The project involved analyzing several active transportation routes to select a preferred alternative that would provide the greatest safety to users and first/last mile connectivity to schools, activity centers, job centers, and transportation opportunities from the Slauson Blue Line Station to the Los Angeles River. A large portion of this analysis involved interagency coordination with the City of Los Angeles, County of Los Angeles and neighboring cities, as well as direct feedback through the outreach to local communities through technical committees, community advocacy representatives, and directly interacting with residents that reside along corridor options.

Sustainability Project Planning and Implementation Services | Los Angeles Metropolitan Transportation Authority (Metro)
Task lead and strategic counsel to Metro for internal and external sustainability policies and projects. Daniel assisted Metro in identifying, prioritizing, and developing competitive sustainability initiatives and projects that can be operated utilizing grant funding sources. Projects and programs largely involve water conservation, climate change/resiliency, and solid waste/recycling. His work has also included assistance with program scope, timeline and budget development. Efforts are anticipated to save Metro millions of dollars, while also seeking to conserve and protect the environments in which Metro conducts business.

Shasta Regional Transportation Enhancement Initiative | Shasta Regional Transportation Authority (SRTA)
Project Manager, under the umbrella of the Active Transportation Program (ATP) Cycles 5 and 6, and now continuing into the Low Stress Shasta initiative, playing a central role in securing funding for critical active transportation projects across Shasta County. Daniel has overseen the development of several

competitive grant applications for Caltrans' ATP Cycle 5, securing over \$17 million for the City of Redding and Shasta County, with notable projects like the Turtle Bay to Downtown Gap Completion and the Cottonwood Active Transportation Trunk Line Express Network. Under Kittelson's guidance, the acquisition strategy expanded to include community outreach, concept development, and innovative engagement methods to support walking and biking facilities, resulting in an additional \$14 million for local transportation improvements. The newest contract, Low Stress Shasta, continues this trajectory with an allocation of \$400,000 in regional funding for phase one and the potential for an additional \$700,000 in grants for subsequent phases. This comprehensive effort aims to develop public engagement, conceptual designs, and further grant writing for key low-stress corridors and active transportation facilities, underscoring a sustained commitment to enhancing regional mobility and safety.

On-Call Grant Writing | City of Desert Hot Springs
On-call manager responsible for strategically aligning projects with appropriate grants, Daniel led a team to prepare and secure funding through competitive grant applications for the City of Desert Hot Springs. Notable successes include the enhancement of pedestrian and bicycle infrastructure with a \$340,000 award from SB821, and significant advancements such as the Palm Drive Improvements, both North and South, funded by the ATP for a combined total of \$12,675,000. Additional key projects facilitated include the Hacienda Avenue East SRTS Phase II Improvement and the Hacienda Avenue Green Corridor Revitalization, both fostering safer and more sustainable community spaces, with ATP and Clean California funds amounting to over \$11 million. The Active Transportation Safety and Connectivity Plan and the Wardman Park / 8th Street Sidewalk and ADA Improvement Project further illustrate the targeted efforts to improve local infrastructure, with a combined funding of over \$700,000. Overall, these concerted efforts under Daniel's leadership have culminated in a transformative \$29.8 million investment into the city's active transportation and community development.

Grant Research and Writing Services | San Gabriel Valley Council of Governments (SGVCOG)

On-call manager responsible for researching, advising, and managing grant administration for the SGVCOG, focusing notably on the Sustainable Multimodal Improvement Plan (SMIP). This includes creating a detailed funding calendar for SMIP projects, identifying potential funding sources, and ensuring strategic alignment with SGVCOG's goals through regular updates and discussions. Additionally, targeted grant research will address priority areas such as transportation, infrastructure development, and climate resilience, with a keen eye on leveraging opportunities provided by federal and state programs, including those under the Infrastructure Investment and Jobs Act (IIJA). Grant writing services extend to preparing and submitting applications for key projects like the La Verne pedestrian bridge and ACE at-grade crossing improvements, aiming to secure essential funding for sustainable and multimodal transportation initiatives within the region.

California Natural Resources Agency's Urban Rivers Grant Program (Prop 84) | City of Pico Rivera

Grant writer preparing several parks and urban greening grant applications that support the City of Pico Rivera's goal to create a sustainable future for its residents. Most recently, Daniel secured \$1.8 million through the California Natural Resources Agency's Urban Rivers grant for the City to install and construct water saving mechanisms through green infrastructure in medians along Mines Avenue and adjacent areas. To date, he has helped the City secure \$5.6 million for various parks and active transportation projects.

California Department of Parks and Recreation's Statewide Park Program Grant Program (Prop 68) | City of Monrovia

Grant writer responsible for securing funding for the expansion and renovation of Lucinda Garcia Park. The SPP-awarded project involved construction of two new playgrounds with lighting, fencing and picnic tables, five exercise fitness stations, demonstration garden, interpretive garden, bike racks with fixit stations, new "Lucinda Garcia Park" monument sign and historic Red Car signage, and lighting.

California Office of Emergency Services (CalOES) Hazard Mitigation Grant Program | City of Richmond

Grant writer responsible for preparing this \$5.3 million application for the Richmond Wastewater Treatment Plan Seismic Retrofit Project. The grant will fund the retrofitting of a 68-year-old wastewater treatment facility which has been previously identified as a critical operational facility (Local Hazard Mitigation Plan, 2018). The proposed structures for improvement include an influent pump station, primary sedimentation basins, aeration basins, digester tanks, and pipe gallery which are all significantly susceptible and will likely sustain significant damage as a result of seismic activity. This wastewater treatment facility was identified by the city for improvement as a part of a detailed quantitative seismic assessment.

On-Call Grant Writing and Transportation Planning Assistance | City of Stockton

On-call firm manager responsible for aligning public works projects with grants, leading a team of grant writers to prepare all types of competitive roadway, storm water, and energy grant applications, and conducting studies and plans to support acquisition. Daniel has assisted the City secure Active Transportation Program (ATP) Cycle 4, Highway Safety Improvement Program (HSIP) Cycle 9, Congestion Mitigation Air Quality (CMAQ) 2020, and Transformative Climate Communities (TCC) Round 3 grant funding for multiple projects. As firm manager, Daniel coordinates with the City, manages EBA resources, and ensures all deliverables are submitted to the City/funding agency in a timely manner. The culmination of work has resulted in more than \$13.4 million in grant funding for the City's priority projects.

Caltrans' Systemic Safety Analysis Program (SSARP) | Various Agencies

Grant writer responsible for securing more than \$900,000 for the cities of Bell, Carson, Compton, El Monte and Placentia. The intent of this program is to assist local agencies in performing a collision analysis, identifying safety issues on their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP and other safety program applications.

Hal has more than 30 years of experience providing regulatory planning support for city projects. Hal has led several projects, including zoning code updates, specific plans, and general plan amendments, and commercial, housing, and mixed-use planning projects. Hal has overseen the award of more than 100 grant-funded projects and plans for municipalities and regional agencies, including the Los Angeles County Metropolitan Transportation Authority (Metro) and the Southern California Association of Governments (SCAG). His expertise includes outreach and grant writing. To date, Hal has obtained funding for Metro Gold Line first/last mile station enhancements and sound mitigation, active transportation plans, pedestrian linkages, bike facilities/corridors, bus acquisition, and sidewalk improvements. He has an 85% success rate securing grants he has prepared (including ATP, HSIP, and SB1) and has led outreach projects ranging from large-scale, regional events to smaller community congresses and city council planning commissions. With a Masters in Urban Planning from UCLA, Hal has dedicated his life to creating livable, sustainable communities that elevate education, health, the environment and safety.



EDUCATION

- » MA, Urban Planning, UCLA
- » Graduate studies in Geography/Urban Studies, California State University, Los Angeles
- » BA, Geography (Minor in Business) California State University, Los Angeles



WORK

- » Vice President of Planning, Transtech Engineers
- » Transportation Manager, City of South Pasadena
- » Transportation Planning Manager, Capital Planning and Programming, Los Angeles County MTA
- » Board of Directors Transportation Deputy, Los Angeles County MTA



PROFESSIONAL AFFILIATIONS

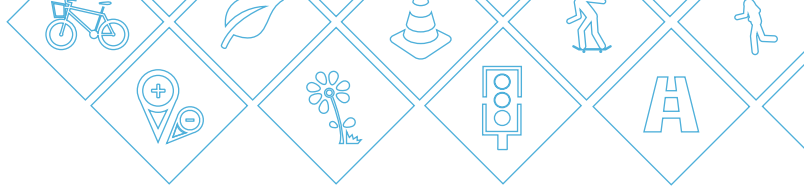
- » California Chapter, American Planning Association

[Southern California Association of Governments \(SCAG\), Grant Funding Identification, Application Development and Grant Scoring | Los Angeles, CA.](#)

Project manager responsible for grants needs assessment; grant funding opportunity identification; grant application development, including managing large, interagency grant applications, and coordinating SCAG's interest with potential funders. In coordination with Project Team staff, was also responsible for reviewing and ranking received grant applications for SCAG's Sustainable Communities program. In less than one year, more than \$3 million in local and state grants were secured for SCAG and multi-jurisdictional projects.

[Citywide Active Transportation Funding Plan | City of La Verne](#)

Project Manager responsible for orchestrating and directing the city's strategic investment towards enhancing its transport infrastructure. He has helped the City secure more than \$5.7 million in funds, which have been instrumental in delivering various key projects, such as the La Verne Regional Commuter Bicycle Gap Closure and the Arrow Highway Urban Greening Project. These funded initiatives range from vital highway safety improvements and the expansion of bicycle and pedestrian facilities to urban greening efforts, all contributing to a more connected and sustainable city. Noteworthy among these is the \$1,552,000 received from the ATP for the bicycle gap closure and the \$561,825 from the Urban Greening program, signifying a multifaceted approach to improving active transit routes and promoting environmental benefits within the urban landscape. These projects collectively serve to speed up active travel, minimize distances, and foster multimodal transportation, marking significant strides in La Verne's transportation evolution.



On-Call Grant Writing, Planning, and Funds Management | City of Baldwin Park

Project manager, since 2013, responsible for fostering the multimodal connectivity of Baldwin Park, particularly within the Ramona-Maine Central District. His strategic guidance in stakeholder engagement and plan finalization has led to the adoption of the Baldwin Park Non-Motorized Active Transportation Plan, aimed at revitalizing the downtown area and promoting transit over car commuting. This comprehensive plan complements the Transit-Oriented Development Specific Plan and includes drafting a new Health and Sustainability Element for the City's General Plan. Through effective management of federal and local transportation funds, Hal's efforts have successfully secured more than \$6 million for the development of the five-level parking structure at the Baldwin Park Transit Center, enhancing the transit experience for Metrolink commuters and the community. The work under Hal's leadership has contributed to significant city improvements, including electric vehicle charging stations, complete street enhancements, and safety projects around schools, accumulating over \$22.9 million in grant funds from program such as Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), and various Metro Call for Projects.

On-Call Grant Writing | City of Covina

Grant writer responsible for securing funding for community enrichment in Covina, success has been marked by the procurement of \$18,866,400 in grants. This includes a \$25,000 grant from the NEA for the Kizh Nation Legacy Mural, a vibrant depiction of Covina's historical narrative that intertwines the city's past with its present, as part of a broader effort to cultivate a sense of community and heritage through public art at the future Recreation Village near the Metrolink. The advancement of the Active Streets and Multimodal Connectivity Plan, supported by \$319,151 from Caltrans, is set to transform the city's transportation infrastructure. Major projects like the new Library at Recreation Village and the Recreation Village itself have been realized through substantial funding from the Building Forward initiative and the US-HUD Community Development Fund, totaling over \$8 million. Furthermore, improved access to

the Covina Metrolink station and environmental development at the Royal Oak Middle School have been facilitated by grants aimed at fostering connectivity and sustainability within the urban fabric of Covina.

Caltrans' Active Transportation Program (ATP) | Various Agencies

Grant writer that has mastered the Caltrans ATP grant program, securing more than \$101 million for non-motorized projects throughout Southern California, including \$2.2 million for Baldwin Park's Maine Avenue Corridor and \$1.18 million for the Wilmington Avenue Pedestrian and Bicycle Safety Improvements in Compton. His work on the Randolph Street Rails to Trails in Huntington Park and the State Street Complete Streets Project underscores a commitment to enhancing regional connectivity and safety, setting in motion a broader initiative for road diets and comprehensive streetscape improvements across the state.

Caltrans' Highway Safety Improvement Program (HSIP) | Various Agencies

Grant writer responsible for overseeing and securing more than 20 grant applications totaling more than \$16 million through the State administered program. This includes securing more than \$2 million for non-motorized safety improvements along Compton Boulevard, one of Los Angeles County's longest and deadliest transportation corridors that spans South LA and the South Bay. Additionally, more than \$1 million was secured for multimodal safety improvements along Glen Oaks Boulevard for the City of San Fernando. These projects will ultimately improve pedestrian and bicycle safety, connectivity, and mobility.

Caltrans' Sustainable Communities | Various Agencies

Grant writer secured more than \$2 million from Caltrans' Sustainable Communities grant program for multiple municipalities. Funded projects include, but are not limited to, Safe Routes to School Plans, Safe Streets and Corridor Improvement Projects. He also secured \$237,000 for the Los Angeles River Bikeway Feasibility Study, which looked at a wide range of alternatives, challenges, and recommendations for installing a regionally connected to the LA River.

JANE LEE, MURP, MPH

Urban Planning Associate/Grant Writer

Jane is a professional planner and grant writer. With a Masters in Public Health and Masters in Urban and Regional Planning from UCLA, she has more than 5 years of professional experience in several interrelated fields, including community health, public policy, land use planning, and urban development. Through a creative yet grounded approach to grant writing, she has helped solve community challenges for cities and public agencies. Her passion for equity in the built environment, mobility, and health has also allowed her to participate and lend her voice in planning and outreach projects. Jane's experience and work in urban and rural areas throughout California and beyond have provided her with a comprehensive understanding of community challenges and opportunities. In her free time, Jane enjoys traveling abroad, trying new cuisines, and long-distance running.

EDUCATION

- » M.U.R.P., Urban and Regional Planning, UCLA
- » M.P.H., Public Health, UCLA
- » B.S.P.H., Public Health, UC San Diego

EXPERIENCE

- » Staff Research Associate V at Sustainable LA Grand Challenge
- » Planning Intern, LA County Dept. of Regional Planning ESGVAP
- » Independent Contractor at Easterseals, Inc.

TECHNICAL SKILLS

- » Canva, ArcGIS, Project Management, Airtable, SPSS, STATA, Monday
- » Languages: Korean and Chinese

AWARDS/ AFFILIATIONS

- » UCLA Institute of Transportation Lewis Center for Regional Policy Studies Fellow (2022)
- » American Public Health Association (APHA) PHEPH Award Finalist (2021)

U.S. Department of Transportation's Safer Streets and Roads for All (SS4A) Grant Program | Riverside, CA

Grant writer responsible for securing an implementation grant application for \$13.8 million towards citywide infrastructure improvements, including the implementation of a Road Diet, and new pedestrian sidewalks, dynamic/variable speed warning signs, bicycle lanes, bicycle signage, sharrows, audible push buttons, and high-visibility crosswalks along the project corridor. This project is building off of recent safety improvements that the City has been implementing, including those with funding from the Active Transportation Program Cycle V and SB-1. The City has also been implementing pedestrian and bicycle improvements at several locations Citywide with Community Development Block Grant (CDBG) funds.

U.S. Department of Homeland Security's (FEMA) Building Resilient Infrastructure and Communities (BRIC) Program | Santa Cruz, CA

Grant writer responsible for preparing a \$15.7 million dollar grant application to fund a flood hazard mitigation project that will increase protection from increasingly frequent and intense rainfall events. The current level of protection is inadequate for 5- and 25- year floods, with flooding evident in low-lying areas along streets in Downtown Santa Cruz. The city is proposing to harden existing and construct new pump stations, as well as deepen wet wells, to alleviate flows in the existing storm drain lines.

U.S. Department of Transportation's Reconnecting Communities Grant Program | Covina, CA

Grant writer responsible for preparing a \$5 million dollar grant application to "bridge the gap" between the City's communities. The funding will help the City meet several objectives, including 1) building a bridge to connect the Covina Metro station to its parking lot across the street, 2) creating wayfinding signage to bolster economic revenue in the historic downtown area, and 3) fostering a better pedestrian experience through

reimagined sidewalks and walkways, coupled with better public safety, for a more unified community.

California Department of Transportation's Sustainable Transportation Planning Grant Application | Bell Gardens, CA

Grant writer responsible for preparing a \$355,450 planning grant application for the Bell Gardens Transit Oriented Community Specific Plan and Zoning Code Update (BG-ZCU) Project. The project seeks to bring connectivity and safety to the City of Bell Gardens by addressing neighborhood parcel underutilization and mobility gaps that negatively impact access to neighborhood schools, parks, retail centers, hospitals, as well as regional transit centers, and transit stops. The Project will update the City's outdated General Plan (last updated in 1995) which will help guide future land use development and transportation access for the disadvantaged community of Bell Gardens.

California State Library's Building Forward Grant Program | Moorpark, CA and Monrovia, CA

Grant writer responsible for preparing two construction grant applications totaling \$11 million for library facility-related capital projects that will address critical maintenance needs, improve energy efficiency, improve sustainability, and expand physical access. The Moorpark City Library application details the need for a critical infrastructure replacement of the current library facility, as a new building is determined to be the most cost-effective way to provide a safe library for Moorpark's residents. The Monrovia Public Library application seeks to revitalize existing grounds, including renovation of exterior patios and landscaping.

Cal Fire's Urban and Community Forestry Grant Program | Riverside, CA

Grant writer responsible for preparing a grant application for the City of Riverside's Urban Forestry Management Plan project. The proposed project will include the creation of an in-house database for forestry inventory management, a standardized Urban Forest Management Plan, and the planting of drought-tolerant trees within existing parks located in Census-designated low-income neighborhoods in the City of Riverside.

T-Mobile's Hometown Grant Program | Brawley, CA

Grant writer responsible for preparing a \$50,000 grant application for the Refreshing Brawley Facade Improvement Project. The project would allow the City to provide financial assistance to business owners located in the City's downtown district towards storefront improvements, with the goal of supporting the City's vision to increase the Downtown Civic area's position as the City's cultural, civic, and entertainment center within a walkable, pedestrian-scale village atmosphere.

Post-Pandemic Mobility Evaluation | East San Gabriel Valley, CA

Project analyst responsible for executing a community outreach analysis to inform the East San Gabriel Valley Area Plan on public space usage and mobility of immunocompromised and senior residents in Hacienda Heights and Rowland Heights. Through surveys, social media scans, and geospatial evaluation, the analysis identified key areas of open space use and residents' existing and future space-related needs. The final evaluation identified several actionable strategies that contained a range of innovative solutions, such as culturally and generationally inclusive recommendations for equitable public spaces.

Publications

Lee, J. (2022). STEPS: Spaces through the eyes and perceptions of seniors (Master's capstone, UCLA).

Shipe, R., Lee, J. (2022) UCLA Sustainable LA Grand Challenge Undergraduate Research Scholars Program: Preparing the next generation of interdisciplinary leaders (Virginia Tech Publishing).

Lopez, N., Lee, J., Nguyen, T., Nguyen, N. (2021) Social media for public health: lessons learned from a student and faculty led COVID-19 campaign (APHA).

Kevin brings 7 years of professional experience in several interrelated fields, including public policy, transportation and land use planning, geographic information systems, urban development, and sustainability. He has participated in both qualitative and quantitative research projects, including studies on transit-oriented development impacts, land-use regulations, and environmental modeling. He blends his wide variety of interests — accessibility, biking, design, environmentalism, housing, mobility, social justice, spatial analysis, and sustainability — through a creative approach to planning. Kevin's research experience and work throughout Los Angeles County and Northern California have provided him a broad perspective and understanding of transportation challenges and opportunities.

EDUCATION

- » MA, Planning with Transportation and Infrastructure Concentration, USC
- » BA, Sociology, California State University, Long Beach
- » AA, Liberal Arts and Sociology, Cypress College

EXPERIENCE

- » Blue Zone Policy Intern, Beach Cities Health District
- » Production Manager, Openers Plus
- » Quantitative Methods of Social Research Teaching Assistant, CSULB
- » Community Health and Wellness Intern, Orange County Department of Education
- » Merchandising and Pricing Associate, Sears, Roebuck and Co.

Caltrans' Active Transportation Program (ATP) Grants | City of Redding

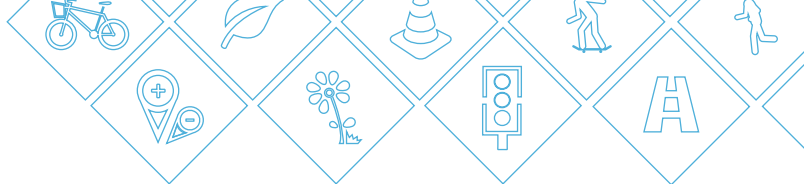
Grant writer responsible for the successful acquisition of over \$10 million in ATP funding for the City of Redding, Kevin has been pivotal in enhancing the city's transportation infrastructure. His work on the Victor Ave & Cypress Ave Active Transportation (VCAT) Project secured \$7.8 million to overhaul a hazardous corridor into a secure and accessible route for the community, directly benefiting local schools and economic centers. For the Turtle Bay to Downtown Gap Completion Project, he obtained \$2.6 million to create safe and engaging connections between key civic, commercial, and recreational areas.

Caltrans' Clean California Grant | City of Santa Maria

Grant writer responsible for securing a \$2.5 million Caltrans Clean California grant for the Battles Road Green Corridor Rehab and Beautification project in Santa Maria, aiming to revitalize a 1.1-mile pathway into a safer, more accessible green space. This project, deeply rooted in community input and citywide plans, will introduce repaved bike paths, pedestrian walkways, outdoor fitness zones, and environmental enhancements like native plants and bioswales. Additionally, it will feature public art and solar-powered lighting, directly contributing to the city's goals of reducing waste, beautifying public spaces, enhancing outdoor recreation, and advancing equity for underserved communities.

California State Parks' Statewide Park Development and Community Revitalization Grant Program | City of La Verne

Grant writer responsible for preparing La Verne's California State Park's grant for the construction of a teen center. The \$3 million dollar grant request will fund the construction of interpretive and educational open space facilities and exhibits. This application required five outreach meetings (which Kevin facilitated), a thorough understanding of the benefits of a major rehabilitation project, and a strong ability to convey these benefits clearly and concisely.



U.S. Department of Transportation's Reconnecting Communities Grant Program | City of Burbank

Grant writer responsible for preparing an \$800,000 grant for the Burbank Magnolia and Olive Bridge Comprehensive Connectivity Plan. This planning project is set to conduct feasibility studies for the Magnolia and Olive bridges, vital connectors between Downtown Burbank, the western parts of the city, and Interstate 5. The aim is to assess the rehabilitation needs for these structures, with a vision to develop separated/raised bicycle lanes and extended pedestrian facilities on the Magnolia Bridge, and to enhance public transit links, including local commuter rail, on the Olive Bridge. The rehabilitation is not only crucial for improving safety and reducing carbon emissions but also for supporting new mixed-use developments and a proposed Bus Rapid Transit system, reinforcing the bridges' integral role in connecting Burbank's downtown to its surrounding districts.

Rivers and Mountains Conservancy Prop 68 Grant Program | City of Covina

Outreach lead and grant writer responsible for preparing the City of Covina's application requesting \$1 million to create a new community park in one of the park-poor community along Banna Avenue at Cypress Street. The proposed 2-acre new park will incorporate an interactive nature play park, fitness zone, outdoor classroom and lab, pollinator garden, tot lot, walking and bicycling paths, and a dog park — all of which were identified by the community as priorities via outreach meetings in which Kevin met with neighborhood residents.

FTA 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Transit Grant Program | City of Monrovia

Author responsible for preparing the City of Monrovia's application to the Federal Transit Administration requesting \$600,000 to 1) expand transportation services to seniors and individuals with disabilities, 2) increase service destinations for educational and medical purposes, and 3) extend hours to accommodate a 24-hour daily on-demand service and adjust transit bus and van transports to meet high demand peak hour local service.

SB 821 Bicycle and Pedestrian Facilities Program | City of Desert Hot Springs

Grant writer responsible for successfully securing \$340,000 for the Wardman Park / 8th Street Sidewalk and ADA Improvement Project in Desert Hot Springs through the SB 821 s Program. This essential initiative will enhance pedestrian infrastructure along 8th St from Palm Drive to the Wardman Park parking lot, addressing the current lack of pedestrian pathways which poses significant safety and accessibility issues. Upon completion, this project will connect a low-income residential area with the city's commercial core, providing seamless access to parks, schools, and transit services.

Caltrans' Sustainable Transportation Grant | City of Covina

Grant writer responsible for securing a \$319,151 grant from Caltrans' Sustainable Transportation Planning Grant Program for the City of Covina's Active Streets and Multimodal Connectivity Plan (CASMCP). This initiative aims to revamp the local and regional transportation framework, focusing on enhancing active transportation networks, improving transit connections, and supporting transit-oriented development. Key activities include in-depth research on current transportation dynamics, extensive community engagement, and the development of both draft and final connectivity plans. Situated in a high-traffic area of the San Gabriel Valley, the project will address safety, air quality, and congestion challenges, while fostering sustainable development around major transit hubs.

Rosemont Avenue Complete Streets Feasibility Study | City of Pasadena

Lead planner and plan author responsible for directing a digital-first community engagement approach and collaborating closely with stakeholders to inform the development of pedestrian safety enhancements along Rosemont Avenue, a neighborhood corridor that leads to the Rose Bowl. Leveraging online tools for public input and expert discussions, including with the Rose Bowl Operating Company, Kevin synthesized feedback into a series of conceptual designs and a detailed final report. This work forms the foundation for a community-backed plan aimed at transforming Rosemont Avenue into a safer, more connected street for all users.

KATIE LEMMON, MURP

Senior Planning Associate/Grant Writer

Katie Lemmon is an experienced urban planning and public transit professional, specializing in creating inclusive transportation networks. She focuses on developing accessible first and last mile connections to transit, prioritizing community-based planning and equity-centered engagement. Katie's expertise includes securing funding for active transportation programs and integrating urban greening with transportation improvements. Her strategic vision, adeptness in synthesizing complex information, and ability to build consensus among diverse stakeholders have been instrumental in managing significant projects at Metro, such as the Sepulveda Station and East San Fernando Valley First/Last Mile Plans. Katie's unique skills make her an invaluable asset in grant writing for transformative urban transportation initiatives.

EDUCATION

- » Master's of Urban and Regional Planning, University of California, Los Angeles (UCLA)
- » B.S., Public Policy, Management, and Planning - Urban Studies Emphasis, University of Southern California
- » International Environment and Development, Semester Program, American University

PROFESSIONAL EXPERIENCE

- » Principal, Lemmon Planning LLC
- » Senior Manager, First/Last Mile Planning, Los Angeles Metro
- » Manager, Transportation Planning, Los Angeles Metro
- » Principal Transportation Planner, Los Angeles Metro
- » Senior Project Manager, PSM2
- » Planning Assistant, CityWorks People + Places, Inc.
- » Project Coordinator, PRR

Gold Line 2B First/Last Mile Plan | Metro

Project Manager for the Gold Line 2B First/Last Mile Plan, a pivotal role in the light-rail transit expansion encompassing five stations. Her responsibilities included managing consultant deliverables and effectively integrating a community-based organization into the project team. This integration was crucial for advising on planning methodology and shaping the community engagement approach. Katie's role also involved managing coordination with local jurisdictions across five different areas, ensuring a cohesive and well-aligned strategy. Additionally, she was instrumental in extensive coordination with the Foothill Construction Authority, particularly in determining the location and types of projects near planned rail crossings. Her leadership and strategic approach were key in navigating the complexities of this multi-faceted transit project.

Blue Line First/Last Mile Plan | Metro

In her role as Project Manager for the Blue Line First/Last Mile Plan, Katie was at the forefront of Metro's inaugural First/Last Mile planning initiative, covering an extensive network of 22 stations. She pioneered a novel approach for integrating Community-Based Organizations (CBOs) into the project team, skillfully navigating and resolving various communication and funding challenges. This innovative strategy not only enhanced the project's effectiveness but also set a precedent for community involvement in large-scale transit projects. Katie's leadership and problem-solving skills were instrumental in the successful development and implementation of this comprehensive and community-focused transportation plan.

Transit to Parks Strategic Plan and Program | Metro

Katie played a pivotal role in overseeing the Transit to Parks Strategic Plan, a visionary project aimed at enhancing access to high-quality parks and open spaces for park-poor communities. She led the development of a Metro program to implement this Strategic Plan. Additionally, Katie was instrumental in conceptualizing the Transit to Parks Summit. This initiative was designed to incubate local projects, facilitate partnerships, and support project sponsors, all grounded in data-driven methods. Her leadership in this project showcased her commitment to improving community access to green spaces and her skill in fostering collaborative efforts for sustainable urban development.

Jorge brings 20 years of expertise to the fields of regional and city planning, with a special focus on GIS mapping, land use planning, urban design, smart growth, and bicycle and pedestrian facility design. His professional journey has seen him play integral roles in planning for Baldwin Park, San Fernando, and the Southern California Association of Governments (SCAG), where he skillfully harmonized public input with the built environment across various Los Angeles County cities and agencies. As EBA's Senior GIS Mapping Specialist, Jorge is crucial in creating detailed census geography and attribute compilations for community analysis, geocoding, digitizing geo-databases, and producing intricate map layouts for diverse projects ranging from planning studies to grant applications, leveraging his proficiency in ArcGIS and Adobe Illustrator to support clients' data-driven decision-making.

EDUCATION

- » BS, Urban and Regional Planning, California State Polytechnic University, Pomona
- » GIS Certificate, Rio Hondo College

EXPERIENCE

- » Planner, City of San Fernando
- » Planner and GIS Technician, Southern California Association of Governments
- » Assistant Planner, City of Baldwin Park

TECHNICAL SKILLS

- » 20+ years' experience as a GIS cartographer for a wide variety of projects and applications
- » Local planning experience working for SCAG and the City of Baldwin Park
- » Bilingual (Spanish)

Career Highlights and Experience

- ✓ Updated the land-use database for the Southern California Association of Governments for the 2016-2040 Regional Transportation Plan and Sustainable Communities Strategy.
- ✓ Produced 64 maps for the City of Montebello's Line-by-Line Analysis Report, including bus line system maps, weekly boarding by stop and direction, transit use by census tract, and route change proposal maps.
- ✓ Prepared 50 maps for the City of San Fernando's Active Transportation Plan and Safe Routes to School Project, covering land use, bikeways, existing conditions, school site, and proposed improvements.
- ✓ Prepared 23 maps for Baldwin Park's Non-Motorized Active Transportation Plan, highlighting bicycle lane and pedestrian infrastructure across neighborhoods.
- ✓ Possesses extensive experience producing print-ready maps for a variety of applications such as the Metro Rail to Rail/River Active Transportation Corridor Project Alternative Analysis - Segment B, Bicycle Transportation Master Plans, Downtown Specific Plans, Environmental Impact Reports, and Health and Sustainability Elements.
- ✓ Plays a leading role in GIS mapping for comprehensive projects in cities like Huntington Park, Rosemead, and Baldwin Park, as well as for significant grant applications including ATP, HSIP, BUILD, and TIRCP, to name a few.
- ✓ Currently manages a team of planners dedicated to providing comprehensive plan checking services for Accessory Dwelling Units (ADUs) in the City of Burbank. He oversees the meticulous evaluation of ADU proposals to ensure they meet all zoning, building codes, and design standards. His leadership ensures the streamlined progression of ADU approvals, contributing to the city's housing strategy by expanding residential options and enhancing housing diversity.

APPENDIX: WORK PLAN

WORK PLAN

Evan Brooks Associates, Inc. (EBA) is dedicated to ensuring the success of this contract by leveraging our extensive expertise in grant acquisition and management. We understand the specialized, time-sensitive nature of grant writing, which often requires detailed documentation like maps and benefit-cost analyses. Our approach includes handling all aspects of grant management, allowing your staff to focus on core duties. Our services encompass identifying suitable grants, preparing high-quality applications, coordinating stakeholders, and training City staff on grant compliance and management. By integrating these elements, we aim to enhance application success and secure the financial resources needed for Duarte's growth and development. Our methodology for identifying the City's funding needs and matching them with appropriate grants is structured, collaborative, and proactive.

Our general approach includes:

Initial Kick-Off Meeting: Led by our Project Manager, Daniel Bartelson, this session will involve detailed discussions with City staff to understand the scope of required work, City objectives, and project management procedures. The agenda will cover: introductions of team members; establishment of communication protocols and file-sharing mechanisms; and a discussion of current and projected funding needs, aligning these with City Council goals and staff expectations.

Development of a Funding Forecast: Utilizing insights gained from the kick-off meeting and a review of the City's capital improvement plans, we will compile a preliminary funding forecast. This forecast (**Figure 2**) will identify upcoming grant opportunities that align with City projects and needs. Provided in Microsoft Excel format, this living document will enable City staff to update and modify it as needed, ensuring it remains a useful, dynamic planning tool.

Figure 2. Example of a Grant Funding Forecast

City of Bogeman									
Grant Funding Forecast/Schedule									
Last Updated: October 9, 2022 10:08 PM									
Fall 2022			Winter 2022-23			Ongoing/Rolling Deadline	TBD (NOFA unavailable)	City Priority Projects	
Sept	Oct	Nov	Dec	Jan	Feb				
Queue submitted! Funding for development of a comprehensive safety action plan U.S. Department of Transportation: Safe Streets and Roads for All (SS4A) Grant Program Due: September 15, 2022	Grade Separated Railroad Crossing (reconnecting bridge to northern neighborhood/city limits) Q&R Railroad Crossing Quiet Zone U.S. Department of Transportation: Railroad Crossing Elimination Grant Due: October 4, 2022		Grade Separated Railroad Crossing (reconnecting bridge to northern neighborhood/city limits) Q&R Railroad Crossing Quiet Zone U.S. Department of Transportation: Consolidated Rail Infrastructure & Safety Improvements (CRISI) Grant Program Due: December 1, 2022			Soundough Intake Q&R City Parking Garage w/ roof-top solar array and battery backup U.S. Department of Commerce, Economic Development Administration (EDA): Public Works and Economic Adjustment Assistance Program including CARES Act and American Rescue Plan Act Funding Due: Ongoing Consult with EDA (Karen Pratt: spratt@eda.gov).	Grade Separated Railroad Crossing (reconnecting bridge to northern neighborhood/city limits) U.S. Department of Transportation: Bridge Formula Program (BFP) Due: TBD Montana Department of Transportation (MDT) will receive funding	Solar Arrays with Battery Storage at City Facilities --- Net Zero Energy Rebate Program --- Electric Vehicle Charging Stations ---	
Queue submitted! Tourism and recreation projects, such as infrastructure upgrades that enhance visitor experience and increase expenditures, online branding of destinations, heritage preservation, wayfinding, etc. Montana Department of Commerce: Tourism Grant Program Due: September 15, 2022	Up to \$4 million to entities willing to introduce and prepare justice-involved youth and young adults for the world of work through placement into paid work experiences. The goal is to introduce and prepare youth for the world of work, help youth identify career interests, attain relevant skills, and gain work experience U.S. Department of Labor: Growth Opportunities Due: October 5, 2022		Up to \$2 million to conduct demonstration projects focused on advanced smart city or community technologies and systems in a variety of communities to improve transportation efficiency and safety. U.S. Department of Transportation: Strengthening Mobility and Revolutionizing Transportation (SMART) Due: December 18, 2022			Funding to revitalize a town hall, a senior center, a local little league field, a library, or any space where friends and neighbors gather. T-Mobile: Hometown Grants Program Due: Quarterly (for next 5 years) Must have "shovel ready" plans. Population of city/town must be at or under 50,000.	Solar Arrays with Battery Storage at City Facilities Q&R Net Zero Energy Rebate Program Q&R Scalable Renewable Energy Source Development (Wind and Solar) U.S. Department of Energy: Energy Efficiency and Conservation Block Grant Program Due: TBD NOFA expected in 4th quarter of 2022!	Scalable Renewable Energy Source: Development (Wind and Solar) --- Railroad Crossing Quiet Zone --- City Parking Garage w/ roof-top solar array and battery backup ---	
Funding for capital projects that support the purchase, design, construction, restoration, or renovation of buildings or sites of national, historical, archaeological, or cultural significance and facilities that house humanities collections or are used for humanities activities. National Endowment for the Humanities: Infrastructure and Capacity Building Challenge Grants — Capital Projects Due: September 27, 2022	Grade Separated Railroad Crossing (reconnecting bridge to northern neighborhood/city limits) U.S. Department of Transportation: Reconnecting Communities Pilot Program Due: October 13, 2022 Necessary feasibility studies and other planning activities must be completed to apply for capital construction grant! Will fund planning activities, if needed.						Electric Vehicle Charging Station. U.S. Department of Transportation: Charging and Fueling Infrastructure Grants Due: TBD NOFA expected in Winter 2022-2023	Transportation / Interstate / Highway On and Off-ramp --- Water/Sewer - Soundough Intake	

Grant Opportunity Listings: Our team will deliver grant opportunity listings on a regular basis detailing potential funding sources. These reports will include federal, state, local, foundation, and private grants suitable for all types of projects and is provided free-of-charge!

Early Notification of Grant Opportunities: To enhance the City's competitive edge in securing grants, we will notify City staff of relevant funding opportunities as soon as they are announced, or ideally, before the official Notice of Funding Availability is released. Notifications will be sent via email or telephone, based on the City's preference.

Flexible Engagement and Cost for Grant Applications: Upon identifying a grant that the City wishes to pursue and that aligns with our expertise, our team will provide a detailed quote utilizing hourly rates for completing the application. This process ensures that the City retains full control over the decision to proceed with an application, with transparent cost implications.

APPROACH

Our approach for identifying suitable grants is thorough and strategic, ensuring alignment with the City's specific unfunded projects as listed in the Capital Improvement Plan. In addition to a kick-off meeting to gain insight into City needs, we would utilize the following detailed procedure:

Initial Analysis of the Capital Improvement Plan: We begin by conducting a detailed review of the City's CIP, specifically focusing on the "Unfunded" section.

Grant Research and Monitoring: We actively monitor grant availability through our internal grant calendars which track release dates and funding cycles of relevant grants based on historical data. In addition, we utilize

comprehensive databases and tools including:

- » Grants.gov: This is the official site for Federal grant programs, offering extensive listings that we filter to match the City's needs.
- » California Grants Portal: We use this state-specific resource to identify local grants that are apt for the projects like those mentioned in the CIP.
- » Grantwatch.com: As a subscription-based service, it provides specialized listings which are frequently updated with new opportunities relevant to municipal projects.

Strategic Alignment: For each unfunded project in the CIP, we map out potential grants by categorizing them under appropriate sectors such as public works, community services, and economic development. This tailored approach ensures that we pinpoint grants that not only provide the necessary funding but also align with the project goals and scope.

Engagement with Funding Agencies: We proactively reach out to funding bodies for insights into upcoming grant opportunities. This often includes discussions on project alignment and potential fit, ensuring that we are prepared to apply as soon as grants become available. We also seek advice from agency staff to uncover lesser-known funding opportunities that could be beneficial for the City's unique needs.

CITY INVOLVEMENT

With several associates being former municipal employees, we understand City staff has many duties and responsibilities outside of grants acquisition and management. Therefore, City staff will be largely responsible for deciding whether to pursue a grant opportunity that our team presents to the City (or any grant that may come across the desks of City staff). Upon

an approved notice to proceed with a grant application, the City will be emailed a checklist of items required for that particular grant. The checklist will itemize documents that the City will need to collect and supply to our team before the grant deadline. Examples include:

- ✓ Signature pages
- ✓ Support letters
- ✓ Approved resolutions

To ensure scopes, budgets, and project elements are to the specifications of the City, City staff will also be expected to provide written comments on draft grant applications. Fresh eyes, especially from the perspective of those who work for and live in the City, will ensure all needs and project elements are presented accurately in the application.

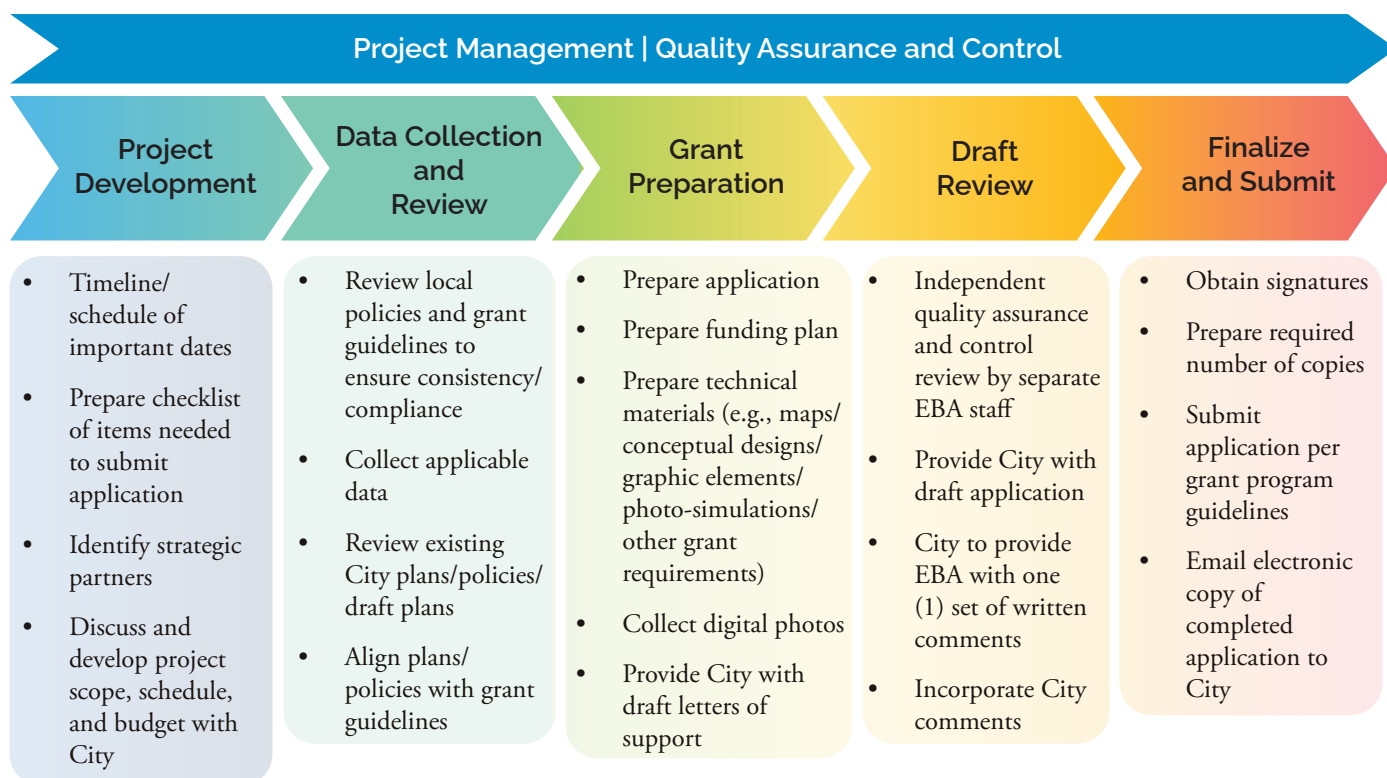
GRANT APPLICATION PROCESS

Each grant application has different requirements and will require varying amounts of effort; however, our typical scope of grant writing activities is shown in **Figure 3**. In general, we provide full grant writing wervices (including technical studies, photography, design, outreach, and post-award compliance reports). The following provides additional details and sub-tasks:

1 Review Application, Guidelines, and Evaluation Criteria

Application requirements, guidelines, and evaluation criteria will all be reviewed in depth in order to recognize any differences from the requirements, guidelines, and criteria used in previous cycles. A full and comprehensive understanding of all of these is necessary and will guide project documentation, as well as

Figure 3. EBA's Grant Application Development and Submittal Process



application preparation and submittal. We will prepare a detailed memo and checklist outlining all requirements for distribution amongst all relevant team members to ensure that expectations are communicated to all parties involved. The memo/checklist will include any tasks that we may need assistance with from the City. Examples include: executed signature pages, approved resolutions, stakeholder contacts, and any internal data not readily available to the general public.

2 Project Area Characteristics

Every single project will include a scan of the area in which that project proposes to be implemented. This scan will identify important area characteristics that will allow for a clear understanding of current issues and development of proposed recommendation and implementation. This task will help our team maximize the cost-benefit of each project, while paying close attention to addressing the existing concerns of that location.

For transportation planning projects, such as HSIP and ATP projects, identified solutions will be evaluated and reviewed by our engineering team to ensure that each recommended action does not create new problems. The information obtained through the scans will be used by team members to support project justifications going forward, and will be incorporated into project maps, charts, data graphics, and other project application materials where reasonably necessary or useful.

3 Modeling and Analysis

As deemed necessary, our project team may include subject matter experts (pre-approved by the City), such as architects, economists, or information technology experts. Use of subject matter experts will assist our team in running forecasting models and analyzing project impacts. The goal of this process is to provide quantitative data and baseline measurements for the proposed

project or program. Including experts early in the grant writing process will yield a more fine-tune narrative that is backed by sound technical judgment and reasoning.

For projects which require modeling and analysis, our project team will utilize available databases and resources, as well as coordinate with local agencies, such as law enforcement, the City, or local stakeholders, to ensure that accurate and complete data is utilized to evaluate conditions. Current data will assist in determining what project impacts have in that area.

4 Letters of Support

An important component of grant applications is proof of sponsorship and community support. Our team will ensure that all grant applications include the necessary documentation of support from City councils, community groups, neighborhood councils, business improvement districts, local business owners, pedestrian, bicycle and SRTS advocacy groups, property owners, and developers so that the evaluating body will see that all the necessary support is in place to implement the proposed projects.

5 Perform Any Necessary Public Outreach

We typically assume that most or all necessary public outreach has been performed sufficiently; however, we are prepared to coordinate cost-effective public outreach efforts with the local agency, stakeholders, and advocacy groups before finalizing project design and submitting the final grant application. Outreach efforts enable us to partner with local advocacy groups and to communicate effectively with community partners.

6 Project Area Photos

Project area photos are often a necessary component of grant applications that illustrate the need for the project in a very comprehensible way. Any available photographs from the City

will be collected and considered, but we will perform comprehensive photography (including aerial photography) of all project areas to fully document local conditions. By doing so, our grant applications will clearly tell the story about local need for the project and the positive impact that the proposed project will have in the area.

7 Demonstrate Consistency with Existing Plans and Policies

This is an important task, and requires review of existing land use, transportation, sustainability, public health plans, and policies. Undertaking such a review allows us to demonstrate that not only does the project have the support of community members; it is also supported by official policy and largely consistent with regional plans. By doing so, we will demonstrate how the project will help interested agencies and parties meet regional goals.

8 Create Maps and Layouts

We will work with our in-house graphic designers and cartographers to develop maps that illustrate the extent of each project, surrounding land use, previous safety concern sites, activity centers, and any other local features necessary to support the requirements of a particular application. We will complete the majority of this information in ArcGIS so that maps, an easily-accessible format for presentation of information, can be included in final applications. We use public databases and GIS information to show the project's land use and relation to disadvantaged communities. These are important pieces of information to include as applications for projects serving disadvantaged communities typically score higher in the evaluation process, translating into greater success rates.

9 Provide Supporting Data

Applications will cite and include any necessary documentation supporting claims of project benefits, but will do so in a way that makes them engaging and easily readable, bearing in mind

that applications are typically scored by both experts and volunteers.

10 Craft a Succinct and Compelling Case for the Project

A critical component of every application is a compelling narrative that explains local and regional need for the proposed project to address the identified problem. Our team is experienced in crafting these compelling narratives by using engaging language and storylines to develop compelling grant applications.

11 Draft Review Phase

When our team has finished drafting and revising a draft text, we will upload the text of the application onto a file sharing service so that City staff can read and offer comments on the contents of the application. This allows City staff to review the draft application earlier in the process, and without all the additional components of an actual application. After receiving and implementing any feedback on the text of the application, all draft packages will be prepared to fit the granting agency's template.

12 Full-Draft Application

Our team of experts will compile the draft application package, bringing together all written sections, photos, charts, maps, and other graphic components into a single document for City staff review. Our team is prepared to meet with City staff via teleconference, or in-person, to discuss comments and concerns about full-draft applications. We will formally note all comments, suggestions, and actions taken as a result, so that City staff will be able to see how concerns are being addressed. This will allow all parties involved to collaborate easily and effectively in application development, and provide a transparent and effective channel for resolution of conflicting opinions as to application components. In this way, executive approval and ultimate timely submission of all grant applications are made easy.

Typical deliverables may include, but not be limited to:

- ✓ *Pre-applications/letters of intent*
- ✓ *Checklist for grant applications*
- ✓ *Existing conditions*
- ✓ *Letters of support*
- ✓ *Summary of public outreach or outreach update plan and new public outreach, if necessary*
- ✓ *Benefit-cost analysis*
- ✓ *Planning document and policy consistency*
- ✓ *Maps*
- ✓ *Project concept design drawings*
- ✓ *Photographs*
- ✓ *Cost estimates*
- ✓ *Complete project draft applications*
- ✓ *Attendance at review meetings – as needed*
- ✓ *Final project applications in electronic and printed form for the City and granting agency*

INNOVATIVE STRATEGIES

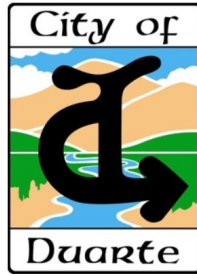
Our team uses innovative strategies to enhance the impact and efficiency of our grant writing efforts, particularly when targeting significant federal funding opportunities. One key strategy is project bundling, where we combine related projects into a single, comprehensive proposal. This approach not only increases the project's appeal to funding agencies by demonstrating larger-scale impact but also streamlines the management and execution phases, leading to more effective use of resources and increased funding opportunities. For instance, by bundling infrastructure projects such as roadway improvements, traffic signal upgrades, and pedestrian safety enhancements, we can present a unified urban mobility initiative. This not only

strengthens the proposal's strategic importance but also aligns well with federal priorities of enhancing comprehensive transportation systems, thus increasing the likelihood of securing competitive grants.

SCHEDULE

Our team implements a rigorous project management protocol that includes: (1) frequent milestone assessments to ensure that each phase of the project aligns with our timelines and grant requirements, (2) a dedicated manager who ensures adherence to schedules and coordinates all activities between stakeholders, including city departments and funding agencies, and (3) project management tools and software that ensures all team members have real-time access to project updates, documents, and communication channels. This collaborative approach helps in mitigating risks and expediting project approvals and completions.

While we are not providing a specific schedule and labor resources table at this stage, as these are dependent upon the grant being written, we generally prefer a one-month timeframe to ensure the city has a week to review our draft and we have enough time to make necessary changes. We can provide a detailed schedule and labor resources table for each individual grant upon project initiation. To ensure quality control, EBA will implement rigorous review processes, including independent quality assurance checks and stakeholder feedback loops. Budget and schedule control will be maintained through comprehensive project management software, regular progress meetings, and milestone tracking to ensure adherence to timelines and budget constraints.



ITEM: 14.D

Consideration to Approve a Letter of Commitment (LOC) for the Digital Equity Competitive Grant Program

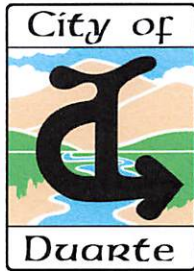
Recommended Action:

Authorize the City Manager to execute a letter of commitment for the Digital Equity Competitive Grant Program.

Attachments:

[14.D - Staff Report - Consideration to Approve a Letter of Commitment \(LOC\) for the Digital Equity Competitive Grant Program.pdf](#)

[14.D - Draft Letter of Commitment for the Digital Equity Competitive Grant Program.pdf](#)



AGENDA REPORT

MEETING DATE: September 10, 2024

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Andres Rangel, Assistant to the City Manager

SUBJECT: Consideration to Approve a Letter of Commitment (LOC) for the Digital Equity Competitive Grant Program

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to execute a letter of commitment for the Digital Equity Competitive Grant Program.

FISCAL IMPACT: There is no fiscal impact associated with approving this item.

BACKGROUND

On September 13, 2022, the LA County Board of Supervisors (BOS) established the Intergovernmental Broadband Coordinating Committee (IBCC). The purpose of the IBCC is to expand affordable and reliable internet access across LA County jurisdictions through a collaborative regional network of municipalities and community partners. This includes coordinating on Federal and State grant applications, sharing and scaling partnership models, and integrating collective action to ease administrative burden with grant funding.

In January 2024, the City attended the IBCC's first meeting. During the meeting, the Committee's goals were discussed, as well as the LA County BOS's intention to apply for the Federal Digital Equity Competitive Grant Program (Grant Program).

The Grant Program is administered by the National Telecommunications and Information Administration (NTIA) with the goal to develop, implement, and evaluate digital inclusion activities. The IBCC's application will focus on internet and devices distribution, outreach, and enrollment. To participate in the IBCC's grant application, the LA County BOS requires that the City execute a Letter of Commitment to act as the subrecipient for the Grant Program.

ANALYSIS

The Letter of Commitment establishes that the LA County BOS will serve as the grant authorized representative (primary applicant), and Duarte (and all other IBCC members) will serve as subrecipient applicants (partners).

If fully awarded, the IBCC would allocate \$425,596 of Grant Program funding for the following activities:

- \$171,996 to distribute 400 internet-enabled laptop computers
- \$153,600 to distribute internet-enabled mobile hotspots with 12 months of free subsidized broadband internet service
- \$100,000 to develop, implement, and evaluate broadband internet and devices distribution outreach, enrollment, and adoption activities.

The Grant Program requires a 10 percent local match. However, in-kind contributions such as property, goods, or services contributes toward that match. This includes employee or volunteer services, equipment, supplies, indirect costs, and use of facilities.

Eligible recipients are residents who are considered part of “covered populations” which is defined as the following:

- Aging individuals (ages 60 years and up)
- Individuals in households below 150% of the Federal Poverty Line
- Individuals with disabilities
- Individuals with limited English proficiency
- Racial or ethnic communities

The LA County BOS has contracted Human I-T and EveryoneOn to assist subrecipients with facilitating hardware distribution efforts including screening and verifying residents during hardware distribution events.

The LA County BOS will be submitting its application by September 23, 2024. If awarded, the period of performance will begin either in later calendar year 2025 or early calendar year 2026. The City would have through the end of calendar year 2028 to conduct 10 distribution events.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute a letter of commitment for the Digital Equity Competitive Grant Program.

FISCAL IMPACT

There is no fiscal impact associated with approving this item.

ATTACHMENTS

Draft Letter of Commitment for the Digital Equity Competitive Grant Program



MICHAEL OWH
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

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Los Angeles, California 90063

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Speed. Reliability. Value.

September 3, 2024

Brian Villalobos
City Manager
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

RE: Letter of Commitment (LOC) for the Digital Equity Competitive Grant Program

Dear Brian Villalobos:

On behalf of the County of Los Angeles (County), I want to thank your organization for working with the County Intergovernmental Broadband Coordinating Committee (IBCC) to develop, implement, and evaluate digital inclusion activities with Federal grant funding resources to ensure that communities most in need throughout the Los Angeles County region have equitable access to and use of digital inclusion resources and services to thrive in day-to-day activities. We greatly appreciate your organization's ongoing collaboration and partnership.

The purpose of this Letter of Commitment (LOC) is to establish and confirm a binding commitment with the County and your organization to develop, implement, and evaluate digital inclusion activities as part of the Federal Digital Equity Competitive Grant Program (Competitive Grant Program). The County will serve as the Authorized Representative (primary applicant) and your organization will serve as the Subrecipient Applicant (partner) for the Competitive Grant Program.

Competitive Grant Program Overview

The Competitive Grant Program is a \$1.25 billion program that provides Federal funding to support efforts to achieve digital equity, promote digital inclusion activities, and spur greater adoption and use of broadband among the covered populations as defined in the Digital Equity Act (DEA). As a Subrecipient Applicant to the County, if awarded, your organization will receive Competitive Grant Program funding to develop, implement, and evaluate Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities to advance the successful development, implementation, and management of the Competitive Grant Program.

Competitive Grant Program Subrecipient Applicant Digital Equity Need

Your organization will work with the County to carry out Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities in Duarte, CA where 11.4 percent (812) total households Citywide do not have an internet subscription and 5 percent (358) total households Citywide do not have a computer. Through the Competitive Grant Program funding, your organization will develop, implement, and evaluate Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities that will address the following key digital equity barriers for the following covered populations. Your organization will reach and serve 400 covered populations with Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities.

Digital Equity Barriers

- Challenging and inaccessible digital inclusion activities, resources, and services
- Distrust and mistrust of corporations and government entities
- Isolation and distance from digital inclusion activities, resources, and services
- Lack of access to digital inclusion activities, resources, and services
- Lack of awareness of digital inclusion activities, resources, and services
- Lack of reliable digital inclusion activities, resources, and services
- Poor quality digital inclusion activities, resources, and services
- Unaffordable digital inclusion activities, resources, and services

Covered Populations

- Aging individuals (ages 60 years and up)
- Individuals in households below 150% of the Federal Poverty Line
- Individuals with disabilities (confirm ability to reach and serve)
- Individuals with limited English proficiency
- Racial or ethnic communities

Competitive Grant Program Subrecipient Applicant Commitment to Advance Goals

Your organization will advance the goals of the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities.

- Increase free broadband internet services access, adoption, and usage for the covered populations and subpopulations in Los Angeles County
- Increase free internet-enabled devices access and usage for the covered populations and subpopulations in Los Angeles County

Competitive Grant Program Subrecipient Applicant Scope of Work

Administrative Tasks

- Attend and participate in a virtual Competitive Grant Program Kickoff Meeting (one-time)
- Attend and participate in monthly Competitive Grant Program meetings and office hours (ongoing)
- Track and monitor their respective Competitive Grant Program budget and expenditures to ensure activities and spending are within compliance and meet the Grant Program requirements
- Track, compile, and submit Competitive Grant Program financial documents for monthly reimbursement to County staff (e.g., invoices, mileage tracking spreadsheets, personnel hours tracking spreadsheets, receipts, etc.)

Programmatic Tasks

Before the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

- Attend and participate in the in-person Digital Equity and Inclusion Capacity-Building Training (one-time)
- Create a Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Implementation Plan
 - A detailed implementation plan that outlines key logistics
- Obtain the necessary equipment, facilities, personal protective equipment (PPE), and supplies to develop and implement the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
 - PPE examples include but are not limited to (e.g., disinfecting wipes, face coverings, hand sanitizers, etc.)
 - Supplies examples include but are not limited to (e.g., canopies, chairs, display boards, electrical cords, laptop computers, name tags, tables, tablecloths, Wi-Fi hotspots, etc.)
- Coordinate, receive, and track the internet-enabled mobile hotspots and the internet-enabled laptop computers received from Human-I-T
- Print the Competitive Grant Program multilingual outreach flyers that promote the digital inclusion resources and services and other required forms and documentation needed for the implementation of the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
 - Multilingual outreach flyers to promote may include:
 - Free internet-enabled mobile hotspots
 - Free internet-enabled computing devices
 - Free in-person digital literacy and skills training
 - Free in-person AI literacy and skills training
 - Free virtual technical support services
 - Free in-person and virtual digital navigation support services
 - Free in-person and virtual workforce development services

During the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

- Plan and organize the in-person Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
 - Align with existing large and mid-size scale Activities where the covered populations and subpopulations are already gathering
 - Align with existing community and public wraparound resources and services where the covered populations and subpopulations are already coming to receive support
 - Implement 10 Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities over 2 to 3 years
 - EveryoneOn and Human-I-T teams are available to provide any in-person day of support if needed
- Promote free internet-enabled mobile hotspots and free internet-enabled computing devices to the covered populations and subpopulations who attend the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
- With support from EveryoneOn and Human I-T, complete the Competitive Grant Program Online Intake Form if the covered populations and/or subpopulations have decided to receive free internet-enabled mobile hotspots and/or internet-enabled laptop computers
- Promote additional digital inclusion resources and services to the covered populations and subpopulations such as the following items below while completing the Competitive Grant Program Online Intake Form
 - Free in-person digital literacy and skills training
 - Free in-person AI literacy and skills training
 - Free virtual technical support services
 - Free in-person and virtual digital navigation support services
 - Free in-person and virtual workforce development services
- With support from EveryoneOn and Human I-T, check off and enroll the covered populations and subpopulations who are interested in the additional digital inclusion resources and services via the Competitive Grant Program Online Intake Form
- With support from EveryoneOn and Human I-T, check, confirm the Competitive Grant Program eligibility and qualifications criteria of each covered population and subpopulation and complete the required forms and documentation to administer the technology
- Administer the technology and the Competitive Grant Program multilingual outreach flyers to the covered populations and subpopulations
- Confirm key next steps with the covered populations and subpopulations to receive the additional digital inclusion resources and services

After the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

- Complete the Competitive Grant Program Online Community Outreach and Promotion Reporting Form immediately after each in-person Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Event

Program Monitoring and Evaluation Tasks

- Promote and administer the Competitive Grant Program Online Evaluation Survey (e.g., emails, phone calls) to the covered populations and subpopulations who received the technology during the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
- Complete and submit the Competitive Grant Program Online Community Quotes Form to collect direct quotes from the covered populations and subpopulations who received the technology during the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
- Complete and submit the Competitive Grant Program Online Community Success Stories Form to collect direct success stories from the covered populations and subpopulations who received the technology during the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

Competitive Grant Program Subrecipient Applicant Resources

Your organization must allocate the appropriate equipment, facilities, personnel, supplies, etc. to develop, implement, and evaluate the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities.

Competitive Grant Program Subrecipient Applicant Funding Allocation

If awarded, the County will allocate a total of \$425,596.00 to your organization to develop, implement, and evaluate the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities. This includes \$171,996.00 to distribute 400 internet-enabled laptop computers and \$153,600.00 to distribute internet-enabled mobile hotspots with 12 months of free subsidized broadband internet service to the covered populations. This also includes \$100,000.00 to develop, implement, and evaluate the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities. This funding allocated will be dedicated equally amongst covered population groups.

Competitive Grant Program Subrecipient Applicant Funding Match Requirement

Your organization is expected to provide a 10 percent match of cash contributions or in-kind contributions of property, goods, or services for the \$425,596.00 funding allocation. Examples of in-kind contributions may include employee or volunteer services, equipment, supplies,

indirect costs, computer hardware and software, and use of facilities. Your organization is encouraged to provide a 20 percent match to increase the competitiveness of the regional Competitive Grant Program application.

Competitive Grant Program Subrecipient Applicant Period of Performance

The Competitive Grant Program period of performance for your organization will begin either in later calendar year 2025 or early calendar year 2026 through the end of calendar 2028. This includes calendar year 2029 for the Competitive Grant Program evaluation.

Competitive Grant Program Subrecipient Applicant Good Standing Status with Federal and State Funding Agencies

Your organization as a Subrecipient Applicant hereby warrants that neither it nor any of its staff members are restricted, excluded, or suspended from providing goods or services under any broadband-related programs funded by the Federal and State government, directly or indirectly, in whole or in part. Your organization will notify the County Director of Digital Equity within thirty (30) calendar days in writing of 1) any event that would require your organization or a staff member's mandatory exclusion or suspension from participation in a Federal or State government broadband-related funding programs; and 2) any exclusionary action taken by any agency of the Federal or State government against your organization or one or more staff members barring it or the staff members from participation in a Federal or State funded broadband-related programs, whether such bar is direct or indirect, or whether such bar is in whole or in part. Your organization must indemnify and hold the County harmless against any and all loss or damage the County and/or your organization may suffer arising from any Federal or State government exclusion or suspension of your organization or its staff members from such participation in Federal or State broadband-related funding programs.

Competitive Grant Program Subrecipient Applicant Technical Assistance, Training, and Support Resources

As the Authorized Representative, the County will streamline and centralize a Countywide Competitive Grant Program administration and management process where County staff will serve as the primary Competitive Grant Program administrator and manager for all Subrecipient Applicants. This includes organizing and implementing monthly Competitive Grant Program meetings and office hours for the Subrecipient Applicants to track deliverables, equity indicators, lessons learned, milestones, outcomes, outputs, and keep the Subrecipient Applicants informed of digital inclusion project activity progress.

Competitive Grant Program Subrecipient Applicant Partnership Agreement

Please be advised that this binding LOC is contingent upon the successful Competitive Grant Program funding award to the County as the Authorized Representative and primary applicant. Your commitment to serving as a Subrecipient Applicant to develop, implement, and evaluate Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities for

the duration of the period of performance and evaluation period. The County will you're your informed of key Competitive Grant Program activities and progress.

The LOC is executed by both the County as the Authorized Representative and the City of Duarte as the Subrecipient Applicant as a binding agreement upon receiving the signatures below.

Rebecca F. Kauma
Director of Digital Equity
Internal Services Department (ISD)
County of Los Angeles

[Insert County Staff Signature]

[Insert Date]

Brian Villalobos
City Manager
City of Duarte

[Insert Subrecipient Applicant Organization Signature]

[Insert Date]

Contact Information

The County looks forward to collaborating with your organization to develop, implement, and evaluate digital inclusion activities as part of the Competitive Grant Program funding opportunity. The County is confident that your organization's efforts will successfully advance digital equity and inclusion Countywide and within your respective city/community through collective intergovernmental and cross-sector regional coordination.

Feel free to contact Rebecca F. Kauma at rkauma@isd.lacounty.gov if your organization has any follow-up questions regarding the LOC and/or the Competitive Grant Program.

Respectfully,
Rebecca F. Kauma
Director of Digital Equity
Internal Services Department (ISD)
County of Los Angeles
rkauma@isd.lacounty.gov

DRAFT