



**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, AUGUST 22, 2023**  
7:00 PM

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

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***MISSION STATEMENT***

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

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

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

**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](http://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](mailto: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.

1. CALL TO ORDER AND ROLL CALL

A. City Manager Written Comments

2. PLEDGE TO THE FLAG

3. ADOPTION OF THE AGENDA

4. SPECIAL ITEMS

A. Mayor's Youth Council Update

B. Recognition of Duarte Boxing Club Members

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

D. Foothill Unity Center Annual Report

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

7. CONSENT CALENDAR

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

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

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

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

E. Receive and file the Monthly Financial Report

- F. Receive and file the Public Safety Department Update
- G. Second Reading and Adoption of Ordinance No. 919 to Amend the Duarte Municipal Code Chapter 2.08 Regarding Holidays

Recommendation: Adopt by second reading Ordinance No. 919 amending Duarte Municipal Code Chapter 2.08 regarding City Holidays.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS - None

10. BUSINESS ITEMS

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

Recommendation: 1) Authorize the City Manager to execute an agreement for Maintenance Services with Mariposa Landscapes with an annual cost of \$585,628; and 2) approve a budget amendment of \$66,000 in account numbers 2410-7915 and 2410-7917.

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

Recommendation: 1) Authorize the City Manager to execute a Professional Services Agreement with MIG, Inc. for the preparation of a new Westminster Gardens Specific Plan and Environmental Impact Report for \$404,480; and 2) sign a Funding Agreement with HumanGood, project applicant, to fund the project.

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

Recommendation: Establish a Community Center Renovation Ad Hoc Committee and appoint three city councilmembers to serve.

11. CONTINUATION OF ORAL COMMUNICATIONS

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

13. ADJOURNMENT

AFFIDAVIT OF POSTING

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

Dated this 16th day of August, 2023.



# MEMORANDUM

**TO:** City Council  
**FROM:** Brian Villalobos, City Manager  
**DATE:** August 10, 2023  
**SUBJECT:** Comments on Agenda Items, Meeting of August 22, 2023

**ITEM 4.A. (Special Items).** Mayor's Youth Council Update.

**ITEM 4.B. (Special Items).** Recognition of Duarte Boxers. The Duarte Boxing Club competed in the 2023 Southern California State Amateur Boxing Championships in June, 2023. Anthony Marquez, 139lbs defeated Yordi Lopez from Fresno (winning the Southern California Amateur Championship in his weight division), Andy Bocanegra, 165lbs defeated Josiah Ambriz from Indio (winning the Southern California Amateur Championship in his weight division) and Fabian Pedroza, 119lbs defeated Rudy Flores from Chino in the quarterfinals then lost to Kevin Ruiz from Reseda in the semi-finals in which he broke his right hand but continued fighting through the pain/all three rounds, but in the end, lost a very close decision.

**ITEM.4.C. (Special Items).** Introduction of Temple Station Captain Jorge Meza. On August 1, 2023, Lieutenant Jorge Meza was promoted to Captain and assigned to Temple Station. Captain Meza was previously the Temple Station Operations Lieutenant and acting Captain since April, 2023.

**ITEM.4.D. (Special Items).** Foothill Unity Center Annual Report by Chief Executive Officer Tashera Taylor. As a part of the funding agreement with the Foothill Unity Center, they are required to provide council with an annual oral presentation covering their five core programs (case management, food services, health programs, job development programs, and housing and homeless programs) including: the number of Duarte individuals served in each program, broken out by program. The number of Duarte families served in each program, broken out by program. The number and outcomes of specific programs conducted in partnership with the City of Duarte (i.e., Job Shadow Day), and the number of Foothill Unity Center volunteers from Duarte.

**ITEM 7.E. (Consent Calendar).** The Finance Department has submitted the monthly report for June 2023 for review.

**ITEM 7.F. (Consent Calendar).** The Public Safety Department has submitted the monthly report for August 2023 for review.

**ITEM 7.G. (Consent Calendar).** Second Reading of Ordinance No. 919. Ordinance No. 919, clarifies that the only holidays observed by the City of Duarte are those designated by the City Council by resolution and that should a meeting fall on a City designated holiday, the City may reschedule said meeting for another day, but does not require that such meeting fall on the next business day. At its meeting on July 25, 2023, the City Council conducted a public hearing and first reading of this Ordinance. If adopted by the City Council, Ordinance No. 919 will go into effect in thirty (30) days.

**ITEM 10.A. (Business Item).** Award of Landscape Maintenance Contract to Mariposa Landscapes. Staff recently issued a request for proposal (RFP) for landscape maintenance services, due to the existing City contract for maintenance services being initiated over 20 years ago and the current contract with Brightview (formerly Valley Crest) is on a month-to-month basis. One part of the RFP preparation was the development of a set of maintenance requirements that includes specific Standards for Maintenance. The goal of the updated standards is to ensure high quality maintenance and to provide an improved oversight process. A four-member City evaluation committee (Kristen Petersen, Gerard Batista, Stephanie Sandoval, and Craig Hensley) reviewed the final proposals and evaluated the proposals based on the criteria outlined in the RFP. Mariposa Landscapes was the unanimous selection by the evaluation committee. It was also the lowest bid

of all of the proposals by a substantial amount. The proposed contract will cover all of the City's landscape maintenance responsibilities. This includes all city parks, medians, tree wells, vacant lots, and all of the neighborhood landscape areas that the City maintains. The contract also includes annual brush clearance that will occur twice a year. The Landscape Maintenance contract will be in place for five years. After year three, the annual service cost may be increased based upon the Consumer Price Index (CPI) for the Los Angeles Region but the maximum increase may not exceed 3%. There is also a provision in the contract for the City to allow five additional one-year extensions. The total contract for Landscape Maintenance services will be \$560,628 and it will require a budget amendment of \$66,000 with a start date of October 1, 2023.

**ITEM 10.B. (Business Item).** Approval of a Professional Services Agreement with MIG, Inc. for the preparation of an amendment to the Westminster Gardens Specific Plan and an Environmental Impact Report. HumanGood has developed a master plan to accommodate its desired future growth and has submitted an application to amend the existing Westminster Gardens Specific Plan. The City required process for this includes: a: general plan amendment, a specific plan amendment and an environmental impact report (EIR). Over the next 15-20 years, HumanGood would like to expand the campus with Independent Living LPC (Life Plan Community) Units; Affordable Senior Non LPC Units; Non LPC Units; care buildings; mixed-use buildings and office buildings. The request is for this expansion to accommodate 600 total units; this includes assisted living and memory care units, and mixed use much of which would be on the southeast corner of Huntington Drive and Santo Domingo. The proposal includes project coordination, preparation of a specific plan, preparation of an EIR, public meetings and community engagement and a Water Supply Assessment (if necessary). The total maximum contract cost is \$404,480 (\$359,480 for specific plan and EIR and \$45,000 for Water Supply Analysis). HumanGood will be responsible for the cost of the MIG contract and for the application fees that are intended to cover City Staff costs.

**ITEM 10.C. (Business Item).** Appointment of Ad Hoc Committee for Council Chambers Design Assessment. On February 28, 2023, the City Council approved a Professional Services Agreement with LPA for conceptual design services of the initial phase of the Civic Center Master Plan. With the intent to lay out a plan for the future of our Civic Center facilities and improve the overall level of service to the public, the approved plan consists of three planning phases: 1) Exterior Improvements to Civic Center buildings, 2) Full interior renovation of City Hall and furniture systems replacement, and 3) Community Center Renovation entailing a transformation of the Community Center building into a permanent City Council Chamber. Composed of three City Councilmembers, the City Council Community Center Renovation Ad Hoc Committee may consider building development including: design of permanent dais and public seating; workshop/study session configuration and layout; closed session meeting space design; and audio and visual updates to the space. The term of this ad hoc committee would conclude at the time conceptual designs for the Initial Civic Center Master Plan are presented in their entirety to City Council.

**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, July 25, 2023  
7:00 PM – Regular Session**

**1. CALL TO ORDER**

Mayor Schulz called the open session to order at 7:04 p.m.

**ROLL CALL:**

Councilmembers Present: Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz  
Councilmembers Absent: Finlay  
Staff Present: Brian Villalobos, City Manager  
Thai Viet Phan, City Attorney  
Kristen Petersen, Assistant City Manager / Director of  
Administrative Services  
Craig Hensley, Director of Community Development  
Manuel Enriquez, Director of Parks and Recreation  
Annette Juarez, City Clerk  
Albert Nuñez, Management Aide  
Stephanie Sandoval, Public Works Manager  
Christine Soo, Deputy City Clerk/ Administrative Secretary

**2. PLEDGE TO THE FLAG**

The flag salute was led by Mayor Schulz.

**3. ADOPTION OF THE AGENDA**

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

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

**4. SPECIAL ITEMS**

**A. Public Safety Department Update**

Sergeant Fiedler provided a Public Safety Department Update; he reported on public safety efforts for the Independence Day event, the fireworks suppression deployment, and Part 1 Crimes.

**5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

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

Deputy City Clerk Soo announced upcoming city events.

**6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA**

Lino Paras suggested bringing back individual links to agenda items for online viewership.

**7. CONSENT CALENDAR**

City Clerk Juarez reported that there was a clerical error on the calendar included in Resolution 23-20 for Item H.

- 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 11, 2023 Regular Meeting. (CC/HA/FA)
- D. Approval of Warrants – July 25, 2023. (CC/HA/FA)
- E. Receive and file the Public Safety Department Update for May 2023.
- F. Receive and file the Monthly Financial Update for May 2023.
- G. Acceptance of Notice of Completion for the FY 2022-2023 Street Rehabilitation Project No. 23-5 for All American Asphalt in the amount of \$792,983.90.
- H. Adoption of Resolution No. 23-20 to Establishing a Regular Council Meeting Schedule.
- I. Adoption of Resolution No. 23-21 Establishing a Holiday Schedule for City Employees.

Moved by Councilmember Martin Del Campo, seconded by Councilmember Garcia, and carried by the following vote of the Council to approve Items 7A-7I of the Consent Calendar, with the clerical amendment to Item H, Resolution No. 23-20.

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

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

None.

## **9. PUBLIC HEARINGS**

### **A. Consideration of an Ordinance to Amend Duarte Municipal Code Regarding Holidays**

City Attorney Phan provided a staff report for the proposed ordinance. She reported that the item is a “clean-up” item for the section regarding holidays in the Duarte Municipal Code.

Mayor Schulz opened the Public Hearing at 7:18 p.m.

No public testimony was received.

Mayor Schulz closed the Public Hearing at 7:18 p.m.

Moved by Councilmember Garcia, seconded by Mayor Pro Tem Truong, and carried by the following vote of the Council to approve first reading of Ordinance No. 919 to amend Duarte Municipal Code Chapter 2.08 regarding City holidays.

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

## **10. BUSINESS ITEMS**

### **A. Consideration for Approval of a City Council Decorum Policy**

Lino Paras shared his concerns for the number of items on the Consent Calendar and suggested having a script for the running of the Council meetings.



City Attorney Phan reported that the proposed decorum policy lays out expectations for councilmembers, staff, and members of the public who attend council meetings.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Martin Del Campo, and carried by the following vote of the Council to adopt Resolution No. 23-22 approving a decorum policy for City Council meetings.

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

B. Discussion and Possible Action Regarding the Designation of a Voting Delegate and Voting Alternate for the League of California Cities Annual Conference & Expo September 20-22, 2023, Sacramento

Mayor Pro Tem Truong nominated Councilmember Lewis as the voting delegate.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Martin Del Campo, and carried by the following vote of the Council to designate Councilmember Lewis as the voting delegate for the League of California Cities Annual Conference & Expo September 20-22, 2023, Sacramento.

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

Mayor Pro Tem Truong nominated Councilmember Kang as the voting alternate.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Garcia, and carried by the following vote of the Council to designate Councilmember Kang as the voting alternate for the League of California Cities Annual Conference & Expo September 20-22, 2023, Sacramento.

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

C. Consideration of Award of Contract for Professional Services Agreement with RKA Consulting Group to Complete Aerial Survey and Utility Research and Provide Final Basemap of Huntington Drive for the Purpose of Various Future Projects Along Huntington Drive Corridor

Public Works Manager Sandoval reported on the scope of work that RKA Consulting Group would be performing for the City. She clarified that utilities have changed throughout the years, nonetheless, having the basemap, survey and research on hand is beneficial to the City for upcoming projects.

Moved by Councilmember Lewis, seconded by Councilmember Kang, and carried by the following vote of the Council to authorize the City Manager to sign a professional services agreement with RKA Consulting Group for the Huntington Drive Aerial Survey and Utility Research in the amount of \$50,000.

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

D. Consideration of Award of Contract for Professional Services Agreement with Agreement with Armstrong & Walker to Develop Construction Drawings for Huntington Drive Medians

Community Development Director Hensley reported that the agreement is for construction drawings and creating a concept plan for Huntington Drive medians; he shared that the project does not include undergrounding utility wires.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to authorize the City Manager to sign a professional services agreement with Armstrong & Walker to develop construction drawings for landscape upgrades to the Huntington Drive Medians and approve a budget amendment for \$75,000.

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

Anna Armstrong and Richard Walker briefly introduced themselves and the projects they previously worked on.

E. Consideration to Approve an Amendment to the Joint Powers Agreement with the Los Angeles Regional Agency (LARA) to Reflect Changes in the State Legislature Specific to New Organic Waste Reduction Laws

City Manager Villalobos gave a staff report, stating that the amendment to the Joint Powers Agreement would allow the City to continue working with the Los Angeles Regional Agency to meet SB 1383 requirements.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to adopt Resolution No. 23-23 approving an amendment to the Joint Powers Agreement with the Los Angeles Regional Agency.

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

F. Consideration of a Professional Services Agreement for Analysis of Proposed Cannabis Initiative

Lino Paras shared his concerns regarding the amount of money to be spent on the analysis.

Assistant City Manager Petersen reported that this agreement would allow the City to consider financial aspects and impacts of the proposed initiative; she shared that the analysis could generate options for the Council to consider.

City Manager Villalobos reported that City staff does not have the technical expertise to perform the analysis; and shared that the initiative could trigger a potential March 2024 election.

City Attorney clarified that the proposed agreement with HdL is solely a fiscal impact analysis specific to the cannabis initiative; and reported that qualifying signatures are reviewed by the LA County Registrar-Recorder's Office.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Kang, and carried by the following vote of the Council to authorize the City Manager to enter into a professional services agreement with HdL for the analysis of the proposed cannabis initiative in an amount not to exceed \$30,000.

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

**11. CONTINUATION OF ORAL COMMUNICATIONS**

None.

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

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

**13. ADJOURNMENT**

At 8:19 p.m. the City Council adjourned the meeting.

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Jody Schulz, Mayor

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Annette Juarez, City Clerk



City of Duarte

# Council Warrant Register By Account By Fund

Payment Dates 7/27/2023 - 8/9/2023

| Account Number                  | Vendor Name                    | Description (Item)                            | Payment Number | Project Account Key        | Amount    |
|---------------------------------|--------------------------------|-----------------------------------------------|----------------|----------------------------|-----------|
| <b>Fund: 100 - GENERAL FUND</b> |                                |                                               |                |                            |           |
| 100-1410-7650                   | PRECISION AERIAL SERVICES I... | Vehicle #2 Hydraulic Cylinder Replacement     | 218936         |                            | 3,886.35  |
| 100-1410-7650                   | PRECISION AERIAL SERVICES I... | Vehicle #2 Inspection                         | 218936         |                            | 600.00    |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVICES     | Return-Wrong Items (Inv #9523669)             | BD24-0114      |                            | -49.39    |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVICES     | Museum/Beardslee Park Supplies/Repairs        | BD24-0114      |                            | 92.30     |
| 100-1025-7705                   | LOS ANGELES COUNTY AUDIT...    | FY24 LAFCO Fees                               | 218924         |                            | 778.51    |
| 100-1605-7730                   | HOME DEPOT CREDIT SERVICES     | Summer Kickoff Event Torch Fuel               | BD24-0114      |                            | 67.35     |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVICES     | Facility Maint Supplies/Repairs               | BD24-0114      |                            | 198.54    |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVICES     | SC Floor Maint Supplies                       | BD24-0114      |                            | 248.82    |
| 100-1820-7771                   | TFN ARCHITECTURAL SIGNAGE..    | Monument Sign-Hunt Dr/Encanto Pwy Median      | 218945         | DMGE079-Monument Sign-M... | 19,028.10 |
| 100-1610-7652                   | FAITH FIRE EXTINGUISHER & S... | Snack Bar Fire System Service                 | 218920         |                            | 138.70    |
| 100-1610-7652                   | FAITH FIRE EXTINGUISHER & S... | CC Kitchen Fire System Service                | 218920         |                            | 182.91    |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVICES     | Park Maint/Building Supplies                  | BD24-0114      |                            | 192.03    |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVICES     | Building Maintenance Supplies                 | BD24-0114      |                            | 510.44    |
| 100-1605-7736                   | YOUNG REMBRANDTS               | Instructor Fee-Basics of Elem/Cartoon Drawing | 3576           |                            | 928.20    |
| 100-1605-7002                   | PAMELA ROMERO                  | CPR Stipend                                   | 3558           |                            | 76.92     |
| 100-1605-7741                   | CHALLENGER TEAMWEAR            | Youth Sports Soccer Supplies                  | 3530           |                            | 208.41    |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC       | Cloud Connect SIP & E911 Bundle 8/2023        | 3565           |                            | 316.25    |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC       | Telephone Cloud Connect 8/2023                | 3565           |                            | 653.29    |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC       | Mitel Maintenance 8/2023                      | 3565           |                            | 464.20    |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC       | SD Wan w/VELO Cloud Connect 8/2023            | 3565           |                            | 652.74    |
| 100-1815-7821                   | THE TECHNOLOGY DEPOT INC       | VITA Mgmt 8/2023                              | 3565           |                            | 608.30    |
| 100-1605-7693                   | DELONG UNLIMITED SCREEN ...    | TC/MYC Shirts                                 | 218918         |                            | 330.75    |
| 100-1605-7636                   | DELONG UNLIMITED SCREEN ...    | Parks Make Life Better Shirts                 | 218918         |                            | 1,018.71  |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVICES     | Building Maintenance Supplies                 | BD24-0114      |                            | 571.08    |
| 100-1810-7673                   | OCCUPATIONAL HEALTH CEN...     | DOT Physical 6/28/2023                        | 218930         |                            | 122.00    |
| 100-1005-7642                   | ROTARY CLUB OF DUARTE          | Margaret Finlay FY24 Q1 Dues                  | 218939         |                            | 110.00    |
| 100-1005-7644                   | ROTARY CLUB OF DUARTE          | Jody Schulz FY24 Q1 Dues                      | 218939         |                            | 110.00    |
| 100-1010-7612                   | ROTARY CLUB OF DUARTE          | Brian Villalobos FY24 Q1 Dues                 | 218939         |                            | 240.00    |
| 100-1205-7612                   | ROTARY CLUB OF DUARTE          | Tony Hadloc FY24 Q1 Dues                      | 218939         |                            | 240.00    |
| 100-1205-7612                   | ROTARY CLUB OF DUARTE          | Larry Breceda FY24 Q1 Dues                    | 218939         |                            | 240.00    |
| 100-1805-7612                   | ROTARY CLUB OF DUARTE          | Kristen Petersen FY24 Q1 Dues                 | 218939         |                            | 240.00    |
| 100-1825-7687                   | R3 CONSULTING GROUP            | SB1383 Implementation Consulting 6/2023       | 3555           |                            | 6,880.00  |
| 100-1825-7687                   | R3 CONSULTING GROUP            | SB1383 Implementation Consulting thru 7/7/23  | 3555           |                            | 2,015.00  |
| 100-1610-7617                   | FULLER ENGINEERING INC         | Pool Chemicals                                | 3538           |                            | 572.23    |
| 100-1610-7652                   | SIMON EQUIPMENT RENTALS        | Scissor Lift Rental                           | 218942         |                            | 531.54    |
| 100-1830-8100                   | ENTERPRISE FM TRUST            | Vehicle 11 Tire Fee                           | BD24-0112      |                            | 8.75      |
| 100-1830-8100                   | ENTERPRISE FM TRUST            | Vehicle 15 Lease/Maint 7/1/23 - 7/31/23       | BD24-0112      |                            | 1,195.28  |
| 100-1830-8100                   | ENTERPRISE FM TRUST            | Vehicle 11 Lease/Maint 7/1/2023 - 7/31/23     | BD24-0112      |                            | 772.57    |
| 100-1830-8100                   | ENTERPRISE FM TRUST            | Vehicle 28 Lease/Maint 7/1/2023 - 7/31/2023   | BD24-0112      |                            | 591.64    |
| 100-1830-8100                   | ENTERPRISE FM TRUST            | Vehicle 30 Lease/Maint 7/1/2023 - 7/31/2023   | BD24-0112      |                            | 584.85    |

## Council Warrant Register By Account

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number | Vendor Name                   | Description (Item)                                  | Payment Number | Project Account Key | Amount   |
|----------------|-------------------------------|-----------------------------------------------------|----------------|---------------------|----------|
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 18 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 574.64   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 14 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 566.88   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 100 Lease/Maint<br>7/1/2023 - 7/31/2023     | BD24-0112      |                     | 555.00   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 36 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 478.95   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 27 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 476.29   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 23 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 433.48   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 13 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 223.12   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 15 Tire Fee                                 | BD24-0112      |                     | 12.25    |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 10 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 556.00   |
| 100-1830-8100  | ENTERPRISE FM TRUST           | Vehicle 22 Lease/Maint<br>7/1/2023 - 7/31/2023      | BD24-0112      |                     | 431.65   |
| 100-1605-7740  | PARTY PRONTO INC              | Summer Day Camp Splash Slide<br>7/6/23              | 218934         |                     | 488.00   |
| 100-1405-7980  | BUCKNAM INFRASTRUCTURE ...    | GIS Services 6/1/2023 -<br>6/30/2023                | 218915         |                     | 2,676.00 |
| 100-1010-7614  | STAPLES ADVANTAGE             | City Certificate/Office Supplies                    | 3562           |                     | 131.16   |
| 100-1610-7652  | CHARLES R SIMPSON             | Duarte Park Gate Repair                             | 218943         |                     | 435.00   |
| 100-1605-7740  | ORIENTAL TRADING COMPANY..    | Summer Day Camp Supplies                            | 218931         |                     | 373.26   |
| 100-1610-7618  | HOME DEPOT CREDIT SERVICES    | Fitness Ctr Locker/Shower<br>Lights                 | BD24-0114      |                     | 68.22    |
| 100-1205-7615  | HOME DEPOT CREDIT SERVICES    | Westvale Fire Gate Lock                             | BD24-0114      |                     | 8.25     |
| 100-1610-7636  | CINTAS CORPORATION #693       | Facility Maint Uniforms                             | 3531           |                     | 21.08    |
| 100-1610-7652  | CINTAS CORPORATION #693       | Logo Mats                                           | 3531           |                     | 45.52    |
| 100-1605-7730  | SWANK MOTION PICTURES INC     | Dive-In Movie 7/14/23 Movie<br>License/Use          | 3563           |                     | 514.75   |
| 100-1610-7618  | SIGNAL HILL AUTO ENTERPRIS... | Building Maint Supplies-<br>Recycled Paper Products | 3560           |                     | 1,302.41 |
| 100-1610-7618  | SIGNAL HILL AUTO ENTERPRIS... | Building Maintenance Supplies                       | 3560           |                     | 3,661.90 |
| 100-1610-7618  | SIGNAL HILL AUTO ENTERPRIS... | Building Maintenance Supplies                       | 3560           |                     | 218.36   |
| 100-1605-7980  | SMART & FINAL                 | PMLB Month Ice Cream                                | 3561           |                     | 108.40   |
| 100-1605-7614  | STAPLES ADVANTAGE             | Parks & Rec Printer Toner                           | 3562           |                     | 455.70   |
| 100-1205-7694  | STAPLES ADVANTAGE             | Public Safety Commissioner<br>Supplies              | 3562           |                     | 94.88    |
| 100-1605-7730  | SMART & FINAL                 | Yappy Hour Event Raffle Prizes                      | 3561           |                     | 27.26    |
| 100-1020-7712  | CURO MANAGED PRINT PRO...     | Report an Issue Website<br>Feature Postcards        | 218917         |                     | 178.61   |
| 100-1610-7618  | SIGNAL HILL AUTO ENTERPRIS... | Building Maint Supplies-<br>Recycled Paper Products | 3560           |                     | 482.33   |
| 100-1610-7652  | ACCO ENGINEERED SYSTEMS       | HVAC Service Call/Repair-<br>Senior Ctr             | 3522           |                     | 410.00   |
| 100-1610-7652  | WESTERN EXTERMINATOR C...     | Pest Control Services-CC<br>7/2023                  | 3574           |                     | 73.25    |
| 100-1610-7652  | WESTERN EXTERMINATOR C...     | Pest Control Services-FC/Pool<br>7/2023             | 3574           |                     | 73.25    |
| 100-1610-7652  | WESTERN EXTERMINATOR C...     | Pest Control Services-TC<br>7/2023                  | 3574           |                     | 73.25    |
| 100-1610-7652  | WESTERN EXTERMINATOR C...     | Pest Control Services-CH<br>7/2023                  | 3574           |                     | 73.25    |
| 100-1610-7652  | WESTERN EXTERMINATOR C...     | Mosquito Program<br>Maintenance-TC 7/2023           | 3574           |                     | 179.20   |
| 100-1610-7652  | WESTERN EXTERMINATOR C...     | Pest Control Services-SC<br>7/2023                  | 3574           |                     | 73.25    |
| 100-1605-7730  | SMART & FINAL                 | Dive-In Movie 7/14/23 Snacks                        | 3561           |                     | 142.34   |
| 100-1020-7712  | TRIPEPI SMITH & ASSOCIATES    | Communication & Social Media<br>Management 7/2023   | 3567           |                     | 9,030.00 |

## Council Warrant Register By Account

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number | Vendor Name                 | Description (Item)                                | Payment Number | Project Account Key          | Amount    |
|----------------|-----------------------------|---------------------------------------------------|----------------|------------------------------|-----------|
| 100-1020-7720  | TRIEPEI SMITH & ASSOCIATES  | PEG Channel Management Services 7/2023            | 3567           |                              | 2,255.00  |
| 100-1020-7720  | TRIEPEI SMITH & ASSOCIATES  | PEG Policy Development 7/2023                     | 3567           |                              | 1,450.00  |
| 100-1410-7810  | A1 MAINTENANCE SERVICES ... | Las Brisas Sweeping 7/2023                        | 3521           |                              | 61.00     |
| 100-1410-7810  | A1 MAINTENANCE SERVICES ... | Las Posadas Sweeping 7/2023                       | 3521           |                              | 61.00     |
| 100-1605-7730  | JOE ANDREW CURIEL PERZAB... | Dive-In Movie 7/14/23                             | 3554           |                              | 1,118.40  |
|                |                             | Screen/Projector                                  |                |                              |           |
| 100-1010-7614  | STAPLES ADVANTAGE           | Coucil Nameplate Holders                          | 3562           |                              | 94.91     |
| 100-1605-7729  | SMART & FINAL               | Summer Concert 7/17/23                            | 3561           |                              | 85.45     |
|                |                             | Snacks                                            |                |                              |           |
| 100-1610-7617  | FULLER ENGINEERING INC      | Pool Chemicals                                    | 3538           |                              | 1,101.60  |
| 100-1605-7733  | SMART & FINAL               | PMLB Month Ice Cream (Senior Ctr)                 | 3561           |                              | 105.68    |
| 100-1610-7618  | SMART & FINAL               | Senior Ctr Coffee Supplies                        | 3561           |                              | 133.74    |
| 100-1205-7779  | BRANDON LOMELI              | WIN Stipend                                       | 218855         | 202406-WIN/1205-7779-Sum...  | 250.00    |
| 100-1610-7618  | SMART & FINAL               | Parks & Rec Drinks                                | 3561           |                              | 29.63     |
| 100-1205-7636  | FSP DESIGNS                 | Public Safety Uniform Hats                        | 3537           |                              | 481.68    |
| 100-1605-7730  | JUAN FLORES                 | Balance-Foam Party Event 8/8/23                   | 218921         |                              | 670.00    |
| 100-1610-7636  | CINTAS CORPORATION #693     | Facility Maint Uniforms                           | 3531           |                              | 25.69     |
| 100-1610-7652  | CINTAS CORPORATION #693     | Logo Mats                                         | 3531           |                              | 9.31      |
| 100-1605-7730  | CURO MANAGED PRINT PRO...   | Yappy Hour Signs                                  | 218917         |                              | 70.56     |
| 100-1605-7745  | CURO MANAGED PRINT PRO...   | TC Boxing Show Tickets                            | 218917         |                              | 54.10     |
| 100-1405-7690  | WALLACE WOLFF               | Planning Commission Meeting                       | 218949         |                              | 50.00     |
| 100-1405-7690  | BRIAN QUANDT                | Planning Commission Meeting                       | 218938         |                              | 50.00     |
| 100-1405-7690  | CHRISTINA HEANY             | Planning Commission Meeting                       | 3542           |                              | 50.00     |
| 100-1205-7076  | AIDA TORRES                 | FY24 Tuition Reimbursement                        | 3566           |                              | 3,000.00  |
| 100-1605-7730  | PARTY PRONTO INC            | Touch-A-Truck Bouncer Rental 8/8/23               | 218933         |                              | 283.00    |
| 100-1605-7636  | DELONG UNLIMITED SCREEN ... | Parks Make Life Better Staff T-Shirts             | 218918         |                              | 171.99    |
| 100-1610-7652  | PRONTO GYM SERVICES INC     | Gym Equipment Service/Repair                      | 218937         |                              | 240.00    |
| 100-1015-7682  | BURKE, WILLIAMS & SORENS... | Labor Legal 6/2023                                | 3528           |                              | 275.00    |
| 100-1405-8100  | RKA CONSULTING GROUP        | Civic Center Courtyard ADA Project 3/2023         | 3557           | 202102-Cap Improv-CH CDBG... | 776.40    |
| 100-1405-7969  | RKA CONSULTING GROUP        | Engineering Consulting 6/2023                     | 3557           |                              | 11,303.50 |
| 100-1815-7630  | WELLS FARGO VENDOR FINA...  | Apple Leases Year 2 of 2                          | 218947         |                              | 1,713.90  |
|                |                             | Balance                                           |                |                              |           |
| 100-1020-7726  | LEVON YOTNAKHPARIAN         | CC Cablecast 5/2023 - 6/2023                      | 3575           |                              | 2,200.00  |
| 100-1810-7673  | OCCUPATIONAL HEALTH CEN...  | Audiogram Srvcs 7/13/2023                         | 218930         |                              | 195.00    |
| 100-1610-7618  | GRAINGER                    | Fitness Ctr Wall Mount Fans                       | 3540           |                              | 148.94    |
| 100-1605-7740  | PARTY PRONTO INC            | Summer Day Camp Slide Rental 7/19/23              | 218934         |                              | 488.00    |
| 100-1405-7965  | MOORE IACOFANO GOLTSMA...   | Environmental Svc for Mel Cyn Debris Basin 6/2023 | 218929         | 202316/1405-7965-Melcanyo... | 1,011.25  |
| 100-1610-8100  | JJJ FLOOR COVERING INC      | Senior Center Flooring Replacement                | 218923         |                              | 95,909.50 |
| 100-1610-8100  | JJJ FLOOR COVERING INC      | Change Order 2                                    | 218923         |                              | 935.00    |
| 100-1610-8100  | JJJ FLOOR COVERING INC      | Change Order 1                                    | 218923         |                              | 1,925.00  |
| 100-2127       | JJJ FLOOR COVERING INC      | Retention                                         | 218923         |                              | -4,938.48 |
| 100-1610-7618  | IT'S A GAS INC              | SC Helium Tank Refill                             | 3546           |                              | 558.63    |
| 100-1605-7745  | DELONG UNLIMITED SCREEN ... | TC Boxing Show Banner                             | 218918         |                              | 148.84    |
| 100-1205-7787  | MVP, LLC                    | Public Safety Lease                               | 3553           |                              | 13,664.83 |
| 100-2121       | SCMAF-SAN GABRIEL VALLEY    | Track & Field Meet/Championship Fees              | 218941         |                              | 90.00     |
| 100-1605-7733  | JAMES MIXON                 | SC Guitar Club Microphones                        | 218927         |                              | 56.19     |
| 100-1605-7729  | SIMON EQUIPMENT RENTALS     | Concerts in the Park Generator Rental 7/25/23     | 218942         |                              | 242.48    |
| 100-1020-7710  | LUDECKE PROPERTY MANAG...   | Chamber Lease 8/2023                              | 218925         |                              | 1,600.00  |
| 100-1605-7741  | SMART & FINAL               | T-Ball Supplies                                   | 3561           |                              | 53.96     |
| 100-1610-7636  | CINTAS CORPORATION #693     | Facility Maint Uniforms                           | 3531           |                              | 42.75     |

## Council Warrant Register By Account

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number | Vendor Name                 | Description (Item)                                 | Payment Number | Project Account Key | Amount    |
|----------------|-----------------------------|----------------------------------------------------|----------------|---------------------|-----------|
| 100-1610-7652  | CINTAS CORPORATION #693     | Logo Mats                                          | 3531           |                     | 9.31      |
| 100-1605-7740  | SMART & FINAL               | Summer Day Camp Supplies                           | 3561           |                     | 22.98     |
| 100-1010-7650  | HUNTINGTON TIRE & AUTO C... | Vehicle #35 Tire Replacement                       | 3544           |                     | 246.30    |
| 100-1005-7640  | U.S. BANK                   | Cesar Garcia Headshot Printing (Curo Print)        | 3569           |                     | 99.23     |
| 100-1005-7648  | U.S. BANK                   | Sam K TC Boxing Tournament Hotel 6/2023 (Soboba)   | 3569           |                     | 690.80    |
| 100-1010-7612  | U.S. BANK                   | Pasadena Star News Online Subscription             | 3569           |                     | 18.00     |
| 100-1010-7614  | U.S. BANK                   | City Mgr's Office Signature Stamps (Stamp Out)     | 3569           |                     | 122.31    |
| 100-1205-7655  | U.S. BANK                   | EOC Scheduling Software (Getsling.com)             | 3569           |                     | 408.00    |
| 100-1410-7636  | U.S. BANK                   | Return-Field Srvc (1) Rain Jacket (Amazon)         | 3569           |                     | -58.98    |
| 100-1410-7636  | U.S. BANK                   | Field Srvc (5) Rain Jackets (Amazon)               | 3569           |                     | 349.14    |
| 100-1410-7636  | U.S. BANK                   | Field Srvc (4) Pro Rainwear Pants (Amazon)         | 3569           |                     | 176.36    |
| 100-1805-7610  | U.S. BANK                   | Staff Meeting Food 6/30/2023 (Jamba Juice)         | 3569           |                     | 66.32     |
| 100-1805-7965  | U.S. BANK                   | STR Trend Report Q2 4/2023 - 6/2023                | 3569           |                     | 660.00    |
| 100-2123       | U.S. BANK                   | Special Event/Instructor Ins 4/23 - 6/23 (Alliant) | 3569           |                     | 949.00    |
| 100-1205-7615  | U.S. BANK                   | KP Visa-Fraud (EOC Storage Equip-BoxSpace.Shop)    | 3569           |                     | -1,200.00 |
| 100-1605-7758  | U.S. BANK                   | KP Visa-Credit-July 3rd Event (Eagle Portables)    | 3569           |                     | -525.00   |
| 100-1005-7648  | U.S. BANK                   | Sam Kang League of CA Cities Conf Reg 9/2023       | 3569           |                     | 650.00    |
| 100-1005-7650  | U.S. BANK                   | Toney Lewis League of Ca Cities Conf Reg 9/2023    | 3569           |                     | 650.00    |
| 100-1005-7980  | U.S. BANK                   | DashPass Subscription 7/5/23 - 8/5/23 (DoorDash)   | 3569           |                     | 9.99      |
| 100-1010-7610  | U.S. BANK                   | Brian Villalobos Fall Seminar Registration (CCCA)  | 3569           |                     | 725.00    |
| 100-1010-7610  | U.S. BANK                   | Meeting w/PS Director/Liaison Sergeant (Max's)     | 3569           |                     | 53.37     |
| 100-1010-7612  | U.S. BANK                   | Christine Soo CCACM Membership 7/1/23 - 6/30/24    | 3569           |                     | 250.00    |
| 100-1020-7712  | U.S. BANK                   | Spotify Subscription                               | 3569           |                     | 9.99      |
| 100-1205-7980  | U.S. BANK                   | PS ZoomOnePro 7/2/2023 - 7/1/2024 (Zoom.us)        | 3569           |                     | 299.80    |
| 100-1410-7610  | U.S. BANK                   | Gerard MSA Membership Training/Lunch               | 3569           |                     | 25.88     |
| 100-1815-7632  | U.S. BANK                   | CMD Dropbox Plus 7/8/2023 - 7/8/2024               | 3569           |                     | 119.88    |
| 100-1025-7703  | U.S. BANK                   | FY24 Annual Membership (CCCA)                      | 3569           |                     | 4,000.00  |
| 100-1605-7733  | U.S. BANK                   | Netflix-Senior Ctr 7/4/23 - 8/3/23                 | 3569           |                     | 7.74      |
| 100-1605-7735  | U.S. BANK                   | Netflix-Teen Ctr 7/4/23 - 8/3/23                   | 3569           |                     | 7.75      |
| 100-1810-7671  | U.S. BANK                   | Associate Planner Recruitment (APA CA)             | 3569           |                     | 250.00    |
| 100-1810-7671  | U.S. BANK                   | Associate Planner Recruitment (APA CA-IE)          | 3569           |                     | 30.00     |
| 100-1810-7980  | U.S. BANK                   | Interview Panel Lunch 7/19/23 (Hope Village)       | 3569           |                     | 104.10    |
| 100-1810-7980  | U.S. BANK                   | Interview Panel Drinks 7/19/23 (Smart & Final)     | 3569           |                     | 14.99     |
| 100-1810-7980  | U.S. BANK                   | Interview Panel Breakfast 7/19/23 (Coffee Bean)    | 3569           |                     | 54.86     |

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| Account Number | Vendor Name                 | Description (Item)                                 | Payment Number | Project Account Key           | Amount   |
|----------------|-----------------------------|----------------------------------------------------|----------------|-------------------------------|----------|
| 100-1815-7632  | U.S. BANK                   | Finance Webinar 7/7/23 - 8/6/23 (Zoom)             | 3569           |                               | 80.00    |
| 100-1815-7632  | U.S. BANK                   | Adobe Creative Cloud/Arcobat Pro 7/13/23 - 8/12/23 | 3569           |                               | 780.71   |
| 100-2121       | U.S. BANK                   | KP Used Card In Error/Reimbursement (Pavilions)    | 3569           |                               | 7.10     |
| 100-1010-7650  | WARDS SERVICE               | Vehicle #35 Service/Repair                         | 3572           |                               | 154.75   |
| 100-1605-7736  | JOVANA VILLEGAS             | Instructor Fee-Culinary Class (Summer 2023)        | 3571           |                               | 567.00   |
| 100-1605-7737  | SMART & FINAL               | Adult Excursion Snacks (Dodger Game)               | 3561           |                               | 123.60   |
| 100-1410-7650  | HUNTINGTON TIRE & AUTO C... | Truck #18 Tires                                    | 3544           |                               | 1,074.93 |
| 100-1605-7730  | DUARTE RECREATION PETTY ... | Card                                               | 218919         |                               | 4.40     |
| 100-1605-7735  | DUARTE RECREATION PETTY ... | TC Beach Excursion Parking                         | 218919         |                               | 48.00    |
| 100-1610-7618  | SMART & FINAL               | Senior Ctr Coffee Supplies                         | 3561           |                               | 176.99   |
| 100-2120       | GRACIELA VALDEZ             | ROP Bldg Rent Deposit Refund 7/22/23               | 218946         |                               | 150.00   |
| 100-2120       | MARISA CASTILLO             | ROP Bldg Rent Deposit Refund 7/15/23               | 218916         |                               | 150.00   |
| 100-2120       | VICTOR MARIN                | SC Rent Deposit Refund 7/22/23                     | 218926         |                               | 500.00   |
| 100-1205-7615  | HOME DEPOT CREDIT SERVICES  | Early Pay Discount                                 | BD24-0114      |                               | -0.15    |
| 100-1610-7618  | HOME DEPOT CREDIT SERVICES  | Early Pay Discount (2 Invoices)                    | BD24-0114      |                               | -1.24    |
| 100-1605-7650  | WEX BANK                    | Parks & Rec Fuel 6/1/23 - 6/30/23                  | BD24-0009      |                               | 73.73    |
| 100-1805-7965  | HDL COREN & CONE            | Property Tax Srvcs 7/2023 - 9/2023                 | 3541           |                               | 3,262.28 |
| 100-1605-7736  | ANCOM GROUP INC             | Instructor Fee-Typing/Computer Class (Summer 2023) | 3523           |                               | 420.00   |
| 100-1405-8100  | ARMSTRONG & WALKER LAN...   | NE Corner Hunt/Mt Olive Monument Sign Landscape    | 3524           | 202317/1405-8100-Other Cap .. | 1,170.00 |
| 100-2126       | HUMBERTO C MONROY           | Const/Demo Deposit Refund (Pmt #2022-531)          | 218928         |                               | 2,136.90 |
| 100-5004       | HUMBERTO C MONROY           | Administrative Fee (Pmt #2022-531)                 | 218928         |                               | -125.00  |
| 100-2120       | YESENIA HERNANDEZ           | SC Rent Deposit Refund 7/29/23                     | 218922         |                               | 500.00   |
| 100-1605-7733  | HEULYN REGINA DUMAS-JOH...  | Instructor Fee-SC Sewing Lessons                   | 3532           |                               | 256.00   |
| 100-2026       | MARISSA MORALES             | Equipment Deposit Refund                           | 218892         |                               | 25.00    |
| 100-2026       | JOEL OLGUIN                 | Equipment Deposit Refund                           | 218893         |                               | 25.00    |
| 100-2026       | SANDRA PASILLAS             | Equipment Deposit Refund                           | 218896         |                               | 25.00    |
| 100-2026       | JEFFREY PATRIDGE            | Equipment Deposit Refund                           | 218897         |                               | 25.00    |
| 100-2026       | SOFIA PEREZ                 | Equipment Deposit Refund                           | 218899         |                               | 25.00    |
| 100-2026       | GABBRIELLE PERKIN           | Equipment Deposit Refund                           | 218900         |                               | 25.00    |
| 100-2026       | ALEXANDRIA PILCH            | Equipment Deposit Refund                           | 218901         |                               | 25.00    |
| 100-2026       | SAMANTHA RAMOS              | Equipment Deposit Refund                           | 218902         |                               | 25.00    |
| 100-2026       | CATHERINE SOO               | Equipment Deposit Refund                           | 218905         |                               | 25.00    |
| 100-2026       | CHUCK SHULL                 | Equipment Deposit Refund                           | 218904         |                               | 25.00    |
| 100-2026       | NICHOLAS SUROWIEC           | Equipment Deposit Refund                           | 218906         |                               | 25.00    |
| 100-2026       | AUDREY SWANSON              | Equipment Deposit Refund                           | 218907         |                               | 25.00    |
| 100-2026       | DREW VALDEZ                 | Equipment Deposit Refund                           | 218908         |                               | 25.00    |
| 100-2026       | JENNIFER VEGA               | Equipment Deposit Refund                           | 218912         |                               | 25.00    |
| 100-2026       | RYAN VILLEGAS               | Equipment Deposit Refund                           | 218913         |                               | 25.00    |
| 100-2026       | ENRIQUE MORALES             | Equipment Deposit Refund                           | 218891         |                               | 25.00    |
| 100-2026       | VANESSA SANCHEZ             | Equipment Deposit Refund                           | 218903         |                               | 25.00    |
| 100-2026       | MONIQUE LOPEZ               | Equipment Deposit Refund                           | 218887         |                               | 25.00    |
| 100-2026       | AGUSTIN CABALLERO           | Equipment Deposit Refund                           | 218864         |                               | 25.00    |
| 100-2026       | MICHAEL KLIPSCH             | Equipment Deposit Refund                           | 218886         |                               | 25.00    |
| 100-2026       | AVERY BOGUE                 | Equipment Deposit Refund                           | 218862         |                               | 25.00    |
| 100-2026       | CHRISLEY BANZUELA           | Equipment Deposit Refund                           | 218860         |                               | 25.00    |



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| Account Number | Vendor Name                 | Description (Item)                         | Payment Number | Project Account Key            | Amount   |
|----------------|-----------------------------|--------------------------------------------|----------------|--------------------------------|----------|
| 100-2026       | GABRIEL AYALA               | Equipment Deposit Refund                   | 218859         |                                | 25.00    |
| 100-2026       | HENRY AGUILAR               | Equipment Deposit Refund                   | 218856         |                                | 25.00    |
| 100-2026       | FELICIA PEREZ               | Equipment Deposit Refund                   | 218898         |                                | 25.00    |
| 100-2026       | HANNAH HAMILTON             | Equipment Deposit Refund                   | 218879         |                                | 25.00    |
| 100-2026       | LUIS VALENZUELA             | Equipment Deposit Refund                   | 218910         |                                | 25.00    |
| 100-2026       | KIMBERLY BECERRA            | Equipment Deposit Refund                   | 218861         |                                | 25.00    |
| 100-2026       | DERRICK HOWELL              | Equipment Deposit Refund                   | 218884         |                                | 25.00    |
| 100-2026       | NATASHA MARTINEZ            | Equipment Deposit Refund                   | 218889         |                                | 25.00    |
| 100-2026       | CHRISTINA ORTEGA            | Equipment Deposit Refund                   | 218895         |                                | 25.00    |
| 100-2026       | VALERIE VAZQUEZ             | Equipment Deposit Refund                   | 218911         |                                | 25.00    |
| 100-2026       | MELISSA MAGDALENO           | Equipment Deposit Refund                   | 218888         |                                | 25.00    |
| 100-2026       | JOVANA VILLEGAS             | Equipment Deposit Refund                   | 3520           |                                | 25.00    |
| 100-2026       | SUSANA OLIVER               | Equipment Deposit Refund                   | 218894         |                                | 25.00    |
| 100-2026       | SAMANTHA MARTINEZ           | Equipment Deposit Refund                   | 218890         |                                | 25.00    |
| 100-2026       | JUAN CARLOS ARIAS           | Equipment Deposit Refund                   | 218857         |                                | 25.00    |
| 100-2026       | FRANK VALENZUELA            | Equipment Deposit Refund                   | 218909         |                                | 25.00    |
| 100-2026       | ETHAN BUSTAMANTE            | Equipment Deposit Refund                   | 218863         |                                | 25.00    |
| 100-2026       | ALEX CALIVILLO              | Equipment Deposit Refund                   | 218866         |                                | 25.00    |
| 100-2026       | MARK HURTADO                | Equipment Deposit Refund                   | 218885         |                                | 25.00    |
| 100-2026       | RACHAEL HOPSON              | Equipment Deposit Refund                   | 218883         |                                | 25.00    |
| 100-2026       | DIANA HERNANDEZ             | Equipment Deposit Refund                   | 218882         |                                | 25.00    |
| 100-2026       | ARTURO S HERNANDEZ          | Equipment Deposit Refund                   | 218881         |                                | 25.00    |
| 100-2026       | HAILEY HEMSWORTH            | Equipment Deposit Refund                   | 218880         |                                | 25.00    |
| 100-2026       | ANDY GRANDE                 | Equipment Deposit Refund                   | 218878         |                                | 25.00    |
| 100-2026       | IMMER CABRERA               | Equipment Deposit Refund                   | 218865         |                                | 25.00    |
| 100-2026       | MARISSA GARCIA              | Equipment Deposit Refund                   | 218876         |                                | 25.00    |
| 100-2026       | EMILY GOLDING               | Equipment Deposit Refund                   | 218877         |                                | 25.00    |
| 100-2026       | DEBORAH DONNELLY            | Equipment Deposit Refund                   | 218874         |                                | 25.00    |
| 100-2026       | RICHARD JUDE DELFIN         | Equipment Deposit Refund                   | 218873         |                                | 25.00    |
| 100-2026       | BRYAN DE LA PENA            | Equipment Deposit Refund                   | 218872         |                                | 25.00    |
| 100-2026       | BRYAN COTE                  | Equipment Deposit Refund                   | 218871         |                                | 25.00    |
| 100-2026       | SOFA CORRAL                 | Equipment Deposit Refund                   | 218870         |                                | 25.00    |
| 100-2026       | JOHN COCHICO                | Equipment Deposit Refund                   | 218869         |                                | 25.00    |
| 100-2026       | ALISSA CHAVEZ               | Equipment Deposit Refund                   | 218868         |                                | 25.00    |
| 100-2026       | GERARDO CENICEROS           | Equipment Deposit Refund                   | 218867         |                                | 25.00    |
| 100-2026       | ERIK GARCIA                 | Equipment Deposit Refund                   | 218875         |                                | 25.00    |
| 100-2026       | LAURA ORTEGA ARIAS          | Equipment Deposit Refund                   | 218858         |                                | 25.00    |
| 100-1020-7724  | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance<br>8/2023            | 3526           |                                | 161.58   |
| 100-1415-7916  | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance<br>8/2023            | 3526           |                                | 2,009.15 |
| 100-1825-7945  | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance<br>8/2023            | 3526           | 250016-Oper of Acq Prop-122... | 58.55    |
| 100-1610-7652  | INX BUILDING MAINTENANCE    | City Hall Janitorial Srvcs 8/2023          | 3545           |                                | 1,723.28 |
| 100-1605-7737  | JAMES R WHIRLOW             | Balance-Adult Excursion<br>Tickets 8/21/23 | 218948         |                                | 2,757.80 |
| 100-1825-7626  | POSTMASTER                  | FY24 Permit #33 Bulk Mail Fee              | 218935         |                                | 310.00   |
| 100-1205-7780  | POSTMASTER                  | Dog License Mailer (3rd Notice)            | 218935         |                                | 226.01   |
| 100-1005-7640  | CESAR A GARCIA              | Council Vehicle Allowance                  | 3539           |                                | 75.00    |
| 100-1005-7641  | TERA MARTIN DEL CAMPO       | Council Vehicle Allowance                  | 3552           |                                | 75.00    |
| 100-1005-7642  | MARGARET FINLAY             | Council Vehicle Allowance                  | 3535           |                                | 75.00    |
| 100-1005-7643  | VINH TRUONG                 | Council Vehicle Allowance                  | 3568           |                                | 75.00    |
| 100-1005-7644  | JODY ERRANDI SCHULZ         | Council Vehicle Allowance                  | 3559           |                                | 75.00    |
| 100-1005-7648  | SAMUEL KANG                 | Council Vehicle Allowance                  | 3548           |                                | 75.00    |
| 100-1005-7650  | TONEY LEWIS                 | Council Vehicle Allowance                  | 3551           |                                | 75.00    |
| 100-1825-7674  | STEVE ESBENSHADE            | Health Insurance<br>Reimbursement          | 3533           |                                | 435.00   |
| 100-1825-7674  | CATHERINE BRATTA            | Health Insurance<br>Reimbursement          | 218914         |                                | 435.00   |
| 100-1825-7674  | JACQUELINE BURCKHARD        | Health Insurance<br>Reimbursement          | 3527           |                                | 218.00   |

## Council Warrant Register By Account

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number | Vendor Name     | Description (Item)             | Payment Number | Project Account Key | Amount |
|----------------|-----------------|--------------------------------|----------------|---------------------|--------|
| 100-1825-7674  | JIM KIRCHNER    | Health Insurance Reimbursement | 3549           |                     | 435.00 |
| 100-1825-7674  | EFREN CASTRO    | Health Insurance Reimbursement | 3529           |                     | 566.00 |
| 100-1825-7674  | JOHN FASANA     | Health Insurance Reimbursement | 3534           |                     | 435.00 |
| 100-1825-7674  | TERESA RENTERIA | Health Insurance Reimbursement | 3556           |                     | 566.00 |
| 100-1825-7674  | MICHAEL TARR    | Health Insurance Reimbursement | 3564           |                     | 566.00 |
| 100-1825-7674  | LINDA HENDERSON | Health Insurance Reimbursement | 3543           |                     | 435.00 |

|                                       |                   |
|---------------------------------------|-------------------|
| <b>Fund 100 - GENERAL FUND Total:</b> | <b>246,332.43</b> |
|---------------------------------------|-------------------|

## Fund: 220 - GAS TAX FUN

|               |                      |                                                    |        |                                |            |
|---------------|----------------------|----------------------------------------------------|--------|--------------------------------|------------|
| 220-2210-7813 | JCL TRAFFIC SERVICES | Special Street Name Sign                           | 3547   |                                | 88.20      |
| 220-2210-7813 | JCL TRAFFIC SERVICES | Parking Signs                                      | 3547   |                                | 509.36     |
| 220-2127      | PALP INC             | Retention                                          | 218932 | 202125/220-2127-Highland/H...  | -5,090.00  |
| 220-2205-8100 | PALP INC             | Highland/Huntington Traffic Signal Upgrades 6/2023 | 218932 | 202125-Highland/Huntington ... | 101,800.00 |

|                                      |                  |
|--------------------------------------|------------------|
| <b>Fund 220 - GAS TAX FUN Total:</b> | <b>97,307.56</b> |
|--------------------------------------|------------------|

## Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND

|               |                               |                                              |           |  |           |
|---------------|-------------------------------|----------------------------------------------|-----------|--|-----------|
| 240-2410-7909 | WEST COAST ARBORISTS INC      | Citywide Tree Trimming                       | 3573      |  | 2,107.20  |
| 240-2427-7887 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Renovation-Rancho Verde LLD        | 3526      |  | 979.34    |
| 240-2410-7888 | HOME DEPOT CREDIT SERVICES    | Irrigation Repairs-Encanto Park              | BD24-0114 |  | 74.32     |
| 240-2410-7662 | BEE REMOVERS                  | Bee Removal-2061 Broadland 7/12/23           | 3525      |  | 165.00    |
| 240-2426-7810 | A1 MAINTENANCE SERVICES ...   | Grocery Outlet Sweeping 7/2023               | 3521      |  | 784.00    |
| 240-2405-7877 | STATE OF CALIFORNIA DEPT O... | Caltrans Signal Maintenance 4/2023 - 6/2023  | 218944    |  | 2,303.15  |
| 240-2410-7888 | LANDSCAPE WAREHOUSE III       | Irrigation Repairs-Recreational Trail        | 3550      |  | 692.34    |
| 240-2426-7887 | U.S. BANK                     | FS Espen LED Driver/Off! Deep Woods (Amazon) | 3569      |  | 68.51     |
| 240-2410-7915 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 10,537.29 |
| 240-2410-7917 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 681.41    |
| 240-2410-7917 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 6,807.23  |
| 240-2420-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 484.95    |
| 240-2421-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 1,826.50  |
| 240-2422-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 675.21    |
| 240-2423-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 1,264.50  |
| 240-2424-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 772.75    |
| 240-2425-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 562.00    |
| 240-2426-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 252.90    |
| 240-2427-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 885.61    |
| 240-2431-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 1,124.00  |
| 240-2432-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 1,173.18  |
| 240-2433-7914 | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance 8/2023                 | 3526      |  | 744.65    |

## Council Warrant Register By Account

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                | Vendor Name                  | Description (Item)                                | Payment Number | Project Account Key             | Amount            |
|---------------------------------------------------------------|------------------------------|---------------------------------------------------|----------------|---------------------------------|-------------------|
| 240-2434-7914                                                 | BRIGHTVIEW LANDSCAPE SER...  | Landscape Maintenance 8/2023                      | 3526           |                                 | 498.78            |
| 240-2435-7914                                                 | BRIGHTVIEW LANDSCAPE SER...  | Landscape Maintenance 8/2023                      | 3526           |                                 | 702.50            |
| <b>Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:</b> |                              |                                                   |                |                                 | <b>36,167.32</b>  |
| <b>Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)</b>         |                              |                                                   |                |                                 |                   |
| 320-3205-8013                                                 | ENTERPRISE FM TRUST          | Vehicle 34 Lease/Maint 7/1/2023 - 7/31/2023       | BD24-0112      |                                 | 615.05            |
| 320-3205-8013                                                 | ENTERPRISE FM TRUST          | Vehicle 24 Lease/Maint 7/1/2023 - 7/31/2023       | BD24-0112      |                                 | 467.13            |
| 320-3205-8013                                                 | ENTERPRISE FM TRUST          | Vehicle 31 Lease/Maint 7/1/2023 - 7/31/2023       | BD24-0112      |                                 | 527.38            |
| <b>Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:</b>   |                              |                                                   |                |                                 | <b>1,609.56</b>   |
| <b>Fund: 400 - PARK DEVELOPMENT GRANT FUND</b>                |                              |                                                   |                |                                 |                   |
| 400-4005-8041                                                 | MOORE IACOFANO GOLTSMA...    | Design Services—Duarte Park Revitalization 5/2023 | 218929         | 202213-Capial Exp-Duarte Par... | 1,682.50          |
| 400-4005-8041                                                 | MOORE IACOFANO GOLTSMA...    | Design Services-Duarte Park Revitalization 6/2023 | 218929         | 202213-Capial Exp-Duarte Par... | 7,322.50          |
| <b>Fund 400 - PARK DEVELOPMENT GRANT FUND Total:</b>          |                              |                                                   |                |                                 | <b>9,005.00</b>   |
| <b>Fund: 440 - PROPOSITION A TRANSIT FUND</b>                 |                              |                                                   |                |                                 |                   |
| 440-4405-8013                                                 | FOOTHILL TRANSIT             | 52nd Installment of 3rd Bus 7/2023                | 3536           |                                 | 3,887.05          |
| 440-4405-7960                                                 | FOOTHILL TRANSIT             | Duarte Local Service 6/2023                       | 3536           |                                 | 31,080.43         |
| 440-5004                                                      | FOOTHILL TRANSIT             | Duarte Local Service 6/2023                       | 3536           |                                 | -1,472.27         |
| <b>Fund 440 - PROPOSITION A TRANSIT FUND Total:</b>           |                              |                                                   |                |                                 | <b>33,495.21</b>  |
| <b>Fund: 460 - PROPOSITION C TRANSIT FUND</b>                 |                              |                                                   |                |                                 |                   |
| 460-4605-8013                                                 | FOOTHILL TRANSIT             | 52nd Installment of 3rd Bus 7/2023                | 3536           |                                 | 3,180.31          |
| 460-4605-7960                                                 | FOOTHILL TRANSIT             | Duarte Local Service 6/2023                       | 3536           |                                 | 25,429.44         |
| 460-5004                                                      | FOOTHILL TRANSIT             | Duarte Local Service 6/2023                       | 3536           |                                 | -1,204.58         |
| <b>Fund 460 - PROPOSITION C TRANSIT FUND Total:</b>           |                              |                                                   |                |                                 | <b>27,405.17</b>  |
| <b>Fund: 680 - Duarte Housing Authority</b>                   |                              |                                                   |                |                                 |                   |
| 680-6805-7980                                                 | SAN GABRIEL VALLEY REGION... | FY24 SGVRHT Membership                            | 218940         |                                 | 10,647.47         |
| <b>Fund 680 - Duarte Housing Authority Total:</b>             |                              |                                                   |                |                                 | <b>10,647.47</b>  |
| <b>Grand Total:</b>                                           |                              |                                                   |                |                                 | <b>461,969.72</b> |

## Report Summary

## Fund Summary

| Fund                                       | Payment Amount    |
|--------------------------------------------|-------------------|
| 100 - GENERAL FUND                         | 246,332.43        |
| 220 - GAS TAX FUN                          | 97,307.56         |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND | 36,167.32         |
| 320 - AIR QUALITY MANAGEMENT FUND (AQMD)   | 1,609.56          |
| 400 - PARK DEVELOPMENT GRANT FUND          | 9,005.00          |
| 440 - PROPOSITION A TRANSIT FUND           | 33,495.21         |
| 460 - PROPOSITION C TRANSIT FUND           | 27,405.17         |
| 680 - Duarte Housing Authority             | 10,647.47         |
| <b>Grand Total:</b>                        | <b>461,969.72</b> |

## Account Summary

| Account Number | Account Name                 | Payment Amount |
|----------------|------------------------------|----------------|
| 100-1005-7640  | Travel & Exp - Garcia        | 174.23         |
| 100-1005-7641  | Travel & Exp - Martin Del... | 75.00          |
| 100-1005-7642  | Travel & Exp - Finlay        | 185.00         |
| 100-1005-7643  | Travel & Exp - Truong        | 75.00          |
| 100-1005-7644  | Travel & Exp - Schulz        | 185.00         |
| 100-1005-7648  | Travel & Exp - Kang          | 1,415.80       |
| 100-1005-7650  | Travel & Exp - Lewis         | 725.00         |
| 100-1005-7980  | Other Expenses               | 9.99           |
| 100-1010-7610  | Travel, Mtgs & Conf          | 778.37         |
| 100-1010-7612  | Publications and Dues        | 508.00         |
| 100-1010-7614  | Office Supplies              | 348.38         |
| 100-1010-7650  | Vehicle Maintenance          | 401.05         |
| 100-1015-7682  | Labor Counsel Legal          | 275.00         |
| 100-1020-7710  | Chamber Of Commerce          | 1,600.00       |
| 100-1020-7712  | Community Information ...    | 9,218.60       |
| 100-1020-7720  | DCTV                         | 3,705.00       |
| 100-1020-7724  | Post Office Parking          | 161.58         |
| 100-1020-7726  | Council Cablecasting         | 2,200.00       |
| 100-1025-7703  | Contract Cities Assoc        | 4,000.00       |
| 100-1025-7705  | LAFCO Membership             | 778.51         |
| 100-1205-7076  | Tuition Reimbursement        | 3,000.00       |
| 100-1205-7612  | Publications and Dues        | 480.00         |
| 100-1205-7615  | Emergency Supplies           | -1,191.90      |
| 100-1205-7636  | Uniforms                     | 481.68         |
| 100-1205-7655  | Emergency Services           | 408.00         |
| 100-1205-7694  | Public Safety Commission     | 94.88          |
| 100-1205-7779  | Youth Programs               | 250.00         |
| 100-1205-7780  | Animal Control               | 226.01         |
| 100-1205-7787  | Public Safety Cntr Lease     | 13,664.83      |
| 100-1205-7980  | Other Expenses               | 299.80         |
| 100-1405-7690  | Planning Commission          | 150.00         |
| 100-1405-7965  | Professional Services        | 1,011.25       |
| 100-1405-7969  | City Engineer                | 11,303.50      |
| 100-1405-7980  | Other Expenses               | 2,676.00       |
| 100-1405-8100  | Other Capital Improvem...    | 1,946.40       |
| 100-1410-7610  | Travel, Mtgs & Conf          | 25.88          |
| 100-1410-7636  | Uniforms                     | 466.52         |
| 100-1410-7650  | Vehicle Maintenance          | 5,561.28       |
| 100-1410-7810  | Street Sweeping              | 122.00         |
| 100-1415-7916  | Landscape-Sport Park         | 2,009.15       |
| 100-1605-7002  | Regular Salaries             | 76.92          |
| 100-1605-7614  | Office Supplies              | 455.70         |
| 100-1605-7636  | Uniforms                     | 1,190.70       |
| 100-1605-7650  | Vehicle Maintenance          | 73.73          |
| 100-1605-7693  | Youth Council                | 330.75         |

## Account Summary

| Account Number | Account Name                | Payment Amount |
|----------------|-----------------------------|----------------|
| 100-1605-7729  | Concerts In The Park        | 327.93         |
| 100-1605-7730  | Special Events              | 2,898.06       |
| 100-1605-7733  | Senior Center               | 425.61         |
| 100-1605-7735  | Teen Center                 | 55.75          |
| 100-1605-7736  | Youth & Adult Recreatio...  | 1,915.20       |
| 100-1605-7737  | Adult Excursions            | 2,881.40       |
| 100-1605-7740  | Day Camps                   | 1,372.24       |
| 100-1605-7741  | Sports/Playground Progr...  | 262.37         |
| 100-1605-7745  | Boxing Program              | 202.94         |
| 100-1605-7758  | Independence Day Celeb...   | -525.00        |
| 100-1605-7980  | Other Expenses              | 108.40         |
| 100-1610-7617  | Pool Chemicals              | 1,673.83       |
| 100-1610-7618  | Building Supplies           | 8,543.73       |
| 100-1610-7636  | Uniforms                    | 89.52          |
| 100-1610-7652  | Building Maint Services     | 4,271.02       |
| 100-1610-8100  | Other Capital Improvem...   | 98,769.50      |
| 100-1805-7610  | Travel, Mtgs & Conf         | 66.32          |
| 100-1805-7612  | Publications and Dues       | 240.00         |
| 100-1805-7965  | Professional Services       | 3,922.28       |
| 100-1810-7671  | Recruiting Advertisemen...  | 280.00         |
| 100-1810-7673  | Physical Exams              | 317.00         |
| 100-1810-7980  | Other Expenses              | 173.95         |
| 100-1815-7630  | Equipment Lease             | 1,713.90       |
| 100-1815-7632  | Software                    | 980.59         |
| 100-1815-7821  | Network & Internet Serv...  | 608.30         |
| 100-1815-7830  | Telephone Services          | 2,086.48       |
| 100-1820-7771  | Repair Of City Property     | 19,028.10      |
| 100-1825-7626  | Postage                     | 310.00         |
| 100-1825-7674  | Retiree Health Insurance    | 4,091.00       |
| 100-1825-7687  | Waste Mgmt Services         | 8,895.00       |
| 100-1825-7945  | Operation Of Acq Prop       | 58.55          |
| 100-1830-8100  | Vehicle Replacement (C...   | 7,461.35       |
| 100-2026       | EE Equipment Deposit        | 1,475.00       |
| 100-2120       | Refundable Deposits         | 1,300.00       |
| 100-2121       | Pass Through Deposits       | 97.10          |
| 100-2123       | Special Event Insurance ... | 949.00         |
| 100-2126       | Construction and Demoli...  | 2,136.90       |
| 100-2127       | Retention Payable           | -4,938.48      |
| 100-5004       | Other Revenue               | -125.00        |
| 220-2127       | Retention Payable           | -5,090.00      |
| 220-2205-8100  | Other Capital Improvem...   | 101,800.00     |
| 220-2210-7813  | Regulatory Signs            | 597.56         |
| 240-2405-7877  | Electric-Traffic Signal     | 2,303.15       |
| 240-2410-7662  | Other Serv-Citywide         | 165.00         |
| 240-2410-7888  | Repairs-Citywide            | 766.66         |
| 240-2410-7909  | Tree Trim-Residential       | 2,107.20       |
| 240-2410-7915  | Landscape-Citywide          | 10,537.29      |
| 240-2410-7917  | Landscape-Medians           | 7,488.64       |
| 240-2420-7914  | Landscape Maintenance       | 484.95         |
| 240-2421-7914  | Landscape Maintenance       | 1,826.50       |
| 240-2422-7914  | Landscape Maintenance       | 675.21         |
| 240-2423-7914  | Landscape Maintenance       | 1,264.50       |
| 240-2424-7914  | Landscape Maintenance       | 772.75         |
| 240-2425-7914  | Landscape Maintenance       | 562.00         |
| 240-2426-7810  | Street Sweeping             | 784.00         |
| 240-2426-7887  | Repairs & Replacements      | 68.51          |
| 240-2426-7914  | Landscape Maintenance       | 252.90         |
| 240-2427-7887  | Repairs & Replacements      | 979.34         |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>          | <b>Payment Amount</b> |
|-----------------------|------------------------------|-----------------------|
| 240-2427-7914         | Landscape Maintenance        | 885.61                |
| 240-2431-7914         | Landscape Maintenance        | 1,124.00              |
| 240-2432-7914         | Landscape Maintenance        | 1,173.18              |
| 240-2433-7914         | Landscape Maintenance        | 744.65                |
| 240-2434-7914         | Landscape Maintenance        | 498.78                |
| 240-2435-7914         | Landscape Maintenance        | 702.50                |
| 320-3205-8013         | Vehicles (Capital)           | 1,609.56              |
| 400-4005-8041         | Park Improvements (Cap...    | 9,005.00              |
| 440-4405-7960         | Foothill Transit Operatio... | 31,080.43             |
| 440-4405-8013         | Vehicles (Capital)           | 3,887.05              |
| 440-5004              | Other Revenue                | -1,472.27             |
| 460-4605-7960         | Foothill Tranist Operatio... | 25,429.44             |
| 460-4605-8013         | Vehicles (Capital)           | 3,180.31              |
| 460-5004              | Other Revenue                | -1,204.58             |
| 680-6805-7980         | Other Expenses               | 10,647.47             |
| <b>Grand Total:</b>   |                              | <b>461,969.72</b>     |

**Project Account Summary**

| <b>Project Account Key</b>                         | <b>Payment Amount</b> |
|----------------------------------------------------|-----------------------|
| **None**                                           | 333,960.42            |
| 202102-Cap Improv-CH CDBG ADA Improvement          | 776.40                |
| 202125/220-2127-Highland/Hunt Traffic Signal       | -5,090.00             |
| 202125-Highland/Huntington Traffic Signal Improv   | 101,800.00            |
| 202213-Capial Exp-Duarte Park Improvements         | 9,005.00              |
| 202316/1405-7965-Melcanyon Debris Catch Basin      | 1,011.25              |
| 202317/1405-8100-Other Cap Improv-Route 66 Art     | 1,170.00              |
| 202406-WIN/1205-7779-Summer At Risk Intern Program | 250.00                |
| 250016-Oper of Acq Prop-1229 Pops Road             | 58.55                 |
| DMGE079-Monument Sign-Median-Hunt/Encanto Pkwy     | 19,028.10             |
| <b>Grand Total:</b>                                | <b>461,969.72</b>     |



City of Duarte

# Council Warrant Register By Vendor By Fund

Payment Dates 7/27/2023 - 8/9/2023

| Account Number                                                         | Vendor Name                 | Description (Item)                                 | Payable Number | Project Account Key           | Amount          |
|------------------------------------------------------------------------|-----------------------------|----------------------------------------------------|----------------|-------------------------------|-----------------|
| <b>Fund: 100 - GENERAL FUND</b>                                        |                             |                                                    |                |                               |                 |
| <b>Vendor: 1570 - A1 MAINTENANCE SERVICES CA</b>                       |                             |                                                    |                |                               |                 |
| 100-1410-7810                                                          | A1 MAINTENANCE SERVICES ... | Las Brisas Sweeping 7/2023                         | 204379         |                               | 61.00           |
| 100-1410-7810                                                          | A1 MAINTENANCE SERVICES ... | Las Posadas Sweeping 7/2023                        | 204380         |                               | 61.00           |
| <b>Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:</b>                 |                             |                                                    |                |                               | <b>122.00</b>   |
| <b>Vendor: 5086 - ACCO ENGINEERED SYSTEMS</b>                          |                             |                                                    |                |                               |                 |
| 100-1610-7652                                                          | ACCO ENGINEERED SYSTEMS     | HVAC Service Call/Repair-Senior Ctr                | 20428954       |                               | 410.00          |
| <b>Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:</b>                    |                             |                                                    |                |                               | <b>410.00</b>   |
| <b>Vendor: T4663 - AGUSTIN CABALLERO</b>                               |                             |                                                    |                |                               |                 |
| 100-2026                                                               | AGUSTIN CABALLERO           | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4663 - AGUSTIN CABALLERO Total:</b>                         |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: 1388 - AIDA TORRES</b>                                      |                             |                                                    |                |                               |                 |
| 100-1205-7076                                                          | AIDA TORRES                 | FY24 Tuition Reimbursement                         | 7182023        |                               | 3,000.00        |
| <b>Vendor 1388 - AIDA TORRES Total:</b>                                |                             |                                                    |                |                               | <b>3,000.00</b> |
| <b>Vendor: T4665 - ALEX CALIVILLO</b>                                  |                             |                                                    |                |                               |                 |
| 100-2026                                                               | ALEX CALIVILLO              | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4665 - ALEX CALIVILLO Total:</b>                            |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: T4693 - ALEXANDRIA PILCH</b>                                |                             |                                                    |                |                               |                 |
| 100-2026                                                               | ALEXANDRIA PILCH            | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4693 - ALEXANDRIA PILCH Total:</b>                          |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: T4667 - ALISSA CHAVEZ</b>                                   |                             |                                                    |                |                               |                 |
| 100-2026                                                               | ALISSA CHAVEZ               | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4667 - ALISSA CHAVEZ Total:</b>                             |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: 4645 - ANCOM GROUP INC</b>                                  |                             |                                                    |                |                               |                 |
| 100-1605-7736                                                          | ANCOM GROUP INC             | Instructor Fee-Typing/Computer Class (Summer 2023) | SM23-1         |                               | 420.00          |
| <b>Vendor 4645 - ANCOM GROUP INC Total:</b>                            |                             |                                                    |                |                               | <b>420.00</b>   |
| <b>Vendor: T4677 - ANDY GRANDE</b>                                     |                             |                                                    |                |                               |                 |
| 100-2026                                                               | ANDY GRANDE                 | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4677 - ANDY GRANDE Total:</b>                               |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: 3579 - ARMSTRONG &amp; WALKER LANDSCAPE ARCHITECT</b>       |                             |                                                    |                |                               |                 |
| 100-1405-8100                                                          | ARMSTRONG & WALKER LAN...   | NE Corner Hunt/Mt Olive Monument Sign Landscape    | 7282023        | 202317/1405-8100-Other Cap .. | 1,170.00        |
| <b>Vendor 3579 - ARMSTRONG &amp; WALKER LANDSCAPE ARCHITECT Total:</b> |                             |                                                    |                |                               | <b>1,170.00</b> |
| <b>Vendor: T4679 - ARTURO S HERNANDEZ</b>                              |                             |                                                    |                |                               |                 |
| 100-2026                                                               | ARTURO S HERNANDEZ          | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4679 - ARTURO S HERNANDEZ Total:</b>                        |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: T4699 - AUDREY SWANSON</b>                                  |                             |                                                    |                |                               |                 |
| 100-2026                                                               | AUDREY SWANSON              | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4699 - AUDREY SWANSON Total:</b>                            |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: T4661 - AVERY BOGUE</b>                                     |                             |                                                    |                |                               |                 |
| 100-2026                                                               | AVERY BOGUE                 | Equipment Deposit Refund                           | 8012023        |                               | 25.00           |
| <b>Vendor T4661 - AVERY BOGUE Total:</b>                               |                             |                                                    |                |                               | <b>25.00</b>    |
| <b>Vendor: 6512 - BRANDON LOMELI</b>                                   |                             |                                                    |                |                               |                 |
| 100-1205-7779                                                          | BRANDON LOMELI              | WIN Stipend                                        | 7172023        | 202406-WIN/1205-7779-Sum...   | 250.00          |
| <b>Vendor 6512 - BRANDON LOMELI Total:</b>                             |                             |                                                    |                |                               | <b>250.00</b>   |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                 | Vendor Name                 | Description (Item)           | Payable Number | Project Account Key            | Amount          |
|----------------------------------------------------------------|-----------------------------|------------------------------|----------------|--------------------------------|-----------------|
| <b>Vendor: 6469 - BRIAN QUANDT</b>                             |                             |                              |                |                                |                 |
| 100-1405-7690                                                  | BRIAN QUANDT                | Planning Commission Meeting  | 7/17/2023      |                                | 50.00           |
| <b>Vendor 6469 - BRIAN QUANDT Total:</b>                       |                             |                              |                |                                | <b>50.00</b>    |
| <b>Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC</b>        |                             |                              |                |                                |                 |
| 100-1020-7724                                                  | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance        | 8512100        |                                | 161.58          |
|                                                                |                             | 8/2023                       |                |                                |                 |
| 100-1415-7916                                                  | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance        | 8512100        |                                | 2,009.15        |
|                                                                |                             | 8/2023                       |                |                                |                 |
| 100-1825-7945                                                  | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance        | 8512100        | 250016-Oper of Acq Prop-122... | 58.55           |
|                                                                |                             | 8/2023                       |                |                                |                 |
| <b>Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:</b>  |                             |                              |                |                                | <b>2,229.28</b> |
| <b>Vendor: T4670 - BRYAN COTE</b>                              |                             |                              |                |                                |                 |
| 100-2026                                                       | BRYAN COTE                  | Equipment Deposit Refund     | 8012023        |                                | 25.00           |
| <b>Vendor T4670 - BRYAN COTE Total:</b>                        |                             |                              |                |                                | <b>25.00</b>    |
| <b>Vendor: T4671 - BRYAN DE LA PENA</b>                        |                             |                              |                |                                |                 |
| 100-2026                                                       | BRYAN DE LA PENA            | Equipment Deposit Refund     | 8012023        |                                | 25.00           |
| <b>Vendor T4671 - BRYAN DE LA PENA Total:</b>                  |                             |                              |                |                                | <b>25.00</b>    |
| <b>Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC</b>         |                             |                              |                |                                |                 |
| 100-1405-7980                                                  | BUCKNAM INFRASTRUCTURE ...  | GIS Services 6/1/2023 -      | 352-06.10      |                                | 2,676.00        |
|                                                                |                             | 6/30/2023                    |                |                                |                 |
| <b>Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:</b>   |                             |                              |                |                                | <b>2,676.00</b> |
| <b>Vendor: 4838 - BURKE, WILLIAMS &amp; SORENSEN LLP</b>       |                             |                              |                |                                |                 |
| 100-1015-7682                                                  | BURKE, WILLIAMS & SORENS... | Labor Legal 6/2023           | 304827         |                                | 275.00          |
| <b>Vendor 4838 - BURKE, WILLIAMS &amp; SORENSEN LLP Total:</b> |                             |                              |                |                                | <b>275.00</b>   |
| <b>Vendor: 0028 - CATHERINE BRATTA</b>                         |                             |                              |                |                                |                 |
| 100-1825-7674                                                  | CATHERINE BRATTA            | Health Insurance             | 8/2023         |                                | 435.00          |
|                                                                |                             | Reimbursement                |                |                                |                 |
| <b>Vendor 0028 - CATHERINE BRATTA Total:</b>                   |                             |                              |                |                                | <b>435.00</b>   |
| <b>Vendor: T4697 - CATHERINE SOO</b>                           |                             |                              |                |                                |                 |
| 100-2026                                                       | CATHERINE SOO               | Equipment Deposit Refund     | 8012023        |                                | 25.00           |
| <b>Vendor T4697 - CATHERINE SOO Total:</b>                     |                             |                              |                |                                | <b>25.00</b>    |
| <b>Vendor: 6340 - CESAR A GARCIA</b>                           |                             |                              |                |                                |                 |
| 100-1005-7640                                                  | CESAR A GARCIA              | Council Vehicle Allowance    | 8/2023         |                                | 75.00           |
| <b>Vendor 6340 - CESAR A GARCIA Total:</b>                     |                             |                              |                |                                | <b>75.00</b>    |
| <b>Vendor: 5792 - CHALLENGER TEAMWEAR</b>                      |                             |                              |                |                                |                 |
| 100-1605-7741                                                  | CHALLENGER TEAMWEAR         | Youth Sports Soccer Supplies | 1187671-IN     |                                | 208.41          |
| <b>Vendor 5792 - CHALLENGER TEAMWEAR Total:</b>                |                             |                              |                |                                | <b>208.41</b>   |
| <b>Vendor: 2025 - CHARLES R SIMPSON</b>                        |                             |                              |                |                                |                 |
| 100-1610-7652                                                  | CHARLES R SIMPSON           | Duarte Park Gate Repair      | 05671025       |                                | 435.00          |
| <b>Vendor 2025 - CHARLES R SIMPSON Total:</b>                  |                             |                              |                |                                | <b>435.00</b>   |
| <b>Vendor: T4660 - CHRISLEY BANZUELA</b>                       |                             |                              |                |                                |                 |
| 100-2026                                                       | CHRISLEY BANZUELA           | Equipment Deposit Refund     | 8012023        |                                | 25.00           |
| <b>Vendor T4660 - CHRISLEY BANZUELA Total:</b>                 |                             |                              |                |                                | <b>25.00</b>    |
| <b>Vendor: 5938 - CHRISTINA HEANY</b>                          |                             |                              |                |                                |                 |
| 100-1405-7690                                                  | CHRISTINA HEANY             | Planning Commission Meeting  | 7/17/2023      |                                | 50.00           |
| <b>Vendor 5938 - CHRISTINA HEANY Total:</b>                    |                             |                              |                |                                | <b>50.00</b>    |
| <b>Vendor: 5525 - CHRISTINA ORTEGA</b>                         |                             |                              |                |                                |                 |
| 100-2026                                                       | CHRISTINA ORTEGA            | Equipment Deposit Refund     | 8012023        |                                | 25.00           |
| <b>Vendor 5525 - CHRISTINA ORTEGA Total:</b>                   |                             |                              |                |                                | <b>25.00</b>    |
| <b>Vendor: T4696 - CHUCK SHULL</b>                             |                             |                              |                |                                |                 |
| 100-2026                                                       | CHUCK SHULL                 | Equipment Deposit Refund     | 8012023        |                                | 25.00           |
| <b>Vendor T4696 - CHUCK SHULL Total:</b>                       |                             |                              |                |                                | <b>25.00</b>    |
| <b>Vendor: 5140 - CINTAS CORPORATION #693</b>                  |                             |                              |                |                                |                 |
| 100-1610-7636                                                  | CINTAS CORPORATION #693     | Facility Maint Uniforms      | 4161221621     |                                | 21.08           |
| 100-1610-7652                                                  | CINTAS CORPORATION #693     | Logo Mats                    | 4161221621     |                                | 45.52           |
| 100-1610-7636                                                  | CINTAS CORPORATION #693     | Facility Maint Uniforms      | 4161856024     |                                | 25.69           |



## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                        | Vendor Name                 | Description (Item)                              | Payable Number | Project Account Key | Amount   |
|-------------------------------------------------------|-----------------------------|-------------------------------------------------|----------------|---------------------|----------|
| 100-1610-7652                                         | CINTAS CORPORATION #693     | Logo Mats                                       | 4161856024     |                     | 9.31     |
| 100-1610-7636                                         | CINTAS CORPORATION #693     | Facility Maint Uniforms                         | 4162549961     |                     | 42.75    |
| 100-1610-7652                                         | CINTAS CORPORATION #693     | Logo Mats                                       | 4162549961     |                     | 9.31     |
| Vendor 5140 - CINTAS CORPORATION #693 Total:          |                             |                                                 |                |                     | 153.66   |
| Vendor: 5494 - CURO MANAGED PRINT PRODUCTION          |                             |                                                 |                |                     |          |
| 100-1020-7712                                         | CURO MANAGED PRINT PRO...   | Report an Issue Website<br>Feature Postcards    | 6923           |                     | 178.61   |
| 100-1605-7730                                         | CURO MANAGED PRINT PRO...   | Yappy Hour Signs                                | 6939           |                     | 70.56    |
| 100-1605-7745                                         | CURO MANAGED PRINT PRO...   | TC Boxing Show Tickets                          | 6940           |                     | 54.10    |
| Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:    |                             |                                                 |                |                     | 303.27   |
| Vendor: T4673 - DEBORAH DONNELLY                      |                             |                                                 |                |                     |          |
| 100-2026                                              | DEBORAH DONNELLY            | Equipment Deposit Refund                        | 8012023        |                     | 25.00    |
| Vendor T4673 - DEBORAH DONNELLY Total:                |                             |                                                 |                |                     | 25.00    |
| Vendor: 3838 - DELONG UNLIMITED SCREEN PRINTING       |                             |                                                 |                |                     |          |
| 100-1605-7693                                         | DELONG UNLIMITED SCREEN ... | TC/MYC Shirts                                   | 22-10297       |                     | 330.75   |
| 100-1605-7636                                         | DELONG UNLIMITED SCREEN ... | Parks Make Life Better Shirts                   | 22-10298       |                     | 1,018.71 |
| 100-1605-7636                                         | DELONG UNLIMITED SCREEN ... | Parks Make Life Better Staff T-Shirts           | 22-10335       |                     | 171.99   |
| 100-1605-7745                                         | DELONG UNLIMITED SCREEN ... | TC Boxing Show Banner                           | 22-10341       |                     | 148.84   |
| Vendor 3838 - DELONG UNLIMITED SCREEN PRINTING Total: |                             |                                                 |                |                     | 1,670.29 |
| Vendor: T4619 - DERRICK HOWELL                        |                             |                                                 |                |                     |          |
| 100-2026                                              | DERRICK HOWELL              | Equipment Deposit Refund                        | 8012023        |                     | 25.00    |
| Vendor T4619 - DERRICK HOWELL Total:                  |                             |                                                 |                |                     | 25.00    |
| Vendor: T4680 - DIANA HERNANDEZ                       |                             |                                                 |                |                     |          |
| 100-2026                                              | DIANA HERNANDEZ             | Equipment Deposit Refund                        | 8012023        |                     | 25.00    |
| Vendor T4680 - DIANA HERNANDEZ Total:                 |                             |                                                 |                |                     | 25.00    |
| Vendor: T4700 - DREW VALDEZ                           |                             |                                                 |                |                     |          |
| 100-2026                                              | DREW VALDEZ                 | Equipment Deposit Refund                        | 8012023        |                     | 25.00    |
| Vendor T4700 - DREW VALDEZ Total:                     |                             |                                                 |                |                     | 25.00    |
| Vendor: 0311 - DUARTE RECREATION PETTY CASH           |                             |                                                 |                |                     |          |
| 100-1605-7730                                         | DUARTE RECREATION PETTY ... | Card                                            | 7262023        |                     | 4.40     |
| 100-1605-7735                                         | DUARTE RECREATION PETTY ... | TC Beach Excursion Parking                      | 7262023        |                     | 48.00    |
| Vendor 0311 - DUARTE RECREATION PETTY CASH Total:     |                             |                                                 |                |                     | 52.40    |
| Vendor: 1533 - EFREN CASTRO                           |                             |                                                 |                |                     |          |
| 100-1825-7674                                         | EFREN CASTRO                | Health Insurance<br>Reimbursement               | 8/2023         |                     | 566.00   |
| Vendor 1533 - EFREN CASTRO Total:                     |                             |                                                 |                |                     | 566.00   |
| Vendor: T4676 - EMILY GOLDING                         |                             |                                                 |                |                     |          |
| 100-2026                                              | EMILY GOLDING               | Equipment Deposit Refund                        | 8012023        |                     | 25.00    |
| Vendor T4676 - EMILY GOLDING Total:                   |                             |                                                 |                |                     | 25.00    |
| Vendor: T4686 - ENRIQUE MORALES                       |                             |                                                 |                |                     |          |
| 100-2026                                              | ENRIQUE MORALES             | Equipment Deposit Refund                        | 8012023        |                     | 25.00    |
| Vendor T4686 - ENRIQUE MORALES Total:                 |                             |                                                 |                |                     | 25.00    |
| Vendor: 6189 - ENTERPRISE FM TRUST                    |                             |                                                 |                |                     |          |
| 100-1830-8100                                         | ENTERPRISE FM TRUST         | Vehicle 36 Lease/Maint<br>7/1/2023 - 7/31/2023  | FBN4788757     |                     | 478.95   |
| 100-1830-8100                                         | ENTERPRISE FM TRUST         | Vehicle 10 Lease/Maint<br>7/1/2023 - 7/31/2023  | FBN4788757     |                     | 556.00   |
| 100-1830-8100                                         | ENTERPRISE FM TRUST         | Vehicle 23 Lease/Maint<br>7/1/2023 - 7/31/2023  | FBN4788757     |                     | 433.48   |
| 100-1830-8100                                         | ENTERPRISE FM TRUST         | Vehicle 22 Lease/Maint<br>7/1/2023 - 7/31/2023  | FBN4788757     |                     | 431.65   |
| 100-1830-8100                                         | ENTERPRISE FM TRUST         | Vehicle 13 Lease/Maint<br>7/1/2023 - 7/31/2023  | FBN4788757     |                     | 223.12   |
| 100-1830-8100                                         | ENTERPRISE FM TRUST         | Vehicle 14 Lease/Maint<br>7/1/2023 - 7/31/2023  | FBN4788757     |                     | 566.88   |
| 100-1830-8100                                         | ENTERPRISE FM TRUST         | Vehicle 100 Lease/Maint<br>7/1/2023 - 7/31/2023 | FBN4788757     |                     | 555.00   |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                     | Vendor Name                    | Description (Item)                             | Payable Number | Project Account Key | Amount   |
|--------------------------------------------------------------------|--------------------------------|------------------------------------------------|----------------|---------------------|----------|
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 27 Lease/Maint<br>7/1/2023 - 7/31/2023 | FBN4788757     |                     | 476.29   |
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 18 Lease/Maint<br>7/1/2023 - 7/31/2023 | FBN4788757     |                     | 574.64   |
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 30 Lease/Maint<br>7/1/2023 - 7/31/2023 | FBN4788757     |                     | 584.85   |
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 28 Lease/Maint<br>7/1/2023 - 7/31/2023 | FBN4788757     |                     | 591.64   |
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 11 Tire Fee                            | FBN4788757     |                     | 8.75     |
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 11 Lease/Maint<br>7/1/2023 - 7/31/23   | FBN4788757     |                     | 772.57   |
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 15 Lease/Maint 7/1/23<br>- 7/31/23     | FBN4788757     |                     | 1,195.28 |
| 100-1830-8100                                                      | ENTERPRISE FM TRUST            | Vehicle 15 Tire Fee                            | FBN4788757     |                     | 12.25    |
| Vendor 6189 - ENTERPRISE FM TRUST Total:                           |                                |                                                |                |                     | 7,461.35 |
| Vendor: T4674 - ERIK GARCIA                                        |                                |                                                |                |                     |          |
| 100-2026                                                           | ERIK GARCIA                    | Equipment Deposit Refund                       | 8012023        |                     | 25.00    |
| Vendor T4674 - ERIK GARCIA Total:                                  |                                |                                                |                |                     | 25.00    |
| Vendor: T4662 - ETHAN BUSTAMANTE                                   |                                |                                                |                |                     |          |
| 100-2026                                                           | ETHAN BUSTAMANTE               | Equipment Deposit Refund                       | 8012023        |                     | 25.00    |
| Vendor T4662 - ETHAN BUSTAMANTE Total:                             |                                |                                                |                |                     | 25.00    |
| Vendor: 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO       |                                |                                                |                |                     |          |
| 100-1610-7652                                                      | FAITH FIRE EXTINGUISHER & S... | Snack Bar Fire System Service                  | 4371           |                     | 138.70   |
| 100-1610-7652                                                      | FAITH FIRE EXTINGUISHER & S... | CC Kitchen Fire System Service                 | 4372           |                     | 182.91   |
| Vendor 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO Total: |                                |                                                |                |                     | 321.61   |
| Vendor: T4641 - FELICIA PEREZ                                      |                                |                                                |                |                     |          |
| 100-2026                                                           | FELICIA PEREZ                  | Equipment Deposit Refund                       | 8012023        |                     | 25.00    |
| Vendor T4641 - FELICIA PEREZ Total:                                |                                |                                                |                |                     | 25.00    |
| Vendor: T1802 - FRANK VALENZUELA                                   |                                |                                                |                |                     |          |
| 100-2026                                                           | FRANK VALENZUELA               | Equipment Deposit Refund                       | 8012023        |                     | 25.00    |
| Vendor T1802 - FRANK VALENZUELA Total:                             |                                |                                                |                |                     | 25.00    |
| Vendor: 4039 - FSP DESIGNS                                         |                                |                                                |                |                     |          |
| 100-1205-7636                                                      | FSP DESIGNS                    | Public Safety Uniform Hats                     | 10778          |                     | 481.68   |
| Vendor 4039 - FSP DESIGNS Total:                                   |                                |                                                |                |                     | 481.68   |
| Vendor: 4690 - FULLER ENGINEERING INC                              |                                |                                                |                |                     |          |
| 100-1610-7617                                                      | FULLER ENGINEERING INC         | Pool Chemicals                                 | 148871         |                     | 572.23   |
| 100-1610-7617                                                      | FULLER ENGINEERING INC         | Pool Chemicals                                 | 148940         |                     | 1,101.60 |
| Vendor 4690 - FULLER ENGINEERING INC Total:                        |                                |                                                |                |                     | 1,673.83 |
| Vendor: T4692 - GABBRIELLE PERKIN                                  |                                |                                                |                |                     |          |
| 100-2026                                                           | GABBRIELLE PERKIN              | Equipment Deposit Refund                       | 8012023        |                     | 25.00    |
| Vendor T4692 - GABBRIELLE PERKIN Total:                            |                                |                                                |                |                     | 25.00    |
| Vendor: T4659 - GABRIEL AYALA                                      |                                |                                                |                |                     |          |
| 100-2026                                                           | GABRIEL AYALA                  | Equipment Deposit Refund                       | 8012023        |                     | 25.00    |
| Vendor T4659 - GABRIEL AYALA Total:                                |                                |                                                |                |                     | 25.00    |
| Vendor: T4666 - GERARDO CENICEROS                                  |                                |                                                |                |                     |          |
| 100-2026                                                           | GERARDO CENICEROS              | Equipment Deposit Refund                       | 8012023        |                     | 25.00    |
| Vendor T4666 - GERARDO CENICEROS Total:                            |                                |                                                |                |                     | 25.00    |
| Vendor: T4703 - GRACIELA VALDEZ                                    |                                |                                                |                |                     |          |
| 100-2120                                                           | GRACIELA VALDEZ                | ROP Bldg Rent Deposit Refund<br>7/22/23        | R100009        |                     | 150.00   |
| Vendor T4703 - GRACIELA VALDEZ Total:                              |                                |                                                |                |                     | 150.00   |
| Vendor: 1092 - GRAINGER                                            |                                |                                                |                |                     |          |
| 100-1610-7618                                                      | GRAINGER                       | Fitness Ctr Wall Mount Fans                    | 9775418156     |                     | 148.94   |
| Vendor 1092 - GRAINGER Total:                                      |                                |                                                |                |                     | 148.94   |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                    | Vendor Name                 | Description (Item)                        | Payable Number | Project Account Key | Amount          |
|-------------------------------------------------------------------|-----------------------------|-------------------------------------------|----------------|---------------------|-----------------|
| <b>Vendor: T4678 - HAILEY HEMSWORTH</b>                           |                             |                                           |                |                     |                 |
| 100-2026                                                          | HAILEY HEMSWORTH            | Equipment Deposit Refund                  | 8012023        |                     | 25.00           |
| <b>Vendor T4678 - HAILEY HEMSWORTH Total:</b>                     |                             |                                           |                |                     | <b>25.00</b>    |
| <b>Vendor: T4629 - HANNAH HAMILTON</b>                            |                             |                                           |                |                     |                 |
| 100-2026                                                          | HANNAH HAMILTON             | Equipment Deposit Refund                  | 8012023        |                     | 25.00           |
| <b>Vendor T4629 - HANNAH HAMILTON Total:</b>                      |                             |                                           |                |                     | <b>25.00</b>    |
| <b>Vendor: 3570 - HDL COREN &amp; CONE</b>                        |                             |                                           |                |                     |                 |
| 100-1805-7965                                                     | HDL COREN & CONE            | Property Tax Srvcs 7/2023 - 9/2023        | SIN030125      |                     | 3,262.28        |
| <b>Vendor 3570 - HDL COREN &amp; CONE Total:</b>                  |                             |                                           |                |                     | <b>3,262.28</b> |
| <b>Vendor: T4658 - HENRY AGUILAR</b>                              |                             |                                           |                |                     |                 |
| 100-2026                                                          | HENRY AGUILAR               | Equipment Deposit Refund                  | 8012023        |                     | 25.00           |
| <b>Vendor T4658 - HENRY AGUILAR Total:</b>                        |                             |                                           |                |                     | <b>25.00</b>    |
| <b>Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON</b>                 |                             |                                           |                |                     |                 |
| 100-1605-7733                                                     | HEULYN REGINA DUMAS-JOH...  | Instructor Fee-SC Sewing Lessons          | 2-2023         |                     | 256.00          |
| <b>Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:</b>           |                             |                                           |                |                     | <b>256.00</b>   |
| <b>Vendor: 0788 - HOME DEPOT CREDIT SERVICES</b>                  |                             |                                           |                |                     |                 |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Return-Wrong Items (Inv #9523669)         | 7210163        |                     | -49.39          |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Museum/Beardslee Park Supplies/Repairs    | 7544206        |                     | 92.30           |
| 100-1605-7730                                                     | HOME DEPOT CREDIT SERVICES  | Summer Kickoff Event Torch Fuel           | 0742233        |                     | 67.35           |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Facility Maint Supplies/Repairs           | 0742234        |                     | 198.54          |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | SC Floor Maint Supplies                   | 5742426        |                     | 248.82          |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Park Maint/Building Supplies              | 4742464        |                     | 192.03          |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Building Maintenance Supplies             | 4742465        |                     | 510.44          |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Building Maintenance Supplies             | 8522585        |                     | 571.08          |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Fitness Ctr Locker/Shower Lights          | 0305584        |                     | 68.22           |
| 100-1205-7615                                                     | HOME DEPOT CREDIT SERVICES  | Westvale Fire Gate Lock                   | 0524258        |                     | 8.25            |
| 100-1205-7615                                                     | HOME DEPOT CREDIT SERVICES  | Early Pay Discount                        | 7272023        |                     | -0.15           |
| 100-1610-7618                                                     | HOME DEPOT CREDIT SERVICES  | Early Pay Discount (2 Invoices)           | 7272023        |                     | -1.24           |
| <b>Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:</b>            |                             |                                           |                |                     | <b>1,906.25</b> |
| <b>Vendor: T4704 - HUMBERTO C MONROY</b>                          |                             |                                           |                |                     |                 |
| 100-2126                                                          | HUMBERTO C MONROY           | Const/Demo Deposit Refund (Pmt #2022-531) | R97411         |                     | 2,136.90        |
| 100-5004                                                          | HUMBERTO C MONROY           | Administrative Fee (Pmt #2022-531)        | R97411         |                     | -125.00         |
| <b>Vendor T4704 - HUMBERTO C MONROY Total:</b>                    |                             |                                           |                |                     | <b>2,011.90</b> |
| <b>Vendor: 6210 - HUNTINGTON TIRE &amp; AUTO CENTER INC</b>       |                             |                                           |                |                     |                 |
| 100-1010-7650                                                     | HUNTINGTON TIRE & AUTO C... | Vehicle #35 Tire Replacement              | 57897          |                     | 246.30          |
| 100-1410-7650                                                     | HUNTINGTON TIRE & AUTO C... | Truck #18 Tires                           | 57906          |                     | 1,074.93        |
| <b>Vendor 6210 - HUNTINGTON TIRE &amp; AUTO CENTER INC Total:</b> |                             |                                           |                |                     | <b>1,321.23</b> |
| <b>Vendor: T4664 - IMMER CABRERA</b>                              |                             |                                           |                |                     |                 |
| 100-2026                                                          | IMMER CABRERA               | Equipment Deposit Refund                  | 8012023        |                     | 25.00           |
| <b>Vendor T4664 - IMMER CABRERA Total:</b>                        |                             |                                           |                |                     | <b>25.00</b>    |
| <b>Vendor: 6309 - INX BUILDING MAINTENANCE</b>                    |                             |                                           |                |                     |                 |
| 100-1610-7652                                                     | INX BUILDING MAINTENANCE    | City Hall Janitorial Srvcs 8/2023         | 978608         |                     | 1,723.28        |
| <b>Vendor 6309 - INX BUILDING MAINTENANCE Total:</b>              |                             |                                           |                |                     | <b>1,723.28</b> |
| <b>Vendor: 6090 - IT'S A GAS INC</b>                              |                             |                                           |                |                     |                 |
| 100-1610-7618                                                     | IT'S A GAS INC              | SC Helium Tank Refill                     | ARP-15358      |                     | 558.63          |
| <b>Vendor 6090 - IT'S A GAS INC Total:</b>                        |                             |                                           |                |                     | <b>558.63</b>   |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                         | Vendor Name                 | Description (Item)                          | Payable Number | Project Account Key | Amount           |
|--------------------------------------------------------|-----------------------------|---------------------------------------------|----------------|---------------------|------------------|
| <b>Vendor: 3821 - JACQUELINE BURCKHARD</b>             |                             |                                             |                |                     |                  |
| 100-1825-7674                                          | JACQUELINE BURCKHARD        | Health Insurance Reimbursement              | 8/2023         |                     | 218.00           |
| <b>Vendor 3821 - JACQUELINE BURCKHARD Total:</b>       |                             |                                             |                |                     | <b>218.00</b>    |
| <b>Vendor: 6376 - JAMES MIXON</b>                      |                             |                                             |                |                     |                  |
| 100-1605-7733                                          | JAMES MIXON                 | SC Guitar Club Microphones                  | 1053847        |                     | 56.19            |
| <b>Vendor 6376 - JAMES MIXON Total:</b>                |                             |                                             |                |                     | <b>56.19</b>     |
| <b>Vendor: 6489 - JAMES R WHIRLOW</b>                  |                             |                                             |                |                     |                  |
| 100-1605-7737                                          | JAMES R WHIRLOW             | Balance-Adult Excursion Tickets 8/21/23     | 001Bal         |                     | 2,757.80         |
| <b>Vendor 6489 - JAMES R WHIRLOW Total:</b>            |                             |                                             |                |                     | <b>2,757.80</b>  |
| <b>Vendor: T4690 - JEFFREY PATRIDGE</b>                |                             |                                             |                |                     |                  |
| 100-2026                                               | JEFFREY PATRIDGE            | Equipment Deposit Refund                    | 8012023        |                     | 25.00            |
| <b>Vendor T4690 - JEFFREY PATRIDGE Total:</b>          |                             |                                             |                |                     | <b>25.00</b>     |
| <b>Vendor: T4701 - JENNIFER VEGA</b>                   |                             |                                             |                |                     |                  |
| 100-2026                                               | JENNIFER VEGA               | Equipment Deposit Refund                    | 8012023        |                     | 25.00            |
| <b>Vendor T4701 - JENNIFER VEGA Total:</b>             |                             |                                             |                |                     | <b>25.00</b>     |
| <b>Vendor: 0128 - JIM KIRCHNER</b>                     |                             |                                             |                |                     |                  |
| 100-1825-7674                                          | JIM KIRCHNER                | Health Insurance Reimbursement              | 8/2023         |                     | 435.00           |
| <b>Vendor 0128 - JIM KIRCHNER Total:</b>               |                             |                                             |                |                     | <b>435.00</b>    |
| <b>Vendor: 6494 - JJJ FLOOR COVERING INC</b>           |                             |                                             |                |                     |                  |
| 100-1610-8100                                          | JJJ FLOOR COVERING INC      | Change Order 1                              | 1025485        |                     | 1,925.00         |
| 100-1610-8100                                          | JJJ FLOOR COVERING INC      | Senior Center Flooring Replacement          | 1025485        |                     | 95,909.50        |
| 100-1610-8100                                          | JJJ FLOOR COVERING INC      | Change Order 2                              | 1025485        |                     | 935.00           |
| 100-2127                                               | JJJ FLOOR COVERING INC      | Retention                                   | 1025485        |                     | -4,938.48        |
| <b>Vendor 6494 - JJJ FLOOR COVERING INC Total:</b>     |                             |                                             |                |                     | <b>93,831.02</b> |
| <b>Vendor: 6204 - JODY ERRANDI SCHULZ</b>              |                             |                                             |                |                     |                  |
| 100-1005-7644                                          | JODY ERRANDI SCHULZ         | Council Vehicle Allowance                   | 8/2023         |                     | 75.00            |
| <b>Vendor 6204 - JODY ERRANDI SCHULZ Total:</b>        |                             |                                             |                |                     | <b>75.00</b>     |
| <b>Vendor: 6418 - JOE ANDREW CURIEL PERZABAL</b>       |                             |                                             |                |                     |                  |
| 100-1605-7730                                          | JOE ANDREW CURIEL PERZAB... | Dive-In Movie 7/14/23 Screen/Projector      | 230714         |                     | 1,118.40         |
| <b>Vendor 6418 - JOE ANDREW CURIEL PERZABAL Total:</b> |                             |                                             |                |                     | <b>1,118.40</b>  |
| <b>Vendor: T4688 - JOEL OLGUIN</b>                     |                             |                                             |                |                     |                  |
| 100-2026                                               | JOEL OLGUIN                 | Equipment Deposit Refund                    | 8012023        |                     | 25.00            |
| <b>Vendor T4688 - JOEL OLGUIN Total:</b>               |                             |                                             |                |                     | <b>25.00</b>     |
| <b>Vendor: T4668 - JOHN COCHICO</b>                    |                             |                                             |                |                     |                  |
| 100-2026                                               | JOHN COCHICO                | Equipment Deposit Refund                    | 8012023        |                     | 25.00            |
| <b>Vendor T4668 - JOHN COCHICO Total:</b>              |                             |                                             |                |                     | <b>25.00</b>     |
| <b>Vendor: 0086 - JOHN FASANA</b>                      |                             |                                             |                |                     |                  |
| 100-1825-7674                                          | JOHN FASANA                 | Health Insurance Reimbursement              | 8/2023         |                     | 435.00           |
| <b>Vendor 0086 - JOHN FASANA Total:</b>                |                             |                                             |                |                     | <b>435.00</b>    |
| <b>Vendor: T3851 - JOVANA VILLEGAS</b>                 |                             |                                             |                |                     |                  |
| 100-1605-7736                                          | JOVANA VILLEGAS             | Instructor Fee-Culinary Class (Summer 2023) | 135822         |                     | 567.00           |
| 100-2026                                               | JOVANA VILLEGAS             | Equipment Deposit Refund                    | 8012023        |                     | 25.00            |
| <b>Vendor T3851 - JOVANA VILLEGAS Total:</b>           |                             |                                             |                |                     | <b>592.00</b>    |
| <b>Vendor: 4903 - JUAN CARLOS ARIAS</b>                |                             |                                             |                |                     |                  |
| 100-2026                                               | JUAN CARLOS ARIAS           | Equipment Deposit Refund                    | 8012023        |                     | 25.00            |
| <b>Vendor 4903 - JUAN CARLOS ARIAS Total:</b>          |                             |                                             |                |                     | <b>25.00</b>     |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                    | Vendor Name                 | Description (Item)                   | Payable Number     | Project Account Key | Amount          |
|-------------------------------------------------------------------|-----------------------------|--------------------------------------|--------------------|---------------------|-----------------|
| <b>Vendor: 6531 - JUAN FLORES</b>                                 |                             |                                      |                    |                     |                 |
| 100-1605-7730                                                     | JUAN FLORES                 | Balance-Foam Party Event 8/8/23      | 23                 |                     | 670.00          |
| <b>Vendor 6531 - JUAN FLORES Total:</b>                           |                             |                                      |                    |                     | <b>670.00</b>   |
| <b>Vendor: 6069 - KIMBERLY BECERRA</b>                            |                             |                                      |                    |                     |                 |
| 100-2026                                                          | KIMBERLY BECERRA            | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor 6069 - KIMBERLY BECERRA Total:</b>                      |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: T4231 - LAURA ORTEGA ARIAS</b>                         |                             |                                      |                    |                     |                 |
| 100-2026                                                          | LAURA ORTEGA ARIAS          | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor T4231 - LAURA ORTEGA ARIAS Total:</b>                   |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: 1927 - LEVON YOTNAKHPARIAN</b>                         |                             |                                      |                    |                     |                 |
| 100-1020-7726                                                     | LEVON YOTNAKHPARIAN         | CC Cablecast 5/2023 - 6/2023         | 7192023            |                     | 2,200.00        |
| <b>Vendor 1927 - LEVON YOTNAKHPARIAN Total:</b>                   |                             |                                      |                    |                     | <b>2,200.00</b> |
| <b>Vendor: 5060 - LINDA HENDERSON</b>                             |                             |                                      |                    |                     |                 |
| 100-1825-7674                                                     | LINDA HENDERSON             | Health Insurance Reimbursement       | 8/2023             |                     | 435.00          |
| <b>Vendor 5060 - LINDA HENDERSON Total:</b>                       |                             |                                      |                    |                     | <b>435.00</b>   |
| <b>Vendor: 2369 - LOS ANGELES COUNTY AUDITOR-CONTROLLER</b>       |                             |                                      |                    |                     |                 |
| 100-1025-7705                                                     | LOS ANGELES COUNTY AUDIT... | FY24 LAFCO Fees                      | 6152023            |                     | 778.51          |
| <b>Vendor 2369 - LOS ANGELES COUNTY AUDITOR-CONTROLLER Total:</b> |                             |                                      |                    |                     | <b>778.51</b>   |
| <b>Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC</b>             |                             |                                      |                    |                     |                 |
| 100-1020-7710                                                     | LUDECKE PROPERTY MANAG...   | Chamber Lease 8/2023                 | 1735-huntplaz-0823 |                     | 1,600.00        |
| <b>Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:</b>       |                             |                                      |                    |                     | <b>1,600.00</b> |
| <b>Vendor: 4666 - LUIS VALENZUELA</b>                             |                             |                                      |                    |                     |                 |
| 100-2026                                                          | LUIS VALENZUELA             | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor 4666 - LUIS VALENZUELA Total:</b>                       |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: 0285 - MARGARET FINLAY</b>                             |                             |                                      |                    |                     |                 |
| 100-1005-7642                                                     | MARGARET FINLAY             | Council Vehicle Allowance            | 8/2023             |                     | 75.00           |
| <b>Vendor 0285 - MARGARET FINLAY Total:</b>                       |                             |                                      |                    |                     | <b>75.00</b>    |
| <b>Vendor: T3443 - MARISA CASTILLO</b>                            |                             |                                      |                    |                     |                 |
| 100-2120                                                          | MARISA CASTILLO             | ROP Bldg Rent Deposit Refund 7/15/23 | R99433             |                     | 150.00          |
| <b>Vendor T3443 - MARISA CASTILLO Total:</b>                      |                             |                                      |                    |                     | <b>150.00</b>   |
| <b>Vendor: T4675 - MARISSA GARCIA</b>                             |                             |                                      |                    |                     |                 |
| 100-2026                                                          | MARISSA GARCIA              | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor T4675 - MARISSA GARCIA Total:</b>                       |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: T4687 - MARISSA MORALES</b>                            |                             |                                      |                    |                     |                 |
| 100-2026                                                          | MARISSA MORALES             | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor T4687 - MARISSA MORALES Total:</b>                      |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: T4682 - MARK HURTADO</b>                               |                             |                                      |                    |                     |                 |
| 100-2026                                                          | MARK HURTADO                | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor T4682 - MARK HURTADO Total:</b>                         |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: T4684 - MELISSA MAGDALENO</b>                          |                             |                                      |                    |                     |                 |
| 100-2026                                                          | MELISSA MAGDALENO           | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor T4684 - MELISSA MAGDALENO Total:</b>                    |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: T4683 - MICHAEL KLIPSCH</b>                            |                             |                                      |                    |                     |                 |
| 100-2026                                                          | MICHAEL KLIPSCH             | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor T4683 - MICHAEL KLIPSCH Total:</b>                      |                             |                                      |                    |                     | <b>25.00</b>    |
| <b>Vendor: 1042 - MICHAEL TARR</b>                                |                             |                                      |                    |                     |                 |
| 100-1825-7674                                                     | MICHAEL TARR                | Health Insurance Reimbursement       | 8/2023             |                     | 566.00          |
| <b>Vendor 1042 - MICHAEL TARR Total:</b>                          |                             |                                      |                    |                     | <b>566.00</b>   |
| <b>Vendor: T4685 - MONIQUE LOPEZ</b>                              |                             |                                      |                    |                     |                 |
| 100-2026                                                          | MONIQUE LOPEZ               | Equipment Deposit Refund             | 8012023            |                     | 25.00           |
| <b>Vendor T4685 - MONIQUE LOPEZ Total:</b>                        |                             |                                      |                    |                     | <b>25.00</b>    |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                                        | Vendor Name                    | Description (Item)                                | Payable Number | Project Account Key          | Amount           |
|---------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------|----------------|------------------------------|------------------|
| <b>Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC</b>                                     |                                |                                                   |                |                              |                  |
| 100-1405-7965                                                                         | MOORE IACOFANO GOLTSMA...      | Environmental Svc for Mel Cyn Debris Basin 6/2023 | 0081999        | 202316/1405-7965-Melcanyo... | 1,011.25         |
| <b>Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:</b>                               |                                |                                                   |                |                              | <b>1,011.25</b>  |
| <b>Vendor: 2461 - MVP, LLC</b>                                                        |                                |                                                   |                |                              |                  |
| 100-1205-7787                                                                         | MVP, LLC                       | Public Safety Lease                               | 8/2023         |                              | 13,664.83        |
| <b>Vendor 2461 - MVP, LLC Total:</b>                                                  |                                |                                                   |                |                              | <b>13,664.83</b> |
| <b>Vendor: T3141 - NATASHA MARTINEZ</b>                                               |                                |                                                   |                |                              |                  |
| 100-2026                                                                              | NATASHA MARTINEZ               | Equipment Deposit Refund                          | 8012023        |                              | 25.00            |
| <b>Vendor T3141 - NATASHA MARTINEZ Total:</b>                                         |                                |                                                   |                |                              | <b>25.00</b>     |
| <b>Vendor: T4698 - NICHOLAS SUROWIEC</b>                                              |                                |                                                   |                |                              |                  |
| 100-2026                                                                              | NICHOLAS SUROWIEC              | Equipment Deposit Refund                          | 8012023        |                              | 25.00            |
| <b>Vendor T4698 - NICHOLAS SUROWIEC Total:</b>                                        |                                |                                                   |                |                              | <b>25.00</b>     |
| <b>Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP</b>       |                                |                                                   |                |                              |                  |
| 100-1810-7673                                                                         | OCCUPATIONAL HEALTH CEN...     | DOT Physical 6/28/2023                            | 79775146       |                              | 122.00           |
| 100-1810-7673                                                                         | OCCUPATIONAL HEALTH CEN...     | Audiogram Srvcs 7/13/2023                         | 79920777       |                              | 195.00           |
| <b>Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP Total:</b> |                                |                                                   |                |                              | <b>317.00</b>    |
| <b>Vendor: 0515 - ORIENTAL TRADING COMPANY INC</b>                                    |                                |                                                   |                |                              |                  |
| 100-1605-7740                                                                         | ORIENTAL TRADING COMPANY..     | Summer Day Camp Supplies                          | 72533313301    |                              | 373.26           |
| <b>Vendor 0515 - ORIENTAL TRADING COMPANY INC Total:</b>                              |                                |                                                   |                |                              | <b>373.26</b>    |
| <b>Vendor: 1197 - PAMELA ROMERO</b>                                                   |                                |                                                   |                |                              |                  |
| 100-1605-7002                                                                         | PAMELA ROMERO                  | CPR Stipend                                       | 8/2023         |                              | 76.92            |
| <b>Vendor 1197 - PAMELA ROMERO Total:</b>                                             |                                |                                                   |                |                              | <b>76.92</b>     |
| <b>Vendor: 6286 - PARTY PRONTO INC</b>                                                |                                |                                                   |                |                              |                  |
| 100-1605-7740                                                                         | PARTY PRONTO INC               | Summer Day Camp Splash Slide                      | O41862         |                              | 488.00           |
|                                                                                       |                                | 7/6/23                                            |                |                              |                  |
| 100-1605-7730                                                                         | PARTY PRONTO INC               | Touch-A-Truck Bouncer Rental                      | O42069         |                              | 283.00           |
|                                                                                       |                                | 8/8/23                                            |                |                              |                  |
| 100-1605-7740                                                                         | PARTY PRONTO INC               | Summer Day Camp Slide Rental                      | O42035         |                              | 488.00           |
|                                                                                       |                                | 7/19/23                                           |                |                              |                  |
| <b>Vendor 6286 - PARTY PRONTO INC Total:</b>                                          |                                |                                                   |                |                              | <b>1,259.00</b>  |
| <b>Vendor: 0231 - POSTMASTER</b>                                                      |                                |                                                   |                |                              |                  |
| 100-1825-7626                                                                         | POSTMASTER                     | FY24 Permit #33 Bulk Mail Fee                     | 8022023        |                              | 310.00           |
| 100-1205-7780                                                                         | POSTMASTER                     | Dog License Mailer (3rd Notice)                   | 8022023a       |                              | 226.01           |
| <b>Vendor 0231 - POSTMASTER Total:</b>                                                |                                |                                                   |                |                              | <b>536.01</b>    |
| <b>Vendor: 6112 - PRECISION AERIAL SERVICES INC</b>                                   |                                |                                                   |                |                              |                  |
| 100-1410-7650                                                                         | PRECISION AERIAL SERVICES I... | Vehicle #2 Hydraulic Cylinder Replacement         | W 26828        |                              | 3,886.35         |
| 100-1410-7650                                                                         | PRECISION AERIAL SERVICES I... | Vehicle #2 Inspection                             | W 26792        |                              | 600.00           |
| <b>Vendor 6112 - PRECISION AERIAL SERVICES INC Total:</b>                             |                                |                                                   |                |                              | <b>4,486.35</b>  |
| <b>Vendor: 5403 - PRONTO GYM SERVICES INC</b>                                         |                                |                                                   |                |                              |                  |
| 100-1610-7652                                                                         | PRONTO GYM SERVICES INC        | Gym Equipment Service/Repair                      | 22877          |                              | 240.00           |
| <b>Vendor 5403 - PRONTO GYM SERVICES INC Total:</b>                                   |                                |                                                   |                |                              | <b>240.00</b>    |
| <b>Vendor: 6372 - R3 CONSULTING GROUP</b>                                             |                                |                                                   |                |                              |                  |
| 100-1825-7687                                                                         | R3 CONSULTING GROUP            | SB1383 Implementation Consulting 6/2023           | 122774         |                              | 6,880.00         |
| 100-1825-7687                                                                         | R3 CONSULTING GROUP            | SB1383 Implementation Consulting thru 7/7/23      | 122775         |                              | 2,015.00         |
| <b>Vendor 6372 - R3 CONSULTING GROUP Total:</b>                                       |                                |                                                   |                |                              | <b>8,895.00</b>  |
| <b>Vendor: T4681 - RACHAEL HOPSON</b>                                                 |                                |                                                   |                |                              |                  |
| 100-2026                                                                              | RACHAEL HOPSON                 | Equipment Deposit Refund                          | 8012023        |                              | 25.00            |
| <b>Vendor T4681 - RACHAEL HOPSON Total:</b>                                           |                                |                                                   |                |                              | <b>25.00</b>     |
| <b>Vendor: T4672 - RICHARD JUDE DELFIN</b>                                            |                                |                                                   |                |                              |                  |
| 100-2026                                                                              | RICHARD JUDE DELFIN            | Equipment Deposit Refund                          | 8012023        |                              | 25.00            |
| <b>Vendor T4672 - RICHARD JUDE DELFIN Total:</b>                                      |                                |                                                   |                |                              | <b>25.00</b>     |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                           | Vendor Name                   | Description (Item)                               | Payable Number | Project Account Key          | Amount           |
|----------------------------------------------------------|-------------------------------|--------------------------------------------------|----------------|------------------------------|------------------|
| <b>Vendor: 0904 - RKA CONSULTING GROUP</b>               |                               |                                                  |                |                              |                  |
| 100-1405-8100                                            | RKA CONSULTING GROUP          | Civic Center Courtyard ADA Project 3/2023        | 33400R         | 202102-Cap Improv-CH CDBG... | 776.40           |
| 100-1405-7969                                            | RKA CONSULTING GROUP          | Engineering Consulting 6/2023                    | 33755R         |                              | 11,303.50        |
| <b>Vendor 0904 - RKA CONSULTING GROUP Total:</b>         |                               |                                                  |                |                              | <b>12,079.90</b> |
| <b>Vendor: 0076 - ROTARY CLUB OF DUARTE</b>              |                               |                                                  |                |                              |                  |
| 100-1005-7642                                            | ROTARY CLUB OF DUARTE         | Margaret Finlay FY24 Q1 Dues                     | Q1 - FY24      |                              | 110.00           |
| 100-1005-7644                                            | ROTARY CLUB OF DUARTE         | Jody Schulz FY24 Q1 Dues                         | Q1 - FY24      |                              | 110.00           |
| 100-1010-7612                                            | ROTARY CLUB OF DUARTE         | Brian Villalobos FY24 Q1 Dues                    | Q1 - FY24      |                              | 240.00           |
| 100-1205-7612                                            | ROTARY CLUB OF DUARTE         | Larry Breceda FY24 Q1 Dues                       | Q1 - FY24      |                              | 240.00           |
| 100-1205-7612                                            | ROTARY CLUB OF DUARTE         | Tony Hadloc FY24 Q1 Dues                         | Q1 - FY24      |                              | 240.00           |
| 100-1805-7612                                            | ROTARY CLUB OF DUARTE         | Kristen Petersen FY24 Q1 Dues                    | Q1 - FY24      |                              | 240.00           |
| <b>Vendor 0076 - ROTARY CLUB OF DUARTE Total:</b>        |                               |                                                  |                |                              | <b>1,180.00</b>  |
| <b>Vendor: T4702 - RYAN VILLEGAS</b>                     |                               |                                                  |                |                              |                  |
| 100-2026                                                 | RYAN VILLEGAS                 | Equipment Deposit Refund                         | 8012023        |                              | 25.00            |
| <b>Vendor T4702 - RYAN VILLEGAS Total:</b>               |                               |                                                  |                |                              | <b>25.00</b>     |
| <b>Vendor: 6014 - SAMANTHA MARTINEZ</b>                  |                               |                                                  |                |                              |                  |
| 100-2026                                                 | SAMANTHA MARTINEZ             | Equipment Deposit Refund                         | 8012023        |                              | 25.00            |
| <b>Vendor 6014 - SAMANTHA MARTINEZ Total:</b>            |                               |                                                  |                |                              | <b>25.00</b>     |
| <b>Vendor: T4694 - SAMANTHA RAMOS</b>                    |                               |                                                  |                |                              |                  |
| 100-2026                                                 | SAMANTHA RAMOS                | Equipment Deposit Refund                         | 8012023        |                              | 25.00            |
| <b>Vendor T4694 - SAMANTHA RAMOS Total:</b>              |                               |                                                  |                |                              | <b>25.00</b>     |
| <b>Vendor: 5263 - SAMUEL KANG</b>                        |                               |                                                  |                |                              |                  |
| 100-1005-7648                                            | SAMUEL KANG                   | Council Vehicle Allowance                        | 8/2023         |                              | 75.00            |
| <b>Vendor 5263 - SAMUEL KANG Total:</b>                  |                               |                                                  |                |                              | <b>75.00</b>     |
| <b>Vendor: T4689 - SANDRA PASILLAS</b>                   |                               |                                                  |                |                              |                  |
| 100-2026                                                 | SANDRA PASILLAS               | Equipment Deposit Refund                         | 8012023        |                              | 25.00            |
| <b>Vendor T4689 - SANDRA PASILLAS Total:</b>             |                               |                                                  |                |                              | <b>25.00</b>     |
| <b>Vendor: 0282 - SCMAF-SAN GABRIEL VALLEY</b>           |                               |                                                  |                |                              |                  |
| 100-2121                                                 | SCMAF-SAN GABRIEL VALLEY      | Track & Field Meet/Championship Fees             | TF23DUARTE2    |                              | 90.00            |
| <b>Vendor 0282 - SCMAF-SAN GABRIEL VALLEY Total:</b>     |                               |                                                  |                |                              | <b>90.00</b>     |
| <b>Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES</b>       |                               |                                                  |                |                              |                  |
| 100-1610-7618                                            | SIGNAL HILL AUTO ENTERPRIS... | Building Maint Supplies- Recycled Paper Products | 042433         |                              | 1,302.41         |
| 100-1610-7618                                            | SIGNAL HILL AUTO ENTERPRIS... | Building Maintenance Supplies                    | 042435         |                              | 3,661.90         |
| 100-1610-7618                                            | SIGNAL HILL AUTO ENTERPRIS... | Building Maintenance Supplies                    | 042435-02      |                              | 218.36           |
| 100-1610-7618                                            | SIGNAL HILL AUTO ENTERPRIS... | Building Maint Supplies- Recycled Paper Products | 042433-01      |                              | 482.33           |
| <b>Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:</b> |                               |                                                  |                |                              | <b>5,665.00</b>  |
| <b>Vendor: 0206 - SIMON EQUIPMENT RENTALS</b>            |                               |                                                  |                |                              |                  |
| 100-1610-7652                                            | SIMON EQUIPMENT RENTALS       | Scissor Lift Rental                              | 152695         |                              | 531.54           |
| 100-1605-7729                                            | SIMON EQUIPMENT RENTALS       | Concerts in the Park Generator Rental 7/25/23    | 153456         |                              | 242.48           |
| <b>Vendor 0206 - SIMON EQUIPMENT RENTALS Total:</b>      |                               |                                                  |                |                              | <b>774.02</b>    |
| <b>Vendor: 0209 - SMART &amp; FINAL</b>                  |                               |                                                  |                |                              |                  |
| 100-1605-7980                                            | SMART & FINAL                 | PMLB Month Ice Cream                             | 197300         |                              | 108.40           |
| 100-1605-7730                                            | SMART & FINAL                 | Yappy Hour Event Raffle Prizes                   | 692000         |                              | 27.26            |
| 100-1605-7730                                            | SMART & FINAL                 | Dive-In Movie 7/14/23 Snacks                     | 687200         |                              | 142.34           |
| 100-1605-7729                                            | SMART & FINAL                 | Summer Concert 7/17/23 Snacks                    | 040577         |                              | 85.45            |
| 100-1605-7733                                            | SMART & FINAL                 | PMLB Month Ice Cream (Senior Ctr)                | 405777         |                              | 105.68           |
| 100-1610-7618                                            | SMART & FINAL                 | Senior Ctr Coffee Supplies                       | 641311         |                              | 133.74           |
| 100-1610-7618                                            | SMART & FINAL                 | Parks & Rec Drinks                               | 804699         |                              | 29.63            |
| 100-1605-7741                                            | SMART & FINAL                 | T-Ball Supplies                                  | 196922         |                              | 53.96            |
| 100-1605-7740                                            | SMART & FINAL                 | Summer Day Camp Supplies                         | 538677         |                              | 22.98            |

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| Account Number                                     | Vendor Name                 | Description (Item)                             | Payable Number | Project Account Key        | Amount    |
|----------------------------------------------------|-----------------------------|------------------------------------------------|----------------|----------------------------|-----------|
| 100-1605-7737                                      | SMART & FINAL               | Adult Excursion Snacks (Dodger Game)           | 356900         |                            | 123.60    |
| 100-1610-7618                                      | SMART & FINAL               | Senior Ctr Coffee Supplies                     | 871788         |                            | 176.99    |
| Vendor 0209 - SMART & FINAL Total:                 |                             |                                                |                |                            | 1,010.03  |
| Vendor: T4669 - SOFIA CORRAL                       |                             |                                                |                |                            |           |
| 100-2026                                           | SOFIA CORRAL                | Equipment Deposit Refund                       | 8012023        |                            | 25.00     |
| Vendor T4669 - SOFIA CORRAL Total:                 |                             |                                                |                |                            | 25.00     |
| Vendor: T4691 - SOFIA PEREZ                        |                             |                                                |                |                            |           |
| 100-2026                                           | SOFIA PEREZ                 | Equipment Deposit Refund                       | 8012023        |                            | 25.00     |
| Vendor T4691 - SOFIA PEREZ Total:                  |                             |                                                |                |                            | 25.00     |
| Vendor: 2688 - STAPLES ADVANTAGE                   |                             |                                                |                |                            |           |
| 100-1010-7614                                      | STAPLES ADVANTAGE           | City Certificate/Office Supplies               | 3542207067     |                            | 131.16    |
| 100-1605-7614                                      | STAPLES ADVANTAGE           | Parks & Rec Printer Toner                      | 3542514415     |                            | 455.70    |
| 100-1205-7694                                      | STAPLES ADVANTAGE           | Public Safety Commissioner Supplies            | 3542514416     |                            | 94.88     |
| 100-1010-7614                                      | STAPLES ADVANTAGE           | Council Nameplate Holders                      | 3542789303     |                            | 94.91     |
| Vendor 2688 - STAPLES ADVANTAGE Total:             |                             |                                                |                |                            | 776.65    |
| Vendor: 0083 - STEVE ESBENSHADE                    |                             |                                                |                |                            |           |
| 100-1825-7674                                      | STEVE ESBENSHADE            | Health Insurance Reimbursement                 | 8/2023         |                            | 435.00    |
| Vendor 0083 - STEVE ESBENSHADE Total:              |                             |                                                |                |                            | 435.00    |
| Vendor: 5951 - SUSANA OLIVER                       |                             |                                                |                |                            |           |
| 100-2026                                           | SUSANA OLIVER               | Equipment Deposit Refund                       | 8012023        |                            | 25.00     |
| Vendor 5951 - SUSANA OLIVER Total:                 |                             |                                                |                |                            | 25.00     |
| Vendor: 4454 - SWANK MOTION PICTURES INC           |                             |                                                |                |                            |           |
| 100-1605-7730                                      | SWANK MOTION PICTURES INC   | Dive-In Movie 7/14/23 Movie License/Use        | RG 3418012     |                            | 514.75    |
| Vendor 4454 - SWANK MOTION PICTURES INC Total:     |                             |                                                |                |                            | 514.75    |
| Vendor: 6457 - TERA MARTIN DEL CAMPO               |                             |                                                |                |                            |           |
| 100-1005-7641                                      | TERA MARTIN DEL CAMPO       | Council Vehicle Allowance                      | 8/2023         |                            | 75.00     |
| Vendor 6457 - TERA MARTIN DEL CAMPO Total:         |                             |                                                |                |                            | 75.00     |
| Vendor: 3904 - TERESA RENTERIA                     |                             |                                                |                |                            |           |
| 100-1825-7674                                      | TERESA RENTERIA             | Health Insurance Reimbursement                 | 8/2023         |                            | 566.00    |
| Vendor 3904 - TERESA RENTERIA Total:               |                             |                                                |                |                            | 566.00    |
| Vendor: 5832 - TFN ARCHITECTURAL SIGNAGE INC       |                             |                                                |                |                            |           |
| 100-1820-7771                                      | TFN ARCHITECTURAL SIGNAGE.. | Monument Sign-Hunt Dr/Encanto Pwy Median       | 230642         | DMGE079-Monument Sign-M... | 19,028.10 |
| Vendor 5832 - TFN ARCHITECTURAL SIGNAGE INC Total: |                             |                                                |                |                            | 19,028.10 |
| Vendor: 5029 - THE TECHNOLOGY DEPOT INC            |                             |                                                |                |                            |           |
| 100-1815-7830                                      | THE TECHNOLOGY DEPOT INC    | Cloud Connect SIP & E911 Bundle 8/2023         | 21492          |                            | 316.25    |
| 100-1815-7830                                      | THE TECHNOLOGY DEPOT INC    | Telephone Cloud Connect 8/2023                 | 21493          |                            | 653.29    |
| 100-1815-7830                                      | THE TECHNOLOGY DEPOT INC    | Mitel Maintenance 8/2023                       | 21494          |                            | 464.20    |
| 100-1815-7830                                      | THE TECHNOLOGY DEPOT INC    | SD Wan w/VELO Cloud Connect 8/2023             | 21495          |                            | 652.74    |
| 100-1815-7821                                      | THE TECHNOLOGY DEPOT INC    | VITA Mgmt 8/2023                               | 21496          |                            | 608.30    |
| Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:      |                             |                                                |                |                            | 2,694.78  |
| Vendor: 6100 - TONEY LEWIS                         |                             |                                                |                |                            |           |
| 100-1005-7650                                      | TONEY LEWIS                 | Council Vehicle Allowance                      | 8/2023         |                            | 75.00     |
| Vendor 6100 - TONEY LEWIS Total:                   |                             |                                                |                |                            | 75.00     |
| Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES          |                             |                                                |                |                            |           |
| 100-1020-7712                                      | TRIPEPI SMITH & ASSOCIATES  | Communication & Social Media Management 7/2023 | 10484          |                            | 9,030.00  |
| 100-1020-7720                                      | TRIPEPI SMITH & ASSOCIATES  | PEG Channel Management Services 7/2023         | 10485          |                            | 2,255.00  |



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| Account Number                                  | Vendor Name                | Description (Item)                                    | Payable Number | Project Account Key | Amount    |
|-------------------------------------------------|----------------------------|-------------------------------------------------------|----------------|---------------------|-----------|
| 100-1020-7720                                   | TRIPEPI SMITH & ASSOCIATES | PEG Policy Development<br>7/2023                      | 10492          |                     | 1,450.00  |
| Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total: |                            |                                                       |                |                     | 12,735.00 |
| Vendor: 4484 - U.S. BANK                        |                            |                                                       |                |                     |           |
| 100-1005-7640                                   | U.S. BANK                  | Cesar Garcia Headshot Printing<br>(Curo Print)        | 6302023BV      |                     | 99.23     |
| 100-1005-7648                                   | U.S. BANK                  | Sam K TC Boxing Tournament<br>Hotel 6/2023 (Soboba)   | 6302023BV      |                     | 690.80    |
| 100-1010-7612                                   | U.S. BANK                  | Pasadena Star News Online<br>Subscription             | 6302023BV      |                     | 18.00     |
| 100-1010-7614                                   | U.S. BANK                  | City Mgr's Office Signature<br>Stamps (Stamp Out)     | 6302023BV      |                     | 122.31    |
| 100-1205-7655                                   | U.S. BANK                  | EOC Scheduling Software<br>(Getsling.com)             | 6302023BV      |                     | 408.00    |
| 100-1410-7636                                   | U.S. BANK                  | Field Srvcs (5) Rain Jackets<br>(Amazon)              | 6302023CH      |                     | 349.14    |
| 100-1410-7636                                   | U.S. BANK                  | Field Srvcs (4) Pro Rainwear<br>Pants (Amazon)        | 6302023CH      |                     | 176.36    |
| 100-1410-7636                                   | U.S. BANK                  | Return-Field Srvc (1) Rain<br>Jacket (Amazon)         | 6302023CH      |                     | -58.98    |
| 100-1805-7610                                   | U.S. BANK                  | Staff Meeting Food 6/30/2023<br>(Jamba Juice)         | 6302023KP      |                     | 66.32     |
| 100-1805-7965                                   | U.S. BANK                  | STR Trend Report Q2 4/2023 -<br>6/2023                | 6302023KP      |                     | 660.00    |
| 100-2123                                        | U.S. BANK                  | Special Event/Instructor Ins<br>4/23 - 6/23 (Alliant) | 6302023KP      |                     | 949.00    |
| 100-1205-7615                                   | U.S. BANK                  | KP Visa-Fraud (EOC Storage<br>Equip-BoxSpace.Shop)    | 6302023KP-1    |                     | -1,200.00 |
| 100-1605-7758                                   | U.S. BANK                  | KP Visa-Credit-July 3rd Event<br>(Eagle Portables)    | 6302023KP-2    |                     | -525.00   |
| 100-1005-7648                                   | U.S. BANK                  | Sam Kang League of CA Cities<br>Conf Reg 9/2023       | 7252023BV      |                     | 650.00    |
| 100-1005-7650                                   | U.S. BANK                  | Toney Lewis League of Ca<br>Cities Conf Reg 9/2023    | 7252023BV      |                     | 650.00    |
| 100-1005-7980                                   | U.S. BANK                  | DashPass Subscription 7/5/23 -<br>8/5/23 (DoorDash)   | 7252023BV      |                     | 9.99      |
| 100-1010-7610                                   | U.S. BANK                  | Meeting w/PS Director/Liaison<br>Sergeant (Max's)     | 7252023BV      |                     | 53.37     |
| 100-1010-7610                                   | U.S. BANK                  | Brian Villalobos Fall Seminar<br>Registration (CCCA)  | 7252023BV      |                     | 725.00    |
| 100-1010-7612                                   | U.S. BANK                  | Christine Soo CCACM<br>Membership 7/1/23 - 6/30/24    | 7252023BV      |                     | 250.00    |
| 100-1020-7712                                   | U.S. BANK                  | Spotify Subscription                                  | 7252023BV      |                     | 9.99      |
| 100-1205-7980                                   | U.S. BANK                  | PS ZoomOnePro 7/2/2023 -<br>7/1/2024 (Zoom.us)        | 7252023BV      |                     | 299.80    |
| 100-1410-7610                                   | U.S. BANK                  | Gerard MSA Membership<br>Training/Lunch               | 7252023CH      |                     | 25.88     |
| 100-1815-7632                                   | U.S. BANK                  | CMD Dropbox Plus 7/8/2023 -<br>7/8/2024               | 7252023CH      |                     | 119.88    |
| 100-1025-7703                                   | U.S. BANK                  | FY24 Annual Membership<br>(CCCA)                      | 7252023KP      |                     | 4,000.00  |
| 100-1605-7733                                   | U.S. BANK                  | Netflix-Senior Ctr 7/4/23 -<br>8/3/23                 | 7252023KP      |                     | 7.74      |
| 100-1605-7735                                   | U.S. BANK                  | Netflix-Teen Ctr 7/4/23 -<br>8/3/23                   | 7252023KP      |                     | 7.75      |
| 100-1810-7671                                   | U.S. BANK                  | Associate Planner Recruitment<br>(APA CA)             | 7252023KP      |                     | 250.00    |
| 100-1810-7671                                   | U.S. BANK                  | Associate Planner Recruitment<br>(APA CA-IE)          | 7252023KP      |                     | 30.00     |
| 100-1810-7980                                   | U.S. BANK                  | Interview Panel Breakfast<br>7/19/23 (Coffee Bean)    | 7252023KP      |                     | 54.86     |
| 100-1810-7980                                   | U.S. BANK                  | Interview Panel Lunch 7/19/23<br>(Hope Village)       | 7252023KP      |                     | 104.10    |

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| Account Number                                                 | Vendor Name                | Description (Item)                                 | Payable Number | Project Account Key | Amount   |
|----------------------------------------------------------------|----------------------------|----------------------------------------------------|----------------|---------------------|----------|
| 100-1810-7980                                                  | U.S. BANK                  | Interview Panel Drinks 7/19/23 (Smart & Final)     | 7252023KP      |                     | 14.99    |
| 100-1815-7632                                                  | U.S. BANK                  | Finance Webinar 7/7/23 - 8/6/23 (Zoom)             | 7252023KP      |                     | 80.00    |
| 100-1815-7632                                                  | U.S. BANK                  | Adobe Creative Cloud/Arcobat Pro 7/13/23 - 8/12/23 | 7252023KP      |                     | 780.71   |
| 100-2121                                                       | U.S. BANK                  | KP Used Card In Error/Reimbursement (Pavilions)    | 7252023KP      |                     | 7.10     |
| Vendor 4484 - U.S. BANK Total:                                 |                            |                                                    |                |                     | 9,886.34 |
| Vendor: 5609 - VALERIE VAZQUEZ                                 |                            |                                                    |                |                     |          |
| 100-2026                                                       | VALERIE VAZQUEZ            | Equipment Deposit Refund                           | 8012023        |                     | 25.00    |
| Vendor 5609 - VALERIE VAZQUEZ Total:                           |                            |                                                    |                |                     | 25.00    |
| Vendor: T4695 - VANESSA SANCHEZ                                |                            |                                                    |                |                     |          |
| 100-2026                                                       | VANESSA SANCHEZ            | Equipment Deposit Refund                           | 8012023        |                     | 25.00    |
| Vendor T4695 - VANESSA SANCHEZ Total:                          |                            |                                                    |                |                     | 25.00    |
| Vendor: T3790 - VICTOR MARIN                                   |                            |                                                    |                |                     |          |
| 100-2120                                                       | VICTOR MARIN               | SC Rent Deposit Refund 7/22/23                     | R99875         |                     | 500.00   |
| Vendor T3790 - VICTOR MARIN Total:                             |                            |                                                    |                |                     | 500.00   |
| Vendor: 6196 - VINH TRUONG                                     |                            |                                                    |                |                     |          |
| 100-1005-7643                                                  | VINH TRUONG                | Council Vehicle Allowance                          | 8/2023         |                     | 75.00    |
| Vendor 6196 - VINH TRUONG Total:                               |                            |                                                    |                |                     | 75.00    |
| Vendor: 5835 - WALLACE WOLFF                                   |                            |                                                    |                |                     |          |
| 100-1405-7690                                                  | WALLACE WOLFF              | Planning Commission Meeting                        | 7/17/2023      |                     | 50.00    |
| Vendor 5835 - WALLACE WOLFF Total:                             |                            |                                                    |                |                     | 50.00    |
| Vendor: 6113 - WARDS SERVICE                                   |                            |                                                    |                |                     |          |
| 100-1010-7650                                                  | WARDS SERVICE              | Vehicle #35 Service/Repair                         | 92165          |                     | 154.75   |
| Vendor 6113 - WARDS SERVICE Total:                             |                            |                                                    |                |                     | 154.75   |
| Vendor: 5571 - WELLS FARGO VENDOR FINANCIAL SERVICES LLC       |                            |                                                    |                |                     |          |
| 100-1815-7630                                                  | WELLS FARGO VENDOR FINA... | Apple Leases Year 2 of 2 Balance                   | 5025972341     |                     | 1,713.90 |
| Vendor 5571 - WELLS FARGO VENDOR FINANCIAL SERVICES LLC Total: |                            |                                                    |                |                     | 1,713.90 |
| Vendor: 5992 - WESTERN EXTERMINATOR COMPANY                    |                            |                                                    |                |                     |          |
| 100-1610-7652                                                  | WESTERN EXTERMINATOR C...  | Pest Control Services-CC 7/2023                    | 48740156       |                     | 73.25    |
| 100-1610-7652                                                  | WESTERN EXTERMINATOR C...  | Pest Control Services-FC/Pool 7/2023               | 48740166       |                     | 73.25    |
| 100-1610-7652                                                  | WESTERN EXTERMINATOR C...  | Pest Control Services-TC 7/2023                    | 48742638       |                     | 73.25    |
| 100-1610-7652                                                  | WESTERN EXTERMINATOR C...  | Pest Control Services-CH 7/2023                    | 48742639       |                     | 73.25    |
| 100-1610-7652                                                  | WESTERN EXTERMINATOR C...  | Mosquito Program Maintenance-TC 7/2023             | 48742640       |                     | 179.20   |
| 100-1610-7652                                                  | WESTERN EXTERMINATOR C...  | Pest Control Services-SC 7/2023                    | 48742641       |                     | 73.25    |
| Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:              |                            |                                                    |                |                     | 545.45   |
| Vendor: 4797 - WEX BANK                                        |                            |                                                    |                |                     |          |
| 100-1605-7650                                                  | WEX BANK                   | Parks & Rec Fuel 6/1/23 - 6/30/23                  | 90185375       |                     | 73.73    |
| Vendor 4797 - WEX BANK Total:                                  |                            |                                                    |                |                     | 73.73    |
| Vendor: T4705 - YESENIA HERNANDEZ                              |                            |                                                    |                |                     |          |
| 100-2120                                                       | YESENIA HERNANDEZ          | SC Rent Deposit Refund 7/29/23                     | R99970         |                     | 500.00   |
| Vendor T4705 - YESENIA HERNANDEZ Total:                        |                            |                                                    |                |                     | 500.00   |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                          | Vendor Name                 | Description (Item)                                 | Payable Number | Project Account Key            | Amount            |
|---------------------------------------------------------|-----------------------------|----------------------------------------------------|----------------|--------------------------------|-------------------|
| <b>Vendor: 4413 - YOUNG REMBRANDTS</b>                  |                             |                                                    |                |                                |                   |
| 100-1605-7736                                           | YOUNG REMBRANDTS            | Instructor Fee-Basics of Elem/Cartoon Drawing      | 95199          |                                | 928.20            |
| <b>Vendor 4413 - YOUNG REMBRANDTS Total:</b>            |                             |                                                    |                |                                | <b>928.20</b>     |
| <b>Fund 100 - GENERAL FUND Total:</b>                   |                             |                                                    |                |                                | <b>246,332.43</b> |
| <b>Fund: 220 - GAS TAX FUN</b>                          |                             |                                                    |                |                                |                   |
| <b>Vendor: 3957 - JCL TRAFFIC SERVICES</b>              |                             |                                                    |                |                                |                   |
| 220-2210-7813                                           | JCL TRAFFIC SERVICES        | Special Street Name Sign                           | 120273         |                                | 88.20             |
| 220-2210-7813                                           | JCL TRAFFIC SERVICES        | Parking Signs                                      | 120284         |                                | 509.36            |
| <b>Vendor 3957 - JCL TRAFFIC SERVICES Total:</b>        |                             |                                                    |                |                                | <b>597.56</b>     |
| <b>Vendor: 5554 - PALP INC</b>                          |                             |                                                    |                |                                |                   |
| 220-2127                                                | PALP INC                    | Retention                                          | 2 Project 22-2 | 202125/220-2127-Highland/H...  | -5,090.00         |
| 220-2205-8100                                           | PALP INC                    | Highland/Huntington Traffic Signal Upgrades 6/2023 | 2 Project 22-2 | 202125-Highland/Huntington ... | 101,800.00        |
| <b>Vendor 5554 - PALP INC Total:</b>                    |                             |                                                    |                |                                | <b>96,710.00</b>  |
| <b>Fund 220 - GAS TAX FUN Total:</b>                    |                             |                                                    |                |                                | <b>97,307.56</b>  |
| <b>Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND</b> |                             |                                                    |                |                                |                   |
| <b>Vendor: 1570 - A1 MAINTENANCE SERVICES CA</b>        |                             |                                                    |                |                                |                   |
| 240-2426-7810                                           | A1 MAINTENANCE SERVICES ... | Grocery Outlet Sweeping 7/2023                     | 204378         |                                | 784.00            |
| <b>Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:</b>  |                             |                                                    |                |                                | <b>784.00</b>     |
| <b>Vendor: 1060 - BEE REMOVERS</b>                      |                             |                                                    |                |                                |                   |
| 240-2410-7662                                           | BEE REMOVERS                | Bee Removal-2061 Broadland 7/12/23                 | 601380         |                                | 165.00            |
| <b>Vendor 1060 - BEE REMOVERS Total:</b>                |                             |                                                    |                |                                | <b>165.00</b>     |
| <b>Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC</b> |                             |                                                    |                |                                |                   |
| 240-2427-7887                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Renovation-Rancho Verde LLD              | 8493609        |                                | 979.34            |
| 240-2410-7915                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 10,537.29         |
| 240-2410-7917                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 681.41            |
| 240-2410-7917                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 6,807.23          |
| 240-2420-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 484.95            |
| 240-2421-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 1,826.50          |
| 240-2422-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 675.21            |
| 240-2423-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 1,264.50          |
| 240-2424-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 772.75            |
| 240-2425-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 562.00            |
| 240-2426-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 252.90            |
| 240-2427-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 885.61            |
| 240-2431-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 1,124.00          |
| 240-2432-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 1,173.18          |
| 240-2433-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 744.65            |
| 240-2434-7914                                           | BRIGHTVIEW LANDSCAPE SER... | Landscape Maintenance 8/2023                       | 8512100        |                                | 498.78            |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                  | Vendor Name                   | Description (Item)                                   | Payable Number | Project Account Key             | Amount    |
|-----------------------------------------------------------------|-------------------------------|------------------------------------------------------|----------------|---------------------------------|-----------|
| 240-2435-7914                                                   | BRIGHTVIEW LANDSCAPE SER...   | Landscape Maintenance<br>8/2023                      | 8512100        |                                 | 702.50    |
| Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:          |                               |                                                      |                |                                 | 29,972.80 |
| Vendor: 0788 - HOME DEPOT CREDIT SERVICES                       |                               |                                                      |                |                                 |           |
| 240-2410-7888                                                   | HOME DEPOT CREDIT SERVICES    | Irrigation Repairs-Encanto Park                      | 8615383        |                                 | 74.32     |
| Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:                 |                               |                                                      |                |                                 | 74.32     |
| Vendor: 3968 - LANDSCAPE WAREHOUSE III                          |                               |                                                      |                |                                 |           |
| 240-2410-7888                                                   | LANDSCAPE WAREHOUSE III       | Irrigation Repairs-Recreational<br>Trail             | 4186459        |                                 | 692.34    |
| Vendor 3968 - LANDSCAPE WAREHOUSE III Total:                    |                               |                                                      |                |                                 | 692.34    |
| Vendor: 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION       |                               |                                                      |                |                                 |           |
| 240-2405-7877                                                   | STATE OF CALIFORNIA DEPT O... | Caltrans Signal Maintenance<br>4/2023 - 6/2023       | SL231106       |                                 | 2,303.15  |
| Vendor 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION Total: |                               |                                                      |                |                                 | 2,303.15  |
| Vendor: 4484 - U.S. BANK                                        |                               |                                                      |                |                                 |           |
| 240-2426-7887                                                   | U.S. BANK                     | FS Espen LED Driver/Off! Deep<br>Woods (Amazon)      | 6302023CH      |                                 | 68.51     |
| Vendor 4484 - U.S. BANK Total:                                  |                               |                                                      |                |                                 | 68.51     |
| Vendor: 1521 - WEST COAST ARBORISTS INC                         |                               |                                                      |                |                                 |           |
| 240-2410-7909                                                   | WEST COAST ARBORISTS INC      | Citywide Tree Trimming                               | 202506-A       |                                 | 2,107.20  |
| Vendor 1521 - WEST COAST ARBORISTS INC Total:                   |                               |                                                      |                |                                 | 2,107.20  |
| Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:          |                               |                                                      |                |                                 | 36,167.32 |
| Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)                  |                               |                                                      |                |                                 |           |
| Vendor: 6189 - ENTERPRISE FM TRUST                              |                               |                                                      |                |                                 |           |
| 320-3205-8013                                                   | ENTERPRISE FM TRUST           | Vehicle 24 Lease/Maint<br>7/1/2023 - 7/31/2023       | FBN4788757     |                                 | 467.13    |
| 320-3205-8013                                                   | ENTERPRISE FM TRUST           | Vehicle 31 Lease/Maint<br>7/1/2023 - 7/31/2023       | FBN4788757     |                                 | 527.38    |
| 320-3205-8013                                                   | ENTERPRISE FM TRUST           | Vehicle 34 Lease/Maint<br>7/1/2023 - 7/31/2023       | FBN4788757     |                                 | 615.05    |
| Vendor 6189 - ENTERPRISE FM TRUST Total:                        |                               |                                                      |                |                                 | 1,609.56  |
| Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:            |                               |                                                      |                |                                 | 1,609.56  |
| Fund: 400 - PARK DEVELOPMENT GRANT FUND                         |                               |                                                      |                |                                 |           |
| Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC                      |                               |                                                      |                |                                 |           |
| 400-4005-8041                                                   | MOORE IACOFANO GOLTSMA...     | Design Services-Duarte Park<br>Revitalization 5/2023 | 0081651        | 202213-Capial Exp-Duarte Par... | 1,682.50  |
| 400-4005-8041                                                   | MOORE IACOFANO GOLTSMA...     | Design Services-Duarte Park<br>Revitalization 6/2023 | 0082021        | 202213-Capial Exp-Duarte Par... | 7,322.50  |
| Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:                |                               |                                                      |                |                                 | 9,005.00  |
| Fund 400 - PARK DEVELOPMENT GRANT FUND Total:                   |                               |                                                      |                |                                 | 9,005.00  |
| Fund: 440 - PROPOSITION A TRANSIT FUND                          |                               |                                                      |                |                                 |           |
| Vendor: 3192 - FOOTHILL TRANSIT                                 |                               |                                                      |                |                                 |           |
| 440-4405-8013                                                   | FOOTHILL TRANSIT              | 52nd Installment of 3rd Bus<br>7/2023                | SI009629       |                                 | 3,887.05  |
| 440-4405-7960                                                   | FOOTHILL TRANSIT              | Duarte Local Service 6/2023                          | SI009630       |                                 | 31,080.43 |
| 440-5004                                                        | FOOTHILL TRANSIT              | Duarte Local Service 6/2023                          | SI009630       |                                 | -1,472.27 |
| Vendor 3192 - FOOTHILL TRANSIT Total:                           |                               |                                                      |                |                                 | 33,495.21 |
| Fund 440 - PROPOSITION A TRANSIT FUND Total:                    |                               |                                                      |                |                                 | 33,495.21 |
| Fund: 460 - PROPOSITION C TRANSIT FUND                          |                               |                                                      |                |                                 |           |
| Vendor: 3192 - FOOTHILL TRANSIT                                 |                               |                                                      |                |                                 |           |
| 460-4605-8013                                                   | FOOTHILL TRANSIT              | 52nd Installment of 3rd Bus<br>7/2023                | SI009629       |                                 | 3,180.31  |
| 460-4605-7960                                                   | FOOTHILL TRANSIT              | Duarte Local Service 6/2023                          | SI009630       |                                 | 25,429.44 |
| 460-5004                                                        | FOOTHILL TRANSIT              | Duarte Local Service 6/2023                          | SI009630       |                                 | -1,204.58 |
| Vendor 3192 - FOOTHILL TRANSIT Total:                           |                               |                                                      |                |                                 | 27,405.17 |
| Fund 460 - PROPOSITION C TRANSIT FUND Total:                    |                               |                                                      |                |                                 | 27,405.17 |

## Council Warrant Register By Vendor

Payment Dates: 7/27/2023 - 8/9/2023

| Account Number                                                 | Vendor Name                  | Description (Item)     | Payable Number | Project Account Key | Amount     |
|----------------------------------------------------------------|------------------------------|------------------------|----------------|---------------------|------------|
| Fund: 680 - Duarte Housing Authority                           |                              |                        |                |                     |            |
| Vendor: 6183 - SAN GABRIEL VALLEY REGIONAL HOUSING TRUST       |                              |                        |                |                     |            |
| 680-6805-7980                                                  | SAN GABRIEL VALLEY REGION... | FY24 SGVRHT Membership | FY24-RHT-10    |                     | 10,647.47  |
| Vendor 6183 - SAN GABRIEL VALLEY REGIONAL HOUSING TRUST Total: |                              |                        |                |                     | 10,647.47  |
| Fund 680 - Duarte Housing Authority Total:                     |                              |                        |                |                     | 10,647.47  |
| Grand Total:                                                   |                              |                        |                |                     | 461,969.72 |

## Report Summary

## Fund Summary

| Fund                                       | Payment Amount    |
|--------------------------------------------|-------------------|
| 100 - GENERAL FUND                         | 246,332.43        |
| 220 - GAS TAX FUN                          | 97,307.56         |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND | 36,167.32         |
| 320 - AIR QUALITY MANAGEMENT FUND (AQMD)   | 1,609.56          |
| 400 - PARK DEVELOPMENT GRANT FUND          | 9,005.00          |
| 440 - PROPOSITION A TRANSIT FUND           | 33,495.21         |
| 460 - PROPOSITION C TRANSIT FUND           | 27,405.17         |
| 680 - Duarte Housing Authority             | 10,647.47         |
| <b>Grand Total:</b>                        | <b>461,969.72</b> |

## Account Summary

| Account Number | Account Name                 | Payment Amount |
|----------------|------------------------------|----------------|
| 100-1005-7640  | Travel & Exp - Garcia        | 174.23         |
| 100-1005-7641  | Travel & Exp - Martin Del... | 75.00          |
| 100-1005-7642  | Travel & Exp - Finlay        | 185.00         |
| 100-1005-7643  | Travel & Exp - Truong        | 75.00          |
| 100-1005-7644  | Travel & Exp - Schulz        | 185.00         |
| 100-1005-7648  | Travel & Exp - Kang          | 1,415.80       |
| 100-1005-7650  | Travel & Exp - Lewis         | 725.00         |
| 100-1005-7980  | Other Expenses               | 9.99           |
| 100-1010-7610  | Travel, Mtgs & Conf          | 778.37         |
| 100-1010-7612  | Publications and Dues        | 508.00         |
| 100-1010-7614  | Office Supplies              | 348.38         |
| 100-1010-7650  | Vehicle Maintenance          | 401.05         |
| 100-1015-7682  | Labor Counsel Legal          | 275.00         |
| 100-1020-7710  | Chamber Of Commerce          | 1,600.00       |
| 100-1020-7712  | Community Information ...    | 9,218.60       |
| 100-1020-7720  | DCTV                         | 3,705.00       |
| 100-1020-7724  | Post Office Parking          | 161.58         |
| 100-1020-7726  | Council Cablecasting         | 2,200.00       |
| 100-1025-7703  | Contract Cities Assoc        | 4,000.00       |
| 100-1025-7705  | LAFCO Membership             | 778.51         |
| 100-1205-7076  | Tuition Reimbursement        | 3,000.00       |
| 100-1205-7612  | Publications and Dues        | 480.00         |
| 100-1205-7615  | Emergency Supplies           | -1,191.90      |
| 100-1205-7636  | Uniforms                     | 481.68         |
| 100-1205-7655  | Emergency Services           | 408.00         |
| 100-1205-7694  | Public Safety Commission     | 94.88          |
| 100-1205-7779  | Youth Programs               | 250.00         |
| 100-1205-7780  | Animal Control               | 226.01         |
| 100-1205-7787  | Public Safety Cntr Lease     | 13,664.83      |
| 100-1205-7980  | Other Expenses               | 299.80         |
| 100-1405-7690  | Planning Commission          | 150.00         |
| 100-1405-7965  | Professional Services        | 1,011.25       |
| 100-1405-7969  | City Engineer                | 11,303.50      |
| 100-1405-7980  | Other Expenses               | 2,676.00       |
| 100-1405-8100  | Other Capital Improvem...    | 1,946.40       |
| 100-1410-7610  | Travel, Mtgs & Conf          | 25.88          |
| 100-1410-7636  | Uniforms                     | 466.52         |
| 100-1410-7650  | Vehicle Maintenance          | 5,561.28       |
| 100-1410-7810  | Street Sweeping              | 122.00         |
| 100-1415-7916  | Landscape-Sport Park         | 2,009.15       |
| 100-1605-7002  | Regular Salaries             | 76.92          |
| 100-1605-7614  | Office Supplies              | 455.70         |
| 100-1605-7636  | Uniforms                     | 1,190.70       |
| 100-1605-7650  | Vehicle Maintenance          | 73.73          |
| 100-1605-7693  | Youth Council                | 330.75         |

## Account Summary

| Account Number | Account Name                | Payment Amount |
|----------------|-----------------------------|----------------|
| 100-1605-7729  | Concerts In The Park        | 327.93         |
| 100-1605-7730  | Special Events              | 2,898.06       |
| 100-1605-7733  | Senior Center               | 425.61         |
| 100-1605-7735  | Teen Center                 | 55.75          |
| 100-1605-7736  | Youth & Adult Recreatio...  | 1,915.20       |
| 100-1605-7737  | Adult Excursions            | 2,881.40       |
| 100-1605-7740  | Day Camps                   | 1,372.24       |
| 100-1605-7741  | Sports/Playground Progr...  | 262.37         |
| 100-1605-7745  | Boxing Program              | 202.94         |
| 100-1605-7758  | Independence Day Celeb...   | -525.00        |
| 100-1605-7980  | Other Expenses              | 108.40         |
| 100-1610-7617  | Pool Chemicals              | 1,673.83       |
| 100-1610-7618  | Building Supplies           | 8,543.73       |
| 100-1610-7636  | Uniforms                    | 89.52          |
| 100-1610-7652  | Building Maint Services     | 4,271.02       |
| 100-1610-8100  | Other Capital Improvem...   | 98,769.50      |
| 100-1805-7610  | Travel, Mtgs & Conf         | 66.32          |
| 100-1805-7612  | Publications and Dues       | 240.00         |
| 100-1805-7965  | Professional Services       | 3,922.28       |
| 100-1810-7671  | Recruiting Advertisemen...  | 280.00         |
| 100-1810-7673  | Physical Exams              | 317.00         |
| 100-1810-7980  | Other Expenses              | 173.95         |
| 100-1815-7630  | Equipment Lease             | 1,713.90       |
| 100-1815-7632  | Software                    | 980.59         |
| 100-1815-7821  | Network & Internet Serv...  | 608.30         |
| 100-1815-7830  | Telephone Services          | 2,086.48       |
| 100-1820-7771  | Repair Of City Property     | 19,028.10      |
| 100-1825-7626  | Postage                     | 310.00         |
| 100-1825-7674  | Retiree Health Insurance    | 4,091.00       |
| 100-1825-7687  | Waste Mgmt Services         | 8,895.00       |
| 100-1825-7945  | Operation Of Acq Prop       | 58.55          |
| 100-1830-8100  | Vehicle Replacement (C...   | 7,461.35       |
| 100-2026       | EE Equipment Deposit        | 1,475.00       |
| 100-2120       | Refundable Deposits         | 1,300.00       |
| 100-2121       | Pass Through Deposits       | 97.10          |
| 100-2123       | Special Event Insurance ... | 949.00         |
| 100-2126       | Construction and Demoli...  | 2,136.90       |
| 100-2127       | Retention Payable           | -4,938.48      |
| 100-5004       | Other Revenue               | -125.00        |
| 220-2127       | Retention Payable           | -5,090.00      |
| 220-2205-8100  | Other Capital Improvem...   | 101,800.00     |
| 220-2210-7813  | Regulatory Signs            | 597.56         |
| 240-2405-7877  | Electric-Traffic Signal     | 2,303.15       |
| 240-2410-7662  | Other Serv-Citywide         | 165.00         |
| 240-2410-7888  | Repairs-Citywide            | 766.66         |
| 240-2410-7909  | Tree Trim-Residential       | 2,107.20       |
| 240-2410-7915  | Landscape-Citywide          | 10,537.29      |
| 240-2410-7917  | Landscape-Medians           | 7,488.64       |
| 240-2420-7914  | Landscape Maintenance       | 484.95         |
| 240-2421-7914  | Landscape Maintenance       | 1,826.50       |
| 240-2422-7914  | Landscape Maintenance       | 675.21         |
| 240-2423-7914  | Landscape Maintenance       | 1,264.50       |
| 240-2424-7914  | Landscape Maintenance       | 772.75         |
| 240-2425-7914  | Landscape Maintenance       | 562.00         |
| 240-2426-7810  | Street Sweeping             | 784.00         |
| 240-2426-7887  | Repairs & Replacements      | 68.51          |
| 240-2426-7914  | Landscape Maintenance       | 252.90         |
| 240-2427-7887  | Repairs & Replacements      | 979.34         |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>          | <b>Payment Amount</b> |
|-----------------------|------------------------------|-----------------------|
| 240-2427-7914         | Landscape Maintenance        | 885.61                |
| 240-2431-7914         | Landscape Maintenance        | 1,124.00              |
| 240-2432-7914         | Landscape Maintenance        | 1,173.18              |
| 240-2433-7914         | Landscape Maintenance        | 744.65                |
| 240-2434-7914         | Landscape Maintenance        | 498.78                |
| 240-2435-7914         | Landscape Maintenance        | 702.50                |
| 320-3205-8013         | Vehicles (Capital)           | 1,609.56              |
| 400-4005-8041         | Park Improvements (Cap...    | 9,005.00              |
| 440-4405-7960         | Foothill Transit Operatio... | 31,080.43             |
| 440-4405-8013         | Vehicles (Capital)           | 3,887.05              |
| 440-5004              | Other Revenue                | -1,472.27             |
| 460-4605-7960         | Foothill Tranist Operatio... | 25,429.44             |
| 460-4605-8013         | Vehicles (Capital)           | 3,180.31              |
| 460-5004              | Other Revenue                | -1,204.58             |
| 680-6805-7980         | Other Expenses               | 10,647.47             |
| <b>Grand Total:</b>   |                              | <b>461,969.72</b>     |

**Project Account Summary**

| <b>Project Account Key</b>                         | <b>Payment Amount</b> |
|----------------------------------------------------|-----------------------|
| **None**                                           | 333,960.42            |
| 202102-Cap Improv-CH CDBG ADA Improvement          | 776.40                |
| 202125/220-2127-Highland/Hunt Traffic Signal       | -5,090.00             |
| 202125-Highland/Huntington Traffic Signal Improv   | 101,800.00            |
| 202213-Capial Exp-Duarte Park Improvements         | 9,005.00              |
| 202316/1405-7965-Melcanyon Debris Catch Basin      | 1,011.25              |
| 202317/1405-8100-Other Cap Improv-Route 66 Art     | 1,170.00              |
| 202406-WIN/1205-7779-Summer At Risk Intern Program | 250.00                |
| 250016-Oper of Acq Prop-1229 Pops Road             | 58.55                 |
| DMGE079-Monument Sign-Median-Hunt/Encanto Pkwy     | 19,028.10             |
| <b>Grand Total:</b>                                | <b>461,969.72</b>     |





City of Duarte

# Council Warrant Register By Account By Fund

Payment Dates 8/10/2023 - 8/23/2023

| Account Number                  | Vendor Name                   | Description (Item)                              | Payment Number | Project Account Key           | Amount   |
|---------------------------------|-------------------------------|-------------------------------------------------|----------------|-------------------------------|----------|
| <b>Fund: 100 - GENERAL FUND</b> |                               |                                                 |                |                               |          |
| 100-4302                        | RETAIL MARKETING SERVICES ... | Citation Overpayment                            | 218979         |                               | 110.00   |
| 100-4302                        | RETAIL MARKETING SERVICES ... | Citation Overpayment                            | 218979         |                               | 110.00   |
| 100-1605-7612                   | CALIFORNIA PARK & RECREAT...  | Susan Perez CPRS Dues 9/1/23 - 8/31/24          | 218950         |                               | 150.00   |
| 100-1605-7740                   | PARTY PRONTO INC              | Day Camp Inflatable Rental 5/31/2023            | 218977         |                               | 428.00   |
| 100-1605-7733                   | RODOLFO CARDENAS              | SC Monthly Dance DJ                             | 218952         |                               | 175.00   |
| 100-1605-7740                   | CAPITAL ONE                   | Summer Day Camp Supplies                        | BD24-0134      |                               | 235.00   |
| 100-1605-7741                   | CAPITAL ONE                   | Youth Sports Supplies                           | BD24-0134      |                               | 16.54    |
| 100-1605-7740                   | CAPITAL ONE                   | Summer Day Camp Supplies                        | BD24-0134      |                               | 294.52   |
| 100-1605-7733                   | THEODORE SIEGEL               | SC "The Time Machine" Screening/Presentation    | 218983         |                               | 150.00   |
| 100-1605-7730                   | CAPITAL ONE                   | Splash in the Park Supplies                     | BD24-0134      |                               | 76.93    |
| 100-1010-7980                   | CAPITAL ONE                   | July 3rd Event Council Gifts/Drinks             | BD24-0134      |                               | 192.85   |
| 100-2120                        | CYNTHIA LLAMAS                | SC Rent Deposit Refund 6/24/2023                | 218969         |                               | 500.00   |
| 100-1605-7730                   | CAPITAL ONE                   | Special Event Coolers                           | BD24-0134      |                               | 134.51   |
| 100-1605-7730                   | CAPITAL ONE                   | Splash in the Park Gift Cards                   | BD24-0134      |                               | 40.00    |
| 100-1605-7758                   | CAPITAL ONE                   | July 3rd Event Supplies                         | BD24-0134      |                               | 25.96    |
| 100-1405-8100                   | CHARLES ABBOTT ASSOCIATES...  | Solar APP Module 8/1/2023-7/31/2024             | 3588           | 202318-Other Cap Improv-CEC.. | 1,500.00 |
| 100-1610-7618                   | CAPITAL ONE                   | CC/VIP Drinks/Coolers                           | BD24-0134      |                               | 263.56   |
| 100-1410-7980                   | FYREBRINGER STUDIOS INC       | Andres Duarte Statue Cleaning                   | 3597           |                               | 4,260.00 |
| 100-1605-7740                   | CAPITAL ONE                   | Adventure Camp Supplies                         | BD24-0134      |                               | 298.02   |
| 100-1605-7740                   | CAPITAL ONE                   | Adventure Camp Supplies                         | BD24-0134      |                               | 24.82    |
| 100-1605-7735                   | CAPITAL ONE                   | TC Splash Madness Week Supplies                 | BD24-0134      |                               | 122.07   |
| 100-1605-7740                   | CAPITAL ONE                   | Summer Adventure Camp Supplies                  | BD24-0134      |                               | 7.13     |
| 100-1605-7735                   | CAPITAL ONE                   | TC Snack Bar Supplies                           | BD24-0134      |                               | 71.01    |
| 100-1610-7618                   | CAPITAL ONE                   | Yard Kitchen Toaster Oven                       | BD24-0134      |                               | 65.05    |
| 100-1605-7735                   | CAPITAL ONE                   | TC Snack Bar Supplies                           | BD24-0134      |                               | 297.06   |
| 100-1605-7730                   | CAPITAL ONE                   | 7/14/23 Dive In Movie Supplies                  | BD24-0134      |                               | 42.87    |
| 100-1610-7616                   | CAPITAL ONE                   | Group Exercise Equipment                        | BD24-0134      |                               | 164.87   |
| 100-1610-7618                   | DOG WASTE DEPOT               | Dog Waste Bags                                  | 218954         |                               | 1,519.31 |
| 100-1605-7730                   | CAPITAL ONE                   | Splashtacular Event Supplies                    | BD24-0134      |                               | 52.73    |
| 100-1205-7782                   | ALL CITY MANAGEMENT SERV...   | Crossing Guard Srvcs 6/25/23 - 7/8/23           | 3583           |                               | 2,108.25 |
| 100-1605-7733                   | SUSIE HANSEN                  | Senior Ctr Fall Fling Entertainment 9/8/23      | 218962         |                               | 500.00   |
| 100-1605-7730                   | CAPITAL ONE                   | Night Bike Ride Event Supplies                  | BD24-0134      |                               | 416.02   |
| 100-1605-7740                   | CAPITAL ONE                   | Summer Day Camp Supplies                        | BD24-0134      |                               | 11.12    |
| 100-1605-7729                   | SIMON EQUIPMENT RENTALS       | Concerts in the Park 7/17/23 Generator Rental   | 218984         |                               | 225.68   |
| 100-1205-7650                   | MONRO INC                     | Vehicle #27 Tires                               | 3603           |                               | 1,193.03 |
| 100-1605-7740                   | CAPITAL ONE                   | Summer Day Camp Supplies                        | BD24-0134      |                               | 230.60   |
| 100-1605-7730                   | CAPITAL ONE                   | Night Bike Ride Event Participant Drinks        | BD24-0134      |                               | 16.38    |
| 100-1605-7729                   | SUNBELT RENTALS INC           | Concerts in the Park 7/17/23 Light Tower Rental | 3610           |                               | 1,217.43 |
| 100-1205-7762                   | CALE AMERICA INC              | WTP Fees 7/2023                                 | 3586           |                               | 561.01   |
| 100-1825-7630                   | QUADIENT LEASING USA INC      | CH Postage Machine Lease 8/23/23 - 11/22/23     | 218978         |                               | 707.12   |

## Council Warrant Register By Account

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number | Vendor Name                   | Description (Item)                                    | Payment Number | Project Account Key | Amount   |
|----------------|-------------------------------|-------------------------------------------------------|----------------|---------------------|----------|
| 100-1610-7652  | EXECUTIVE ELEVATOR INC        | SC Elevator Maintenance<br>7/2023                     | 3594           |                     | 145.00   |
| 100-1825-7630  | CANON FINANCIAL SERVICES I... | CH(2)/PS/SC/TC Copier Lease<br>8/1/2023 - 8/31/2023   | 218951         |                     | 1,732.09 |
| 100-1825-7631  | CANON FINANCIAL SERVICES I... | CH(2)/PS/SC/TC Copier Maint<br>6/1/2023 - 6/30/2023   | 218951         |                     | 583.98   |
| 100-1805-7653  | SUPERIOR PRESS                | A/P Account Deposit Slips                             | BD24-0131      |                     | 104.81   |
| 100-1205-7780  | U.S. BANK                     | Animal Control Equipment<br>(Aces Animal Care)        | 3577           |                     | 1,363.83 |
| 100-1205-7980  | U.S. BANK                     | CSO Interview Panel Lunch<br>6/27/23 (BJS Restaurant) | 3577           |                     | 116.64   |
| 100-1010-7980  | U.S. BANK                     | July 3rd CC Cupcake Gifts<br>(Susie Cakes)            | 3579           |                     | 61.80    |
| 100-1605-7614  | U.S. BANK                     | Kelly Barnes VariDesk<br>(VariDesk)                   | 3579           |                     | 282.23   |
| 100-1605-7730  | U.S. BANK                     | Special Event Supplies<br>(Amazon)                    | 3579           |                     | 29.73    |
| 100-1605-7730  | U.S. BANK                     | Food Grade Hoses for Hot/Cold<br>Sinks (Nat'l Supply) | 3579           |                     | 1,660.84 |
| 100-1605-7733  | U.S. BANK                     | SC Independence Day Pots<br>(Amazon)                  | 3579           |                     | 161.37   |
| 100-1605-7733  | U.S. BANK                     | SC July 4th Pizza Party (Little<br>Caesar's)          | 3579           |                     | 159.12   |
| 100-1605-7735  | U.S. BANK                     | Hip Hop Dance Backdrop<br>(Amazon)                    | 3579           |                     | 26.40    |
| 100-1605-7735  | U.S. BANK                     | TC Costume Wig (Amazon)                               | 3579           |                     | 27.55    |
| 100-1605-7740  | U.S. BANK                     | (2) First Aid Kits-Summer Day<br>Camp (Amazon)        | 3579           |                     | 37.58    |
| 100-1605-7741  | U.S. BANK                     | Youth Sports Whistles<br>(Amazon)                     | 3579           |                     | 16.53    |
| 100-1605-7758  | U.S. BANK                     | July 3rd Beer Garden Permit<br>(LA DPH)               | 3579           |                     | 188.08   |
| 100-1605-7758  | U.S. BANK                     | July 3rd Flag Pennants<br>(Amazon)                    | 3579           |                     | 266.70   |
| 100-1605-7758  | U.S. BANK                     | CC Cookie Boxes 7/3 Event<br>(Amazon)                 | 3579           |                     | 23.14    |
| 100-1605-7758  | U.S. BANK                     | July 3rd Balloons (Amazon)                            | 3579           |                     | 16.28    |
| 100-1605-7758  | U.S. BANK                     | Refund-July 3rd Table Runners<br>(Amazon)             | 3579           |                     | -88.10   |
| 100-1605-7758  | U.S. BANK                     | July 3rd Event Flags (Home<br>Depot)                  | 3579           |                     | 25.30    |
| 100-1610-7616  | U.S. BANK                     | Duarte Swim Team Uniforms<br>(SwimOutlet.com)         | 3579           |                     | 659.79   |
| 100-1610-7618  | U.S. BANK                     | Flag Poles & Mounts (Amazon)                          | 3579           |                     | 631.53   |
| 100-1610-7618  | U.S. BANK                     | Ground Poles (Amazon)                                 | 3579           |                     | 525.18   |
| 100-1205-7610  | U.S. BANK                     | Fireworks Enforcement Debrief<br>Meeting (1913 Rest)  | 3578           |                     | 67.92    |
| 100-1205-7779  | U.S. BANK                     | DART-Parks & Rec Event<br>7/20/23 Drinks (Sonic)      | 3578           |                     | 10.53    |
| 100-1205-7779  | U.S. BANK                     | DART-Concerts 7/10/23 Dinner<br>(Sonic)               | 3578           |                     | 21.94    |
| 100-1205-7779  | U.S. BANK                     | DART-Concerts 7/17/23 Dinner<br>(Hong Kong Express)   | 3578           |                     | 33.53    |
| 100-1205-7779  | U.S. BANK                     | DART-Concerts 7/10/23 Dinner<br>(Sweet Basil Pizza)   | 3578           |                     | 76.00    |
| 100-1205-7779  | U.S. BANK                     | DART-Concerts 7/17/23 Dinner<br>(Sonic)               | 3578           |                     | 34.34    |
| 100-1205-7779  | U.S. BANK                     | DART Camping Trip Supplies<br>(Target)                | 3578           |                     | 50.69    |
| 100-1205-7779  | U.S. BANK                     | DART-Concerts 7/17/23 Dinner<br>(Sweet Basil Pizza)   | 3578           |                     | 57.00    |
| 100-1205-7780  | U.S. BANK                     | City Event Storage Containers<br>(Target)             | 3578           |                     | 16.09    |

**Council Warrant Register By Account**
**Payment Dates: 8/10/2023 - 8/23/2023**

| Account Number | Vendor Name | Description (Item)                                 | Payment Number | Project Account Key | Amount   |
|----------------|-------------|----------------------------------------------------|----------------|---------------------|----------|
| 100-1205-7980  | U.S. BANK   | July 3rd Volunteer Lunch (Hong Kong Express)       | 3578           |                     | 510.00   |
| 100-1205-7980  | U.S. BANK   | July 4th Volunteer/Staff Food (Chili's)            | 3578           |                     | 326.70   |
| 100-1205-7980  | U.S. BANK   | College Intern Interview Panel Lunch (Max's)       | 3578           |                     | 101.22   |
| 100-1205-7980  | U.S. BANK   | July 3rd Volunteer Water/Snacks (Target)           | 3578           |                     | 75.30    |
| 100-1010-7980  | U.S. BANK   | July 3rd Council Swag Items (Amazon)               | 3579           |                     | 52.91    |
| 100-1010-7980  | U.S. BANK   | Council T-Shirts (Michaels)                        | 3579           |                     | 10.94    |
| 100-1010-7980  | U.S. BANK   | Council T-Shirts Printing (T24 Custom)             | 3579           |                     | 39.41    |
| 100-1020-7716  | U.S. BANK   | ASCAP Music License Fee                            | 3579           |                     | 432.50   |
| 100-1605-7612  | U.S. BANK   | FY24 Membership (Nat'l Rec & Park Assoc)           | 3579           |                     | 180.00   |
| 100-1605-7614  | U.S. BANK   | Square Terminal (Best Buy)                         | 3579           |                     | 329.62   |
| 100-1605-7614  | U.S. BANK   | Mouse Pad (Amazon)                                 | 3579           |                     | 6.60     |
| 100-1605-7693  | U.S. BANK   | Mayors Youth Council Dinner (Subway)               | 3579           |                     | 175.78   |
| 100-1605-7729  | U.S. BANK   | Concerts in the Park Supplies (Amazon)             | 3579           |                     | 685.84   |
| 100-1605-7730  | U.S. BANK   | Night Bike Ride Bike Lights (Amazon)               | 3579           |                     | 265.89   |
| 100-1605-7730  | U.S. BANK   | Crafts for Kids Story Time (Michaels)              | 3579           |                     | 65.96    |
| 100-1605-7730  | U.S. BANK   | Yappy Hour Dog Treats (Centinela Feed)             | 3579           |                     | 94.25    |
| 100-1605-7730  | U.S. BANK   | Deposit-Foam Party Event 8/8/23 (Roaring Foam)     | 3579           |                     | 100.00   |
| 100-1605-7730  | U.S. BANK   | Yappy Hour Participant Favors (Dollar Tree)        | 3579           |                     | 110.25   |
| 100-1605-7733  | U.S. BANK   | SC Special Event Supplies (Amazon)                 | 3579           |                     | 52.30    |
| 100-1605-7735  | U.S. BANK   | Amazing Acts Event Raffle Prizes (Amazon)          | 3579           |                     | 80.00    |
| 100-1605-7735  | U.S. BANK   | Splash Madness Lunch (Subway)                      | 3579           |                     | 95.88    |
| 100-1605-7735  | U.S. BANK   | Teen Adventure Camp Movie Tkts (Look Cinema)       | 3579           |                     | 126.75   |
| 100-1605-7736  | U.S. BANK   | Recreation Class Microwave (Amazon)                | 3579           |                     | 104.73   |
| 100-1605-7737  | U.S. BANK   | Excursion Tickets (Lyon Air Museum)                | 3579           |                     | 418.00   |
| 100-1605-7737  | U.S. BANK   | Excursion Tickets 7/29/23 (Dodger Stadium)         | 3579           |                     | 2,046.00 |
| 100-1605-7737  | U.S. BANK   | Adult Excursion-Lyon Museum Box Lunches (Subway)   | 3579           |                     | 351.56   |
| 100-1605-7739  | U.S. BANK   | Facebook Ads                                       | 3579           |                     | 42.08    |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Craft Supplies (Amazon)            | 3579           |                     | 83.65    |
| 100-1605-7740  | U.S. BANK   | Deposit-Foam Party-Day Camp 7/26/23 (Roaring Foam) | 3579           |                     | 333.38   |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Supplies (Amazon)                  | 3579           |                     | 190.63   |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Phone (Tracfone)                   | 3579           |                     | 16.72    |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Pizza 7/19/23 (Little Caesars)     | 3579           |                     | 65.52    |
| 100-1605-7741  | U.S. BANK   | (2) Ion Block Speakers-Youth Sports (Amazon)       | 3579           |                     | 352.78   |
| 100-1605-7745  | U.S. BANK   | Boxing Golf Tournament Golf Pens (Amazon)          | 3579           |                     | 39.66    |

## Council Warrant Register By Account

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number | Vendor Name                  | Description (Item)                                 | Payment Number | Project Account Key | Amount    |
|----------------|------------------------------|----------------------------------------------------|----------------|---------------------|-----------|
| 100-1605-7745  | U.S. BANK                    | Boxing Tournament Golf Fundraiser Lunch (Subway)   | 3579           |                     | 679.15    |
| 100-1605-7980  | U.S. BANK                    | Parks Make Life Better Supplies (Target)           | 3579           |                     | 159.45    |
| 100-1605-7980  | U.S. BANK                    | Parks Make Life Better Lunch (Jersey Mike's)       | 3579           |                     | 840.00    |
| 100-1605-7980  | U.S. BANK                    | Parks Make Life Better Breakfast Supplies (Ralphs) | 3579           |                     | 42.08     |
| 100-1605-7980  | U.S. BANK                    | PMLB Ice Cream Costurmes/Decal (Amazon)            | 3579           |                     | 59.37     |
| 100-1605-7980  | U.S. BANK                    | Parks Make Life Better Supplies (Winner Party)     | 3579           |                     | 87.88     |
| 100-1605-7980  | U.S. BANK                    | Parks Make Life Better Supplies (Michaels)         | 3579           |                     | 20.25     |
| 100-1605-7980  | U.S. BANK                    | Staff Breakfast 7/12/23 (T Burgers)                | 3579           |                     | 104.63    |
| 100-1610-7616  | U.S. BANK                    | Duarte Swim Team Uniforms (SwimOutlet.com)         | 3579           |                     | 236.31    |
| 100-1610-7618  | U.S. BANK                    | Umbrellas (Home Depot)                             | 3579           |                     | 391.51    |
| 100-1610-7618  | U.S. BANK                    | Stake Storage Containers (Amazon)                  | 3579           |                     | 22.04     |
| 100-1610-7652  | U.S. BANK                    | Dept of Public Health Permits- Swimming Pool       | 3579           |                     | 1,042.64  |
| 100-1205-7636  | FSP DESIGNS                  | Public Safety Staff Uniforms                       | 3595           |                     | 88.37     |
| 100-1605-7729  | SUNBELT RENTALS INC          | Concerts in the Park 7/24/23 Light Tower Rental    | 3610           |                     | 1,187.07  |
| 100-1610-7618  | ULINE INC                    | Dog Waste System                                   | 3615           |                     | 490.28    |
| 100-1610-7652  | ACCO ENGINEERED SYSTEMS      | Fitness Ctr A/C Repairs                            | 3582           |                     | 1,889.67  |
| 100-1825-7980  | PAPER RECYCLING & SHREDDI... | Document Shredding 7/26/2023                       | 218976         |                     | 58.00     |
| 100-1810-7673  | OCCUPATIONAL HEALTH CEN...   | Audio/Physical Exam 7/25/2023                      | 218974         |                     | 179.00    |
| 100-1605-7736  | LUCIA ROMERO                 | Instructor Fee-Folklorio Summer 2023               | 3606           |                     | 910.00    |
| 100-1605-7745  | CARLOS I RODRIGUEZ           | TC Duarte Boxing Show Belts                        | 218980         |                     | 1,300.00  |
| 100-1610-7617  | FULLER ENGINEERING INC       | Pool Chemicals                                     | 3596           |                     | 1,162.97  |
| 100-1410-7656  | SUNWEST ENGINEERING          | Emergency Generator DFE Training 7/26/2023         | 3611           |                     | 195.00    |
| 100-1410-7656  | SUNWEST ENGINEERING          | Emergency Generator Inspection 7/26/23             | 3611           |                     | 160.00    |
| 100-1610-7652  | KENNETH L ROGERS             | Community Ctr Carpet Cleaning                      | 218981         |                     | 500.00    |
| 100-1605-7745  | DELONG UNLIMITED SCREEN ...  | TC Boxing Shirts                                   | 218953         |                     | 682.45    |
| 100-1815-7830  | THE TECHNOLOGY DEPOT INC     | Ruckus Cloud Management 7/1/2023 - 6/30/2024       | 3612           |                     | 500.40    |
| 100-1010-7670  | SOUTHERN CALIFORNIA NEWS...  | Legal Advertising 7/2023                           | 3609           |                     | 879.17    |
| 100-1205-7650  | FAST 5 HOLDING COMPANY L...  | Citywide Vehicle Cleaning 6/2023                   | 218957         |                     | 108.00    |
| 100-1205-7781  | FAST 5 HOLDING COMPANY L...  | Citywide Vehicle Cleaning 6/2023                   | 218957         |                     | 138.00    |
| 100-1405-7650  | FAST 5 HOLDING COMPANY L...  | Citywide Vehicle Cleaning 6/2023                   | 218957         |                     | 48.00     |
| 100-1410-7650  | FAST 5 HOLDING COMPANY L...  | Citywide Vehicle Cleaning 6/2023                   | 218957         |                     | 6.00      |
| 100-1605-7650  | FAST 5 HOLDING COMPANY L...  | Citywide Vehicle Cleaning 6/2023                   | 218957         |                     | 30.00     |
| 100-1405-7800  | CHARLES ABBOTT ASSOCIATES... | Building & Safety Srvcs 7/2023                     | 3588           |                     | 27,085.21 |
| 100-1605-7729  | SIMON EQUIPMENT RENTALS      | Concerts in the Park 7/31/23 Generator Rental      | 218984         |                     | 260.48    |
| 100-1815-7830  | THE TECHNOLOGY DEPOT INC     | Cloud Connect SIP & E911 Bundle 9/2023             | 3612           |                     | 316.25    |
| 100-1815-7830  | THE TECHNOLOGY DEPOT INC     | Telephone Cloud Connect 9/2023                     | 3612           |                     | 653.29    |
| 100-1815-7830  | THE TECHNOLOGY DEPOT INC     | Mitel Maintenance 9/2023                           | 3612           |                     | 464.20    |

## Council Warrant Register By Account

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number | Vendor Name                  | Description (Item)                                 | Payment Number | Project Account Key | Amount   |
|----------------|------------------------------|----------------------------------------------------|----------------|---------------------|----------|
| 100-1815-7830  | THE TECHNOLOGY DEPOT INC     | SD Wan w/VELO Cloud Connect 9/2023                 | 3612           |                     | 652.74   |
| 100-1815-7821  | THE TECHNOLOGY DEPOT INC     | VITA Mgmt 9/2023                                   | 3612           |                     | 608.30   |
| 100-1610-7636  | CINTAS CORPORATION #693      | Facility Maint Uniforms                            | 3589           |                     | 25.69    |
| 100-1610-7652  | CINTAS CORPORATION #693      | Logo Mats                                          | 3589           |                     | 9.31     |
| 100-1605-7730  | SMART & FINAL                | 2023 Splashtacular Snacks/Giveaways                | 3608           |                     | 98.13    |
| 100-1415-7661  | BEE REMOVERS                 | Bee Removal-Otis Gordon Park                       | 3584           |                     | 135.00   |
| 100-1605-7733  | DUARTE PETTY CASH/BINGO ...  | SC Bingo Prize Money                               | 218955         |                     | 140.00   |
| 100-1810-7660  | CMC LIVESCAN & NOTARY SE...  | Livescan Services 7/2023                           | 3590           |                     | 125.00   |
| 100-4904       | BENJAMIN FREEMAN             | Minor Use Permt Refund (MUP #23-01)                | 218960         |                     | 800.00   |
| 100-1605-7729  | DOLPHIN RENTS INC            | Concerts in the Park Stage/Table Rental 7/31/23    | 3591           |                     | 1,133.93 |
| 100-1605-7733  | SMART & FINAL                | SC Fresh Fridays Ice Cream/Toppings                | 3608           |                     | 96.33    |
| 100-1405-7800  | EXTRA SPACE STORAGE INC      | Building Plans Storage 8/1/2023 - 8/31/2023        | BD24-0132      |                     | 410.00   |
| 100-1405-7800  | EXTRA SPACE STORAGE INC      | Building Plans Storage 8/1/2023 - 8/31/2023        | BD24-0133      |                     | 384.00   |
| 100-1605-7733  | SMART & FINAL                | Senior Ctr Misc Snacks                             | 3608           |                     | 72.43    |
| 100-1410-7814  | SUPERIOR PROPERTY SERVICE... | Graffiti Removal 7/2023                            | 218985         |                     | 6,227.09 |
| 100-1410-7814  | SUPERIOR PROPERTY SERVICE... | Pressure Washing Paint Spill Clean up 7/12/23      | 218985         |                     | 1,290.00 |
| 100-1010-7980  | J & J SPORTS & TROPHIES      | Text Plate for Kiwanis Service Award               | 3599           |                     | 11.03    |
| 100-1605-7737  | SMART & FINAL                | Adult Excursion Expenditures                       | 3608           |                     | 53.96    |
| 100-1415-7889  | LANDSCAPE WAREHOUSE III      | Irrigation Supplies                                | 3601           |                     | 394.30   |
| 100-1605-7733  | SMART & FINAL                | SC Pickleball Party Refreshments                   | 3608           |                     | 55.23    |
| 100-1810-7673  | OCCUPATIONAL HEALTH CEN...   | Audiogram 7/27/2023                                | 218974         |                     | 65.00    |
| 100-1610-7618  | SMART & FINAL                | Senior Ctr Coffee Supplies                         | 3608           |                     | 112.33   |
| 100-2126       | KLPPV PROPERTIES LLC         | Const/Demo Deposit Refund (P#2022-650)1018 Oak St  | 218966         |                     | 3,500.00 |
| 100-5004       | KLPPV PROPERTIES LLC         | Administrative Fee (P#2022-650)1018 Oak St         | 218966         |                     | -125.00  |
| 100-1605-7729  | CARLOS MARTINEZ              | Concerts in the Park Jumper/Generator Rental       | 218971         |                     | 1,160.00 |
| 100-1605-7636  | JAG ENDEAVORS LLC            | July 3rd Staff T-Shirts                            | 218964         |                     | 626.78   |
| 100-1605-7636  | JAG ENDEAVORS LLC            | Parks & Rec Staff Uniforms                         | 218964         |                     | 355.33   |
| 100-1610-7636  | HENDERSON'S UNIFORMS         | Staff Uniforms/Hats                                | 3598           |                     | 263.77   |
| 100-1605-7736  | HEULYN REGINA DUMAS-JOH...   | Instructor-Adult/Youth Sewing Classes Summer 2023  | 3592           |                     | 1,575.00 |
| 100-2126       | MR BUILD HOME IMPROVEM...    | Const/Demo Dep Refund (P#2021-236)1818 Bradbury    | 218973         |                     | 500.00   |
| 100-5004       | MR BUILD HOME IMPROVEM...    | Administrative Fee (P#2021-236)1818 Bradbury       | 218973         |                     | -125.00  |
| 100-4901       | FREEDOM FOREVER              | Solar Plan Check Refund (Pmt #2023-030)2164 Broach | 218959         |                     | 250.00   |
| 100-1610-7652  | KENNETH L ROGERS             | City Hall Carpet Cleaning                          | 218981         |                     | 1,200.00 |
| 100-1810-7660  | CALIFORNIA STATE DEPARTM...  | Fingerprint Apps 7/2023                            | 3587           |                     | 160.00   |
| 100-1610-7652  | POST ALARM SYSTEMS           | CH/Yard Alarm/Camera Monitoring 9/1/23 - 9/30/23   | 3605           |                     | 173.84   |
| 100-1605-7736  | THE TALENTED ARTS SCHOOL ... | Instructor Fee-Hip Hop/Hollywood Superstars        | 3613           |                     | 784.00   |
| 100-1815-7632  | GOOGLE LLC                   | Gsuite accessduarte.com 7/1/23 - 7/19/23           | BD24-0135      |                     | 1,054.19 |
| 100-1605-7730  | SMART & FINAL                | Foam Party 2023 Supplies                           | 3608           |                     | 23.78    |
| 100-1805-7654  | LSL CPAs                     | FY23 Annual GASB 68 Report                         | 218967         |                     | 1,120.00 |
| 100-1205-7779  | AIDA TORRES                  | DART Camping Trip Expense Reimbursement            | 3614           |                     | 834.52   |
| 100-1205-7779  | AIDA TORRES                  | DART Camping Trip/Misc Expense Reimbursement       | 3614           |                     | 242.53   |

## Council Warrant Register By Account

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number                                         | Vendor Name                  | Description (Item)                               | Payment Number | Project Account Key            | Amount     |
|--------------------------------------------------------|------------------------------|--------------------------------------------------|----------------|--------------------------------|------------|
| 100-1605-7745                                          | SHAFFER AWARDS               | TC Boxing Show Awards                            | 218982         |                                | 332.79     |
| 100-1205-7610                                          | AIDA TORRES                  | ICMA Trip Airfare                                | 3614           |                                | 297.95     |
| 100-1205-7779                                          | AIDA TORRES                  | Concerts in the Park DART Food                   | 3614           |                                | 57.00      |
| 100-1605-7735                                          | DELONG UNLIMITED SCREEN ...  | TC T-Shirts                                      | 218953         |                                | 198.45     |
| 100-1025-7707                                          | CITY OF LOS ANGELES          | FY24 LARA Membership                             | 218970         |                                | 6,588.91   |
| 100-1810-7673                                          | OCCUPATIONAL HEALTH CEN...   | DOT Physical 8/7/2023                            | 218974         |                                | 122.00     |
| 100-1605-7735                                          | DUARTE RECREATION PETTY ...  | TC Excursion Parking (Huntington Beach)          | 218956         |                                | 54.00      |
| 100-1605-7735                                          | OLIVIA WUJICK                | TC Teen Movie Night Dinner                       | 218987         |                                | 300.00     |
| 100-1605-7736                                          | JAVIER DJEU TENNIS           | Instructor Fee-Tennis Classes & Camp Summer 2023 | 3600           |                                | 3,101.00   |
| 100-1605-7732                                          | ULTIMATE ATTRACTIONS LLC     | Deposit-City Picnic Attractions                  | 218986         |                                | 2,857.50   |
| 100-2120                                               | LU LIN                       | ROP Bldg Rent Deposit Refund 7/29/23             | 218968         |                                | 150.00     |
| 100-2120                                               | MARILYN GARCIA               | Pool Rental Deposit Refund 8/5/2023              | 218961         |                                | 200.00     |
| 100-2120                                               | STEPAN R KECHICHIAN          | Pool Rental Deposit Refund 8/6/2023              | 218965         |                                | 200.00     |
| 100-2120                                               | ANTHONY PAEZ                 | TC Rent Deposit Refund 8/5/2023                  | 218975         |                                | 300.00     |
| 100-1610-7616                                          | SMART & FINAL                | Swim Team Meet Supplies                          | 3608           |                                | 110.35     |
| 100-1020-7722                                          | MONSIDO INC                  | Annual Website 9/1/2023 - 8/31/2024              | 3604           |                                | 3,059.16   |
| 100-1605-7736                                          | JOVANA VILLEGAS              | Instructor Fee-Ballet & Tap                      | 3616           |                                | 1,067.50   |
| 100-1205-7784                                          | LOS ANGELES COUNTY SHERIF... | Prisoner Maintenance 6/2023                      | 3602           |                                | 904.74     |
| 100-1500                                               | MARILYN MAYS                 | Advance-Duarte Survivor Event Prizes             | 218972         |                                | 400.00     |
| Fund 100 - GENERAL FUND Total:                         |                              |                                                  |                |                                | 125,354.71 |
| Fund: 220 - GAS TAX FUN                                |                              |                                                  |                |                                |            |
| 220-2127                                               | RUIZ CONCRETE AND PAVING ... | Retention-Annual AC Repairs                      | 3607           | 202308-Retention- 220-2127/... | 1,837.66   |
| 220-2210-7811                                          | WS PAVE INC                  | Civic Center Parking Lot Asphalt Repair          | 3618           |                                | 4,000.00   |
| 220-2205-8070                                          | WS PAVE INC                  | 1842 Broadland Ave Sinkhole Repair               | 3618           |                                | 1,800.00   |
| 220-2205-8070                                          | WS PAVE INC                  | 1820 Second St Sinkhole Repair                   | 3618           |                                | 1,800.00   |
| 220-2225-7980                                          | ELIE FARAH INC               | Traffic Control Plan 8/7/2023 - 8/15/2023        | 3593           |                                | 1,800.00   |
| Fund 220 - GAS TAX FUN Total:                          |                              |                                                  |                |                                | 11,237.66  |
| Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND       |                              |                                                  |                |                                |            |
| 240-2425-7913                                          | BRIGHTVIEW LANDSCAPE SER...  | Hearthstone Brush Clearance                      | 3585           |                                | 6,363.64   |
| 240-2410-7888                                          | LANDSCAPE WAREHOUSE III      | Irrigation Supplies                              | 3601           |                                | 394.32     |
| 240-2410-7891                                          | LANDSCAPE WAREHOUSE III      | Irrigation Supplies                              | 3601           |                                | 394.30     |
| 240-2410-7662                                          | BEE REMOVERS                 | Bee Removal-1333 Central Ave 8/4/2023            | 3584           |                                | 135.00     |
| 240-2410-7898                                          | LANDSCAPE WAREHOUSE III      | Irrigation Repairs-Center Medians                | 3601           |                                | 147.39     |
| Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total: |                              |                                                  |                |                                | 7,434.65   |
| Fund: 440 - PROPOSITION A TRANSIT FUND                 |                              |                                                  |                |                                |            |
| 440-4405-7650                                          | WARDS SERVICE                | Vehicle #33 Service/Repair                       | 3617           |                                | 523.89     |
| 440-4405-7788                                          | INLAND EMPIRE STAGES LTD     | Excursion Transportation-Dodger Game 7/29/23     | 218963         |                                | 1,188.10   |
| 440-4405-7650                                          | FAST 5 HOLDING COMPANY L...  | Citywide Vehicle Cleaning 6/2023                 | 218957         |                                | 12.00      |
| 440-4405-7814                                          | SUPERIOR PROPERTY SERVICE... | Graffiti Removal 7/2023                          | 218985         |                                | 579.20     |
| 440-4405-7814                                          | SUPERIOR PROPERTY SERVICE... | Pressure Washing Paint Spill Clean up 7/12/23    | 218985         |                                | 120.00     |
| 440-4405-7650                                          | FOOTHILL LOCK AND KEY        | Vehicle #33 Key Replacement                      | 218958         |                                | 575.00     |
| 440-4405-7788                                          | INLAND EMPIRE STAGES LTD     | Excursion Transportation-Fantasy Springs Casino  | 218963         |                                | 1,921.80   |
| Fund 440 - PROPOSITION A TRANSIT FUND Total:           |                              |                                                  |                |                                | 4,919.99   |

## Council Warrant Register By Account

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number                                      | Vendor Name                  | Description (Item)                               | Payment Number | Project Account Key            | Amount            |
|-----------------------------------------------------|------------------------------|--------------------------------------------------|----------------|--------------------------------|-------------------|
| <b>Fund: 460 - PROPOSITION C TRANSIT FUND</b>       |                              |                                                  |                |                                |                   |
| 460-4605-7814                                       | SUPERIOR PROPERTY SERVICE... | Graffiti Removal 7/2023                          | 218985         |                                | 434.51            |
| 460-4605-7814                                       | SUPERIOR PROPERTY SERVICE... | Pressure Washing Paint Spill<br>Clean up 7/12/23 | 218985         |                                | 90.00             |
| <b>Fund 460 - PROPOSITION C TRANSIT FUND Total:</b> |                              |                                                  |                |                                | <b>524.51</b>     |
| <b>Fund: 470 - MEASURE R LR TRANSIT FUND</b>        |                              |                                                  |                |                                |                   |
| 470-2127                                            | RUIZ CONCRETE AND PAVING ... | Retention-Annual Concrete<br>Repair              | 3607           | 202307-Retention- 470-2127/... | 7,584.31          |
| <b>Fund 470 - MEASURE R LR TRANSIT FUND Total:</b>  |                              |                                                  |                |                                | <b>7,584.31</b>   |
| <b>Grand Total:</b>                                 |                              |                                                  |                |                                | <b>157,055.83</b> |

## Report Summary

## Fund Summary

| Fund                                       | Payment Amount    |
|--------------------------------------------|-------------------|
| 100 - GENERAL FUND                         | 125,354.71        |
| 220 - GAS TAX FUN                          | 11,237.66         |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND | 7,434.65          |
| 440 - PROPOSITION A TRANSIT FUND           | 4,919.99          |
| 460 - PROPOSITION C TRANSIT FUND           | 524.51            |
| 470 - MEASURE R LR TRANSIT FUND            | 7,584.31          |
| <b>Grand Total:</b>                        | <b>157,055.83</b> |

## Account Summary

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 100-1010-7670  | Legal Notices              | 879.17         |
| 100-1010-7980  | Other Expenses             | 368.94         |
| 100-1020-7716  | Special Community Even...  | 432.50         |
| 100-1020-7722  | City Website               | 3,059.16       |
| 100-1025-7707  | LARA Membership            | 6,588.91       |
| 100-1205-7610  | Travel, Mtgs & Conf        | 365.87         |
| 100-1205-7636  | Uniforms                   | 88.37          |
| 100-1205-7650  | Vehicle Maintenance        | 1,301.03       |
| 100-1205-7762  | Parking Pass Kiosk Costs   | 561.01         |
| 100-1205-7779  | Youth Programs             | 1,418.08       |
| 100-1205-7780  | Animal Control             | 1,379.92       |
| 100-1205-7781  | Contract Law Enforceme...  | 138.00         |
| 100-1205-7782  | Crossing Guard Contract... | 2,108.25       |
| 100-1205-7784  | Prisoner Maintenance       | 904.74         |
| 100-1205-7980  | Other Expenses             | 1,129.86       |
| 100-1405-7650  | Vehicle Maintenance        | 48.00          |
| 100-1405-7800  | Building Department Ser... | 27,879.21      |
| 100-1405-8100  | Other Capital Improvem...  | 1,500.00       |
| 100-1410-7650  | Vehicle Maintenance        | 6.00           |
| 100-1410-7656  | Emergency Generator        | 355.00         |
| 100-1410-7814  | Graffiti Removal           | 7,517.09       |
| 100-1410-7980  | Other Expenses             | 4,260.00       |
| 100-1415-7661  | Other Serv-Sports Park     | 135.00         |
| 100-1415-7889  | Repairs-Sports Park        | 394.30         |
| 100-1500       | Advances                   | 400.00         |
| 100-1605-7612  | Publications and Dues      | 330.00         |
| 100-1605-7614  | Office Supplies            | 618.45         |
| 100-1605-7636  | Uniforms                   | 982.11         |
| 100-1605-7650  | Vehicle Maintenance        | 30.00          |
| 100-1605-7693  | Youth Council              | 175.78         |
| 100-1605-7729  | Concerts In The Park       | 5,870.43       |
| 100-1605-7730  | Special Events             | 3,228.27       |
| 100-1605-7732  | City Picnic                | 2,857.50       |
| 100-1605-7733  | Senior Center              | 1,561.78       |
| 100-1605-7735  | Teen Center                | 1,399.17       |
| 100-1605-7736  | Youth & Adult Recreatio... | 7,542.23       |
| 100-1605-7737  | Adult Excursions           | 2,869.52       |
| 100-1605-7739  | Publicity                  | 42.08          |
| 100-1605-7740  | Day Camps                  | 2,256.69       |
| 100-1605-7741  | Sports/Playground Progr... | 385.85         |
| 100-1605-7745  | Boxing Program             | 3,034.05       |
| 100-1605-7758  | Independence Day Celeb...  | 457.36         |
| 100-1605-7980  | Other Expenses             | 1,313.66       |
| 100-1610-7616  | Pool Supplies              | 1,171.32       |
| 100-1610-7617  | Pool Chemicals             | 1,162.97       |
| 100-1610-7618  | Building Supplies          | 4,020.79       |
| 100-1610-7636  | Uniforms                   | 289.46         |



**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>        | <b>Payment Amount</b> |
|-----------------------|----------------------------|-----------------------|
| 100-1610-7652         | Building Maint Services    | 4,960.46              |
| 100-1805-7653         | Bank Charges               | 104.81                |
| 100-1805-7654         | Audit Services             | 1,120.00              |
| 100-1810-7660         | Other Services             | 285.00                |
| 100-1810-7673         | Physical Exams             | 366.00                |
| 100-1815-7632         | Software                   | 1,054.19              |
| 100-1815-7821         | Network & Internet Serv... | 608.30                |
| 100-1815-7830         | Telephone Services         | 2,586.88              |
| 100-1825-7630         | Equipment Lease            | 2,439.21              |
| 100-1825-7631         | Equipment Maintenance      | 583.98                |
| 100-1825-7980         | Other Expenses             | 58.00                 |
| 100-2120              | Refundable Deposits        | 1,350.00              |
| 100-2126              | Construction and Demoli... | 4,000.00              |
| 100-4302              | Parking Citations          | 220.00                |
| 100-4901              | Plan Check Fees            | 250.00                |
| 100-4904              | Zoning Fees                | 800.00                |
| 100-5004              | Other Revenue              | -250.00               |
| 220-2127              | Retention Payable          | 1,837.66              |
| 220-2205-8070         | Street Improvements (C...  | 3,600.00              |
| 220-2210-7811         | Street Maintenance         | 4,000.00              |
| 220-2225-7980         | Other Expenses             | 1,800.00              |
| 240-2410-7662         | Other Serv-Citywide        | 135.00                |
| 240-2410-7888         | Repairs-Citywide           | 394.32                |
| 240-2410-7891         | Repairs-Medians            | 394.30                |
| 240-2410-7898         | Tree Plant-Medians         | 147.39                |
| 240-2425-7913         | Brush Clearance            | 6,363.64              |
| 440-4405-7650         | Vehicle Maintenance        | 1,110.89              |
| 440-4405-7788         | Shuttle Services           | 3,109.90              |
| 440-4405-7814         | Graffiti Removal           | 699.20                |
| 460-4605-7814         | Graffiti Removal           | 524.51                |
| 470-2127              | Retention Payable          | 7,584.31              |
| <b>Grand Total:</b>   |                            | <b>157,055.83</b>     |

**Project Account Summary**

| <b>Project Account Key</b>                         | <b>Payment Amount</b> |
|----------------------------------------------------|-----------------------|
| **None**                                           | 146,133.86            |
| 202307-Retention- 470-2127/ FY23 Citywide Concrete | 7,584.31              |
| 202308-Retention- 220-2127/ FY23 Annual Trench Rep | 1,837.66              |
| 202318-Other Cap Improv-CEC- CalAPP Grant (Solar)  | 1,500.00              |
| <b>Grand Total:</b>                                | <b>157,055.83</b>     |



City of Duarte

# Council Warrant Register By Vendor By Fund

Payment Dates 8/10/2023 - 8/23/2023

| Account Number                                                       | Vendor Name                   | Description (Item)                               | Payable Number  | Project Account Key | Amount          |
|----------------------------------------------------------------------|-------------------------------|--------------------------------------------------|-----------------|---------------------|-----------------|
| <b>Fund: 100 - GENERAL FUND</b>                                      |                               |                                                  |                 |                     |                 |
| <b>Vendor: 5086 - ACCO ENGINEERED SYSTEMS</b>                        |                               |                                                  |                 |                     |                 |
| 100-1610-7652                                                        | ACCO ENGINEERED SYSTEMS       | Fitness Ctr A/C Repairs                          | 20432909        |                     | 1,889.67        |
| <b>Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:</b>                  |                               |                                                  |                 |                     | <b>1,889.67</b> |
| <b>Vendor: 1388 - AIDA TORRES</b>                                    |                               |                                                  |                 |                     |                 |
| 100-1205-7779                                                        | AIDA TORRES                   | DART Camping Trip Expense Reimbursement          | 7/13/23-7/21/23 |                     | 834.52          |
| 100-1205-7779                                                        | AIDA TORRES                   | DART Camping Trip/Misc Expense Reimbursement     | 7/24/23-7/31/23 |                     | 242.53          |
| 100-1205-7610                                                        | AIDA TORRES                   | ICMA Trip Airfare                                | 8082023         |                     | 297.95          |
| 100-1205-7779                                                        | AIDA TORRES                   | Concerts in the Park DART Food                   | 8082023         |                     | 57.00           |
| <b>Vendor 1388 - AIDA TORRES Total:</b>                              |                               |                                                  |                 |                     | <b>1,432.00</b> |
| <b>Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC</b>                |                               |                                                  |                 |                     |                 |
| 100-1205-7782                                                        | ALL CITY MANAGEMENT SERV...   | Crossing Guard Svcs 6/25/23 - 7/8/23             | 86795           |                     | 2,108.25        |
| <b>Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:</b>          |                               |                                                  |                 |                     | <b>2,108.25</b> |
| <b>Vendor: T4528 - ANTHONY PAEZ</b>                                  |                               |                                                  |                 |                     |                 |
| 100-2120                                                             | ANTHONY PAEZ                  | TC Rent Deposit Refund 8/5/2023                  | R99655          |                     | 300.00          |
| <b>Vendor T4528 - ANTHONY PAEZ Total:</b>                            |                               |                                                  |                 |                     | <b>300.00</b>   |
| <b>Vendor: 1060 - BEE REMOVERS</b>                                   |                               |                                                  |                 |                     |                 |
| 100-1415-7661                                                        | BEE REMOVERS                  | Bee Removal-Otis Gordon Park                     | 601499          |                     | 135.00          |
| <b>Vendor 1060 - BEE REMOVERS Total:</b>                             |                               |                                                  |                 |                     | <b>135.00</b>   |
| <b>Vendor: T4706 - BENJAMIN FREEMAN</b>                              |                               |                                                  |                 |                     |                 |
| 100-4904                                                             | BENJAMIN FREEMAN              | Minor Use Permt Refund (MUP #23-01)              | R100056         |                     | 800.00          |
| <b>Vendor T4706 - BENJAMIN FREEMAN Total:</b>                        |                               |                                                  |                 |                     | <b>800.00</b>   |
| <b>Vendor: 5559 - CALE AMERICA INC</b>                               |                               |                                                  |                 |                     |                 |
| 100-1205-7762                                                        | CALE AMERICA INC              | WTP Fees 7/2023                                  | 176045          |                     | 561.01          |
| <b>Vendor 5559 - CALE AMERICA INC Total:</b>                         |                               |                                                  |                 |                     | <b>561.01</b>   |
| <b>Vendor: 1563 - CALIFORNIA PARK &amp; RECREATION SOCIETY</b>       |                               |                                                  |                 |                     |                 |
| 100-1605-7612                                                        | CALIFORNIA PARK & RECREAT...  | Susan Perez CPRS Dues 9/1/23 - 8/31/24           | 142793-5172023  |                     | 150.00          |
| <b>Vendor 1563 - CALIFORNIA PARK &amp; RECREATION SOCIETY Total:</b> |                               |                                                  |                 |                     | <b>150.00</b>   |
| <b>Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE</b>         |                               |                                                  |                 |                     |                 |
| 100-1810-7660                                                        | CALIFORNIA STATE DEPARTM...   | Fingerprint Apps 7/2023                          | 671712          |                     | 160.00          |
| <b>Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:</b>   |                               |                                                  |                 |                     | <b>160.00</b>   |
| <b>Vendor: 5719 - CANON FINANCIAL SERVICES INC</b>                   |                               |                                                  |                 |                     |                 |
| 100-1825-7630                                                        | CANON FINANCIAL SERVICES I... | CH(2)/PS/SC/TC Copier Lease 8/1/2023 - 8/31/2023 | 30946106        |                     | 1,732.09        |
| 100-1825-7631                                                        | CANON FINANCIAL SERVICES I... | CH(2)/PS/SC/TC Copier Maint 6/1/2023 - 6/30/2023 | 30946106a       |                     | 583.98          |
| <b>Vendor 5719 - CANON FINANCIAL SERVICES INC Total:</b>             |                               |                                                  |                 |                     | <b>2,316.07</b> |
| <b>Vendor: 6229 - CAPITAL ONE</b>                                    |                               |                                                  |                 |                     |                 |
| 100-1605-7740                                                        | CAPITAL ONE                   | Summer Day Camp Supplies                         | 07416           |                     | 235.00          |
| 100-1605-7741                                                        | CAPITAL ONE                   | Youth Sports Supplies                            | 00673           |                     | 16.54           |
| 100-1605-7740                                                        | CAPITAL ONE                   | Summer Day Camp Supplies                         | 00674           |                     | 294.52          |
| 100-1605-7730                                                        | CAPITAL ONE                   | Splash in the Park Supplies                      | 02396           |                     | 76.93           |
| 100-1010-7980                                                        | CAPITAL ONE                   | July 3rd Event Council Gifts/Drinks              | 02397           |                     | 192.85          |
| 100-1605-7730                                                        | CAPITAL ONE                   | Special Event Coolers                            | 09755           |                     | 134.51          |

## Council Warrant Register By Vendor

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number                                        | Vendor Name                  | Description (Item)                           | Payable Number     | Project Account Key           | Amount    |
|-------------------------------------------------------|------------------------------|----------------------------------------------|--------------------|-------------------------------|-----------|
| 100-1605-7730                                         | CAPITAL ONE                  | Splash in the Park Gift Cards                | 09755              |                               | 40.00     |
| 100-1605-7758                                         | CAPITAL ONE                  | July 3rd Event Supplies                      | 09755              |                               | 25.96     |
| 100-1610-7618                                         | CAPITAL ONE                  | CC/VIP Drinks/Coolers                        | 40282              |                               | 263.56    |
| 100-1605-7740                                         | CAPITAL ONE                  | Adventure Camp Supplies                      | 36404              |                               | 298.02    |
| 100-1605-7740                                         | CAPITAL ONE                  | Adventure Camp Supplies                      | 9262               |                               | 24.82     |
| 100-1605-7735                                         | CAPITAL ONE                  | TC Splash Madness Week Supplies              | 01870              |                               | 122.07    |
| 100-1605-7740                                         | CAPITAL ONE                  | Summer Adventure Camp Supplies               | 00810              |                               | 7.13      |
| 100-1605-7735                                         | CAPITAL ONE                  | TC Snack Bar Supplies                        | 00811              |                               | 71.01     |
| 100-1610-7618                                         | CAPITAL ONE                  | Yard Kitchen Toaster Oven                    | 04199              |                               | 65.05     |
| 100-1605-7735                                         | CAPITAL ONE                  | TC Snack Bar Supplies                        | 98010              |                               | 297.06    |
| 100-1605-7730                                         | CAPITAL ONE                  | 7/14/23 Dive In Movie Supplies               | 00773              |                               | 42.87     |
| 100-1610-7616                                         | CAPITAL ONE                  | Group Exercise Equipment                     | 08484              |                               | 164.87    |
| 100-1605-7730                                         | CAPITAL ONE                  | Splashtacular Event Supplies                 | 5717               |                               | 52.73     |
| 100-1605-7730                                         | CAPITAL ONE                  | Night Bike Ride Event Supplies               | 02903              |                               | 416.02    |
| 100-1605-7740                                         | CAPITAL ONE                  | Summer Day Camp Supplies                     | 02904              |                               | 11.12     |
| 100-1605-7740                                         | CAPITAL ONE                  | Summer Day Camp Supplies                     | 44434              |                               | 230.60    |
| 100-1605-7730                                         | CAPITAL ONE                  | Night Bike Ride Event Participant Drinks     | 6666               |                               | 16.38     |
| Vendor 6229 - CAPITAL ONE Total:                      |                              |                                              |                    |                               | 3,099.62  |
| Vendor: 6534 - CARLOS I RODRIGUEZ                     |                              |                                              |                    |                               |           |
| 100-1605-7745                                         | CARLOS I RODRIGUEZ           | TC Duarte Boxing Show Belts                  | 04                 |                               | 1,300.00  |
| Vendor 6534 - CARLOS I RODRIGUEZ Total:               |                              |                                              |                    |                               | 1,300.00  |
| Vendor: 5164 - CARLOS MARTINEZ                        |                              |                                              |                    |                               |           |
| 100-1605-7729                                         | CARLOS MARTINEZ              | Concerts in the Park Jumper/Generator Rental | 000019             |                               | 1,160.00  |
| Vendor 5164 - CARLOS MARTINEZ Total:                  |                              |                                              |                    |                               | 1,160.00  |
| Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC          |                              |                                              |                    |                               |           |
| 100-1405-8100                                         | CHARLES ABBOTT ASSOCIATES... | Solar APP Module 8/1/2023-7/31/2024          | 66101              | 202318-Other Cap Improv-CEC.. | 1,500.00  |
| 100-1405-7800                                         | CHARLES ABBOTT ASSOCIATES... | Building & Safety Srvc 7/2023                | 66115              |                               | 27,085.21 |
| Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:    |                              |                                              |                    |                               | 28,585.21 |
| Vendor: 5140 - CINTAS CORPORATION #693                |                              |                                              |                    |                               |           |
| 100-1610-7636                                         | CINTAS CORPORATION #693      | Facility Maint Uniforms                      | 4163252995         |                               | 25.69     |
| 100-1610-7652                                         | CINTAS CORPORATION #693      | Logo Mats                                    | 4163252995         |                               | 9.31      |
| Vendor 5140 - CINTAS CORPORATION #693 Total:          |                              |                                              |                    |                               | 35.00     |
| Vendor: 3911 - CITY OF LOS ANGELES                    |                              |                                              |                    |                               |           |
| 100-1025-7707                                         | CITY OF LOS ANGELES          | FY24 LARA Membership                         | 48H-50-3811-24-005 |                               | 6,588.91  |
| Vendor 3911 - CITY OF LOS ANGELES Total:              |                              |                                              |                    |                               | 6,588.91  |
| Vendor: 5504 - CMC LIVESCAN & NOTARY SERVICES         |                              |                                              |                    |                               |           |
| 100-1810-7660                                         | CMC LIVESCAN & NOTARY SE...  | Livescan Services 7/2023                     | CMC18027           |                               | 125.00    |
| Vendor 5504 - CMC LIVESCAN & NOTARY SERVICES Total:   |                              |                                              |                    |                               | 125.00    |
| Vendor: T3688 - CYNTHIA LLAMAS                        |                              |                                              |                    |                               |           |
| 100-2120                                              | CYNTHIA LLAMAS               | SC Rent Deposit Refund 6/24/2023             | R99143             |                               | 500.00    |
| Vendor T3688 - CYNTHIA LLAMAS Total:                  |                              |                                              |                    |                               | 500.00    |
| Vendor: 3838 - DELONG UNLIMITED SCREEN PRINTING       |                              |                                              |                    |                               |           |
| 100-1605-7745                                         | DELONG UNLIMITED SCREEN ...  | TC Boxing Shirts                             | 22-10346           |                               | 682.45    |
| 100-1605-7735                                         | DELONG UNLIMITED SCREEN ...  | TC T-Shirts                                  | 22-10366           |                               | 198.45    |
| Vendor 3838 - DELONG UNLIMITED SCREEN PRINTING Total: |                              |                                              |                    |                               | 880.90    |
| Vendor: 6292 - DOG WASTE DEPOT                        |                              |                                              |                    |                               |           |
| 100-1610-7618                                         | DOG WASTE DEPOT              | Dog Waste Bags                               | 559295             |                               | 1,519.31  |
| Vendor 6292 - DOG WASTE DEPOT Total:                  |                              |                                              |                    |                               | 1,519.31  |

## Council Warrant Register By Vendor

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| Account Number                                            | Vendor Name                 | Description (Item)                                    | Payable Number | Project Account Key | Amount          |
|-----------------------------------------------------------|-----------------------------|-------------------------------------------------------|----------------|---------------------|-----------------|
| <b>Vendor: 1381 - DOLPHIN RENTS INC</b>                   |                             |                                                       |                |                     |                 |
| 100-1605-7729                                             | DOLPHIN RENTS INC           | Concerts in the Park<br>Stage/Table Rental 7/31/23    | 01-214218-07   |                     | 1,133.93        |
| <b>Vendor 1381 - DOLPHIN RENTS INC Total:</b>             |                             |                                                       |                |                     | <b>1,133.93</b> |
| <b>Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE</b>       |                             |                                                       |                |                     |                 |
| 100-1605-7733                                             | DUARTE PETTY CASH/BINGO ... | SC Bingo Prize Money                                  | 9/2023         |                     | 140.00          |
| <b>Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE Total:</b> |                             |                                                       |                |                     | <b>140.00</b>   |
| <b>Vendor: 0311 - DUARTE RECREATION PETTY CASH</b>        |                             |                                                       |                |                     |                 |
| 100-1605-7735                                             | DUARTE RECREATION PETTY ... | TC Excursion Parking<br>(Huntington Beach)            | 8092023        |                     | 54.00           |
| <b>Vendor 0311 - DUARTE RECREATION PETTY CASH Total:</b>  |                             |                                                       |                |                     | <b>54.00</b>    |
| <b>Vendor: 1357 - EXECUTIVE ELEVATOR INC</b>              |                             |                                                       |                |                     |                 |
| 100-1610-7652                                             | EXECUTIVE ELEVATOR INC      | SC Elevator Maintenance<br>7/2023                     | 102443         |                     | 145.00          |
| <b>Vendor 1357 - EXECUTIVE ELEVATOR INC Total:</b>        |                             |                                                       |                |                     | <b>145.00</b>   |
| <b>Vendor: 6532 - EXTRA SPACE STORAGE INC</b>             |                             |                                                       |                |                     |                 |
| 100-1405-7800                                             | EXTRA SPACE STORAGE INC     | Building Plans Storage<br>8/1/2023 - 8/31/2023        | 169143191      |                     | 410.00          |
| 100-1405-7800                                             | EXTRA SPACE STORAGE INC     | Building Plans Storage<br>8/1/2023 - 8/31/2023        | 169143393      |                     | 384.00          |
| <b>Vendor 6532 - EXTRA SPACE STORAGE INC Total:</b>       |                             |                                                       |                |                     | <b>794.00</b>   |
| <b>Vendor: 6237 - FAST 5 HOLDING COMPANY LLC</b>          |                             |                                                       |                |                     |                 |
| 100-1205-7650                                             | FAST 5 HOLDING COMPANY L... | Citywide Vehicle Cleaning<br>6/2023                   | 6038           |                     | 108.00          |
| 100-1205-7781                                             | FAST 5 HOLDING COMPANY L... | Citywide Vehicle Cleaning<br>6/2023                   | 6038           |                     | 138.00          |
| 100-1405-7650                                             | FAST 5 HOLDING COMPANY L... | Citywide Vehicle Cleaning<br>6/2023                   | 6038           |                     | 48.00           |
| 100-1410-7650                                             | FAST 5 HOLDING COMPANY L... | Citywide Vehicle Cleaning<br>6/2023                   | 6038           |                     | 6.00            |
| 100-1605-7650                                             | FAST 5 HOLDING COMPANY L... | Citywide Vehicle Cleaning<br>6/2023                   | 6038           |                     | 30.00           |
| <b>Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:</b>    |                             |                                                       |                |                     | <b>330.00</b>   |
| <b>Vendor: T4154 - FREEDOM FOREVER</b>                    |                             |                                                       |                |                     |                 |
| 100-4901                                                  | FREEDOM FOREVER             | Solar Plan Check Refund (Pmt<br>#2023-030)2164 Broach | R97937         |                     | 250.00          |
| <b>Vendor T4154 - FREEDOM FOREVER Total:</b>              |                             |                                                       |                |                     | <b>250.00</b>   |
| <b>Vendor: 4039 - FSP DESIGNS</b>                         |                             |                                                       |                |                     |                 |
| 100-1205-7636                                             | FSP DESIGNS                 | Public Safety Staff Uniforms                          | 10822          |                     | 88.37           |
| <b>Vendor 4039 - FSP DESIGNS Total:</b>                   |                             |                                                       |                |                     | <b>88.37</b>    |
| <b>Vendor: 4690 - FULLER ENGINEERING INC</b>              |                             |                                                       |                |                     |                 |
| 100-1610-7617                                             | FULLER ENGINEERING INC      | Pool Chemicals                                        | 149030         |                     | 1,162.97        |
| <b>Vendor 4690 - FULLER ENGINEERING INC Total:</b>        |                             |                                                       |                |                     | <b>1,162.97</b> |
| <b>Vendor: 6169 - FYREBRINGER STUDIOS INC</b>             |                             |                                                       |                |                     |                 |
| 100-1410-7980                                             | FYREBRINGER STUDIOS INC     | Andres Duarte Statue Cleaning                         | 092151         |                     | 4,260.00        |
| <b>Vendor 6169 - FYREBRINGER STUDIOS INC Total:</b>       |                             |                                                       |                |                     | <b>4,260.00</b> |
| <b>Vendor: 6181 - GOOGLE LLC</b>                          |                             |                                                       |                |                     |                 |
| 100-1815-7632                                             | GOOGLE LLC                  | Gsuite accessduarte.com<br>7/1/23 - 7/19/23           | 4777914947     |                     | 1,054.19        |
| <b>Vendor 6181 - GOOGLE LLC Total:</b>                    |                             |                                                       |                |                     | <b>1,054.19</b> |
| <b>Vendor: 5367 - HENDERSON'S UNIFORMS</b>                |                             |                                                       |                |                     |                 |
| 100-1610-7636                                             | HENDERSON'S UNIFORMS        | Staff Uniforms/Hats                                   | 36361          |                     | 263.77          |
| <b>Vendor 5367 - HENDERSON'S UNIFORMS Total:</b>          |                             |                                                       |                |                     | <b>263.77</b>   |
| <b>Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON</b>         |                             |                                                       |                |                     |                 |
| 100-1605-7736                                             | HEULYN REGINA DUMAS-JOH...  | Instructor-Adult/Youth Sewing<br>Classes Summer 2023  | 4-8032023      |                     | 1,575.00        |
| <b>Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:</b>   |                             |                                                       |                |                     | <b>1,575.00</b> |

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| Account Number                                                      | Vendor Name                  | Description (Item)                                | Payable Number | Project Account Key | Amount          |
|---------------------------------------------------------------------|------------------------------|---------------------------------------------------|----------------|---------------------|-----------------|
| <b>Vendor: 0594 - J &amp; J SPORTS &amp; TROPHIES</b>               |                              |                                                   |                |                     |                 |
| 100-1010-7980                                                       | J & J SPORTS & TROPHIES      | Text Plate for Kiwanis Service Award              | 29845          |                     | 11.03           |
| <b>Vendor 0594 - J &amp; J SPORTS &amp; TROPHIES Total:</b>         |                              |                                                   |                |                     | <b>11.03</b>    |
| <b>Vendor: 6031 - JAG ENDEAVORS LLC</b>                             |                              |                                                   |                |                     |                 |
| 100-1605-7636                                                       | JAG ENDEAVORS LLC            | July 3rd Staff T-Shirts                           | 1373           |                     | 626.78          |
| 100-1605-7636                                                       | JAG ENDEAVORS LLC            | Parks & Rec Staff Uniforms                        | 1374           |                     | 355.33          |
| <b>Vendor 6031 - JAG ENDEAVORS LLC Total:</b>                       |                              |                                                   |                |                     | <b>982.11</b>   |
| <b>Vendor: 6271 - JAVIER DJEU TENNIS</b>                            |                              |                                                   |                |                     |                 |
| 100-1605-7736                                                       | JAVIER DJEU TENNIS           | Instructor Fee-Tennis Classes & Camp Summer 2023  | 0805           |                     | 3,101.00        |
| <b>Vendor 6271 - JAVIER DJEU TENNIS Total:</b>                      |                              |                                                   |                |                     | <b>3,101.00</b> |
| <b>Vendor: T3851 - JOVANA VILLEGAS</b>                              |                              |                                                   |                |                     |                 |
| 100-1605-7736                                                       | JOVANA VILLEGAS              | Instructor Fee-Ballet & Tap                       | 135823         |                     | 1,067.50        |
| <b>Vendor T3851 - JOVANA VILLEGAS Total:</b>                        |                              |                                                   |                |                     | <b>1,067.50</b> |
| <b>Vendor: 0439 - KENNETH L ROGERS</b>                              |                              |                                                   |                |                     |                 |
| 100-1610-7652                                                       | KENNETH L ROGERS             | Community Ctr Carpet Cleaning                     | 15448          |                     | 500.00          |
| 100-1610-7652                                                       | KENNETH L ROGERS             | City Hall Carpet Cleaning                         | 15457          |                     | 1,200.00        |
| <b>Vendor 0439 - KENNETH L ROGERS Total:</b>                        |                              |                                                   |                |                     | <b>1,700.00</b> |
| <b>Vendor: T4707 - KLPPV PROPERTIES LLC</b>                         |                              |                                                   |                |                     |                 |
| 100-2126                                                            | KLPPV PROPERTIES LLC         | Const/Demo Deposit Refund (P#2022-650)1018 Oak St | R97680         |                     | 3,500.00        |
| 100-5004                                                            | KLPPV PROPERTIES LLC         | Administrative Fee (P#2022-650)1018 Oak St        | R97680         |                     | -125.00         |
| <b>Vendor T4707 - KLPPV PROPERTIES LLC Total:</b>                   |                              |                                                   |                |                     | <b>3,375.00</b> |
| <b>Vendor: 3968 - LANDSCAPE WAREHOUSE III</b>                       |                              |                                                   |                |                     |                 |
| 100-1415-7889                                                       | LANDSCAPE WAREHOUSE III      | Irrigation Supplies                               | 4187086        |                     | 394.30          |
| <b>Vendor 3968 - LANDSCAPE WAREHOUSE III Total:</b>                 |                              |                                                   |                |                     | <b>394.30</b>   |
| <b>Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT</b>       |                              |                                                   |                |                     |                 |
| 100-1205-7784                                                       | LOS ANGELES COUNTY SHERIF... | Prisoner Maintenance 6/2023                       | 233829VL       |                     | 904.74          |
| <b>Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:</b> |                              |                                                   |                |                     | <b>904.74</b>   |
| <b>Vendor: 4086 - LSL CPAs</b>                                      |                              |                                                   |                |                     |                 |
| 100-1805-7654                                                       | LSL CPAs                     | FY23 Annual GASB 68 Report                        | 58277          |                     | 1,120.00        |
| <b>Vendor 4086 - LSL CPAs Total:</b>                                |                              |                                                   |                |                     | <b>1,120.00</b> |
| <b>Vendor: T4710 - LU LIN</b>                                       |                              |                                                   |                |                     |                 |
| 100-2120                                                            | LU LIN                       | ROP Bldg Rent Deposit Refund 7/29/23              | R100035        |                     | 150.00          |
| <b>Vendor T4710 - LU LIN Total:</b>                                 |                              |                                                   |                |                     | <b>150.00</b>   |
| <b>Vendor: 6367 - LUCIA ROMERO</b>                                  |                              |                                                   |                |                     |                 |
| 100-1605-7736                                                       | LUCIA ROMERO                 | Instructor Fee-Folklorio Summer 2023              | 001            |                     | 910.00          |
| <b>Vendor 6367 - LUCIA ROMERO Total:</b>                            |                              |                                                   |                |                     | <b>910.00</b>   |
| <b>Vendor: T3896 - MARILYN GARCIA</b>                               |                              |                                                   |                |                     |                 |
| 100-2120                                                            | MARILYN GARCIA               | Pool Rental Deposit Refund 8/5/2023               | R100242        |                     | 200.00          |
| <b>Vendor T3896 - MARILYN GARCIA Total:</b>                         |                              |                                                   |                |                     | <b>200.00</b>   |
| <b>Vendor: 4422 - MARILYN MAYS</b>                                  |                              |                                                   |                |                     |                 |
| 100-1500                                                            | MARILYN MAYS                 | Advance-Duarte Survivor Event Prizes              | 9/9/2023       |                     | 400.00          |
| <b>Vendor 4422 - MARILYN MAYS Total:</b>                            |                              |                                                   |                |                     | <b>400.00</b>   |
| <b>Vendor: 6529 - MONRO INC</b>                                     |                              |                                                   |                |                     |                 |
| 100-1205-7650                                                       | MONRO INC                    | Vehicle #27 Tires                                 | 416142         |                     | 1,193.03        |
| <b>Vendor 6529 - MONRO INC Total:</b>                               |                              |                                                   |                |                     | <b>1,193.03</b> |

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|-------------------------------------------------------------------------|-------------------------------|--------------------------------------------------|----------------|---------------------|-----------------|
| <b>Vendor: 6104 - MONSIDO INC</b>                                       |                               |                                                  |                |                     |                 |
| 100-1020-7722                                                           | MONSIDO INC                   | Annual Website 9/1/2023 - 8/31/2024              | INV-25981      |                     | 3,059.16        |
| <b>Vendor 6104 - MONSIDO INC Total:</b>                                 |                               |                                                  |                |                     | <b>3,059.16</b> |
| <b>Vendor: T4708 - MR BUILD HOME IMPROVEMENT</b>                        |                               |                                                  |                |                     |                 |
| 100-2126                                                                | MR BUILD HOME IMPROVEM...     | Const/Demo Dep Refund (P#2021-236)1818 Bradbury  | R92605         |                     | 500.00          |
| 100-5004                                                                | MR BUILD HOME IMPROVEM...     | Administrative Fee (P#2021-236)1818 Bradbury     | R92605         |                     | -125.00         |
| <b>Vendor T4708 - MR BUILD HOME IMPROVEMENT Total:</b>                  |                               |                                                  |                |                     | <b>375.00</b>   |
| <b>Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA</b>         |                               |                                                  |                |                     |                 |
| 100-1810-7673                                                           | OCCUPATIONAL HEALTH CEN...    | Audio/Physical Exam 7/25/2023                    | 79994171       |                     | 179.00          |
| 100-1810-7673                                                           | OCCUPATIONAL HEALTH CEN...    | Audiogram 7/27/2023                              | 80077552       |                     | 65.00           |
| 100-1810-7673                                                           | OCCUPATIONAL HEALTH CEN...    | DOT Physical 8/7/2023                            | 80146493       |                     | 122.00          |
| <b>Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA Total:</b>   |                               |                                                  |                |                     | <b>366.00</b>   |
| <b>Vendor: T3431 - OLIVIA WUJICK</b>                                    |                               |                                                  |                |                     |                 |
| 100-1605-7735                                                           | OLIVIA WUJICK                 | TC Teen Movie Night Dinner                       | INV0001        |                     | 300.00          |
| <b>Vendor T3431 - OLIVIA WUJICK Total:</b>                              |                               |                                                  |                |                     | <b>300.00</b>   |
| <b>Vendor: 6289 - PAPER RECYCLING &amp; SHREDDING SPECIALISTS</b>       |                               |                                                  |                |                     |                 |
| 100-1825-7980                                                           | PAPER RECYCLING & SHREDDI...  | Document Shredding 7/26/2023                     | 551672         |                     | 58.00           |
| <b>Vendor 6289 - PAPER RECYCLING &amp; SHREDDING SPECIALISTS Total:</b> |                               |                                                  |                |                     | <b>58.00</b>    |
| <b>Vendor: 6286 - PARTY PRONTO INC</b>                                  |                               |                                                  |                |                     |                 |
| 100-1605-7740                                                           | PARTY PRONTO INC              | Day Camp Inflatable Rental 5/31/2023             | O41710         |                     | 428.00          |
| <b>Vendor 6286 - PARTY PRONTO INC Total:</b>                            |                               |                                                  |                |                     | <b>428.00</b>   |
| <b>Vendor: 2466 - POST ALARM SYSTEMS</b>                                |                               |                                                  |                |                     |                 |
| 100-1610-7652                                                           | POST ALARM SYSTEMS            | CH/Yard Alarm/Camera Monitoring 9/1/23 - 9/30/23 | 1604955        |                     | 173.84          |
| <b>Vendor 2466 - POST ALARM SYSTEMS Total:</b>                          |                               |                                                  |                |                     | <b>173.84</b>   |
| <b>Vendor: 6176 - QUADIENT LEASING USA INC</b>                          |                               |                                                  |                |                     |                 |
| 100-1825-7630                                                           | QUADIENT LEASING USA INC      | CH Postage Machine Lease 8/23/23 - 11/22/23      | N10041843      |                     | 707.12          |
| <b>Vendor 6176 - QUADIENT LEASING USA INC Total:</b>                    |                               |                                                  |                |                     | <b>707.12</b>   |
| <b>Vendor: T4611 - RETAIL MARKETING SERVICES INC</b>                    |                               |                                                  |                |                     |                 |
| 100-4302                                                                | RETAIL MARKETING SERVICES ... | Citation Overpayment                             | D03034         |                     | 110.00          |
| 100-4302                                                                | RETAIL MARKETING SERVICES ... | Citation Overpayment                             | D03035         |                     | 110.00          |
| <b>Vendor T4611 - RETAIL MARKETING SERVICES INC Total:</b>              |                               |                                                  |                |                     | <b>220.00</b>   |
| <b>Vendor: 6293 - RODOLFO CARDENAS</b>                                  |                               |                                                  |                |                     |                 |
| 100-1605-7733                                                           | RODOLFO CARDENAS              | SC Monthly Dance DJ                              | 8/24/2023      |                     | 175.00          |
| <b>Vendor 6293 - RODOLFO CARDENAS Total:</b>                            |                               |                                                  |                |                     | <b>175.00</b>   |
| <b>Vendor: 0202 - SHAFFER AWARDS</b>                                    |                               |                                                  |                |                     |                 |
| 100-1605-7745                                                           | SHAFFER AWARDS                | TC Boxing Show Awards                            | 7556           |                     | 332.79          |
| <b>Vendor 0202 - SHAFFER AWARDS Total:</b>                              |                               |                                                  |                |                     | <b>332.79</b>   |
| <b>Vendor: 0206 - SIMON EQUIPMENT RENTALS</b>                           |                               |                                                  |                |                     |                 |
| 100-1605-7729                                                           | SIMON EQUIPMENT RENTALS       | Concerts in the Park 7/17/23 Generator Rental    | 153227         |                     | 225.68          |
| 100-1605-7729                                                           | SIMON EQUIPMENT RENTALS       | Concerts in the Park 7/31/23 Generator Rental    | 153514         |                     | 260.48          |
| <b>Vendor 0206 - SIMON EQUIPMENT RENTALS Total:</b>                     |                               |                                                  |                |                     | <b>486.16</b>   |
| <b>Vendor: 0209 - SMART &amp; FINAL</b>                                 |                               |                                                  |                |                     |                 |
| 100-1605-7730                                                           | SMART & FINAL                 | 2023 Splashtacular Snacks/Giveaways              | 579922         |                     | 98.13           |
| 100-1605-7733                                                           | SMART & FINAL                 | SC Fresh Fridays Ice Cream/Toppings              | 032199         |                     | 96.33           |
| 100-1605-7733                                                           | SMART & FINAL                 | Senior Ctr Misc Snacks                           | 171455         |                     | 72.43           |
| 100-1605-7737                                                           | SMART & FINAL                 | Adult Excursion Expenditures                     | 323800         |                     | 53.96           |

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|------------------------------------------------------------------|------------------------------|-------------------------------------------------|----------------|---------------------|----------|
| 100-1605-7733                                                    | SMART & FINAL                | SC Pickleball Party Refreshments                | 423622         |                     | 55.23    |
| 100-1610-7618                                                    | SMART & FINAL                | Senior Ctr Coffee Supplies                      | 813177         |                     | 112.33   |
| 100-1605-7730                                                    | SMART & FINAL                | Foam Party 2023 Supplies                        | 548644         |                     | 23.78    |
| 100-1610-7616                                                    | SMART & FINAL                | Swim Team Meet Supplies                         | 205522         |                     | 110.35   |
| Vendor 0209 - SMART & FINAL Total:                               |                              |                                                 |                |                     | 622.54   |
| Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP                    |                              |                                                 |                |                     |          |
| 100-1010-7670                                                    | SOUTHERN CALIFORNIA NEWS...  | Legal Advertising 7/2023                        | 569843         |                     | 879.17   |
| Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:              |                              |                                                 |                |                     | 879.17   |
| Vendor: T4709 - STEPAN R KECHICHIAN                              |                              |                                                 |                |                     |          |
| 100-2120                                                         | STEPAN R KECHICHIAN          | Pool Rental Deposit Refund 8/6/2023             | R100244        |                     | 200.00   |
| Vendor T4709 - STEPAN R KECHICHIAN Total:                        |                              |                                                 |                |                     | 200.00   |
| Vendor: 6462 - SUNBELT RENTALS INC                               |                              |                                                 |                |                     |          |
| 100-1605-7729                                                    | SUNBELT RENTALS INC          | Concerts in the Park 7/17/23 Light Tower Rental | 142024734-0001 |                     | 1,217.43 |
| 100-1605-7729                                                    | SUNBELT RENTALS INC          | Concerts in the Park 7/24/23 Light Tower Rental | 142319121-0002 |                     | 1,187.07 |
| Vendor 6462 - SUNBELT RENTALS INC Total:                         |                              |                                                 |                |                     | 2,404.50 |
| Vendor: 1610 - SUNWEST ENGINEERING                               |                              |                                                 |                |                     |          |
| 100-1410-7656                                                    | SUNWEST ENGINEERING          | Emergency Generator DFE Training 7/26/2023      | SA-33480       |                     | 195.00   |
| 100-1410-7656                                                    | SUNWEST ENGINEERING          | Emergency Generator Inspection 7/26/23          | SA-35789       |                     | 160.00   |
| Vendor 1610 - SUNWEST ENGINEERING Total:                         |                              |                                                 |                |                     | 355.00   |
| Vendor: 5351 - SUPERIOR PRESS                                    |                              |                                                 |                |                     |          |
| 100-1805-7653                                                    | SUPERIOR PRESS               | A/P Account Deposit Slips                       | 4718518        |                     | 104.81   |
| Vendor 5351 - SUPERIOR PRESS Total:                              |                              |                                                 |                |                     | 104.81   |
| Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC                    |                              |                                                 |                |                     |          |
| 100-1410-7814                                                    | SUPERIOR PROPERTY SERVICE... | Graffiti Removal 7/2023                         | 17853          |                     | 6,227.09 |
| 100-1410-7814                                                    | SUPERIOR PROPERTY SERVICE... | Pressure Washing Paint Spill Clean up 7/12/23   | 17855          |                     | 1,290.00 |
| Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:              |                              |                                                 |                |                     | 7,517.09 |
| Vendor: 6386 - SUSIE HANSEN                                      |                              |                                                 |                |                     |          |
| 100-1605-7733                                                    | SUSIE HANSEN                 | Senior Ctr Fall Fling Entertainment 9/8/23      | 695            |                     | 500.00   |
| Vendor 6386 - SUSIE HANSEN Total:                                |                              |                                                 |                |                     | 500.00   |
| Vendor: 6369 - THE TALENTED ARTS SCHOOL OF PERFORMING ARTS       |                              |                                                 |                |                     |          |
| 100-1605-7736                                                    | THE TALENTED ARTS SCHOOL ... | Instructor Fee-Hip Hop/Hollywood Superstars     | 30             |                     | 784.00   |
| Vendor 6369 - THE TALENTED ARTS SCHOOL OF PERFORMING ARTS Total: |                              |                                                 |                |                     | 784.00   |
| Vendor: 5029 - THE TECHNOLOGY DEPOT INC                          |                              |                                                 |                |                     |          |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC     | Ruckus Cloud Management 7/1/2023 - 6/30/2024    | 21698          |                     | 500.40   |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC     | Cloud Connect SIP & E911 Bundle 9/2023          | 21659          |                     | 316.25   |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC     | Telephone Cloud Connect 9/2023                  | 21660          |                     | 653.29   |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC     | Mitel Maintenance 9/2023                        | 21661          |                     | 464.20   |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC     | SD Wan w/VELO Cloud Connect 9/2023              | 21662          |                     | 652.74   |
| 100-1815-7821                                                    | THE TECHNOLOGY DEPOT INC     | VITA Mgmt 9/2023                                | 21663          |                     | 608.30   |
| Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:                    |                              |                                                 |                |                     | 3,195.18 |
| Vendor: 5544 - THEODORE SIEGEL                                   |                              |                                                 |                |                     |          |
| 100-1605-7733                                                    | THEODORE SIEGEL              | SC "The Time Machine" Screening/Presentation    | 8/24/2023      |                     | 150.00   |
| Vendor 5544 - THEODORE SIEGEL Total:                             |                              |                                                 |                |                     | 150.00   |

## Council Warrant Register By Vendor

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number                  | Vendor Name | Description (Item)                                 | Payable Number | Project Account Key | Amount   |
|---------------------------------|-------------|----------------------------------------------------|----------------|---------------------|----------|
| <b>Vendor: 4484 - U.S. BANK</b> |             |                                                    |                |                     |          |
| 100-1205-7780                   | U.S. BANK   | Animal Control Equipment (Aces Animal Care)        | 6302023LB      |                     | 1,363.83 |
| 100-1205-7980                   | U.S. BANK   | CSO Interview Panel Lunch 6/27/23 (BJS Restaurant) | 6302023LB      |                     | 116.64   |
| 100-1010-7980                   | U.S. BANK   | July 3rd CC Cupcake Gifts (Susie Cakes)            | 6302023ME      |                     | 61.80    |
| 100-1605-7614                   | U.S. BANK   | Kelly Barnes VariDesk (VariDesk)                   | 6302023ME      |                     | 282.23   |
| 100-1605-7730                   | U.S. BANK   | Food Grade Hoses for Hot/Cold Sinks (Nat'l Supply) | 6302023ME      |                     | 1,660.84 |
| 100-1605-7730                   | U.S. BANK   | Special Event Supplies (Amazon)                    | 6302023ME      |                     | 29.73    |
| 100-1605-7733                   | U.S. BANK   | SC Independence Day Pots (Amazon)                  | 6302023ME      |                     | 161.37   |
| 100-1605-7733                   | U.S. BANK   | SC July 4th Pizza Party (Little Caesar's)          | 6302023ME      |                     | 159.12   |
| 100-1605-7735                   | U.S. BANK   | TC Costume Wig (Amazon)                            | 6302023ME      |                     | 27.55    |
| 100-1605-7735                   | U.S. BANK   | Hip Hop Dance Backdrop (Amazon)                    | 6302023ME      |                     | 26.40    |
| 100-1605-7740                   | U.S. BANK   | (2) First Aid Kits-Summer Day Camp (Amazon)        | 6302023ME      |                     | 37.58    |
| 100-1605-7741                   | U.S. BANK   | Youth Sports Whistles (Amazon)                     | 6302023ME      |                     | 16.53    |
| 100-1605-7758                   | U.S. BANK   | July 3rd Beer Garden Permit (LA DPH)               | 6302023ME      |                     | 188.08   |
| 100-1605-7758                   | U.S. BANK   | July 3rd Flag Pennants (Amazon)                    | 6302023ME      |                     | 266.70   |
| 100-1605-7758                   | U.S. BANK   | CC Cookie Boxes 7/3 Event (Amazon)                 | 6302023ME      |                     | 23.14    |
| 100-1605-7758                   | U.S. BANK   | July 3rd Balloons (Amazon)                         | 6302023ME      |                     | 16.28    |
| 100-1605-7758                   | U.S. BANK   | Refund-July 3rd Table Runners (Amazon)             | 6302023ME      |                     | -88.10   |
| 100-1605-7758                   | U.S. BANK   | July 3rd Event Flags (Home Depot)                  | 6302023ME      |                     | 25.30    |
| 100-1610-7616                   | U.S. BANK   | Duarte Swim Team Uniforms (SwimOutlet.com)         | 6302023ME      |                     | 659.79   |
| 100-1610-7618                   | U.S. BANK   | Ground Poles (Amazon)                              | 6302023ME      |                     | 525.18   |
| 100-1610-7618                   | U.S. BANK   | Flag Poles & Mounts (Amazon)                       | 6302023ME      |                     | 631.53   |
| 100-1205-7610                   | U.S. BANK   | Fireworks Enforcement Debrief Meeting (1913 Rest)  | 7252023LB      |                     | 67.92    |
| 100-1205-7779                   | U.S. BANK   | DART-Concerts 7/17/23 Dinner (Sweet Basil Pizza)   | 7252023LB      |                     | 57.00    |
| 100-1205-7779                   | U.S. BANK   | DART-Concerts 7/10/23 Dinner (Sonic)               | 7252023LB      |                     | 21.94    |
| 100-1205-7779                   | U.S. BANK   | DART-Concerts 7/10/23 Dinner (Sweet Basil Pizza)   | 7252023LB      |                     | 76.00    |
| 100-1205-7779                   | U.S. BANK   | DART-Concerts 7/17/23 Dinner (Hong Kong Express)   | 7252023LB      |                     | 33.53    |
| 100-1205-7779                   | U.S. BANK   | DART Camping Trip Supplies (Target)                | 7252023LB      |                     | 50.69    |
| 100-1205-7779                   | U.S. BANK   | DART-Concerts 7/17/23 Dinner (Sonic)               | 7252023LB      |                     | 34.34    |
| 100-1205-7779                   | U.S. BANK   | DART-Parks & Rec Event 7/20/23 Drinks (Sonic)      | 7252023LB      |                     | 10.53    |
| 100-1205-7780                   | U.S. BANK   | City Event Storage Containers (Target)             | 7252023LB      |                     | 16.09    |
| 100-1205-7980                   | U.S. BANK   | July 3rd Volunteer Lunch (Hong Kong Express)       | 7252023LB      |                     | 510.00   |
| 100-1205-7980                   | U.S. BANK   | College Intern Interview Panel Lunch (Max's)       | 7252023LB      |                     | 101.22   |
| 100-1205-7980                   | U.S. BANK   | July 3rd Volunteer Water/Snacks (Target)           | 7252023LB      |                     | 75.30    |



## Council Warrant Register By Vendor

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number | Vendor Name | Description (Item)                                 | Payable Number | Project Account Key | Amount   |
|----------------|-------------|----------------------------------------------------|----------------|---------------------|----------|
| 100-1205-7980  | U.S. BANK   | July 4th Volunteer/Staff Food (Chili's)            | 7252023LB      |                     | 326.70   |
| 100-1010-7980  | U.S. BANK   | July 3rd Council Swag Items (Amazon)               | 7252023ME      |                     | 52.91    |
| 100-1010-7980  | U.S. BANK   | Council T-Shirts (Michaels)                        | 7252023ME      |                     | 10.94    |
| 100-1010-7980  | U.S. BANK   | Council T-Shirts Printing (T24 Custom)             | 7252023ME      |                     | 39.41    |
| 100-1020-7716  | U.S. BANK   | ASCAP Music License Fee                            | 7252023ME      |                     | 432.50   |
| 100-1605-7612  | U.S. BANK   | FY24 Membership (Nat'l Rec & Park Assoc)           | 7252023ME      |                     | 180.00   |
| 100-1605-7614  | U.S. BANK   | Mouse Pad (Amazon)                                 | 7252023ME      |                     | 6.60     |
| 100-1605-7614  | U.S. BANK   | Square Terminal (Best Buy)                         | 7252023ME      |                     | 329.62   |
| 100-1605-7693  | U.S. BANK   | Mayors Youth Council Dinner (Subway)               | 7252023ME      |                     | 175.78   |
| 100-1605-7729  | U.S. BANK   | Concerts in the Park Supplies (Amazon)             | 7252023ME      |                     | 685.84   |
| 100-1605-7730  | U.S. BANK   | Yappy Hour Dog Treats (Centinela Feed)             | 7252023ME      |                     | 94.25    |
| 100-1605-7730  | U.S. BANK   | Deposit-Foam Party Event 8/8/23 (Roaring Foam)     | 7252023ME      |                     | 100.00   |
| 100-1605-7730  | U.S. BANK   | Crafts for Kids Story Time (Michaels)              | 7252023ME      |                     | 65.96    |
| 100-1605-7730  | U.S. BANK   | Yappy Hour Participant Favors (Dollar Tree)        | 7252023ME      |                     | 110.25   |
| 100-1605-7730  | U.S. BANK   | Night Bike Ride Bike Lights (Amazon)               | 7252023ME      |                     | 265.89   |
| 100-1605-7733  | U.S. BANK   | SC Special Event Supplies (Amazon)                 | 7252023ME      |                     | 52.30    |
| 100-1605-7735  | U.S. BANK   | Amazing Acts Event Raffle Prizes (Amazon)          | 7252023ME      |                     | 80.00    |
| 100-1605-7735  | U.S. BANK   | Teen Adventure Camp Movie Tkts (Look Cinema)       | 7252023ME      |                     | 126.75   |
| 100-1605-7735  | U.S. BANK   | Splash Madness Lunch (Subway)                      | 7252023ME      |                     | 95.88    |
| 100-1605-7736  | U.S. BANK   | Recreation Class Microwave (Amazon)                | 7252023ME      |                     | 104.73   |
| 100-1605-7737  | U.S. BANK   | Adult Excursion-Lyon Museum Box Lunches (Subway)   | 7252023ME      |                     | 351.56   |
| 100-1605-7737  | U.S. BANK   | Excursion Tickets (Lyon Air Museum)                | 7252023ME      |                     | 418.00   |
| 100-1605-7737  | U.S. BANK   | Excursion Tickets 7/29/23 (Dodger Stadium)         | 7252023ME      |                     | 2,046.00 |
| 100-1605-7739  | U.S. BANK   | Facebook Ads                                       | 7252023ME      |                     | 42.08    |
| 100-1605-7740  | U.S. BANK   | Deposit-Foam Party-Day Camp 7/26/23 (Roaring Foam) | 7252023ME      |                     | 333.38   |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Supplies (Amazon)                  | 7252023ME      |                     | 190.63   |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Craft Supplies (Amazon)            | 7252023ME      |                     | 83.65    |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Phone (Tracfone)                   | 7252023ME      |                     | 16.72    |
| 100-1605-7740  | U.S. BANK   | Summer Day Camp Pizza 7/19/23 (Little Caesars)     | 7252023ME      |                     | 65.52    |
| 100-1605-7741  | U.S. BANK   | (2) Ion Block Speakers-Youth Sports (Amazon)       | 7252023ME      |                     | 352.78   |
| 100-1605-7745  | U.S. BANK   | Boxing Tournament Golf Fundraiser Lunch (Subway)   | 7252023ME      |                     | 679.15   |
| 100-1605-7745  | U.S. BANK   | Boxing Golf Tournament Golf Pens (Amazon)          | 7252023ME      |                     | 39.66    |
| 100-1605-7980  | U.S. BANK   | Parks Make Life Better Lunch (Jersey Mike's)       | 7252023ME      |                     | 840.00   |
| 100-1605-7980  | U.S. BANK   | Parks Make Life Better Supplies (Michaels)         | 7252023ME      |                     | 20.25    |

## Council Warrant Register By Vendor

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number                                         | Vendor Name                  | Description (Item)                             | Payable Number | Project Account Key            | Amount     |
|--------------------------------------------------------|------------------------------|------------------------------------------------|----------------|--------------------------------|------------|
| 100-1605-7980                                          | U.S. BANK                    | Staff Breakfast 7/12/23 (T Burgers)            | 7252023ME      |                                | 104.63     |
| 100-1605-7980                                          | U.S. BANK                    | PMLB Ice Cream                                 | 7252023ME      |                                | 59.37      |
| 100-1605-7980                                          | U.S. BANK                    | Costurmes/Decal (Amazon)                       | 7252023ME      |                                | 159.45     |
| 100-1605-7980                                          | U.S. BANK                    | Parks Make Life Better Supplies (Target)       | 7252023ME      |                                | 87.88      |
| 100-1605-7980                                          | U.S. BANK                    | Parks Make Life Better Supplies (Winner Party) | 7252023ME      |                                | 42.08      |
| 100-1610-7616                                          | U.S. BANK                    | Breakfast Supplies (Ralphs)                    | 7252023ME      |                                | 236.31     |
| 100-1610-7618                                          | U.S. BANK                    | Duarte Swim Team Uniforms (SwimOutlet.com)     | 7252023ME      |                                | 22.04      |
| 100-1610-7618                                          | U.S. BANK                    | Stake Storage Containers (Amazon)              | 7252023ME      |                                | 391.51     |
| 100-1610-7652                                          | U.S. BANK                    | Umbrellas (Home Depot)                         | 7252023ME      |                                | 1,042.64   |
|                                                        |                              | Dept of Public Health Permits-Swimming Pool    | 7252023ME      |                                |            |
| Vendor 4484 - U.S. BANK Total:                         |                              |                                                |                |                                | 18,207.68  |
| Vendor: 5907 - ULINE INC                               |                              |                                                |                |                                |            |
| 100-1610-7618                                          | ULINE INC                    | Dog Waste System                               | 166445703      |                                | 490.28     |
| Vendor 5907 - ULINE INC Total:                         |                              |                                                |                |                                | 490.28     |
| Vendor: 6535 - ULTIMATE ATTRACTIONS LLC                |                              |                                                |                |                                |            |
| 100-1605-7732                                          | ULTIMATE ATTRACTIONS LLC     | Deposit-City Picnic Attractions                | 5269           |                                | 2,857.50   |
| Vendor 6535 - ULTIMATE ATTRACTIONS LLC Total:          |                              |                                                |                |                                | 2,857.50   |
| Fund 100 - GENERAL FUND Total:                         |                              |                                                |                |                                | 125,354.71 |
| Fund: 220 - GAS TAX FUN                                |                              |                                                |                |                                |            |
| Vendor: 5873 - ELIE FARAH INC                          |                              |                                                |                |                                |            |
| 220-2225-7980                                          | ELIE FARAH INC               | Traffic Control Plan 8/7/2023 - 8/15/2023      | DUA23-22-1     |                                | 1,800.00   |
| Vendor 5873 - ELIE FARAH INC Total:                    |                              |                                                |                |                                | 1,800.00   |
| Vendor: 6024 - RUIZ CONCRETE AND PAVING INC            |                              |                                                |                |                                |            |
| 220-2127                                               | RUIZ CONCRETE AND PAVING ... | Retention-Annual AC Repairs                    | Retention ACC  | 202308-Retention- 220-2127/... | 1,837.66   |
| Vendor 6024 - RUIZ CONCRETE AND PAVING INC Total:      |                              |                                                |                |                                | 1,837.66   |
| Vendor: 1124 - WS PAVE INC                             |                              |                                                |                |                                |            |
| 220-2210-7811                                          | WS PAVE INC                  | Civic Center Parking Lot Asphalt Repair        | 5307           |                                | 4,000.00   |
| 220-2205-8070                                          | WS PAVE INC                  | 1842 Broadland Ave Sinkhole Repair             | 5308           |                                | 1,800.00   |
| 220-2205-8070                                          | WS PAVE INC                  | 1820 Second St Sinkhole Repair                 | 5309           |                                | 1,800.00   |
| Vendor 1124 - WS PAVE INC Total:                       |                              |                                                |                |                                | 7,600.00   |
| Fund 220 - GAS TAX FUN Total:                          |                              |                                                |                |                                | 11,237.66  |
| Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND       |                              |                                                |                |                                |            |
| Vendor: 1060 - BEE REMOVERS                            |                              |                                                |                |                                |            |
| 240-2410-7662                                          | BEE REMOVERS                 | Bee Removal-1333 Central Ave                   | 601518         |                                | 135.00     |
| Vendor 1060 - BEE REMOVERS Total:                      |                              |                                                |                |                                | 135.00     |
| Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC       |                              |                                                |                |                                |            |
| 240-2425-7913                                          | BRIGHTVIEW LANDSCAPE SER...  | Hearthstone Brush Clearance                    | 8488380        |                                | 6,363.64   |
| Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total: |                              |                                                |                |                                | 6,363.64   |
| Vendor: 3968 - LANDSCAPE WAREHOUSE III                 |                              |                                                |                |                                |            |
| 240-2410-7888                                          | LANDSCAPE WAREHOUSE III      | Irrigation Supplies                            | 4187086        |                                | 394.32     |
| 240-2410-7891                                          | LANDSCAPE WAREHOUSE III      | Irrigation Supplies                            | 4187086        |                                | 394.30     |
| 240-2410-7898                                          | LANDSCAPE WAREHOUSE III      | Irrigation Repairs-Center Medians              | 4187326        |                                | 147.39     |
| Vendor 3968 - LANDSCAPE WAREHOUSE III Total:           |                              |                                                |                |                                | 936.01     |
| Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total: |                              |                                                |                |                                | 7,434.65   |

## Council Warrant Register By Vendor

Payment Dates: 8/10/2023 - 8/23/2023

| Account Number                                             | Vendor Name                  | Description (Item)                                  | Payable Number | Project Account Key            | Amount            |
|------------------------------------------------------------|------------------------------|-----------------------------------------------------|----------------|--------------------------------|-------------------|
| <b>Fund: 440 - PROPOSITION A TRANSIT FUND</b>              |                              |                                                     |                |                                |                   |
| <b>Vendor: 6237 - FAST 5 HOLDING COMPANY LLC</b>           |                              |                                                     |                |                                |                   |
| 440-4405-7650                                              | FAST 5 HOLDING COMPANY L...  | Citywide Vehicle Cleaning 6/2023                    | 6038           |                                | 12.00             |
| <b>Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:</b>     |                              |                                                     |                |                                | <b>12.00</b>      |
| <b>Vendor: 5795 - FOOTHILL LOCK AND KEY</b>                |                              |                                                     |                |                                |                   |
| 440-4405-7650                                              | FOOTHILL LOCK AND KEY        | Vehicle #33 Key Replacement                         | 46105-11       |                                | 575.00            |
| <b>Vendor 5795 - FOOTHILL LOCK AND KEY Total:</b>          |                              |                                                     |                |                                | <b>575.00</b>     |
| <b>Vendor: 1465 - INLAND EMPIRE STAGES LTD</b>             |                              |                                                     |                |                                |                   |
| 440-4405-7788                                              | INLAND EMPIRE STAGES LTD     | Excursion Transportation-<br>Dodger Game 7/29/23    | 60031          |                                | 1,188.10          |
| 440-4405-7788                                              | INLAND EMPIRE STAGES LTD     | Excursion Transportation-<br>Fantasy Springs Casino | 59889          |                                | 1,921.80          |
| <b>Vendor 1465 - INLAND EMPIRE STAGES LTD Total:</b>       |                              |                                                     |                |                                | <b>3,109.90</b>   |
| <b>Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC</b>       |                              |                                                     |                |                                |                   |
| 440-4405-7814                                              | SUPERIOR PROPERTY SERVICE... | Graffiti Removal 7/2023                             | 17853          |                                | 579.20            |
| 440-4405-7814                                              | SUPERIOR PROPERTY SERVICE... | Pressure Washing Paint Spill<br>Clean up 7/12/23    | 17855          |                                | 120.00            |
| <b>Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:</b> |                              |                                                     |                |                                | <b>699.20</b>     |
| <b>Vendor: 6113 - WARDS SERVICE</b>                        |                              |                                                     |                |                                |                   |
| 440-4405-7650                                              | WARDS SERVICE                | Vehicle #33 Service/Repair                          | 92188          |                                | 523.89            |
| <b>Vendor 6113 - WARDS SERVICE Total:</b>                  |                              |                                                     |                |                                | <b>523.89</b>     |
| <b>Fund 440 - PROPOSITION A TRANSIT FUND Total:</b>        |                              |                                                     |                |                                | <b>4,919.99</b>   |
| <b>Fund: 460 - PROPOSITION C TRANSIT FUND</b>              |                              |                                                     |                |                                |                   |
| <b>Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC</b>       |                              |                                                     |                |                                |                   |
| 460-4605-7814                                              | SUPERIOR PROPERTY SERVICE... | Graffiti Removal 7/2023                             | 17853          |                                | 434.51            |
| 460-4605-7814                                              | SUPERIOR PROPERTY SERVICE... | Pressure Washing Paint Spill<br>Clean up 7/12/23    | 17855          |                                | 90.00             |
| <b>Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:</b> |                              |                                                     |                |                                | <b>524.51</b>     |
| <b>Fund 460 - PROPOSITION C TRANSIT FUND Total:</b>        |                              |                                                     |                |                                | <b>524.51</b>     |
| <b>Fund: 470 - MEASURE R LR TRANSIT FUND</b>               |                              |                                                     |                |                                |                   |
| <b>Vendor: 6024 - RUIZ CONCRETE AND PAVING INC</b>         |                              |                                                     |                |                                |                   |
| 470-2127                                                   | RUIZ CONCRETE AND PAVING ... | Retention-Annual Concrete<br>Repair                 | Retention PCC  | 202307-Retention- 470-2127/... | 7,584.31          |
| <b>Vendor 6024 - RUIZ CONCRETE AND PAVING INC Total:</b>   |                              |                                                     |                |                                | <b>7,584.31</b>   |
| <b>Fund 470 - MEASURE R LR TRANSIT FUND Total:</b>         |                              |                                                     |                |                                | <b>7,584.31</b>   |
| <b>Grand Total:</b>                                        |                              |                                                     |                |                                | <b>157,055.83</b> |

## Report Summary

## Fund Summary

| Fund                                       | Payment Amount    |
|--------------------------------------------|-------------------|
| 100 - GENERAL FUND                         | 125,354.71        |
| 220 - GAS TAX FUN                          | 11,237.66         |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND | 7,434.65          |
| 440 - PROPOSITION A TRANSIT FUND           | 4,919.99          |
| 460 - PROPOSITION C TRANSIT FUND           | 524.51            |
| 470 - MEASURE R LR TRANSIT FUND            | 7,584.31          |
| <b>Grand Total:</b>                        | <b>157,055.83</b> |

## Account Summary

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 100-1010-7670  | Legal Notices              | 879.17         |
| 100-1010-7980  | Other Expenses             | 368.94         |
| 100-1020-7716  | Special Community Even...  | 432.50         |
| 100-1020-7722  | City Website               | 3,059.16       |
| 100-1025-7707  | LARA Membership            | 6,588.91       |
| 100-1205-7610  | Travel, Mtgs & Conf        | 365.87         |
| 100-1205-7636  | Uniforms                   | 88.37          |
| 100-1205-7650  | Vehicle Maintenance        | 1,301.03       |
| 100-1205-7762  | Parking Pass Kiosk Costs   | 561.01         |
| 100-1205-7779  | Youth Programs             | 1,418.08       |
| 100-1205-7780  | Animal Control             | 1,379.92       |
| 100-1205-7781  | Contract Law Enforceme...  | 138.00         |
| 100-1205-7782  | Crossing Guard Contract... | 2,108.25       |
| 100-1205-7784  | Prisoner Maintenance       | 904.74         |
| 100-1205-7980  | Other Expenses             | 1,129.86       |
| 100-1405-7650  | Vehicle Maintenance        | 48.00          |
| 100-1405-7800  | Building Department Ser... | 27,879.21      |
| 100-1405-8100  | Other Capital Improvem...  | 1,500.00       |
| 100-1410-7650  | Vehicle Maintenance        | 6.00           |
| 100-1410-7656  | Emergency Generator        | 355.00         |
| 100-1410-7814  | Graffiti Removal           | 7,517.09       |
| 100-1410-7980  | Other Expenses             | 4,260.00       |
| 100-1415-7661  | Other Serv-Sports Park     | 135.00         |
| 100-1415-7889  | Repairs-Sports Park        | 394.30         |
| 100-1500       | Advances                   | 400.00         |
| 100-1605-7612  | Publications and Dues      | 330.00         |
| 100-1605-7614  | Office Supplies            | 618.45         |
| 100-1605-7636  | Uniforms                   | 982.11         |
| 100-1605-7650  | Vehicle Maintenance        | 30.00          |
| 100-1605-7693  | Youth Council              | 175.78         |
| 100-1605-7729  | Concerts In The Park       | 5,870.43       |
| 100-1605-7730  | Special Events             | 3,228.27       |
| 100-1605-7732  | City Picnic                | 2,857.50       |
| 100-1605-7733  | Senior Center              | 1,561.78       |
| 100-1605-7735  | Teen Center                | 1,399.17       |
| 100-1605-7736  | Youth & Adult Recreatio... | 7,542.23       |
| 100-1605-7737  | Adult Excursions           | 2,869.52       |
| 100-1605-7739  | Publicity                  | 42.08          |
| 100-1605-7740  | Day Camps                  | 2,256.69       |
| 100-1605-7741  | Sports/Playground Progr... | 385.85         |
| 100-1605-7745  | Boxing Program             | 3,034.05       |
| 100-1605-7758  | Independence Day Celeb...  | 457.36         |
| 100-1605-7980  | Other Expenses             | 1,313.66       |
| 100-1610-7616  | Pool Supplies              | 1,171.32       |
| 100-1610-7617  | Pool Chemicals             | 1,162.97       |
| 100-1610-7618  | Building Supplies          | 4,020.79       |
| 100-1610-7636  | Uniforms                   | 289.46         |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>        | <b>Payment Amount</b> |
|-----------------------|----------------------------|-----------------------|
| 100-1610-7652         | Building Maint Services    | 4,960.46              |
| 100-1805-7653         | Bank Charges               | 104.81                |
| 100-1805-7654         | Audit Services             | 1,120.00              |
| 100-1810-7660         | Other Services             | 285.00                |
| 100-1810-7673         | Physical Exams             | 366.00                |
| 100-1815-7632         | Software                   | 1,054.19              |
| 100-1815-7821         | Network & Internet Serv... | 608.30                |
| 100-1815-7830         | Telephone Services         | 2,586.88              |
| 100-1825-7630         | Equipment Lease            | 2,439.21              |
| 100-1825-7631         | Equipment Maintenance      | 583.98                |
| 100-1825-7980         | Other Expenses             | 58.00                 |
| 100-2120              | Refundable Deposits        | 1,350.00              |
| 100-2126              | Construction and Demoli... | 4,000.00              |
| 100-4302              | Parking Citations          | 220.00                |
| 100-4901              | Plan Check Fees            | 250.00                |
| 100-4904              | Zoning Fees                | 800.00                |
| 100-5004              | Other Revenue              | -250.00               |
| 220-2127              | Retention Payable          | 1,837.66              |
| 220-2205-8070         | Street Improvements (C...  | 3,600.00              |
| 220-2210-7811         | Street Maintenance         | 4,000.00              |
| 220-2225-7980         | Other Expenses             | 1,800.00              |
| 240-2410-7662         | Other Serv-Citywide        | 135.00                |
| 240-2410-7888         | Repairs-Citywide           | 394.32                |
| 240-2410-7891         | Repairs-Medians            | 394.30                |
| 240-2410-7898         | Tree Plant-Medians         | 147.39                |
| 240-2425-7913         | Brush Clearance            | 6,363.64              |
| 440-4405-7650         | Vehicle Maintenance        | 1,110.89              |
| 440-4405-7788         | Shuttle Services           | 3,109.90              |
| 440-4405-7814         | Graffiti Removal           | 699.20                |
| 460-4605-7814         | Graffiti Removal           | 524.51                |
| 470-2127              | Retention Payable          | 7,584.31              |
| <b>Grand Total:</b>   |                            | <b>157,055.83</b>     |

**Project Account Summary**

| <b>Project Account Key</b>                         | <b>Payment Amount</b> |
|----------------------------------------------------|-----------------------|
| **None**                                           | 146,133.86            |
| 202307-Retention- 470-2127/ FY23 Citywide Concrete | 7,584.31              |
| 202308-Retention- 220-2127/ FY23 Annual Trench Rep | 1,837.66              |
| 202318-Other Cap Improv-CEC- CalAPP Grant (Solar)  | 1,500.00              |
| <b>Grand Total:</b>                                | <b>157,055.83</b>     |



# City of Duarte

## MONTHLY FINANCIAL REPORT

**Month Ended June 30, 2023  
(100.0% of FY 2022-23 Completed)**

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### **Contents**

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### **Page #**

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#### **Treasury Report**

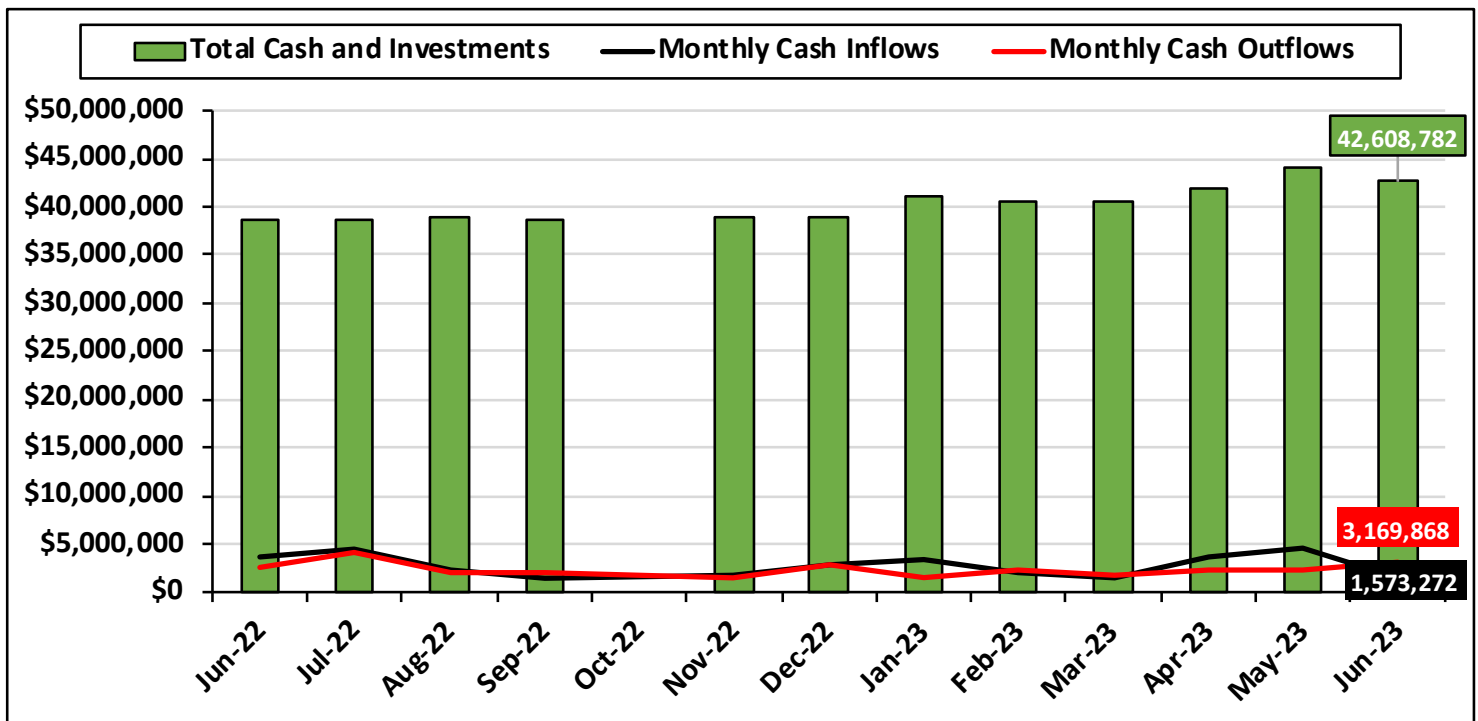
|                               |   |
|-------------------------------|---|
| Monthly Activity and Balances | 2 |
| Cash Balance by Fund          | 3 |

#### **Budget-to-Actual Report**

|                                                              |      |
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| General Fund Revenue Dashboard                               | 4-6  |
| General Fund Expenditure Dashboard                           | 7-11 |
| Revenue, Expenditures, Transfers and Surplus/Deficit by Fund | 12   |
| Components of Fund Balance in the General Fund               | 13   |

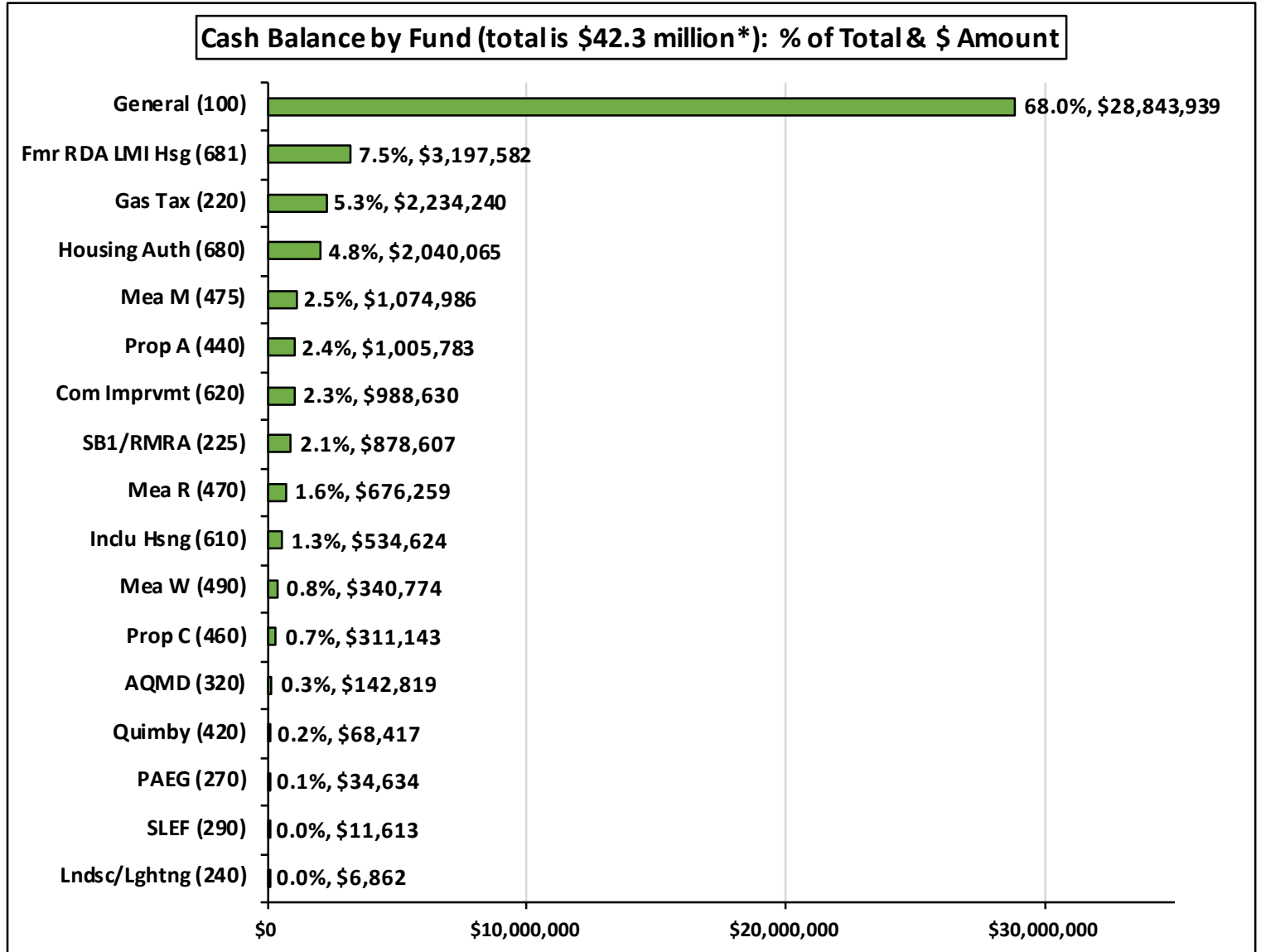
**CITY OF DUARTE**  
**Treasury Report - Monthly Activity & Balances**  
**Month Ended June 30, 2023**

| MONTHLY ACTIVITY                     |                      |                     |                      |
|--------------------------------------|----------------------|---------------------|----------------------|
|                                      | Bank*                | LAIF*               | Total                |
| <b>Beginning Balance (6/01/2023)</b> | \$8,248,691          | \$35,956,687        | <b>\$44,205,377</b>  |
| <b>Cash Inflows</b>                  |                      |                     |                      |
| Receipts                             | \$1,573,272          | \$0                 | <b>\$1,573,272</b>   |
| Transfers In                         | \$0                  | \$0                 | <b>\$0</b>           |
| <b>Total Cash Inflows</b>            | <b>\$1,573,272</b>   | <b>\$0</b>          | <b>\$1,573,272</b>   |
| <b>Cash Outflows</b>                 |                      |                     |                      |
| Disbursements                        | \$3,169,868          | \$0                 | <b>\$3,169,868</b>   |
| Transfers Out                        | \$0                  | \$0                 | <b>\$0</b>           |
| <b>Total Cash Outflows</b>           | <b>\$3,169,868</b>   | <b>\$0</b>          | <b>\$3,169,868</b>   |
| <b>Net Activity</b>                  | <b>(\$1,596,595)</b> | <b>\$0</b>          | <b>(\$1,596,595)</b> |
| <b>Ending Balance (6/30/2023)</b>    | <b>\$6,652,095</b>   | <b>\$35,956,687</b> | <b>\$42,608,782</b>  |



\*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, 2023**



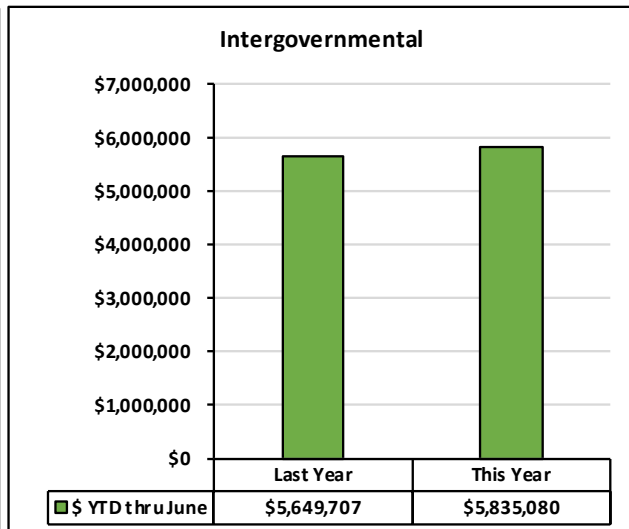
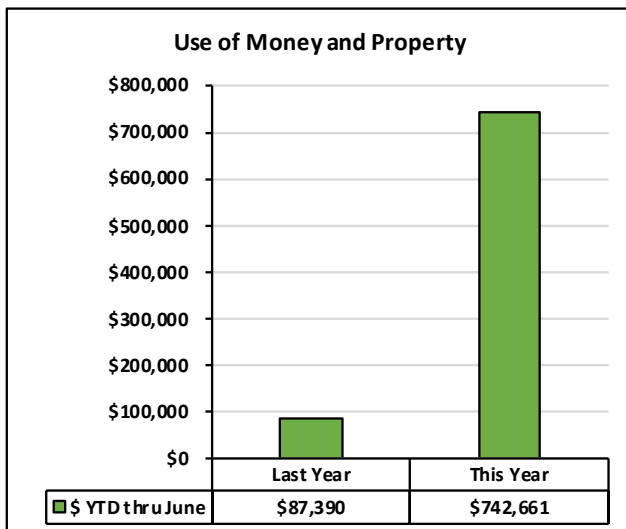
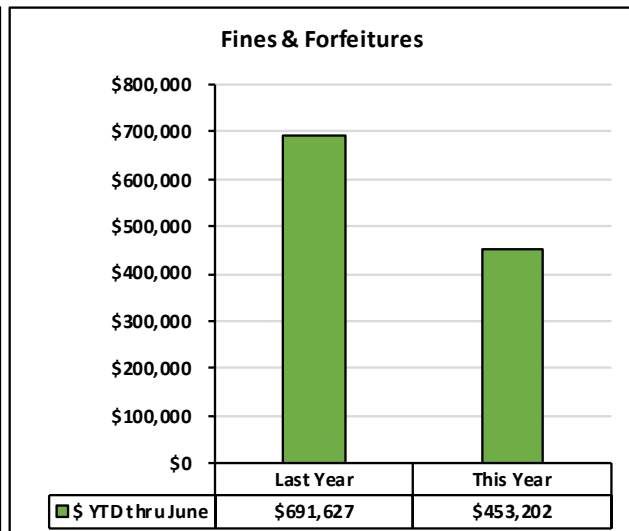
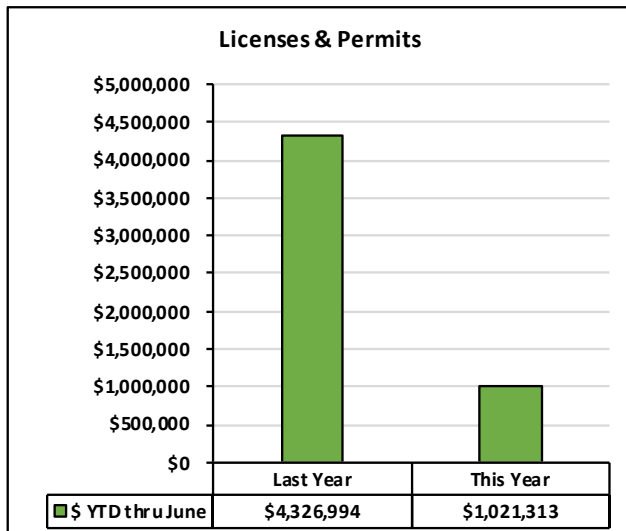
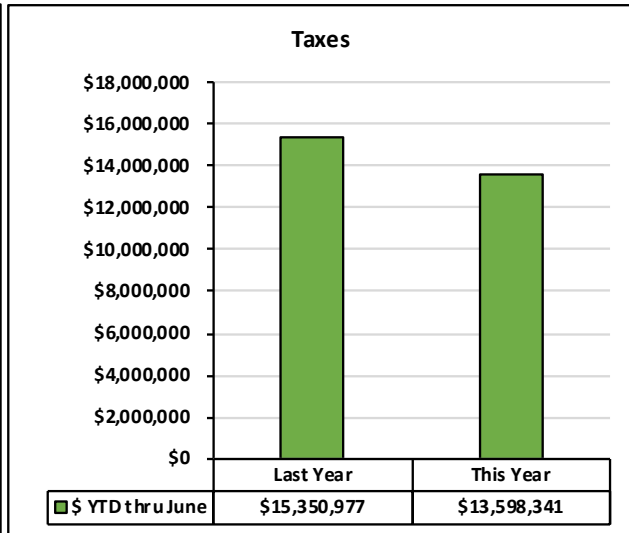
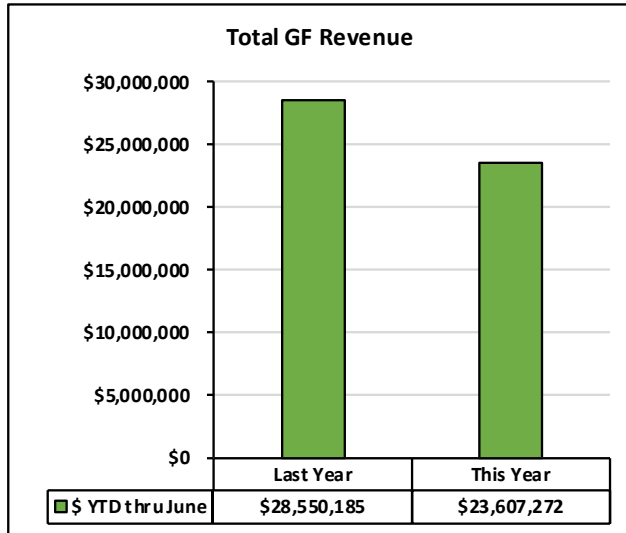
\*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger is not equal to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to 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.



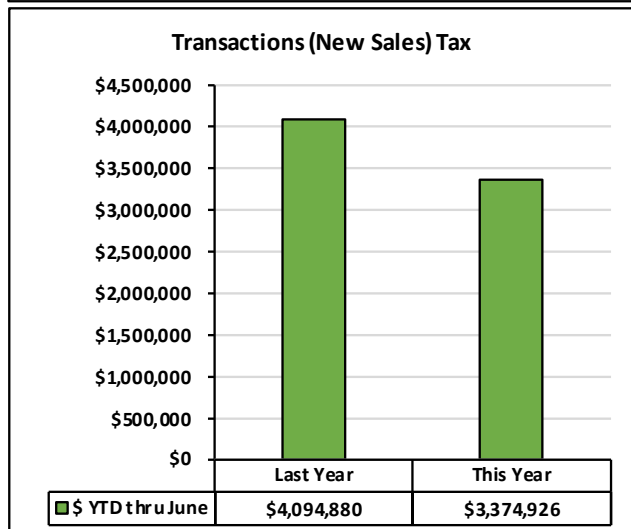
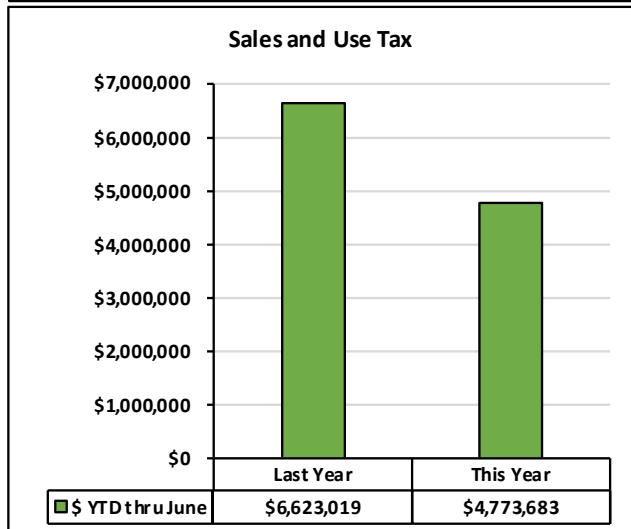
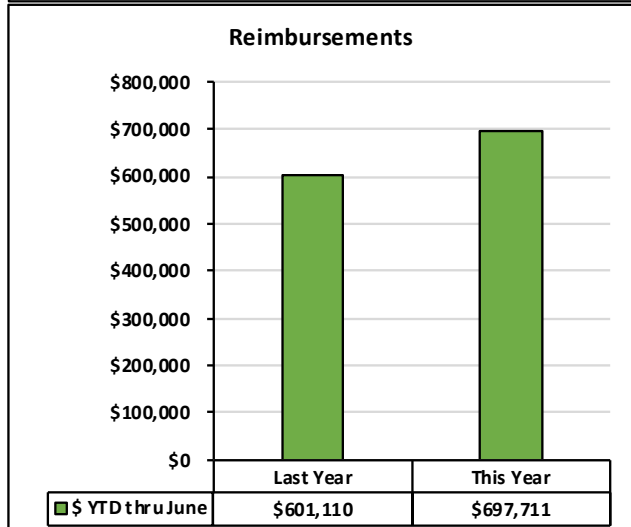
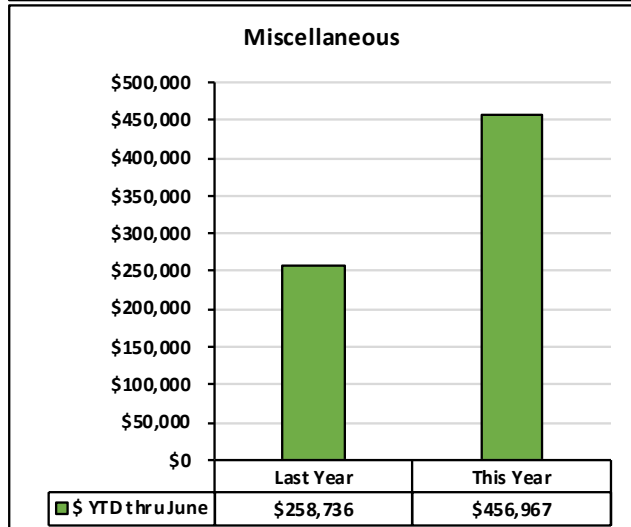
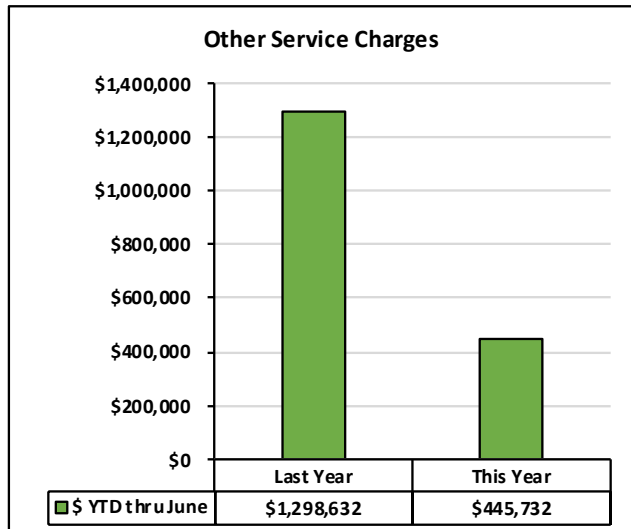
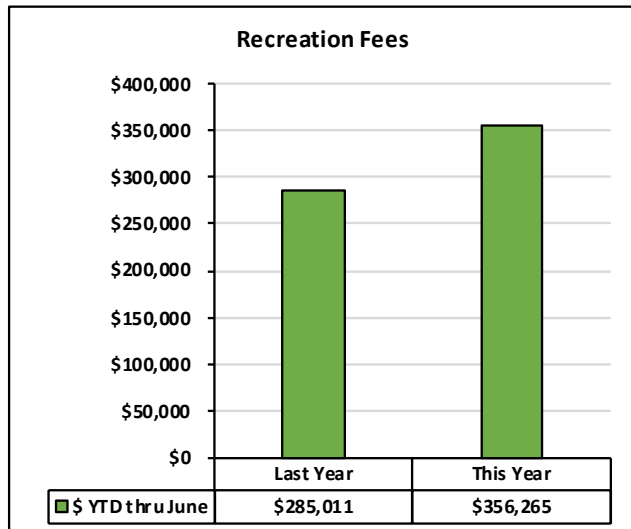
# CITY OF DUARTE

## General Fund Revenue by Category & Major Sources FY 2022-23 Year-to-Date Through June versus Prior Year



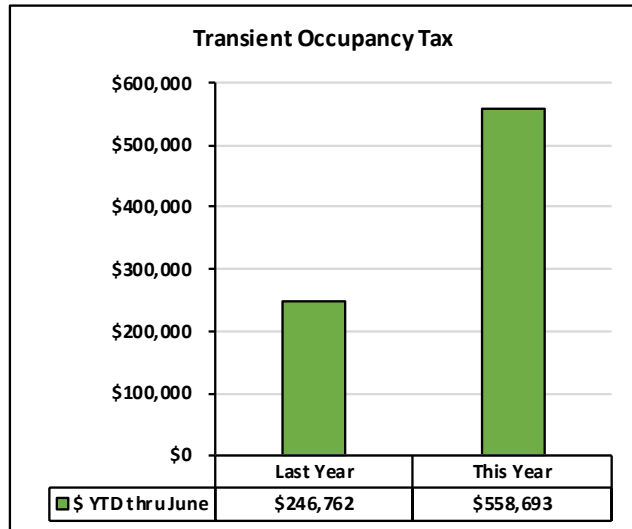
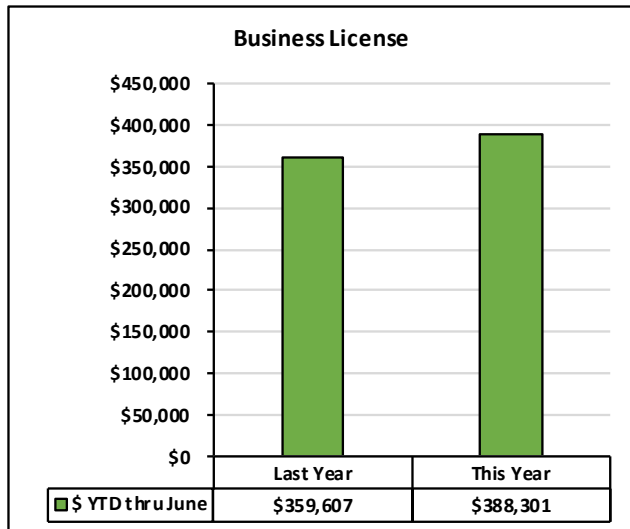
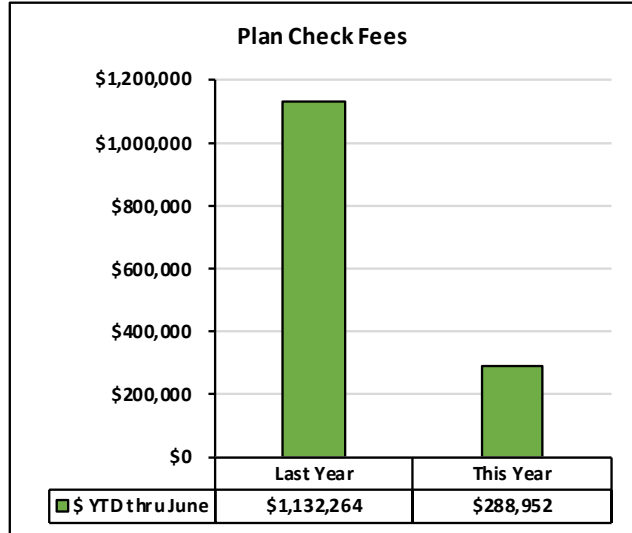
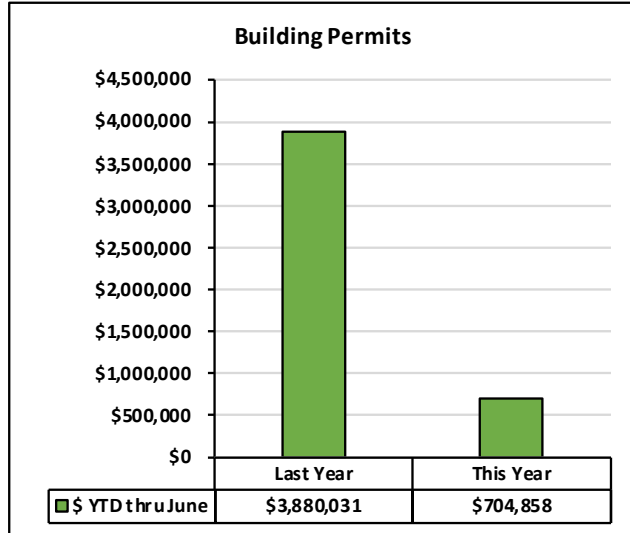
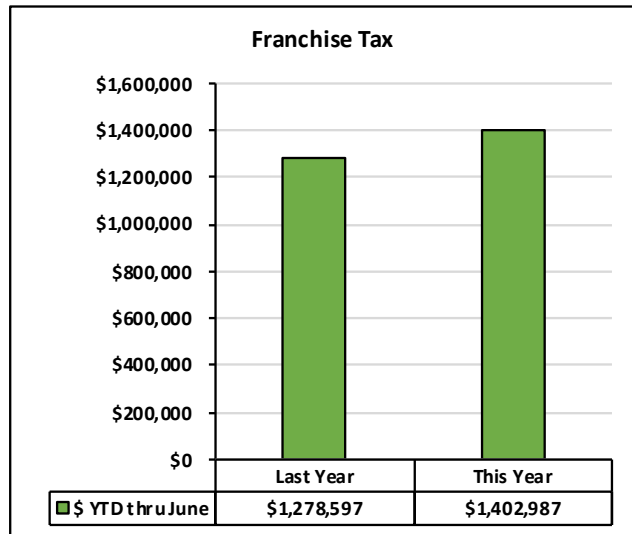
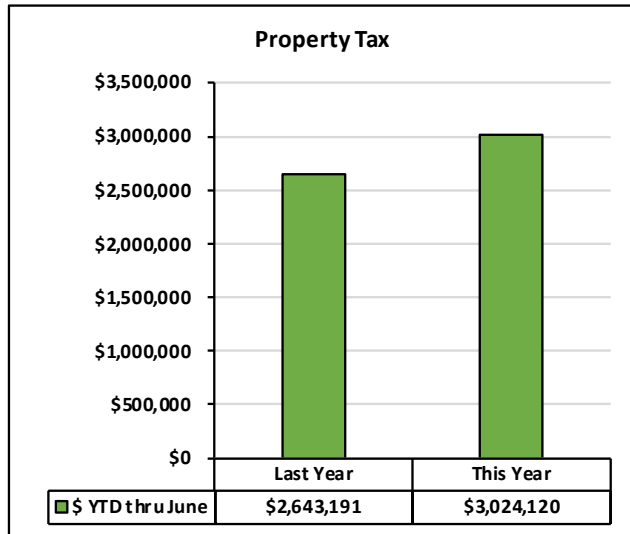
# CITY OF DUARTE

## General Fund Revenue by Category & Major Sources FY 2022-23 Year-to-Date Through June versus Prior Year



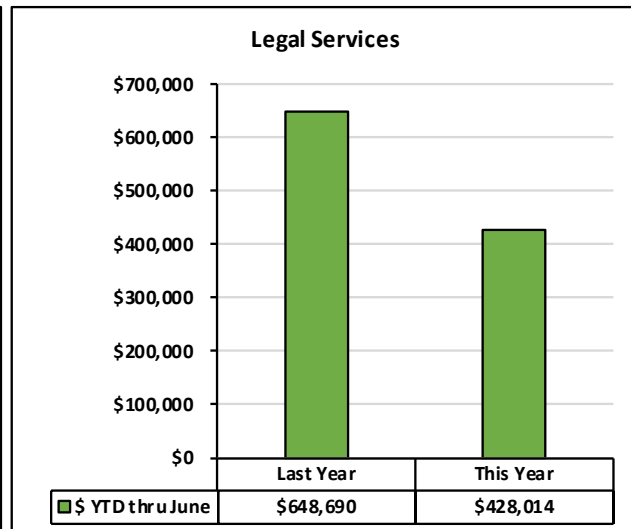
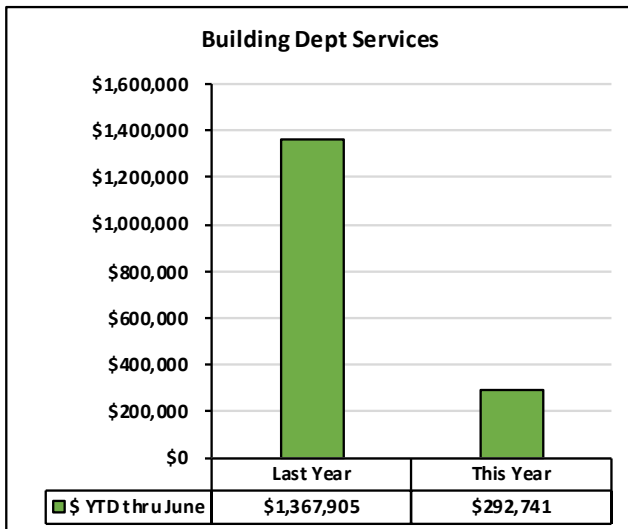
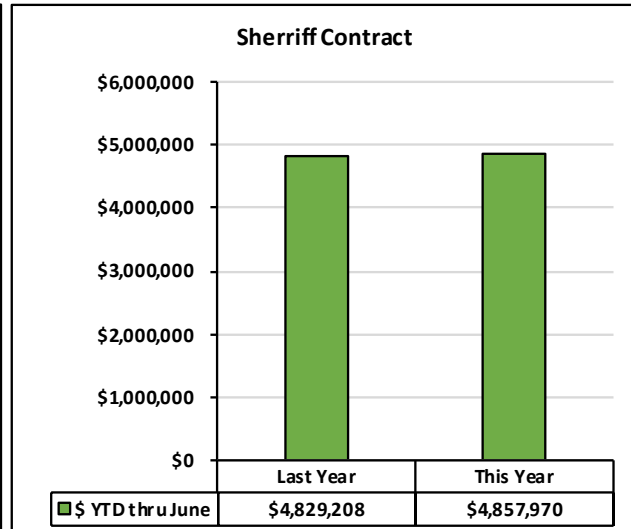
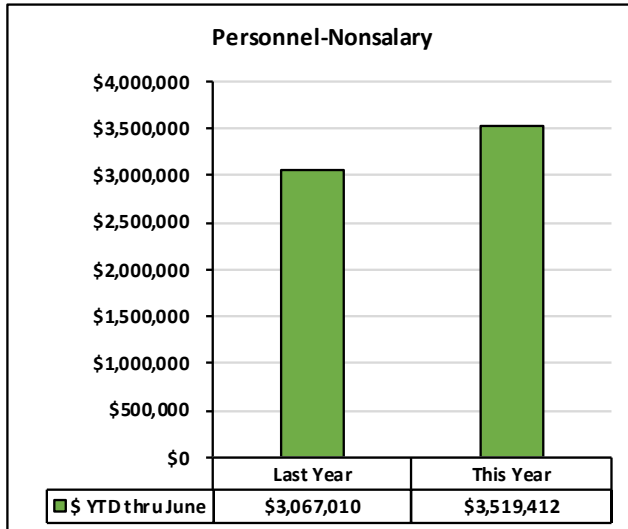
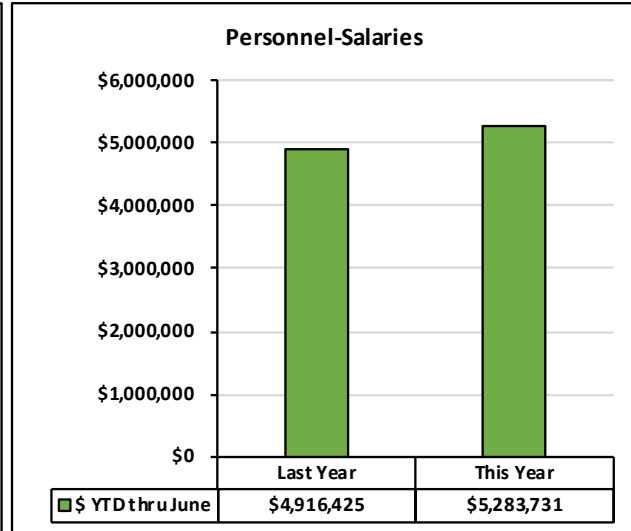
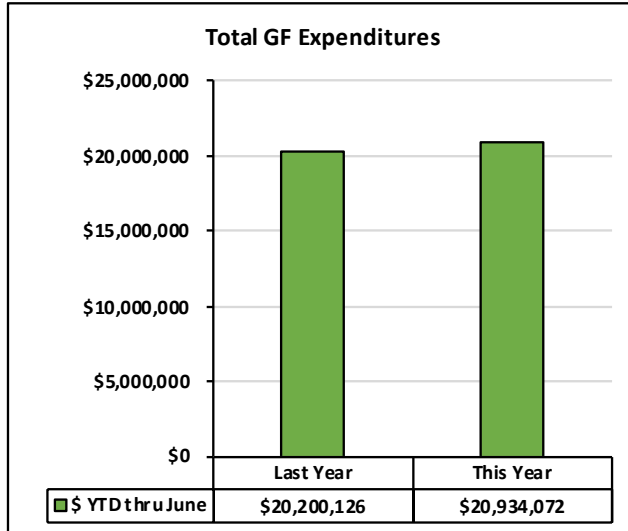
# CITY OF DUARTE

## General Fund Revenue by Category & Major Sources FY 2022-23 Year-to-Date Through June versus Prior Year



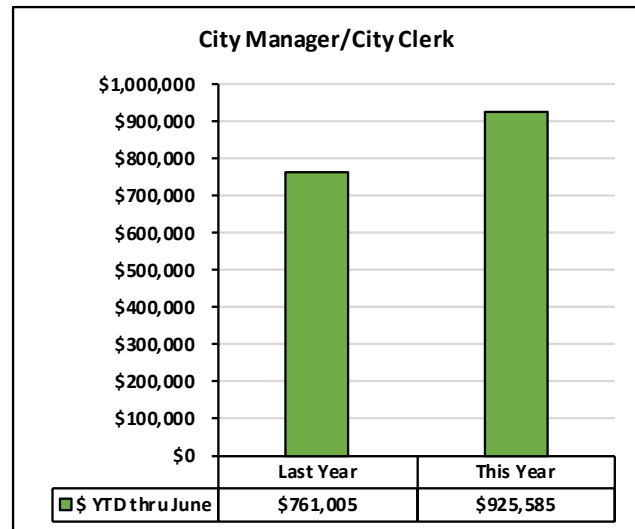
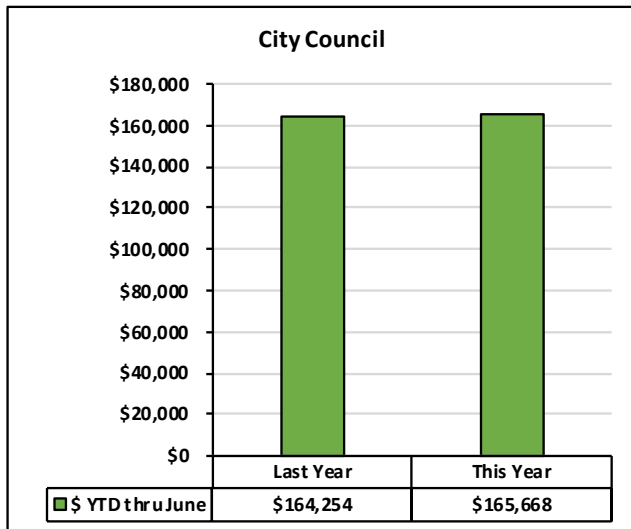
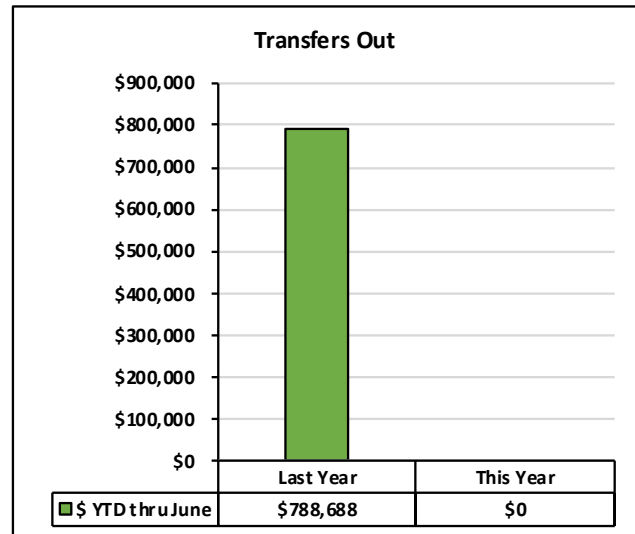
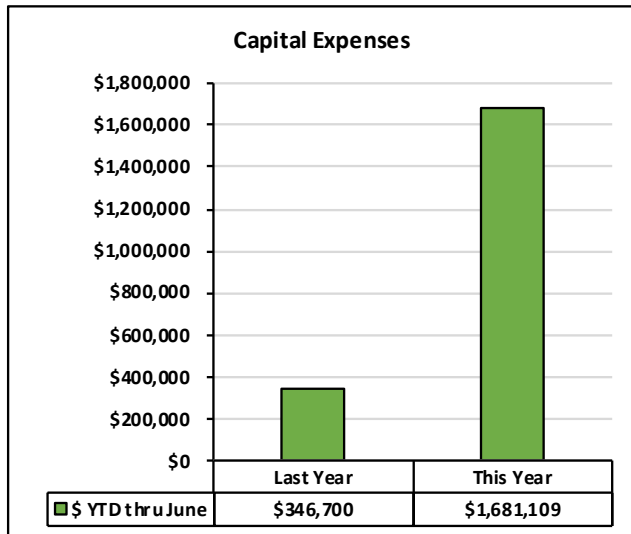
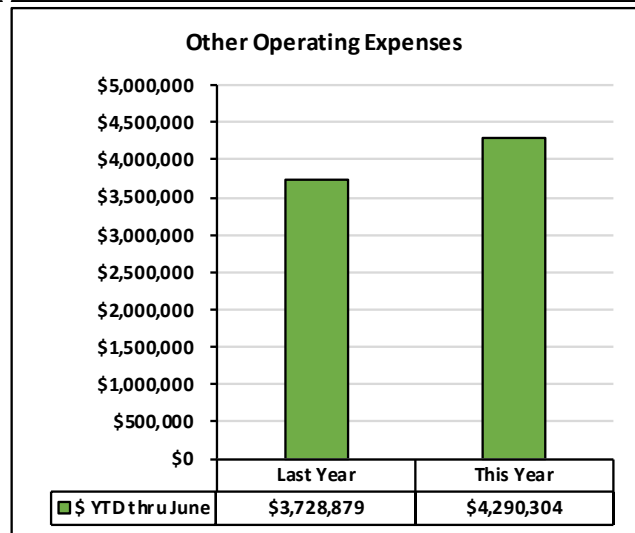
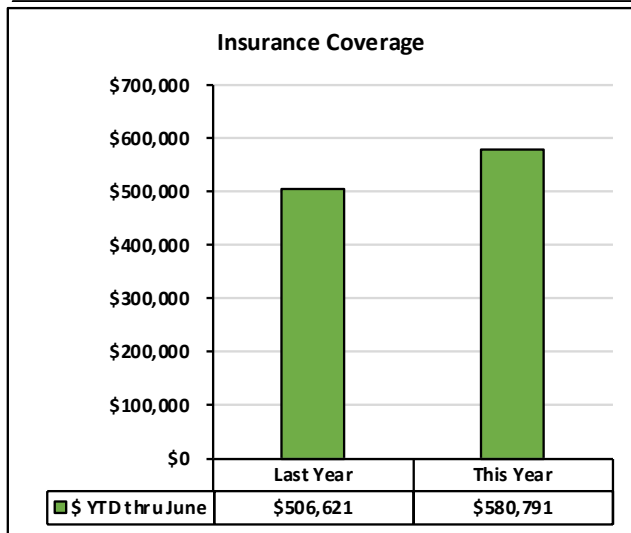
# CITY OF DUARTE

## General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through June versus Prior Year



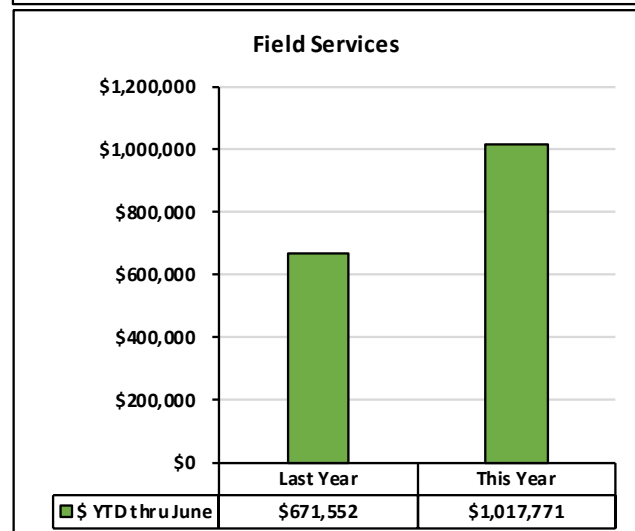
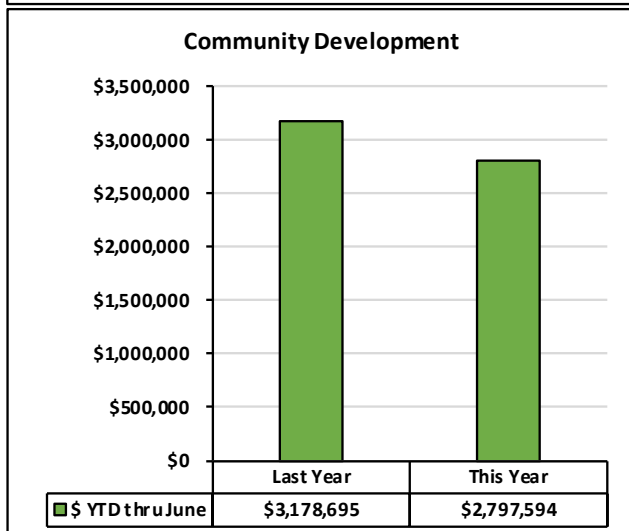
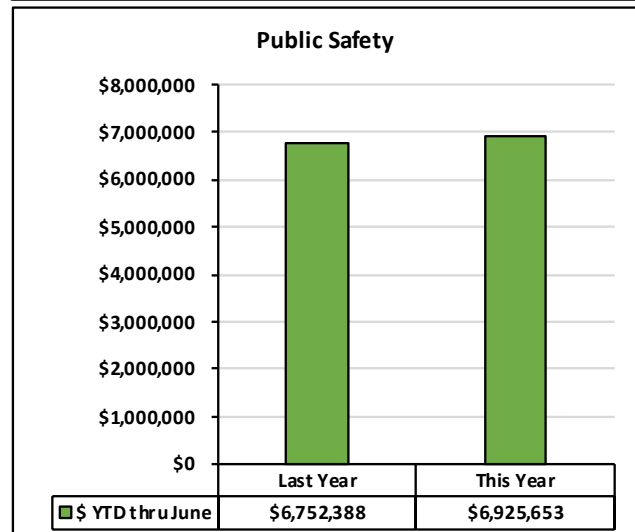
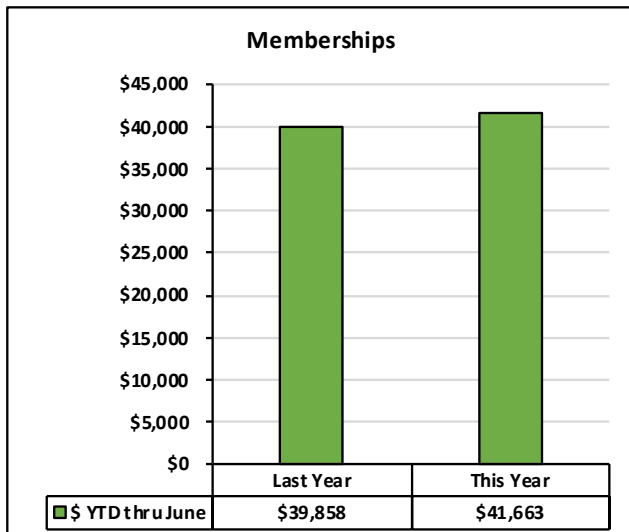
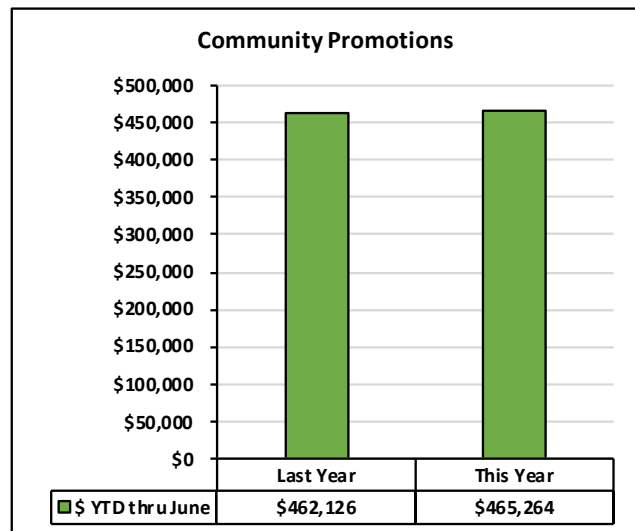
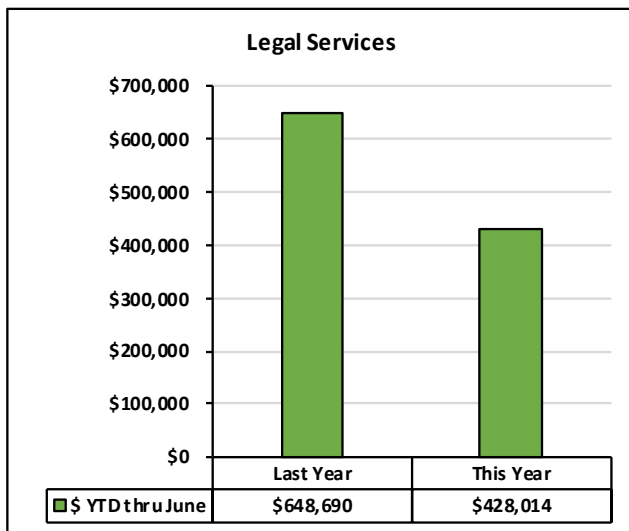
# CITY OF DUARTE

## General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through June versus Prior Year



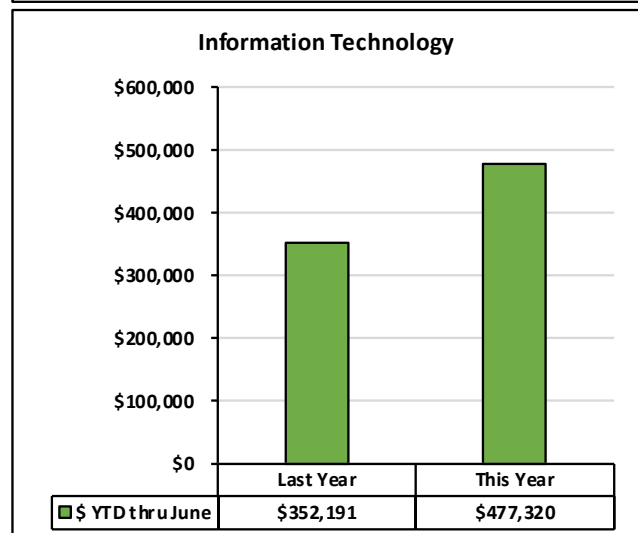
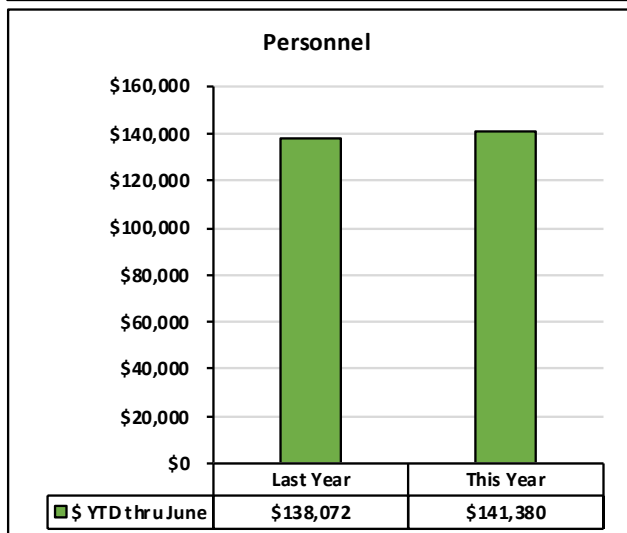
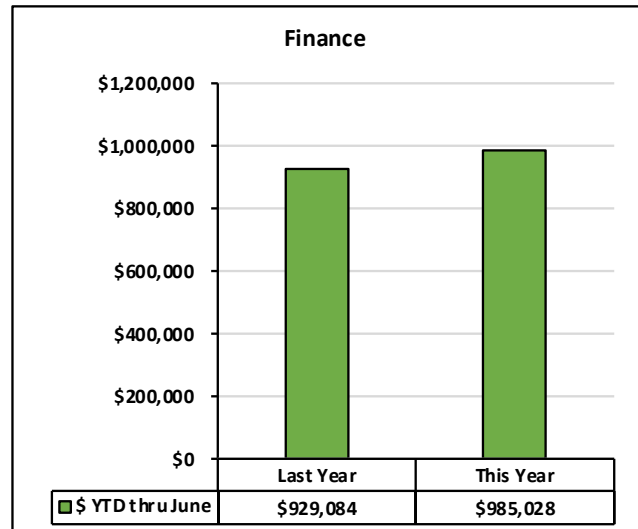
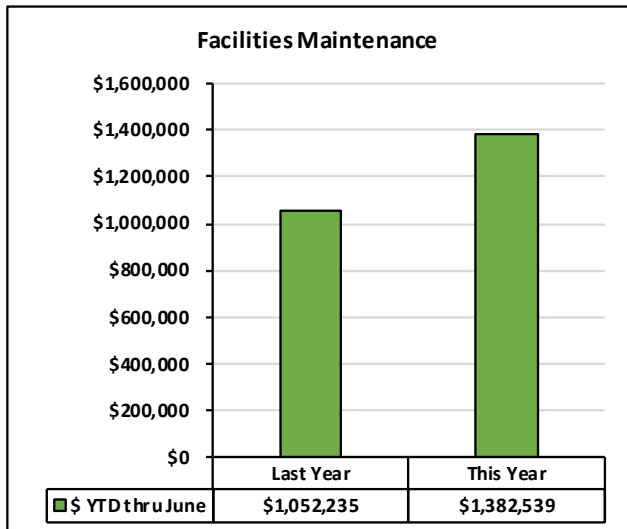
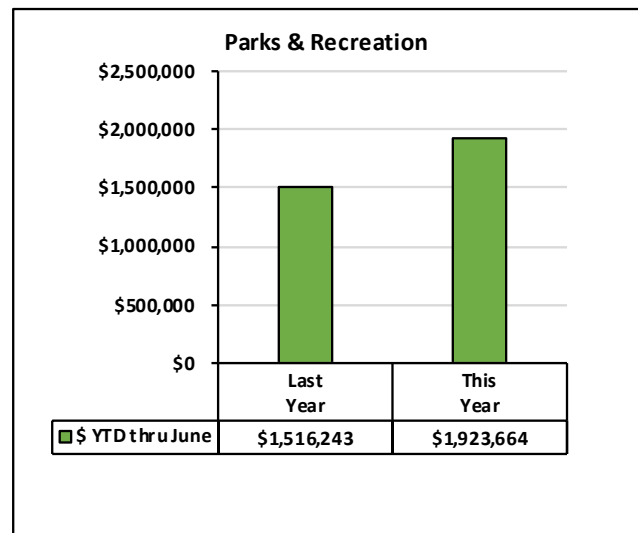
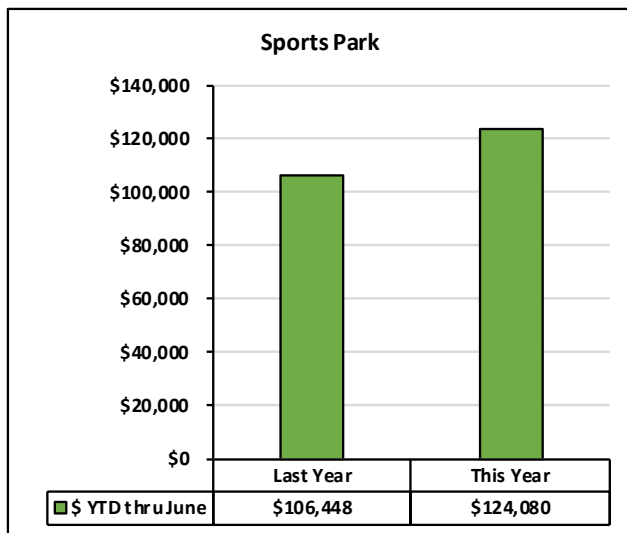
# CITY OF DUARTE

## General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through June versus Prior Year



# CITY OF DUARTE

## General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through June versus Prior Year

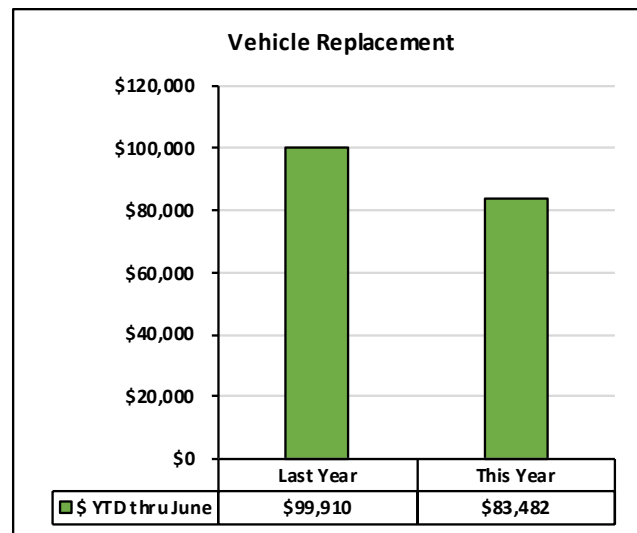


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## CITY OF DUARTE

### *General Fund Expenditures by Category & Division* *FY 2022-23 Year-to-Date Through June versus Prior Year*

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# CITY OF DUARTE

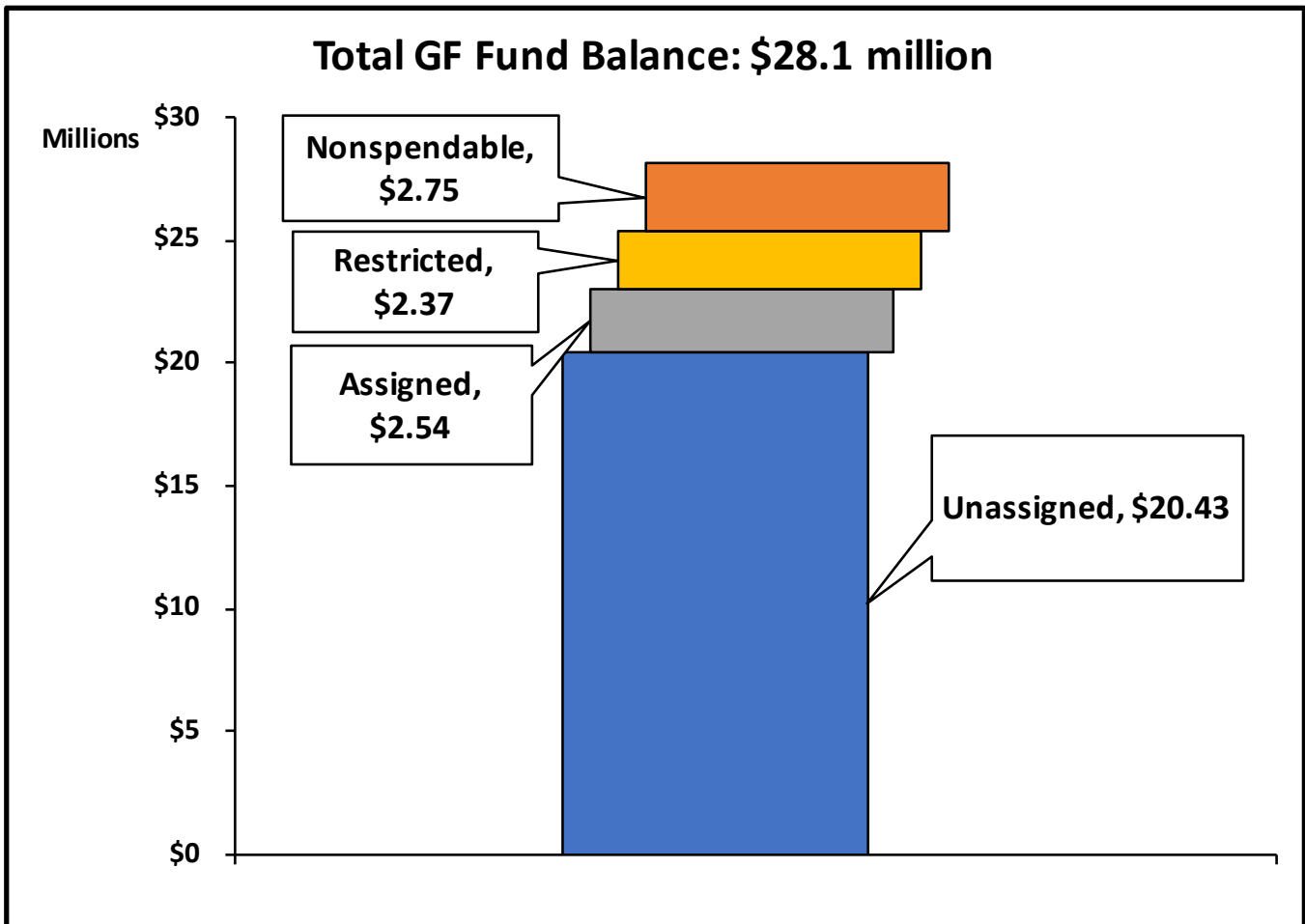
## *Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2022-23 Year-to-Date Through June*

| Fund #                   | Fund Name           | Beginning Fund Balance | Revenue           | Transfers In   | Expenditures      | Transfers Out | Surplus / (Deficit) | Ending Fund Balance |
|--------------------------|---------------------|------------------------|-------------------|----------------|-------------------|---------------|---------------------|---------------------|
| 100                      | General             | 28,094,578             | 22,909,561        | 697,711        | 20,934,072        | 0             | 2,673,199           | 30,767,777          |
| 220                      | Gas Tax             | 2,226,873              | 574,986           | 0              | 644,314           | 0             | (69,327)            | 2,157,546           |
| 225                      |                     | 842,601                | 410,637           | 0              | 417,484           | 64,993        | (71,840)            | 770,761             |
| 240                      | Lghtng & Lndscpng   | 102,576                | 1,009,922         | 0              | 1,213,904         | 336,700       | (540,681)           | (438,105)           |
| 260                      | CDBG                | (1,763)                | 601,184           | 0              | 637,103           | 0             | (35,919)            | (37,682)            |
| 270                      | PAEG                | 49,130                 | 24,625            | 0              | 40,378            | 0             | (15,753)            | 33,377              |
| 290                      | Supp Law Enfrmnt    | 0                      | 165,851           | 0              | 165,851           | 0             | 0                   | 0                   |
| 300                      | Bike & Ped Safety   | (53)                   | 0                 | 53             | 0                 | 0             | 53                  | 0                   |
| 320                      | Air Quality (AQMD)  | 132,540                | 29,593            | 0              | 19,315            | 0             | 10,278              | 142,818             |
| 400                      | Park Development    | 0                      | 5,148             | 0              | 36,419            | 0             | (31,271)            | (31,271)            |
| 420                      | Quimby              | 67,648                 | 770               | 0              | 0                 | 0             | 770                 | 68,418              |
| 440                      | Prop A              | 908,410                | 595,162           | 0              | 514,391           | 46,800        | 33,971              | 942,381             |
| 460                      | Prop C              | 227,250                | 487,510           | 0              | 417,536           | 38,100        | 31,874              | 259,124             |
| 470                      | Mea R               | 984,740                | 364,002           | 0              | 584,068           | 116,000       | (336,066)           | 648,674             |
| 475                      | Mea M               | 667,984                | 407,001           | 0              | 0                 | 0             | 407,001             | 1,074,985           |
| 490                      | Mea W               | 190,757                | 253,836           | 0              | 103,819           | 0             | 150,017             | 340,774             |
| 520                      | Town Cntr Debt Serv | 109,632                | 71                | 0              | 75,515            | 0             | (75,444)            | 34,188              |
| 521                      | Infra Mod Debt Srv  | 0                      | 0                 | 0              | 220,837           | 0             | (220,837)           | (220,837)           |
| 610                      | Inclusionary Hsng   | 528,609                | 6,015             | 0              | 0                 | 0             | 6,015               | 534,624             |
| 620                      | Community Impr      | 330,180                | 563,757           | 0              | 114,000           | 0             | 449,757             | 779,937             |
| 625                      | STPL                | 0                      | 0                 | 0              | 0                 | 0             | 0                   | 0                   |
| 680                      | Housing Auth        | 2,000,389              | 62,003            | 0              | 22,328            | 0             | 39,676              | 2,040,065           |
| 681                      | Fmr RDA L/M Hsg     | 4,051,832              | 35,998            | 0              | 8,495             | 0             | 27,503              | 4,079,335           |
| <b>Total - All Funds</b> |                     | <b>41,513,913</b>      | <b>28,507,633</b> | <b>697,764</b> | <b>26,169,827</b> |               | <b>2,432,977</b>    | <b>43,946,890</b>   |

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**CITY OF DUARTE**  
**Components of Fund Balance in the General Fund**  
**as of 7/1/2022**

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**"Nonspendable" Fund Balance: \$2.74 million:** Consists of assets that are inherently unspendable in their current form. Nearly all of Duarte's \$2.75 million in nonspendable assets consist of the book value of land held for resale.

**"Restricted" Fund Balance: \$2.37 million:** Consists of amounts with externally enforceable legal restrictions on the use of the funds. Of the City's restricted funds, the largest portion - over \$2.1 million - may only be used to enhance economic development within the Town Center Specific Plan area.

**"Assigned" Fund Balance: \$2.54 million:** Comprises amounts intended to be used for specific purposes, as determined by the City Council or by an official delegated by the City Council to make such an assignment. These funds consist of General Fund monies made available by ARPA, and will be used on a range of council-designated special projects.

**"Unassigned" Fund Balance: \$20.43 million:** This category of fund balance is generally synonymous with the City's discretionary General Fund reserves. These funds may be used for any legitimate governmental expense.



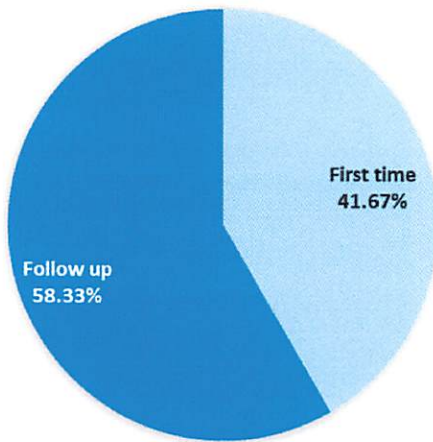
## PUBLIC SAFETY STATUS REPORT August 2023



| PROJECT/PROGRAM                                   | STATUS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>L.A. COUNTY SHERIFF'S DEPARTMENT</u></b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1. Part 1 Crimes                                  | Our current Part 1 crime rate has <b>decreased by 25.34%</b> . This improvement translates to 74 fewer incidents compared to the corresponding period last year. The notable contributors to this decline are grand theft auto and aggravated assaults.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. Special Assignment Team                        | In our concerted efforts alongside prominent retailers, our specialized operations to curb theft occurrences have yielded encouraging outcomes. The inaugural operation took place at the retailer Target, where our Special Assignment Deputies executed a successful intervention by apprehending a male individual who attempted to leave without paying for items at self-checkout. The total worth of the reclaimed stolen items surpassed \$900, and noteworthy the suspect also had an outstanding warrant amounting to \$50,000, resulting in their subsequent arrest. Encouraged by this achievement, our team is committed to maintaining collaborative partnerships with retailers to address theft.                                                                                                                                                                                                                                                                                                                                     |
| 3. Neighborhood Watch                             | The City of Duarte Public Safety Department extended a personalized invitation to all neighborhoods within Duarte, particularly those engaged in the Neighborhood Watch Program, to partake in Duarte's National Night Out event. This nationwide initiative, aimed at preventing crime, drug-related issues, and violence, occurred on Tuesday, August 1st, 2023, at Encanto Park. The event witnessed a substantial turnout and was warmly embraced by Duarte families. These gatherings serve as a platform for neighbors to establish shared ground in their collective aspiration for a secure environment. Notably, interactions between deputies and residents in this social setting have yielded highly positive experiences. This year's "Dunk-A-Deputy" activity garnered unprecedented contributions for our youth programs compared to previous years. Looking ahead to next year, we hope to collaborate with the Parks and Recreation Department in an effort to incorporate the National Night Out event with concerts in the park. |
| <b><u>MEASURE H and OUTREACH COORDINATION</u></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1. Outreach Coordinator                           | Tony Hadloc, the Outreach Coordinator, has been serving in this position since August 2018. According to his unofficial homeless count for the month, there are 22 individuals experiencing homelessness. A noteworthy incident involves the successful placement of a male adult into housing in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| PROJECT/PROGRAM                       | STATUS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | <p>Pomona, achieved through collaborative efforts between LACADA and LAHSA.</p> <p>Emily Lepone, our dedicated Code Enforcement Officer, assumed her role on October 3, 2022. Since then, she has been diligently overseeing the enforcement of regulations related to outdoor camps, shopping carts, park rules, public right-of-way violations, and addressing nuisances within both our commercial establishments and unoccupied apartments on Santo Domingo. Her proactive initiatives have produced noteworthy results, leading to the engagement of a full-time security guard by the Santo Domingo property owner to discourage transient occupancy and the safeguarding of vacant businesses along with their associated utilities.</p>                                                                                     |
| 2. L.A. CADA                          | <p>The L.A. CADA High Acuity Team, dedicated to assisting individuals experiencing homelessness for over a year, commenced their operations in the City of Duarte on August 2, 2022.</p> <p>Similarly, the L.A. CADA Supplemental Program, focuses on individuals who are recently homeless or at risk of homelessness, they began their work in the City on Thursday, September 22, 2022.</p> <p>In the current reporting period, a contractual matter between the San Gabriel Valley Council of Governments and LA County led to a reduction in services offered to the City of Duarte. The frequency of service provision decreased from twice a week to once a week. However, I'm pleased to inform you that full services have been reinstated as of August, while efforts to address the contractual issues are underway.</p> |
| 3. 2023 LAHSA Official Homeless Count | <p>Duarte – 26 (11 in 2022)<br/> Monrovia – 76* in 2022<br/> Arcadia – 174* in 2022<br/> Irwindale – 213* in 2022<br/> Azusa – 220* in 2022<br/> *USC, LAHSA's data partner, develops regional multipliers to estimate unsheltered homelessness in various parts of the county. However, due to the extensive dataset of our surrounding Cities, they are having difficulty supplying accurate numbers. Updates to follow.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>EMERGENCY PREPAREDNESS</u></b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1. Emergency Operations Center (EOC)  | <p>Home Hardening Pilot Program:<br/> Conducted in the Westvale Area of our city, this initiative had a primary goal of enhancing public awareness regarding wildfire hazards and imparting knowledge on safeguarding residences. Collaboratively, Duarte CERT and Red Cross volunteers delivered the LA County Fire Department's Ready Set Go program, encompassing vital insights on tasks like gutter maintenance and vegetation pruning. Moreover, they guided residents through the process of registering for Duarte alerts and collaborated with them to formulate comprehensive escape strategies,</p>                                                                                                                                                                                                                      |

| PROJECT/PROGRAM | STATUS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | <p>encompassing essentials like assembling a "go" bag, establishing emergency contacts, and delineating evacuation pathways. Additionally, volunteer resources were allocated to support property cleanup and vegetation clearance efforts.</p> <p>Hands-Only CPR Initiative by LA County Heart Heroes:<br/> Los Angeles County Public Health aims to educate 500,000 residents in hands-only "Sidewalk CPR" by December 31, 2023. In response, Duarte CERT has proactively taken the lead by sending three members to the instructor school, equipping them to teach our residents the technique. Commencing at the Summer kickoff event on June 21st, Duarte CERT has successfully trained 112 residents in hands-only CPR at the time of this report.</p> |



### STATS OVER THE PAST MONTH

According to our data collected on 7/1/2023 to 7/31/2023, we engaged **12 individuals of which 5 were first-time encounters, 7 follow ups with 3 individuals refusing supportive services.**

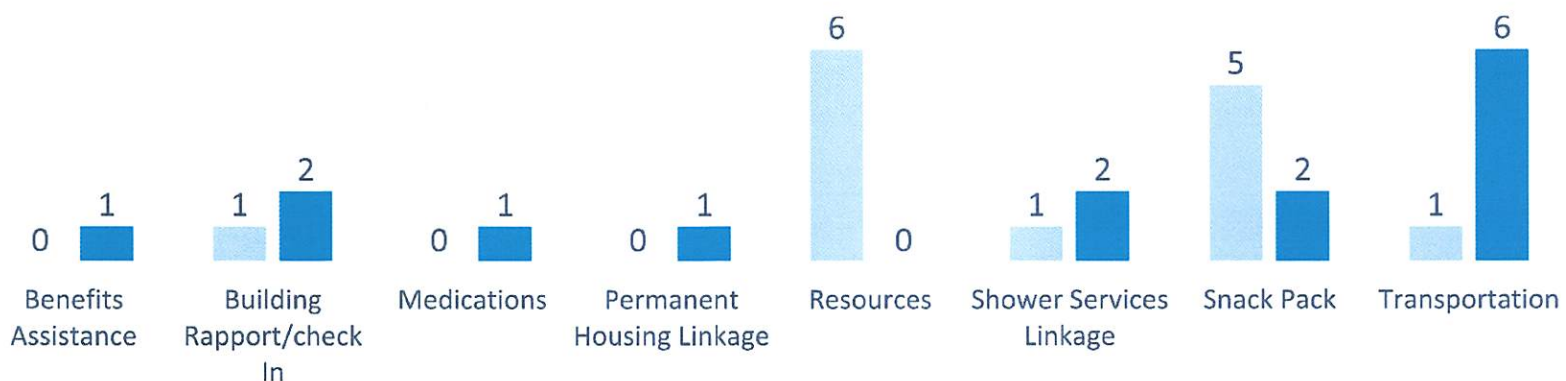
### HIGHLIGHT

- Team linked 1 individual to permanent housing at David's Interim Housing.

### FUTURE GOALS

- Focus outreach efforts with individuals that are proactively working towards their housing plans.
- Continue to prioritize HMIS enrollment and data entry.

■ First time ■ Follow ups



Locations with the highest amount of encounters this month:

**DUARTE  
PARK**



### STATS OVER THE PAST MONTH

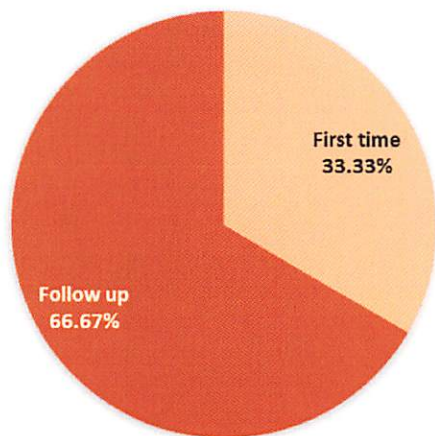
- According to our data collected on 6/1/2023 to 6/30/2023, we engaged **33 individuals of which 11 were first-time encounters, 22 follow ups with 13 individuals refusing supportive services.**

### HIGHLIGHT

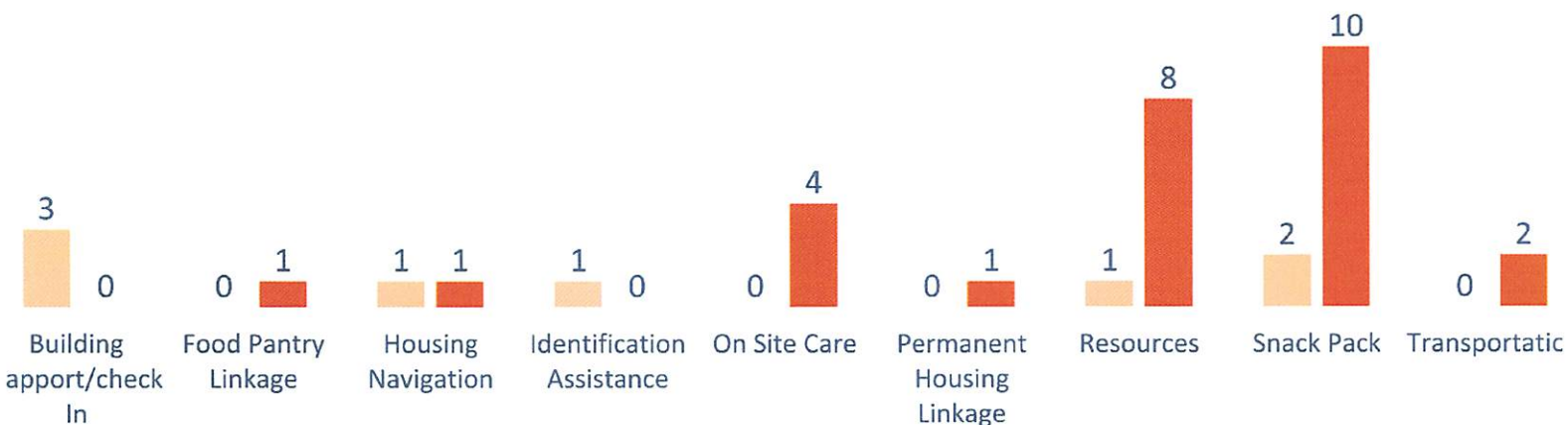
- Team linked 1 individual to permanent housing at Rena's House.
- Team linked 1 individual to food pantry services at Shepherd's Pantry.
- Team assisted 1 individual in obtaining a California ID.

### FUTURE GOALS

- Continue to prioritize HMIS enrollment, data entry and conduct required assessments.



■ First time ■ Follow ups



Locations with the highest amount of encounters this month:

**HUNTINGTON DR/  
BUENA VISTA**

**DUARTE  
LIBRARY**



Agenda Item: 7G

CM Review: SCV

Fiscal Review: JP

# AGENDA REPORT

MEETING DATE: August 22, 2023

TO: Mayor and Members of the City Council

FROM: Thai Viet Phan, City Attorney

SUBJECT: Ordinance to Amend Duarte Municipal Code Regarding Holidays

RECOMMENDATION: It is recommended that the City Council adopt by second reading Ordinance No. 919 amending Duarte Municipal Code chapter 2.08 regarding City holidays

FISCAL IMPACT: None.

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## BACKGROUND

The Duarte Municipal Code (“DMC”) outlines what holidays are observed in the City. Section 2.08.010 states that certain days are deemed to be holidays, including, holidays designated by the City Council by resolution, holidays appointed by the President or Governor as set forth in Government Code section 6700, and every Saturday and Sunday. The Code further states that City Council and commission meetings that fall on a holiday shall be held on the next business day.

Recently, the President designated Juneteenth, June 19th, of each year as a federal holiday. This year, Juneteenth fell on a Monday on which a Planning Commission meeting was to be held. Due to the fact that Juneteenth is not an observed holiday in the City of Duarte, is not part of the City’s memorandum of understanding with its bargaining units, and because it was the first time such holiday fell on a Monday, the City had noticed a public hearing for that Monday and subsequently was required to reschedule the meeting to meet public noticing requirements.

When this issue was raised, City staff also discovered that the Government Code section referenced in section 2.08.010 of the DMC was outdated, as subsection (o) of section 6700 no longer existed. Because the holiday provisions of the DMC were last amended in 1957, and because of the various updates required to ensure efficient conduct of the public’s business, City staff has brought forth this ordinance for the City Council’s consideration.

The ordinance would clarify that the only holidays observed by the City of Duarte are those designated by the City Council by resolution and that should a meeting fall on a holiday, the City may reschedule said meeting for another day, but does not require that such meeting fall on the next business day.



At its meeting on July 25, 2023, the City Council conducted a public hearing and first reading of this Ordinance. If adopted by the City Council, Ordinance No. 919 will go into effect in thirty (30) days.

RECOMMENDATION

It is recommended that the City Council adopt by second reading Ordinance No. 919 amending Duarte Municipal Code chapter 2.08 regarding City holidays.

FISCAL IMPACT

None.

ATTACHMENTS

1. Ordinance No. 919: An Ordinance of the City Council of the City of Duarte, California, Amending Duarte Municipal Code Chapter 2.08 Regarding Holidays
  - a. Exhibit A: Chapter 2.08

**ORDINANCE NO. 919**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE,  
CALIFORNIA, AMENDING DUARTE MUNICIPAL CODE CHAPTER  
2.08 REGARDING HOLIDAYS**

**WHEREAS**, the City Council of the City of Duarte adopted Ordinance No. 919 establishing a code provision in the Duarte Municipal Code relating to holidays; and

**WHEREAS**, state and federal laws have been amended to reflect social and cultural changes; and

**WHEREAS**, the City Council seeks to change the definition of designated holidays which require regular City meetings to be moved to the next business day and to provide the City with further flexibility in planning meetings.

**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.** Chapter 2.08 of the Duarte Municipal Code is deleted and replaced in its entirety as demonstrated in Exhibit A, attached hereto and incorporated herein.

**SECTION 3.** The City Clerk shall certify 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 22<sup>nd</sup> day of August 2023.

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Jody Schulz, Mayor

APPROVED AS TO FORM:

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Thai Viet Phan, City Attorney

ATTEST:

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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. 919 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 22<sup>nd</sup> day of August 2023, by the following vote:

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

\_\_\_\_\_  
Annette Juarez  
City Clerk

## **EXHIBIT A**

### **Chapter 2.08 - HOLIDAYS**

#### **Sections:**

#### **2.08.010 - Holidays designated.**

As respects the transaction of business in the public offices of the City, holidays shall be designated by resolution of the City Council.

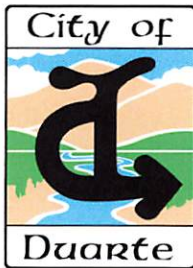
#### **2.08.020 - Public services not restricted.**

Nothing in this chapter shall be construed to affect the right and obligation of the City to continue essential public services, including but not limited to police and fire protection.

#### **2.08.030 - Substitute meetings.**

If at any time any regular meeting of the City Council or the regular meeting of any other body of the City falls on a holiday, such regular meeting shall be:

- (a) Held on a date set by the City Council or the body affected by the holiday; or
- (b) The next business day if such date is not set according to subsection (a).



## AGENDA REPORT

MEETING DATE: August 22, 2023

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Award of Landscape Maintenance Contract to Mariposa Landscapes and a budget amendment to the 2023-2024 Fiscal Year budget

RECOMMENDATION: That the City Council: 1) authorize the City Manager to sign an Agreement for Maintenance Services with Mariposa Landscapes with an annual cost of \$585,628; and 2) approve a budget amendment of \$66,000 in account numbers 2410-7915 and 2410-7917

FISCAL IMPACT: The annual contract for Landscape Maintenance services will be \$585,628. Contract service will begin on October 1 and the total budgeted amount in the Fiscal Year 2023-2024 Budget will be \$548,000, which includes annual brush clearance

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### BACKGROUND

The existing City contract for maintenance services was initiated over 20 years ago. Over that time period, there have been several adjustments, but the basic contract has remained the same. The current contract with Brightview (formerly Valley Crest) is now being carried out on a month to month basis. This is not sustainable for either the contractor or the City. In addition to this, the quality of maintenance has declined through the years.

The City is responsible for landscape maintenance for all City park locations, including four sports fields; all City buildings; medians and tree walls in the City right of way areas and for several neighborhood landscape maintenance areas.

Staff recently issued a request for proposal (RFP) for landscape maintenance services. One part of RFP preparation was the development of a set of maintenance requirements that includes specific Standards for Maintenance. The goal of the updated standards is to ensure high quality maintenance and provide an improved oversight process. Because cost and quality of service are each essential parts of landscape maintenance, the RFP process was set up to be a qualitative evaluation with cost being one of several factors considered.

The RFP was sent out in May. A total of nine firms attended a mandatory proposer's meeting held in June. Five proposals were received by the deadline.

A four-member City evaluation committee reviewed the final proposals and evaluated the proposals based on the criteria outlined in the RFP. The scoring method outlined in the RFP was: Cost 30%; Proof of Quality Work 30%; Customer Service and Cooperation with Clients 30%; Overall Quality of Proposal 10%.

Mariposa Landscapes was the unanimous selection by the evaluation committee. It was also the lowest bid cost of all of the proposals by a substantial amount. The current contractor did submit a proposal.

Over the past several weeks, Staff has met with the Mariposa team to finalize the contract and to review the City's maintenance expectations. Staff is confident that the change to Mariposa Landscapes will be a positive move and that there will be a noticeable improvement in landscape maintenance citywide.

### DISCUSSION/ANALYSIS

Mariposa Landscapes is a landscape maintenance and construction firm that is headquartered in Irwindale, CA. It operates in Southern California and Central Arizona. Cities that contract with Mariposa for all or a portion of their landscape maintenance include Monrovia, Arcadia, Rancho Cucamonga and Fontana.

The proposed contract will cover all of the City's landscape maintenance responsibilities. This includes all city parks, medians, tree wells, vacant lots and also all of the neighborhood landscape areas that the City maintains. The contract also includes annual brush clearance.

The contract was developed to focus on creating clear maintenance standards to ensure quality maintenance. Over the past few years, the quality of overall maintenance has declined. With this new contract, over the next few months the City should experience a visually noticeable improvement in the maintenance in parks and sports fields with better fertilization and soil aeration. The contract has clearly defined maintenance standards and requires weekly reporting to City Staff. It requires irrigation system testing and reporting and twice a year mulch cover service in shrub areas.

The contract encourages, but does not require, the use of battery powered blowers and other battery powered technology for other equipment when possible. While improved technology has made the use of battery powered equipment easier, it is still not efficient for large scale contracts. It also comes at a significant increase in cost. Staff will work with the Mariposa to implement battery equipment, but this may take some time. The contract does allow the City to require the use of battery powered equipment in the future subject to an additional cost.

The Landscape Maintenance contract will be in place for five years. After year three, the annual service cost may be increased based upon the Consumer Price Index (CPI) for the Los Angeles Region but the maximum increase may not exceed 3%. There is also a provision in the contract for the City to allow five additional one-year extensions.

As a part of the proposal, Mariposa was also required to submit a schedule of additional service costs that will be used for additional work. Because the contract is so specific, additional work is limited. However, over the length of the contract there may be maintenance areas added or removed. These minor changes will be addressed annually in the budget process.

The length of the contract is consistent with industry standards for this type of contract. A strong working relationship is essential. If there are problems with service, the City had the right to end the contract if there is poor performance. There are excellent monitoring and reporting responsibilities that will assist Mariposa and the City in making the relationship positive.

This contract also includes brush clearance and increases annual brush clearance from once to twice annually. This increase improves the quality of overall brush clearance.

From time to time, there may be the need for additions and subtractions to the areas to be maintained. For example, the addition of a maintenance area or deleting the grass portion of a park when it is replaced by a hardscape area. The contract shall be adjusted based on the unit price provided in the contract, as adjusted by allowed CPI increases.

The base contract for Landscape Maintenance services will be \$560,628, however it is common to have extra work necessary through a typical year. For example, extra work might include re-planting in a location where plants have been damaged or new planting or cleanup after a weather event. The proposed landscape budget includes an additional \$25,000 for extra work.

A \$66,000 budget amendment is necessary to initiate the contract. While the overall landscape maintenance and brush clearance cost increases, this contract is much more comprehensive and efficient for Staff. It includes brush clearance, which reduces Staff time going through an annual bid process; it sets clear standards for contractor reporting on landscape and irrigation maintenance, which reduces Staff time; and overall, the new contract format sets clear quality standards.

### RECOMMENDATION

That the City Council: 1) authorize the City Manager to sign an Agreement for Maintenance Services with Mariposa Landscapes with an annual cost of \$585,628; and 2) approve a budget amendment of \$66,000 in account numbers 2410-7915 and 2410-7917

### FISCAL IMPACT

The annual contract for Landscape Maintenance services will be \$585,628. Contract service will begin on October 1 and the total budgeted amount in the Fiscal Year 2023-2024 Budget will be \$548,000, which includes the annual brush clearance

### ATTACHMENTS

A. Landscape Maintenance Contract with Mariposa Landscapes

**CITY OF DUARTE**  
**AGREEMENT FOR MAINTENANCE SERVICES**

THIS AGREEMENT FOR CONSTRUCTION OR MAINTENANCE SERVICES (“**Agreement**”), made and effective as of August 22, 2023 (“**Effective Date**”), by and between the City of Duarte (“**City**”), and Mariposa Landscapes 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 Landscape Maintenance Contract Requirements attached hereto as Exhibit A; Bid Cost and Extra Work Sheet attached as Exhibit B; Other Items, including Scope of Work, Routine Maintenance Schedule, and Requirements, Chemical and Inspection Reports, Aerials attached as Exhibit D, 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 landscape maintenance services, Contractor Services, as set forth in Exhibits A through D. 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 Community Development Director 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 Exhibits A through D. 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. Change in the compensation amount may change over the term of the contract based on the work completed in accordance with the Bid Cost Sheet and the Extra Work Sheet. Changes may occur over the term of the contract as areas for maintenance are added or removed by the City. Any changes shall comply with the Bid Cost Sheet and the Extra Work Sheet or be upon mutual agreement of the parties or as an Amendment to this Contract. CPI increases shall be permitted based on the provisions in Exhibit A.
- 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 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<br>1600 Huntington Drive<br>Duarte, CA 91010<br>Attn: Craig Hensley, Community Development Director |
|-------------|--------------------------------------------------------------------------------------------------------------------|

|                   |                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------|
| If to Contractor: | Mariposa Landscapes, Inc.<br>6232 Santos Diaz Street<br>Irwindale, CA 91702<br>Attn: Alyssa Noriega |
|-------------------|-----------------------------------------------------------------------------------------------------|

## **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).

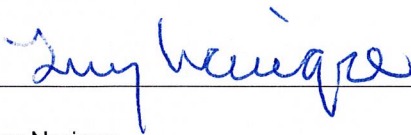
**CITY OF DUARTE**

\_\_\_\_\_  
Brian Villalobos, City Manager

Date: \_\_\_\_\_

**CONTRACTOR**

Mariposa Landscapes, Inc.

By:   
\_\_\_\_\_  
Terry Noriega

Its: President

Date: 8/9/2023

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

**APPROVED AS TO FORM**

RUTAN & TUCKER, LLP

\_\_\_\_\_  
City Attorney, City of Duarte

Date: \_\_\_\_\_

**EXHIBIT A**

**Landscape Maintenance Contract Requirements**

[Starts Next Page]

## **LANDSCAPE MAINTENANCE CONTRACT REQUIREMENTS**

### **PROJECT BACKGROUND**

The City of Duarte “City” is requesting the services of a landscape maintenance contractor “Contractor” that provides quality landscape maintenance services that includes: landscape maintenance of parks, sports fields, medians and general landscape areas; basic irrigation maintenance; emergency repair; routine preventative maintenance; ongoing inspection of plant material; ad hoc landscaping work billed on a time and materials basis; and other typical landscape maintenance services.

The City is responsible for landscaping maintenance at approximately:

16 park locations, including four sports fields;  
15 neighborhood landscape maintenance areas;  
5 City buildings;  
21 median areas; and  
various miscellaneous locations in the city.

Note: More detailed maintenance location are detailed in the Maintenance Area Bid Cost Schedule and the graphic depiction of maintenance areas that is a part of that attachment.

### **GENERAL STAFFING REQUIREMENTS**

The Contractor will be required to have qualified staff that have demonstrated experience with landscaping work. The firm’s assigned personnel should also have the ability to troubleshoot and diagnose problems with all of the City’s irrigations operation systems. The Contractor will be required to have a manager located in the City overseeing operations at all times Contractor crews are providing service.

The total amount of work available will be a function of routine preventative maintenance plus the amount of work that is required due to normal “wear and tear,” damage, vandalism, and other factors that may result in the need for emergency response maintenance services. The City expects staff to be regularly assigned to the City as necessary to provide preventative maintenance, and to respond to unscheduled/emergency work (“Extra Work”) after regular working hours (7:00 AM to 4:00 PM, Monday through Thursday).

### **CONTRACT TERM – CPI INCREASES**

The Landscape Maintenance contract will be for the period of five (5) years; **(October 1, 2023 through September 30, 2028)** with five (5) options for a one (1) year extension. Extensions will be at the mutual agreement of both parties.



After year three (3) the price may be increased annually on January 1, based upon the Consumer Price Index (CPI) for the Los Angeles Region. In no case will the adjustment exceed 3%.

From time to time, there may be the need for additions and subtractions to the areas to be maintained. For example, the addition of a median area or deleting the grass portion of a park when it is replaced by a parking lot. The contract shall be adjusted based on the unit price provided in the contract, as adjusted by allowed CPI increases.

## **SCOPE OF WORK AND PROPOSAL OVERVIEW**

The Contractor shall provide landscape maintenance of parks, sports fields, medians and general landscape areas; basic irrigation maintenance; emergency repair; routine preventative maintenance; ongoing inspection of plant material; ad hoc landscaping work billed on a time and materials basis; and other typical landscape maintenance services.

All preventative maintenance and scheduled repair will be billed at an established flat rate (Attachment A) with an itemized listing of all areas. Additional non-routine preventative maintenance services (emergency work/unscheduled repair) will be paid at hourly labor rates, and vehicle and equipment rates, in accordance with the Extra Work Schedule (Attachment B).

The Contractor shall provide and maintain emergency service response on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays.

The Contractor must possess, and have readily available in functioning order, all required tools, equipment, apparatus, facilities, and materials needed to perform all work necessary to maintain and repair landscaping in the City in compliance with current standards and specifications. All excess materials and equipment in the Contractor's inventory shall be the property and responsibility of the Contractor until such materials or equipment is used or installed in the City.

The Contractor must provide vehicles to be used by the Contractor's staff which shall be equipped with traffic cones; construction warning signs and various equipment; and communications equipment for dispatch. In addition, Contractor's employee shall be required to have communication equipment for dispatch purposes. At a minimum, this shall be a cellular phone capable of numeric and text messages with vibration alert.

During emergency conditions, the Contractor shall assure full cooperation with the City and those employees of the City and other agencies as indicated.

The Contractor shall not represent the City in matters of policy or procedures under this contract, shall not make any reference to City policy or procedures, and shall refer all questions or inquiries from the public regarding policy and procedures, or terms and conditions of this contract to the City.

## **CONTRACTOR LICENSE**

The Contractor shall possess a valid Class A or C-27 Contractor's License at the time of proposal submittal.

## **INTERPRETATION OF SPECIFICATIONS**

The City of Duarte Community Development Director or his designated representative, shall be the sole interpreting authority of Specifications for this contract.

## **PAYMENT**

Payment shall be based on a monthly basis as a result of completed work. The Contractor shall submit a payment invoice to the City that itemizes all work.

Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment shall be made within forty-five (45) days of receipt of an invoice.

## **STANDARDS FOR MAINTENANCE**

### **CONTRACTOR PERFORMANCE REQUIREMENTS**

#### **A. WORKING HOURS:**

1. Working hours are Monday through Friday, between 7:00 a.m. to 5:00 p.m. ("working hours"), with the exceptions noted. No work shall be performed on Saturday, Sunday, or City approved holidays, or outside of these specified times or without prior written approval from the representative designated by the City (herein after referred to as ("City Representative")), except for emergency situations, or unless otherwise indicated in this Contract. Contractor must notify the City Representative within twenty-four (24) hours in the event of emergency work.
2. The Contractor shall have staff available by phone contact (not an answering service), Monday through Friday, between 7:00 a.m. and 5:00 p.m. to respond to call outs, questions, and verification of schedules. Contractor shall also provide a 24-hour emergency contact phone number (not an answering service) for non- working hours, including weekends and holidays.
3. Non-working City holidays include the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Contractor shall

have personnel in place and carrying out the responsibilities of this Contract on all other City holidays if they fall on a weekday.

4. After notification of award and prior to the start of any work, Contractor shall submit to City for approval a proposed maintenance schedule. The schedule shall include, but not be limited to a list of all activities specified in this Agreement, with respective days of the week and day of time said activities will be performed by location. Once approved in writing by the City, any revisions to the approved schedule must be authorized in writing by the City.

**B. SUPERVISION:**

1. Contractor shall provide a minimum of one (1) full-time on-site landscape maintenance supervisor, fully trained in all aspects of landscape maintenance and repair, and a minimum of one (1) full-time on-site irrigation technician. Said supervisor(s) and technician (s) shall have a minimum of four (4) years of experience at the supervisory and technician level. Fourteen (14) days prior to the start of any work, the Contractor shall submit to the City information that demonstrates the supervisor's and technician's qualifications for City review and approval. During the term of the Contract, the City Representative shall approve any changes to the landscape maintenance supervisor position and irrigation technician positions.
2. The landscape maintenance supervisor shall remain on site for a minimum of forty (40) hours per week, except as required to obtain equipment and supplies necessary for regular maintenance activities, and to attend company meeting and events necessary during the normal course of business.
3. Contractor shall have an on-site supervisor(s) and irrigation technician (s) capable of communicating effectively both in written and oral English, always during the term of the Contract. Any communication from the City to the Contractor's on-site supervisor(s) or irrigation technician(s) shall be deemed as delivered to the Contractor.
4. Contractor shall endeavor to always maintain excellent public relations. The work shall be conducted in a manner which will cause the least possible interference and disturbance to the public. Work shall be performed by competent employees and supervised by a person(s) experienced in supervising landscape maintenance operations.
5. Contractor shall ensure that its employees are dressed in a company uniform shirt recognizable as Contractor's.

**C. COMMUNICATION/EMERGENCY RESPONSE:**

1. Contractor shall have the ability to contact their field crews within fifteen (15) minutes of notification by City Representative during normal working hours.

2. Contractor shall provide capabilities for twenty-four (24) hours per day, seven (7) days a week service. Contractor shall provide a 24-hour emergency contact person, who is familiar with the City's maintenance operation, with phone number (not an answering service) for non-working hours, including weekends and holidays.
  3. During an after-hours emergency, the Contractor shall provide on-the-job response time of no more than one (1) hour maximum upon notification by City.
- D. EQUIPMENT AND MATERIALS TO BE PROVIDED BY THE CONTRACTOR: The Contractor, at contractor's sole expense, shall furnish all necessary equipment, supplies, and materials of good quality and in the amounts necessary to fulfill these specifications and to accomplish an acceptable and professional level of maintenance, as determined by City. Quality and specifications of materials to be provided by Contractor must be approved by the City Representative. These supplies and materials shall include, but not be limited to:
1. All necessary fuel, oil, equipment, machinery, and parts.
  2. All necessary pesticides including herbicides, insecticides, fungicides, and all necessary licenses.
  3. All necessary fertilizers and soil amendments.
  4. All trash container supplies, including trash can liners as approved by the City.
  5. All necessary horticultural supplies and landscape tools.
  6. All parts necessary for the repair and proper maintenance of all irrigation systems within Landscape Districts.
  7. All materials are to be new and identical to existing materials model and make, unless directed otherwise by the City Representative.
  8. The Contractor is encouraged to utilize battery powered blowers and is further encouraged to use battery powered technology for other equipment when possible. The City reserves the right to require the use of battery powered equipment in the future subject to an additional cost. Proposers are encourage to include a battery powered option in their proposal, itemized by equipment type.
- E. CONTRACTOR RESPONSIBILITY - DAMAGES: The Contractor shall be fully responsible for any and all damage to City property resulting from the Contractor's operations. This shall include, but not be limited to, the repair, removal and replacement, at Contractor's expense, of shrubs, trees, vines, turf grass, irrigation system, ground cover or other landscape items that

are lost or damaged due to negligence in pest and disease control practices; and/or due to improper watering, fertilizing, herbicide damage, or lack of proper maintenance and operations. This shall also include any damage to buildings, infrastructure, hardscape, and other improvements due to Contractor's negligence. The City Representative shall determine negligence. The City shall be responsible for replacing any plant material that has been damaged or destroyed as a result of acts of vandalism and or theft.

- F. UNDERGROUND SERVICE ALERT SYSTEM: Underground service alert systems must be notified minimum 48 hours in advance prior to commencing work that involves digging underground. This notification is required for each location said work is performed. Written Verification of such notification shall be provided to the City Representative prior to commencing work.
- G. PROPERTY DAMAGE: Any damage to utility lines shall be immediately reported to the relevant utility company, as well as the City. The cost of the repair, if required, will be at the Contractor's expense. If damage occurs to any landscape material or irrigation system, immediate treatment or necessary replacement of the same shall be at the Contractor's sole expense.
- H. ACCESS TO PRIVATE PROPERTY: Prior to any work that will restrict access to private property, the Contractor shall notify, in writing, each affected property owner or responsible person, informing him of the nature of, and the approximate duration of, the restriction. Contractor shall also provide a copy of said notification to City Representative prior to commencing such work.
- I. PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS: Contractor shall be responsible for the protection of all improvements adjacent to the work, such as sprinklers, drainpipes, lawns, brick work, plants, masonry work, fences, walls, sidewalks, street paving, etc., located on either public or private property. If any improvements are removed or damaged, other than those designed for removal, then such improvements shall be replaced in kind at the Contractor's sole expense and to the City's satisfaction, within 48 hours. If the Contractor fails to render proper repairs in the 48-hour limit, the City will make the repairs and deduct the cost of such repairs, plus 15% administrative costs, from the Contractor's monthly bill.
- J. TRAFFIC CONTROL:
  - 1. Contractor shall always conform to all California Vehicle Code and CAL OSHA requirements and operating rules while this Contract is in effect. Contractor shall obtain an annual City Encroachment Permit and adhere to such conditions for street work. Contractor shall conduct all work in a manner that will always insure continuous traffic flow on the street. Contractor shall be responsible for supplying and using all safety equipment necessary to close or delineate traffic lanes to through traffic. This is to include a high visibility arrow board. Unless otherwise authorized, work may only be performed on the following streets during the periods indicated below:

| <u>Location</u>             | <u>Allowable Period</u> |
|-----------------------------|-------------------------|
| Huntington Drive- westbound | 9:00am- 5:00pm          |
| Huntington Drive- eastbound | 7:00am-3:00pm           |
| Duarte Road- westbound      | 9:00am- 5:00pm          |
| Duarte Road- eastbound      | 7:00am-3:00pm           |

2. Signs used for handling traffic during the course of this project shall be in accordance with the "Work Area Traffic Control Handbook" (WATCH) published by Building News, Inc., and made a part of these detailed specifications. The method in which signs, barriers, and other miscellaneous traffic devices are used during construction shall be in accordance with the publication mentioned. All signs shall be illuminated or reflectorized when they are used during hours of darkness. All cones, pylons, barricades, or posts used in the diversion of traffic shall be provided with flashers or other satisfactory illumination if in place during hours of darkness.
  3. Payment for maintenance of traffic and detours and for conforming to all the provisions of these specifications, unless otherwise specified and itemized in the bid schedule, shall be considered to be included in the Contract unit or lump sum prices paid for various items of work wherein maintenance of traffic and detours is required, without additional compensation.
  4. Liquidated damages shall be assessed in the amount of One Hundred Fifty dollars (\$150.00) for each reported/observed violation that the Contractor fails to conform to any California Vehicle Codes, CAL OSHA requirement or traffic control measure as described in J, Traffic Control, Items 1 and 2.
- K. ENCROACHMENT PERMITS: The Contractor shall secure an approved annual City encroachment permit.
- L. SUBCONTRACTORS: Unless specifically approved by the City in writing, Contractor shall only use the subcontractors in the performance of this Contract that are included bid proposal and agreed to in the final contract. All submitted subcontractors shall be licensed and only provide the work listed and licensed to perform. The City reserves the right to reject the services of any subcontractor for any reason, and at any time during the performance of this Contract.
- M. HAZARDOUS WASTE, DUST CONTROL, AND NPDES REQUIREMENTS:
1. Contractor shall comply with Standards of CAL OSHA and the American National Standard Institute, Z133.1.1988 Safety Requirements in the performance of all work under this Contract. The Contractor shall conduct the work required in such a manner as to cause the least amount of interference to the public and the general operations of the City.
  2. Contractor shall be responsible for compliance with all Federal and State hazardous waste

and materials requirements, codes and laws. Any situations involving the use of, or observance of, hazardous waste or materials shall be reported to the City immediately.

3. Contractor shall comply with any and all directives issued by the City Engineer in order to prevent dust or other material from becoming a nuisance or annoyance.
  4. Contractor shall comply with all air pollution control rules, regulations, ordinances, and statutes.
  5. Contractor shall be responsible for compliance with all Federal, State and local requirements, codes and law regarding National Pollutant Discharge Elimination System (NPDES).
  6. Contractor shall implement best management practices (BMP's) in all work performed in order to ensure the methods and practices it uses to carry out its responsibilities under this contract comply with NPDES, including but not limited to: maintaining a clean work site; properly disposing of all debris; appropriate storage of materials; managing and operating vehicles and equipment in a manner to prevent leaks and spills; preventing pollution of the storm drain system during import, export, stockpiling, and spreading of landscape debris and materials, and preventing and controlling the discharge of soil sediments, fertilizers, herbicides, insecticides, solvents, cleaning solutions, and other chemicals.
- N. INSPECTION TOUR, PUNCH LIST AND SCHEDULE: The Contractor shall accompany the City Representative on a, no less than weekly, inspection tour of landscaped areas at a time specified by the City. The Contractor shall provide a detailed written punch list of all areas maintained for review by the City Representative. The punch list shall contain a detailed list of broken and/or inoperable sprinklers, irrigation malfunctions and landscape deficiencies and it shall identify the location of deficiencies and a written timeline for completion. Contractor shall be expected to make repairs and correct deficiencies within five (5) business days, unless the repair requires immediate response or is otherwise stated herein. Contractor shall provide the City with a follow up punch list documenting the status of required repairs and corrections. If corrections and repairs are not completed within the allocated time, the Contractor may incur liquidated damages, as more fully described below. If Contractor fails to repair or correct deficiencies within five (5) working days past the timeline approved by the City, Contractor may be found in nonconformance with the Contract and City, at its discretion, may take corrective action at Contractor's sole expense, plus 15% administrative fee and assessed liquidated damages. Such fees and expenses shall be deducted from Contractor's invoice.

Within fourteen (14) calendar days, after contractor has been notified by City of the Notice of Award of Contract, Contractor shall prepare and submit to the City Representative a detailed schedule of all maintenance operations as described in the Scope of Work (Attachment C). Weekly schedules (site specific) shall include but not be limited to:

- Mowing/Edging
- Aeration
- Dethatching
- Overseeding
- Irrigation Inspections (Landscape Districts Only)
- Weed Maintenance
- Trimming
- Fertilization
- Shrub and Ground Cover Maintenance
- Mulching
- Pesticide Applications
- Slope Vegetation Maintenance
- Swales, Drains, and Basins
- Litter Control
- Hardscapes
- Trails, Walkways, and Pathways

Any proposed changes to the schedule(s) during the terms of this contract including days, times, and frequencies shall be submitted to the City Representative for prior review and approval.

O. REPORTING

The Contractor shall prepare and submit to the City Representative at the end of each month, a Contractor Weekly Report. A separate report shall be prepared for each site location and shall identify all maintenance items that have been completed, as well as maintenance deficiencies, hazards or other items requested by the City or observed by the Contractor.

The Contractor shall prepare a Contractor's Irrigation Report twice a month and submitted to the City Representative monthly. A separate report shall be prepared for each Landscape District location and shall identify the current irrigation schedule and station run times, any damages or repairs to the irrigation system, and any other information requested by the City.

- P. DEFICIENCIES - LIQUIDATED DAMAGES: Failure of the Contractor to perform services, adhere to the service schedule, service a system, perform all the required service and repairs, pursuant to this Contract will be seen as a deficiency. It is agreed that said deficiencies will result in damage to City. Contractor shall be responsible for all costs associated with said damage including any additional costs incurred by the City in the inspection, administration and performance of the work not performed or performed improperly by the Contractor in addition to the liquidated damages amount as follows:

Liquidated damages shall be assessed in the amount of one hundred fifty dollars (\$150.00) for each incident at each separate location for each day that the deficiency remains uncorrected.

- Q. CITY'S RIGHT TO USE OTHER LABOR: Contractor recognizes that during the course of this



Contract, other activities and operations may be conducted by City work forces and other Contracted parties. These activities may include, but not be limited to, landscape refurbishment, irrigation system modification or repair, specialized pest control, construction, storm related operations, staging of police and fire for emergencies and disaster control, and a variety of recreation programs and special events. During said activities and operations the Contractor may be required to modify or curtail certain work tasks and normal maintenance operations and shall promptly comply with any request thereof by the City.

- R. CONTRACTOR VEHICLE AND EQUIPMENT IDENTIFICATION: Contractor shall clearly identify each vehicle and equipment (i.e., tractors, trailers, ride-on mowers) used at said facilities with decals on the exterior right and left front door panels, or other City approved location, identifying the Contractor's name, and phone number. Decals shall not be less than 12 inches by 18 inches in size and shall be clearly visible from 50 feet.

S. WORK BY CITY FORCES BECAUSE OF NONCONFORMANCE TO CONTRACT:

Should the Contractor fail to correct deficiencies or public nuisances, these will be considered to be of an emergency nature and cause for the City to make corrective repairs. Such work shall be billed to the Contractor for each callout, plus actual time spent on the repairs. It also should be noted that there is a minimum two (2) hour charge for labor on any callout. City staff hourly costs shall be assessed per current salary distribution rate.

T. EXTRA WORK:

1. The Contractor shall not have the exclusive right to perform extra work. Extra work may be performed by the Contractor or by competitive bid option at the sole discretion of the City. If the City decides to give the contractor extra work, it will be awarded only with the following criteria.
  - a. All regular/routine maintenance tasks are being completed per schedule and per the satisfaction of the City Representative.
  - b. Extra work must be quoted in writing and must be approved prior to commencement. The extra work project bid prices must be consistent with the unit cost (s) included in the Contractor's bid where applicable.
  - c. No payment for extra work will be processed without a signed proposal accompanying the invoice.
2. Extra work outside the performance requirements such as, but not limited to, shrub and tree planting, renovation, and improvement, shall be required on occasion.
3. The costs for such extra work shall be based on "per unit" costs agreed to in this contract

where applicable, unless the Contractor will perform the task at less than the unit cost due to the volume or nature of the work.

4. Only those extra work items authorized via a proposal from the Contractor which has been signed by the City Representative shall be considered for payment.
5. Extra work shall not be performed by regularly scheduled personnel and shall be performed during regular working hours unless authorized in writing by the City. Contractor shall submit certified payroll reports for all extra work services.

U. EQUIPMENT STORAGE ON CITY PROPERTY: Storage of equipment, supplies and materials at City facilities shall only be allowed with prior written permission from the City. In the event the City consents to allow Contractor to use designated City property for storage, Contractor agrees to assume full responsibility for loss, theft, damage to its equipment, supplies and any injury that may arise to any person. Contractor also assumes full responsibility for any and all damage to City property as a result of any Contractor owned property stored on City property, whether storage is temporary or permanent. Contractor acknowledges that the Indemnification language in the Standard Contract applies to such storage.

V. KEY AND KEYPAD ACCESS CONTROL:

1. Contractor shall be responsible for assigned keys and codes for keypad access controls and is responsible for the proper use and safe keeping of all keys and keypad codes issued to Contractor by the City.
2. Contractor shall be responsible for assigning keys and codes for keypad access controls to Contractor's employees. Contractor shall not assign, lend, or in any other way allow use of keys or keypad codes to anyone other than Contractor's employees who are performing services under this Agreement.
3. Contractor shall provide to City in writing the names of all individuals who are assigned keys and codes for keypad access at the time the assignment is made. If keys or codes for keypad access are reassigned by Contractor, Contractor shall immediately provide to City in writing the names of the individuals no longer in possession of keys and codes and the names of the individuals to whom the keys and codes were reassigned.
4. Contractor agrees not to duplicate any keys and acknowledges that California law stipulates that it is unlawful for a person to duplicate any keys without the permission of the owner. The penalty for violation of this law is either six (6) months imprisonment or a five hundred dollar (\$500) fine or both.
5. Contractor shall immediately report all lost or stolen keys or codes to the City Representative.

6. Upon expiration, cancellation, or termination of this Agreement, all keys received by the Contractor shall be immediately returned to the City.

Contractor shall reimburse the City all costs and expenses as determined by the City for any key, keypad access controls, or lock replacements due to Contractor's negligence or willful misconduct. Such costs shall be deducted from any payments due or to become due to Contractor. Costs may include, but are not limited to, replacing padlocks and re-programming keypad access site(s), staff time, and a fifteen percent (15%) administration fee.

W. VANDALISM AND THEFT:

1. The City shall be notified immediately by the Contractor in regard to any acts of vandalism, including graffiti, and theft to City landscaping, irrigation system, or other improvements observed or found by Contractor's employees, regardless of the cause.
2. Costs caused by vandalism, theft or accident, not caused by Contractor, shall be the responsibility of the City, including labor costs

X. PERFORMANCE DURING INCLEMENT WEATHER:

1. During the periods when inclement weather hinders normal operations, the Contractor shall adjust his work force in order to accomplish those activities that are not affected by weather. Contractor shall reschedule and complete all maintenance activities that were not completed on the next available day that weather conditions permit such activities.
2. Failure to adjust the work force and demonstrate that adequate progress has been completed, or failure to reschedule maintenance activities, shall result in a deduction of payment to reflect only the work accomplished.
3. If weather conditions do not allow regular maintenance operations to continue, the Contractor shall inform the City Representative in writing and have his work force available to assist the City with emergency operations as required by the City. Emergency operations may include the installation of sandbags, removal of fallen branches and debris, removal of mud, rocks or loose gravel, or other procedures required by the City. Contractor shall provide their staff with OSHA approved rain gear and other safety equipment that may be necessary during such an instance.
4. The Contractor shall not remove his work force from the job site unless he has previously notified the City Representative in writing.
5. The Contractor shall re-stake and re-tie trees as required and continue to monitor trees during storm conditions.

6. The Contractor shall remove and clean all debris deposited in drainage areas resulting from inclement weather, to mitigate potential flooding of landscaped areas.

Y. PRIOR INSPECTION OF AREAS: Contractor acknowledges that he/she has completed a personal inspection of the areas to be maintained and has evaluated the extent to which the physical condition thereof will affect the services to be provided. By entering this Contract, the Contractor shall be deemed to have agreed to accept the condition of the work area in its "as is" condition with the intent to perform maintenance services according to Contract specifications.

Z. SAFETY:

1. Contractor shall always adhere to all applicable safety practices and cooperate with the City in any adverse condition related thereto.
2. Contractor shall cooperate with the City during the investigation of an accident on City property and submit a complete written report to the City within twenty-four (24) hours following the occurrence.
3. Contractor shall inspect all areas maintained under the provisions of this Contract daily for all potential hazards and maintain a daily safety inspection report which indicates date inspected and action taken to correct conditions if necessary. This report shall identify any condition(s) that renders any portion of the premises unsafe, as well as any unsafe practices occurring thereon. The City shall be notified immediately of any unsafe condition found by the Contractor.

AA. CONTRACTOR DISPOSAL/RECYCLING RESPONSIBILITY:

1. The Contractor shall dispose of all cuttings, weeds, leaves, trash and other debris from operations as work progresses. All green waste, recyclables, and refuse may be disposed of at the City Maintenance Yard (1850 Highland Ave and Duarte Rd.) at the locations specified by the City Representative. Generally, the City Maintenance Yard is accessible between the hours of 6:00 a.m. – 4:00 p.m. Monday through Thursday and 7:00 a.m. – 1:30 p.m. on Fridays. Contractor agrees to segregate the aforementioned materials to maximum extent possible. Contractor shall not, at any time, dispose of materials resulting from work not related to this Contract in any City provided bin. Contractor shall make every effort to estimate tonnage disposed.

BB. GREEN WASTE REPORT:

1. Contractor shall submit a monthly green waste report, identifying the amount of green waste recycled or mulched during the prior month. The report shall also identify the facilities that accepted green waste material originating in the

City. Information may be provided in units of volume (cubic yards) or weight (pounds, tons, etc.) The report shall be included at the same time as the monthly invoice.

**CC. ORGANIC WASTE PRODUCT PROCUREMENT REQUIREMENT:** All mulch and/or compost (collectively Organic Waste Products) procured and applied in accordance with the terms of this Agreement shall conform to the applicable standards and criteria specified in CA Senate Bill 1383 (Lara, Chapter 395, Statutes of 2016) and be eligible to meet the Annual Recovered Organic Waste Product Procurement Target pursuant to California Code of Regulations (CCR), Title 14, Division 7, Chapter 12.

Compost and Mulch shall meet the following conditions, as specified by 14 CCR Section 18993.1(f)(4):

1. Produced at one of the following facilities:
  - i. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); or,
  - ii. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
  - iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
2. Meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Sections 17852(a)(24.5)(A)1 through 3.

Compost must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements.

Contractor shall confirm compliance and submit material samples to the City Representative for approval prior to installation.

Contractor shall submit a monthly report of all mulch and/or compost procurement to City. The report shall be included at the same time as the monthly invoice. Information to be provided shall include:

- a. General description of how and where the product was used and if applicable, applied.
- b. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the products were procured.
- c. Type of product.
- d. Quantity (in tons) of each product; and,
- e. Copies of invoices or other records demonstrating purchase or procurement.

**EXHIBIT B**

**Bid Cost Sheet and Extra Work Sheet**

[Starts Next Page]

## Attachment A

### BID COST SCHEDULE

| <b>LANDSCAPE DISTRICTS (including maintenance of irrigation systems)</b> |                                       |                     |                      |
|--------------------------------------------------------------------------|---------------------------------------|---------------------|----------------------|
| ITEM                                                                     | SITE                                  | MONTHLY COST        | ANNUAL COST          |
| 1                                                                        | Amberwood Homes                       | \$ 1125.00          | \$ 13,500.00         |
| 2                                                                        | Buena Vista Villas                    | \$ 750.00           | \$ 9,000.00          |
| 3                                                                        | Citrus Villas                         | \$ 500.00           | \$ 6,000.00          |
| 5                                                                        | Encanto Parkway                       | \$ 693.80           | \$ 8,325.60          |
| 6                                                                        | Grocery Outlet Shopping Center        | \$ 333.33           | \$ 4,000.00          |
| 7a                                                                       | Hearthstone Del Norte Landscape       | \$ 416.67           | \$ 5,000.00          |
| 7b                                                                       | Hearthstone Del Norte Brush Clearance | \$ 1,166.67         | \$ 14,000.00         |
| 8                                                                        | Kendrick Tract                        | \$ 491.67           | \$ 5,900.00          |
| 9                                                                        | Las Brisas Homes                      | \$ 891.67           | \$ 10,700.00         |
| 10                                                                       | Las Lomas Villas                      | \$ 1,416.67         | \$ 17,000.00         |
| 11                                                                       | Las Posadas Townhomes                 | \$ 1,175.00         | \$ 14,100.00         |
| 13                                                                       | Rancho Verde Homes                    | \$ 891.67           | \$ 10,700.00         |
| 14a                                                                      | Ridgecrest Landscape                  | \$ 750.00           | \$ 9,000.00          |
| 14b                                                                      | Ridgecrest Brush Clearance            | \$ 708.33           | \$ 8,500.00          |
| 15                                                                       | Windsor Village Homes                 | \$ 775.01           | \$ 9,300.12          |
|                                                                          | <b>SUB-TOTAL LANDSCAPE DISTRICTS:</b> | <b>\$ 12,085.48</b> | <b>\$ 145,025.72</b> |

| <b>CITY PARKS</b> |                                                |                     |                      |
|-------------------|------------------------------------------------|---------------------|----------------------|
| 16                | Aloysia Moore Park                             | \$ 686.45           | \$ 8,237.40          |
| 17                | Beardslee Park                                 | \$ 1,601.71         | \$ 19,220.52         |
| 18                | Duarte Park                                    | \$ 1,166.67         | \$ 14,000.00         |
| 19                | Encanto Park/Museum                            | \$ 4,118.68         | \$ 49,424.16         |
| 20                | Entrance Park                                  | \$ 105.06           | \$ 1,260.72          |
| 21                | Falkenborg Sports Park/Skate Park/Futsal Court | \$ 1,367.38         | \$ 16,408.56         |
| 22                | Glen Miller Park                               | \$ 457.63           | \$ 5,491.56          |
| 23                | Hacienda Park                                  | \$ 915.26           | \$ 10,983.12         |
| 24                | Lena Valenzuela Park                           | \$ 915.26           | \$ 10,983.12         |
| 25                | Northview Park                                 | \$ 457.63           | \$ 5,491.56          |
| 26                | Orange Blossom Park                            | \$ 457.63           | \$ 5,491.56          |
| 27                | Otis Gordon Sports Park                        | \$ 2,059.34         | \$ 24,712.08         |
| 28                | Plaza Duarte                                   | \$ 105.06           | \$ 1,260.72          |
| 29                | Royal Oaks Park                                | \$ 3,203.41         | \$ 38,440.92         |
| 30                | Royal Oaks Extension Park                      | \$ 1,372.89         | \$ 16,474.68         |
| 31                | Thorsen Park                                   | \$ 160.17           | \$ 1,922.04          |
|                   | <b>SUB-TOTAL CITY PARKS:</b>                   | <b>\$ 19,150.23</b> | <b>\$ 229,802.72</b> |



| <b>CITY FACILITIES</b> |                                   |              |              |
|------------------------|-----------------------------------|--------------|--------------|
| ITEM                   | SITE                              | MONTHLY COST | ANNUAL COST  |
| 32                     | City Maintenance Yard             | \$ 124.80    | \$ 1,497.60  |
| 33                     | Duarte Post Office                | \$ 312.00    | \$ 3,744.00  |
| 34                     | Duarte Town Center Complex        | \$ 1203.18   | \$ 14,438.12 |
| 35                     | Senior Center                     | \$ 562.01    | \$ 6,744.12  |
| 36                     | Teen Center                       | \$ 843.33    | \$ 10,120.00 |
|                        | <b>SUB-TOTAL CITY FACILITIES:</b> | \$ 3,045.32  | \$ 36,543.84 |

| <b>MEDIANS/PARKWAYS</b> |                                               |             |              |
|-------------------------|-----------------------------------------------|-------------|--------------|
| 38                      | Bradbury Avenue Parkway                       | \$ 29.87    | \$ 358.44    |
| 39                      | Buena Vista Street Medians                    | \$ 50.60    | \$ 607.20    |
| 40                      | Central Avenue Medians                        | \$ 84.12    | \$ 1,009.44  |
| 42                      | Dresden Avenue Parkway Cul-de-sac             | \$ 24.89    | \$ 298.68    |
| 43                      | Duarte Recreational Trail- Area 1             | \$ 559.98   | \$ 6,719.76  |
| 44                      | Duarte Recreational Trail- Area 2             | \$ 1,244.40 | \$ 14,932.80 |
| 44                      | Duarte Recreational Trail- Area 3             | \$ 746.64   | \$ 8,959.68  |
| 45                      | Duarte Road Medians & Parkways                | \$ 1,500.00 | \$ 18,000.00 |
| 46                      | Duarte Road Easement                          | \$ 62.22    | \$ 746.64    |
| 47                      | Encanto Parkway- Area 1                       | \$ 373.32   | \$ 4,479.84  |
| 48                      | Encanto Parkway- Area 2                       | \$ 161.77   | \$ 1,941.24  |
| 49                      | Encanto Parkway- Area 3                       | \$ 373.32   | \$ 4,479.84  |
| 50                      | Huntington Drive medians, bulb outs & parkway | \$ 1,745.95 | \$ 20,951.40 |
| 51                      | Las Lomas Road Median                         | \$ 1,124.23 | \$ 13,490.76 |
| 52                      | Mountain Avenue Median & Parkway              | \$ 20.83    | \$ 249.96    |
| 53                      | Mount Olive Drive Parkway                     | \$ 92.09    | \$ 1,105.08  |
| 54                      | Random Lane Parkway Cul-de-sac                | \$ 18.67    | \$ 224.04    |
| 55                      | Royal Oaks Drive Parkway- Area 1              | \$ 56.00    | \$ 672.00    |
| 56                      | Royal Oaks Drive Parkway- Area 2              | \$ 43.55    | \$ 522.60    |
|                         | <b>SUB-TOTAL MEDIANS &amp; PARKWAYS:</b>      | \$ 8,312.45 | \$ 99,749.40 |

| <b>TREE WELLS</b> |                  |           |             |
|-------------------|------------------|-----------|-------------|
| 57                | Bloomdale Street | \$ 5.85   | \$ 70.20    |
| 58                | Brookridge Road  | \$ 14.03  | \$ 168.36   |
| 59                | Brycedale Avenue | \$ 10.52  | \$ 126.24   |
| 60                | Central Avenue   | \$ 54.96  | \$ 659.52   |
| 61                | Deerlane Drive   | \$ 9.35   | \$ 112.20   |
| 62                | Delford Avenue   | \$ 11.69  | \$ 140.28   |
| 63                | Highland Avenue  | \$ 59.64  | \$ 715.68   |
| 64                | Huntington Drive | \$ 258.42 | \$ 3,101.04 |
| 65                | Melcanyon Road   | \$ 12.86  | \$ 154.32   |

|                              |                |           |             |
|------------------------------|----------------|-----------|-------------|
| 66                           | Parkview Court | \$ 2.34   | \$ 28.08    |
| 66b                          | Maynard Drive  | \$ 5.85   | \$ 70.20    |
| 66c                          | Royal Oaks Dr  | \$ 14.03  | \$ 168.36   |
| <b>SUB-TOTAL TREE WELLS:</b> |                | \$ 459.54 | \$ 5,514.48 |

| <b>MISCELLANEOUS</b>            |                                             |              |              |
|---------------------------------|---------------------------------------------|--------------|--------------|
| ITEM                            | SITE                                        | MONTHLY COST | ANNUAL COST  |
| 67                              | 210 Freeway Corridor                        | \$ 567.75    | \$ 6,813.00  |
| 68                              | Duarte Road/Mountain Avenue Vacant Lot      | \$ 115.32    | \$ 1,383.84  |
| 69                              | Huntington Drive/Buena Vista Vacant Lot     | \$ 138.38    | \$ 1,660.56  |
| 70                              | Huntington Drive/Las Brisas Road Vacant Lot | \$ 153.76    | \$ 1,845.12  |
| 71                              | Huntington Drive/Pops Road Vacant Lot       | \$ 353.65    | \$ 4,243.80  |
| 72                              | Huntington Drive/Mt. Olive Drive Corner     | \$ 7.69      | \$ 92.28     |
| 12                              | Mesa (Mt. Olive entry, Spinks Cyn & Rim Rd) | \$ 146.76    | \$ 1,761.12  |
| 4                               | Emblem Homes area (Brookridge Rd.Pkwy.)     | \$ 26.68     | \$ 320.16    |
| <b>SUB-TOTAL MISCELLANEOUS:</b> |                                             | \$ 1509.99   | \$ 18,119.88 |

| <b>CITY BRUSH CLEARANCE</b>       |                                        |              |              |
|-----------------------------------|----------------------------------------|--------------|--------------|
| ITEM                              | SITE                                   | MONTHLY COST | ANNUAL COST  |
| 73                                | Duarte Wilderness Park Brush Clearance | \$ 2080.00   | \$ 24,960.00 |
| 74                                | Greenbank Ave Brush Clearance          | \$ 76.00     | \$ 912.00    |
| <b>SUB-TOTAL BRUSH CLEARANCE:</b> |                                        | \$2,156.00   | \$25,872.00  |

| <b>BID COST SUMMARY</b>       |                           |                          |
|-------------------------------|---------------------------|--------------------------|
|                               | <b>Total Monthly Cost</b> | <b>Total Annual Cost</b> |
| <b>GRAND TOTAL ALL AREAS:</b> | <b>\$ 46,719.00</b>       | <b>\$ 560,628.00</b>     |

| <b>ANNUAL ESTIMATED EXTRA WORK</b>                                                                                                                                                                  |  |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------|
|                                                                                                                                                                                                     |  | <b>Total Annual Estimate</b> |
| <b>TOTAL:</b>                                                                                                                                                                                       |  | <b>\$ 25,000</b>             |
| This includes work based on the extra work sheet that is a part of the contract. Mulch cover over 100 cubic yards per year, extra landscape, and etc. Written City Approval Required prior to work. |  |                              |

Adopted 08-22-23

| <b>CITY FACILITIES</b> |                                   |              |              |
|------------------------|-----------------------------------|--------------|--------------|
| ITEM                   | SITE                              | MONTHLY COST | ANNUAL COST  |
| 32                     | City Maintenance Yard             | \$ 124.80    | \$ 1,497.60  |
| 33                     | Duarte Post Office                | \$ 312.00    | \$ 3,744.00  |
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| <b>MEDIANS/PARKWAYS</b> |                                               |             |              |
|-------------------------|-----------------------------------------------|-------------|--------------|
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| 46                      | Duarte Road Easement                          | \$ 62.22    | \$ 746.64    |
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|                         | <b>SUB-TOTAL MEDIANS &amp; PARKWAYS:</b>      | \$ 8,312.45 | \$ 99,749.40 |

| <b>TREE WELLS</b> |                  |           |             |
|-------------------|------------------|-----------|-------------|
| 57                | Bloomdale Street | \$ 5.85   | \$ 70.20    |
| 58                | Brookridge Road  | \$ 14.03  | \$ 168.36   |
| 59                | Brycedale Avenue | \$ 10.52  | \$ 126.24   |
| 60                | Central Avenue   | \$ 54.96  | \$ 659.52   |
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| 64                | Huntington Drive | \$ 258.42 | \$ 3,101.04 |
| 65                | Melcanyon Road   | \$ 12.86  | \$ 154.32   |

|                              |                |           |             |
|------------------------------|----------------|-----------|-------------|
| 66                           | Parkview Court | \$ 2.34   | \$ 28.08    |
| 66b                          | Maynard Drive  | \$ 5.85   | \$ 70.20    |
| 66c                          | Royal Oaks Dr  | \$ 14.03  | \$ 168.36   |
| <b>SUB-TOTAL TREE WELLS:</b> |                | \$ 459.54 | \$ 5,514.48 |

| <b>MISCELLANEOUS</b>            |                                             |              |              |
|---------------------------------|---------------------------------------------|--------------|--------------|
| ITEM                            | SITE                                        | MONTHLY COST | ANNUAL COST  |
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| 12                              | Mesa (Mt. Olive entry, Spinks Cyn & Rim Rd) | \$ 146.76    | \$ 1,761.12  |
| 4                               | Emblem Homes area (Brookridge Rd.Pkwy.)     | \$ 26.68     | \$ 320.16    |
| <b>SUB-TOTAL MISCELLANEOUS:</b> |                                             | \$ 1509.99   | \$ 18,119.88 |

| <b>CITY BRUSH CLEARANCE</b>       |                                        |              |              |
|-----------------------------------|----------------------------------------|--------------|--------------|
| ITEM                              | SITE                                   | MONTHLY COST | ANNUAL COST  |
| 73                                | Duarte Wilderness Park Brush Clearance | \$ 2080.00   | \$ 24,960.00 |
| 74                                | Greenbank Ave Brush Clearance          | \$ 76.00     | \$ 912.00    |
| <b>SUB-TOTAL BRUSH CLEARANCE:</b> |                                        | \$2,156.00   | \$25,872.00  |

| <b>BID COST SUMMARY</b>       |                           |                          |
|-------------------------------|---------------------------|--------------------------|
|                               | <b>Total Monthly Cost</b> | <b>Total Annual Cost</b> |
| <b>GRAND TOTAL ALL AREAS:</b> | <b>\$ 46,719.00</b>       | <b>\$ 560,628.00</b>     |

| <b>ANNUAL ESTIMATED EXTRA WORK</b>                                                                                                                                                                  |  |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------|
|                                                                                                                                                                                                     |  | <b>Total Annual Estimate</b> |
| <b>TOTAL:</b>                                                                                                                                                                                       |  | <b>\$ 25,000</b>             |
| This includes work based on the extra work sheet that is a part of the contract. Mulch cover over 100 cubic yards per year, extra landscape, and etc. Written City Approval Required prior to work. |  |                              |

Adopted 08-22-23

## Attachment B

This contract requires that the contractor maintain adequate labor and equipment resources to accomplish functions including, but not limited to, those included in the Extra Work listed below. The cost basis for all additional work shall be with labor, equipment, and materials supplied. These unit costs shall assume that contractor personnel not normally assigned to the scheduled duties associated with the contract will be completing the task.

| City of Duarte Landscape Maintenance<br>Extra Work Unit Costs for Additions and Deletions |                                                      |                                                                    |              |
|-------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------|--------------|
| <i><b>Turf Maintenance</b></i>                                                            |                                                      |                                                                    |              |
| <b>Item</b>                                                                               | <b>Description</b>                                   | <b>Unit Cost</b>                                                   | <b>Unit</b>  |
| 1                                                                                         | Mowing                                               | \$ 263.00                                                          | Acre         |
| 2                                                                                         | Edge and Trim                                        | \$ 0.21                                                            | LF           |
| 3                                                                                         | Fertilization                                        | \$ 955                                                             | Acre         |
| 4                                                                                         | Aerification (3/4" X 6" hallow core without removal) | \$ 300.00                                                          | Acre         |
| 5                                                                                         | Dethatching (including removal)                      | \$ 1,500.00                                                        | Acre         |
| 6                                                                                         | Pre-Emergent Herbicide                               | \$ 153.00                                                          | Acre         |
| 7                                                                                         | Post Emergent Herbicide                              | \$ 128.00                                                          | Acre         |
| 8                                                                                         | Pest Control                                         | \$ 135.00                                                          | Acre         |
| 9                                                                                         | Irrigation<br>a. Repairs<br>b. Installation          | 6,700.00 or Per<br>\$ Proposal<br>240,000.00 or<br>\$ Per Proposal | Acre<br>Acre |
| <i><b>Landscape Maintenance</b></i>                                                       |                                                      |                                                                    |              |
| <b>Item</b>                                                                               | <b>Description</b>                                   | <b>Unit Cost</b>                                                   | <b>Unit</b>  |
| 1                                                                                         | Edge and Trim                                        | \$ 0.21                                                            | LF           |
| 2                                                                                         | Weed and Clean-up                                    | \$ 0.02                                                            | SQ FT        |
| 3                                                                                         | Fertilization                                        | \$ 955.00                                                          | Acre         |
| 4                                                                                         | Pest Control                                         | \$ 135.00                                                          | Acre         |
| 5                                                                                         | Pruning Shrubs                                       | \$ 0.02                                                            | SQ FT        |
| 6                                                                                         | Pruning Trees<br>a. Below 18'<br>b. Above 18'        | \$ 100.00<br>500.00 or Per<br>\$ Proposal                          | Tree<br>Tree |
| 7                                                                                         | Vegetation Removal                                   | \$ 1,710.00                                                        | Acre         |
| 8                                                                                         | Irrigation<br>a. Repairs<br>b. Installation          | 6,700.00 or Per<br>\$ Proposal<br>220,000.00 or<br>\$ Per Proposal | Acre<br>Acre |
| <i><b>Park Trash Maintenance</b></i>                                                      |                                                      |                                                                    |              |
| <b>Item</b>                                                                               | <b>Description</b>                                   | <b>Unit Cost</b>                                                   | <b>Unit</b>  |
| 1                                                                                         | Trash Removal from Park Receptacles (Sat. & Sun.)    | \$ 6.00                                                            | Per Recp     |
| <i><b>Playground Sand Maintenance</b></i>                                                 |                                                      |                                                                    |              |
| <b>Item</b>                                                                               | <b>Description</b>                                   | <b>Unit Cost</b>                                                   | <b>Unit</b>  |
| 1                                                                                         | Rototilling of Sand                                  | \$ 0.01                                                            | SQ FT        |

| <b>Plant Material Installed</b>                                     |                                               |                  |             |
|---------------------------------------------------------------------|-----------------------------------------------|------------------|-------------|
| <b>Item</b>                                                         | <b>Description</b>                            | <b>Unit Cost</b> | <b>Unit</b> |
| 1                                                                   | Seeded Turf                                   |                  |             |
|                                                                     | a. Overseeded with Perennial Rye              | \$ 0.40          | SQ FT       |
|                                                                     | b. Overseeded with 80/20 Rye & Hulled Bermuda | \$ 1.00          | SQ FT       |
| 2                                                                   | Sodded Turf                                   |                  |             |
|                                                                     | a. Marathon I                                 | \$ 2.40          | SQ FT       |
|                                                                     | b. Fescue                                     | \$ 2.40          | SQ FT       |
| 3                                                                   | Ground Cover                                  | \$ 35.00         | Flat        |
| 4                                                                   | Annual Color (4" container)                   | \$ 2.40          | Each        |
| 5                                                                   | One (1) Gallon Shrubs                         |                  |             |
|                                                                     | a. less than 50 units                         | \$ 18.00         | Each        |
|                                                                     | b. more than 50 units                         | \$ 16.50         | Each        |
| 6                                                                   | Five (5) Gallon Shrubs                        |                  |             |
|                                                                     | a. less than 50 units                         | \$ 42.00         | Each        |
|                                                                     | b. more than 50 units                         | \$ 40            | Each        |
| 7                                                                   | Fifteen (15) Gallon Shrub                     |                  |             |
|                                                                     | a. less than 10 units                         | \$ 125.00        | Each        |
|                                                                     | b. more than 10 units                         | \$ 120.00        | Each        |
| 8                                                                   | Fifteen (15) Gallon Tree                      | \$ 150.00        | Each        |
| 9                                                                   | 24-inch Box Tree                              | \$ 600.00        | Each        |
| 10                                                                  | 36-inch Box Tree                              | \$ 1,400.00      | Each        |
| <b>Bulk Materials (Labor, Equipment &amp; Materials to Install)</b> |                                               |                  |             |
| <b>Item</b>                                                         | <b>Description</b>                            | <b>Unit Cost</b> | <b>Unit</b> |
| 1                                                                   | Planting Bed Mulch (4" grind)                 |                  |             |
|                                                                     | a. Less than 12 Cubic Yards                   | \$ 100.00        | CY          |
|                                                                     | b. More than 12 Cubic Yards                   | \$ 80.00         | CY          |
| 2                                                                   | Decomposed Granite with Stabilizer            |                  |             |
|                                                                     | a. Less than 12 Cubic Yards                   | \$ 350.00        | CY          |
|                                                                     | b. More than 12 Cubic Yards                   | \$ 330.00        | CY          |
| 3                                                                   | Natural Sand                                  |                  |             |
|                                                                     | a. Less than 12 Cubic Yards                   | \$ 190.00        | CY          |
|                                                                     | b. More than 12 Cubic Yards                   | \$ 180.00        | CY          |

**Other.** Any additional items that are not in this list must be listed in an attached sheet with unit costs.

## **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): Not less than Three Million Dollars (\$3,000,000.00) per occurrence.

(ii) Automobile Liability (including owned, non-owned, leased, and hired autos): One Million Dollars (\$1,000,000.00), 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) Contractor's pollution liability insurance: Coverage shall provide for liability arising out of sudden, accidental, and gradual pollution, and remediation. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. All activities contemplated in this agreement shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for remediation of the site in the event of an environmental contamination event arising out of the materials, supplies, products, work, operations, or workmanship.

(v) 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) Concurrency 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.

## **EXHIBIT D**

### **Other Items**

[Starts Next Page]

Includes:

- Attachment C – Scope of Work
- Attachment D – Routine Maintenance Schedule and Requirements
- Attachment E – Chemical & Inspection Reports (Intent to Spray, Irrigation Inspection Report, Landscape Inspection Report)
- Maintenance Area Aerials

EXHIBIT D

-1-

## **Attachment C**

### **STANDARDS FOR MAINTENANCE**

#### **SCOPE OF WORK**

##### **A. MOWING:**

1. Mowing equipment shall be a rotary-type deck mower or a power-driven reel-type equipped with rollers. Mowing activity shall leave no signs of visible clippings on turf, shall be in alternating patterns, and all precautions should be taken to prevent rutting and damage to trees, shrubs, and sprinklers. Blades shall be always kept sharp.
2. Turf shall be mowed to the minimum height of two(2) inches during fall and winter months, and during the late spring and summer the cut should be not exceed three (3) inches from the soil grade. Mowing heights may vary for special events and conditions approved by the City.
3. Turf shall be mowed weekly so that no more than one-third (1/3) of the blade is removed at time of cutting, but at intervals of no less than once a week during the active growing season (April through November). Turf mowing at each location shall be completed in one day and shall be on a schedule approved in writing by the City Representative.
4. Turf areas shall be inspected for all potential hazards such as holes, gopher mounds, rocks, glass, nails or other debris prior to and after each mowing. All hazardous material shall be immediately removed by contractor. Contractor shall fill holes, knock down and grade gopher mounds.

##### **B. EDGING AND TRIMMING:**

1. Mechanical type edging includes walkways, asphalt and decomposed granite trails, ball-field brick dust, sidewalks, driveways, curbs, trees, shrub and groundcover beds, and shall be performed once per week, and concurrently with mowing at each location.
2. Additionally, turf edges shall be trimmed around valve boxes, meter boxes, backflow devices, and sprinkler heads shall be kept free of grass to allow for proper operation and coverage. This shall be performed by mechanical methods only, unless otherwise specified by City.
3. Edging against hardscape shall be performed in a manner that results in a neat well- defined V-shape edge that extends into the soil. Such edging shall be done with a power edger with a rigid blade and shall not exceed ½ inch from the hardscape surface being edged.

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4. Tree wells shall be edged concurrently with each mowing and shall be performed by mechanical methods only. Great care shall be taken to avoid damage to tree bark tissue and roots. Tree damage resulting from Contractor's edging practices shall be replaced by Contractor with a replacement tree at Contractor's expense. Tree replacement size shall be 24" box and replacement species shall be determined by the City Representative.
5. Curbs, gutters, walkways and all hardscape areas shall be cleaned free of accumulated grass clippings upon completion of each mowing operation. Grass clippings shall not be left on any area overnight.
6. Edging next to retaining walls and fences shall be done using a power string type trimmer and shall be completed in such a manner to avoid excessive string contact to the exterior surface of retaining walls, fences and all areas edged with a sting type trimmer.
7. Chemical edging is not permissible without express written approval by the City Representative. If approved in writing by the City Representative, all chemicals utilized shall be approved by the County of Los Angeles Agricultural Commission's Office and shall meet the requirements of Sections M and N.

C. TREE WELL MAINTNENANCE:

1. The Contractor shall create and maintain tree wells for all trees planted in turf, planters, parkways, and medians. Contractor shall clear all vegetation around tree trunks and maintain a mulch depth of no less than three (3) inches. Vegetation shall be cleared according to the following specifications:
  - a. Trees located in turf and parkways- clear a three (3) foot diameter from trunk.
  - b. Trees located in planters and medians- clear a one (1) foot diameter from trunk.

D. MAINTENANCE OF SHRUBS, PERENNIALS, VINES, AND GROUND COVER AREAS:

1. The Contractor shall be responsible for trimming and weeding, weekly removal of leaf litter and daily removal of trash and debris. Trimming shall be performed in a manner that does not alter the appearance of the landscaping but presents a clean aesthetic appeal. Selective pruning is required. Use of power type trimmers/hedgers is acceptable however "lolliepopping" or ornamental type shaping will not be permitted without prior written approval from City Representative. Shrubs shall be maintained in a manner that promotes natural growth patterns.
2. All native and/or perennial plants shall be maintained to display natural growth habits

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and structure. Dead and woody plant material shall be removed by select pruning as needed in order to preserve the aesthetic value of the plant. Aggressive cut back trimming or “dead heading” to increase density and promote plant health shall be performed with written City approval no less than once annually, or more frequently as determined by the City representative.

3. All perennials and ornamental grasses shall be cut down to two to four (2-4) inches above ground level annually per City approval. At no time shall ornamental grasses be trimmed into unnatural growth patterns or “balled”.
4. Shrubs, ground covers, bare dirt and mulched areas shall be defined as “planters”.
5. Planters shall be cultivated to a depth of one (1) inch and raked each month. Ground cover shall be kept neat in appearance and confined within curbs and intended borders and kept litter free.
6. Shrubs shall be pruned monthly, or as often as necessary, to provide a neat and shapely appearance. Trimming shall not be excessive and shall be limited to no more than 10% of the overall size of the plant material, unless otherwise directed by the City Representative. Pruning methods shall provide a natural shape.
7. Shrubs shall be maintained at a height no greater than thirty-six (36) inches from top of curb at designated areas to allow for traffic safety.
8. Planters shall remain weed free. Weeds, grasses and invasive plant species, as determined by the City Representative, shall be removed from all planter areas weekly, or more frequently if needed, as a regular service requirement of this Contract. Weeds shall be removed manually unless the Contractor has received prior written approval to utilize alternative means of weed control by the City Representative.
9. Contractor shall fill holes, knock down and grade gopher mounds and re- install plant material in areas caused by such damage. Plant material shall be identical to the existing groundcover type and reinstalled with flatted plant material or as otherwise directed by City Representative
10. Vegetation shall be trimmed back from all utility boxes, controller units, valve boxes, quick couplers, and backflow devices. Vegetation shall not encroach onto sidewalks, curb and gutters, decomposed granite paths, private property, or roadways. Vegetation shall not grow up trees, structures, or walls. Pruning for sight visibility clearance may be required at any time and shall be expedited in order to address potential safety concerns.
11. Vines – All clinging vines shall be trimmed close to walls to maintain a neat appearance.

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Vines shall be trimmed in order to maintain control and to prevent them from creeping over walls. Vines shall be checked and secured with appropriate ties as necessary. When necessary, appropriate stakes and/or supports shall be utilized to promote directional growth. The height of vines shall be maintained per City direction, typically within six (6) inches of the top of the wall. Vines shall not be allowed to encroach onto trees.

E. PLANTING IMPROVEMENTS:

The City may complete projects to renovate parkways, medians and slopes with drought tolerant plant material and drip irrigation, or other low water alternatives. Contractor shall be responsible to maintain affected turf parkways, medians and slopes to City standards by maintaining them free of weeds, debris and edging when necessary. As these parkways, medians and slopes are improved and retrofitted with new plant material and low water use irrigation systems, the Contractor shall be responsible for maintenance of the new plant material and only irrigation systems within a Landscape District per the appropriate section(s) of the Scope of Work.

F. MULCHING:

All bare soil in planter areas and tree wells shall be replenished with mulch no less than two (2) times per calendar year to maintain a depth of no less than three (3) inches. Mulch must conform to the applicable standards and criteria specified in SB 1383 (see Section CC under Contractor Performance Requirements). Mulch shall be 99.5% contaminant free, including litter and weed and/or weed seed. Mulch shall have a uniform size range of three (3) inches and under. Contractor shall confirm compliance and submit mulch sample to the City Representative for approval prior to installation.

G. MAINTENANCE OF TREES:

1. Scope: The Contractor shall be responsible for the maintenance and upkeep of trees within designated medians, parkways, planters and slopes as provided. Tree care is limited to the removal of sucker growth, spouts, and limbs that obstruct the right of way and/or present a potential hazard, originating from the tree trunk, from the ground to the first twelve (12) feet.
2. Maintenance of Trees: Shall be in accordance industry and International Society of Arboriculture (ISA) standards, and the standards and practices acceptable to the City, and any later amendments and consistent with the guidelines furnished below:
  - a. Pruning for removal of dead, damaged or diseased parts.

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- b. Pruning trees for removal of water sprouts and suckers as they develop.
  - c. Pruning for shape and form shall include lifting of low tree branches to prevent hazards.
  - d. Pruning shall be done with clean sharp tools. Cuts shall be made parallel with the collar but close enough to allow cambium growth around wound, per ISA standards.
  - e. Median trees shall have no branches lower than twelve (12) feet from top of curb, or as directed by the City Representative to provide proper line-of-sight for traffic movement.
3. Tree Trimming:
- a. Trimming and pruning shall be performed per the standards of the International Society of Arboriculture (ISA). It is the Contractor's sole responsibility to obtain and practice these pruning standards on all tree work performed. The Contractor agrees to accept all responsibility for the replacement of trees damaged by Contractor's pruning operations, if so, determined by the City that replacement is required.
  - b. Where necessary, as determined by the City Representative, Contractor shall provide and post no parking signs 48 hours in advance of the work, except when emergency work is necessary.
4. Tree Replacement: Any tree badly damaged and in need of possible replacement shall be brought to the attention of the City Representative. The City Representative shall determine if the tree shall be removed and/or replaced. No tree shall be removed without prior written approval from the City Representative.
5. Tree Supports and Stakes: Weekly inspections shall be made of each tree braced by a tree support to ensure that the support is intact, and that the tree has not outgrown the support.
- a. Tree staking shall be performed in accordance ISA Standards.
  - b. Tree supports shall be adjusted as necessary to conform with the caliber of the trunk to which it is attached.
  - c. Tree supports and stakes shall be inspected and removed when the tree has outgrown its support or as determined by the City Representative.
  - d. Tree supports and stakes shall be replaced or removed, as needed, or as directed by the City Representative.

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- e. Contractor shall inspect all tree wells and remove all broken or unnecessary stakes that create a hazards condition to the public.
- f. Where plastic arbor guards have been installed at base of the tree trunk, Contractor shall maintain and replace as needed.

#### H. AERATION OF TURF AREAS:

1. All turf areas, except turf locations with drip tubing irrigation, shall be aerated three (3) times per year at the intervals described below:
  - First week of March
  - Middle of July
  - Middle of October after Dethatch (verticut)
2. Contractor is responsible for locating and flagging all sprinkler, valve boxes, and other components in turf prior to aeration.
3. Aerate by removing  $\frac{3}{4}$  -inch X 3-inch cores with an aerating machine at no more than six (6) inches spacing between cores. Machine should cover area two (2) times and a drag mat should be used to assist in breaking up core plugs.

#### I. DETHATCHING OF TURF AREAS:

1. Vertical mowing shall be done to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance using standard renovating or vertical mowing equipment. Care shall be taken to avoid unnecessary or excessive injury to the turf.
2. Vertical mowing of all turf areas shall begin the first week of October.
3. Entire turf area shall be mowed by using a vertical mower. Blade elevation of the mower shall be maintained at an optimum height as directed by the City Representative.
4. Renovate to the soil line and remove all excessive thatch in turf area.
5. Thatch shall be swept or raked from the turf areas and immediately removed from the site and disposed of accordingly.

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J. OVERSEEDING OF TURF AREAS:

1. All turf areas shall be reseeded in order to improve density or repair bare areas. All areas to be seeded shall be verticut to remove all thatch and provide a rough seed bed suitable for seeding.
2. Overseeding of turf areas shall be completed in October after dethatching and aeration have been completed.
3. Depending on location, Contractor shall overseed with 100% perennial rye grass or 80-20 seed mix at recommended rates.

K. TURF FERTILIZATION AND WEED MITIGATION:

1. One month prior to scheduled fertilization, Contractor shall notify the City Representative in writing of application date, location, fertilizer formula to be applied, and amount applied at each location. The contractor shall provide invoices or other documentation to verify fertilizer quantity purchased upon request from the City Representative.
2. Fertilization of turf grasses shall be accomplished three (3) times each year at the intervals and with the fertilizer formula described below:
  - First week of January apply 39-0-0 slow-release formula pelleted type fertilizer at eight (8) pounds per thousand (1,000) square feet.
  - First week of May apply 39-0-0 slow-release formula pelleted type fertilizer at eight (8) pounds per thousand (1,000) square feet.
  - First week of September apply 15-15-15 pelleted type fertilizer at six (6) pounds per thousand (1,000) square feet.
3. Contractor shall submit a written fertilizer schedule to the City Representative within 30-day of receipt of an executed agreement.
4. The Contractor shall broadcast the fertilizer in such a manner as to insure uniform coverage with minimum overlap.
  - a. The turf shall be free of moisture at the time the fertilizer is applied.
  - b. Application of the fertilizer shall be done in sections in accordance with the area covered by the timing stations on the automatic irrigation controllers so that the soil

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may be thoroughly soaked immediately after the fertilizer is broadcast.

5. Turf areas shall always be free of broadleaf weeds. All herbicides shall be applied per label specifications and when environmental conditions are appropriate for control. Unless otherwise noted within the RFP, broadleaf herbicides shall be applied, at a minimum, prior to thatching in the month of October. Contractor shall provide City an application schedule for approval.

**L. SHRUB AND GROUND COVER FERTILIZATION:**

1. One month prior to scheduled fertilization, Contractor shall notify the City Representative in writing of the application date, location, fertilizer, formula to be applied and amount applied at each location. The contractor shall provide invoices or other documentation to verify fertilizer quantity purchased upon request from the City Representative.
2. Fertilization of shrub and ground cover shall be accomplished one (1) time each year at the interval and with the fertilizer formula described below:
  - First week in April apply 15-15-15 pelleted type fertilizer at six (6) pounds per thousand (1,000) square feet.
3. Contractor shall submit a written fertilizer schedule to the City Representative within 30-day of receipt of an executed agreement.

**M. PESTICIDE, HERBICIDE, AND INSECTICIDE APPLICATION:**

1. Scope: All work involving the transport and use of pesticides, herbicides, and insecticides shall follow all Federal, State, County and local laws. The Contractor shall possess all valid State and County licenses and permits required for pesticide, herbicide, and insecticide transport and application operations.

Pesticide applicators (persons) assigned by the Contractor to perform pesticide operations shall have a valid license issued by the State of California Department of Pesticide Regulation Enforcement Branch. Applicators shall maintain valid State certification for categories specific to each pesticide for recommendation or use.

Contractor shall be in strict compliance with all pesticide directives and laws governed by the Los Angeles Agricultural Commissioner's Office and be identified in the City of Duarte's Restricted Materials Permit including annual written recommendations before conducting any Pesticide operations in the City.

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The Contractor shall not store Pesticides on City owned property at any time and for any reason without exception.

Contractor shall provide the City with photocopies of a valid Pest Control License, State Pest Control Advisor's License, State Qualified Applicator's License for individuals engaged in the transport, and use of all applicable pesticides, herbicides, and insecticides within the areas to be maintained under the provisions of this Contract.

2. Intent to Spray Application: Contractor shall submit in writing to the City Representative, an Intent to Spray Application (Attachment E) prior to the application of any pesticide(s), herbicide(s), and/or insecticide(s). All applications must be approved in writing by the City. Such authorization shall depend upon the Contractor's submission to the City Representative the information outlined below:
  - a. The exact location(s) where the pesticide(s), herbicide(s), and/or insecticide(s) is to be used, with the identification of the insect(s) and/or weed(s) to be controlled.
  - b. That the pesticide(s), herbicide(s), and/or insecticide(s) shall be applied at the manufacturer's recommended rates and shall conform with manufacturer's application instructions.
3. Chemical Weed Control: Pre or post emergent chemical weed control at all turf locations and in shrub and groundcover planter areas shall be performed as a regular service requirement of this Contract to ensure areas are kept free of weeds.  
Contractor shall submit in writing to the City Representative, an Intent to Spray Application (Attachment E) prior to the application of any herbicide(s). All herbicide applications must be approved in writing by the City. Such authorization shall depend upon the Contractor's submission to the City Representative the information outlined below:
  - a. The exact location(s) where the herbicide is to be used, with the identification of the weed to be controlled.
  - b. That the herbicide has no harmful effect upon desirable plant materials.
  - c. That the herbicide shall be applied at the manufacturer's recommended rates and shall conform with manufacturer's application instructions.
4. Disease, Harmful Insects:
  - a. Inspections of landscaped areas shall be made daily for evidence of disease, harmful insects.

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b. If evidence of disease or harmful insects is found, a report shall immediately be submitted to the City Representative. The report shall include:

- 1) The exact location(s) where the disease, harmful insects are prevalent.
- 2) The Contractor's opinion of the type of disease, insect.
- 3) The Contractor's recommendation for control and elimination of the disease or harmful insects.

N. PESTICIDE, HERBICIDE, AND INSECTICIDE RECORDS:

1. All pesticides, herbicides, and insecticides to be used that are designated "restricted" by the State of California Department of Pesticide Regulation, shall be approved by the City Representative prior to use. A written recommendation of proposed pesticides restricted in California shall include commercial name, concentrations, application rates and usage. The recommendation shall be prepared by a licensed California Pest Control Advisor and submitted a minimum of 14 days prior to intended use. No work shall begin until written approval of use is obtained, and a notice of intent has been filed with the Los Angeles Agricultural Commissioner's office, as required, and the City.
2. All chemicals shall only be applied by those persons possessing a valid California Pest Control Operators (P.C.O.) license or under the supervision of a P.C.O. Application shall be in strict accordance with State of California Department of Pesticide Regulation and Los Angeles Agricultural Commissioner's Office. Records of all operations stating date and time treated, geographic location, field location, operator ID/permit number, operator's name and address, application name and address, site treated, acres planted, acres treated, application method, U.S. EPA/California pesticide registration number of product applied, pesticide product name and manufacturer, total amount of product applied, and name and signature of person preparing report shall be made and retained in an active file for a minimum of two (2) years by the Contractor. Copies of Contractor's pesticide training records shall be presented to the City within 24 hours of notice to produce such records.
3. Notification of Intent to spray or apply pesticides, herbicides, and insecticides used by the Contractor on City property shall be submitted to the City Representative. The City Representative shall have access to all pesticide records upon request. The Contractor shall retain all records in accordance with Department of Agriculture regulations and requirements.
4. Pesticides, herbicides, and insecticides shall be applied in a manner to avoid non-target areas. Precautionary measures shall be employed since all areas will be open for public

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access during application.

5. The City shall reserve the right to reject the use of any pesticide, herbicide, and insecticide at any time and for any reason of justification as determined by the City Representative.

O. MAINTENANCE OF AUTOMATIC SPRINKLER SYSTEM (LANDSCAPE DISTRICTS ONLY):

1. The Contractor shall bear sole responsibility and cost for both labor and materials for cleaning, repairing, adjusting and replacement of automatic and battery-operated sprinkler system components, with the exception of backflow protection devices designated in all Landscape Districts.(see site locations) Contractor shall repair and/or replace as needed any irrigation system components, to insure optimal operation of the irrigation system which may require removal and replacement of asphalt and concrete in order to make the repair. All irrigation systems shall perform according to the original design and installation intent.

The City shall bear the sole responsibility of all irrigation system repairs that are the result of vandalism or theft. Contractor shall submit to the City a written vandalism or theft report, in a format approved by the City, for any claims of irrigation system damage due to vandalism or theft. Contractor shall not make repairs without prior written approval.

2. The Contractor shall be responsible for the cleaning, repairing, adjusting and replacement of all items, at its sole cost, listed in the succeeding paragraphs in addition to the following:

- \*Hunter Irrigation Controllers (exception necessary replacement)
- \*Hunter Node/Rainbird TBOS Series battery-operated irrigation controllers
- \*Plastic pipe
- \*Rainbird remote control valves and Hunter master valves
- \*Hunter flow control meters
- \*Waterproof wire connectors
- \*Remote control valve wiring and tracing
- \*Valve boxes and valve-box covers
- \*Batteries
- \*Plastic pipe fittings
- \*Galvanized steel pipe
- \*Galvanized steel fittings
- \*Irrigation pumps
- \*Main lines
- \*Rainbird drip irrigation pipe, fittings, and components
- \*Rainbird sprinkler heads
- \*Sprinkler assemblies

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- \*Riser assemblies
- \*Rainbird quick coupler valves
- \*Hose bibs
- \*Gate valves

3. Replacement of any item shall be with a new item of identical model, make and manufacturer unless otherwise approved in writing by the City Representative.
4. The Contractor shall be responsible for removal and replacement of all asphalt, concrete, or other hardscape materials when making irrigation repairs. All repairs and replacements of hardscape materials shall be approved and inspected by the City Representative.
5. The Contractor shall inspect and examine the irrigation system twice per month at all locations, while water is on. Any part of the system not functioning normally shall immediately be cleaned, adjusted, repaired or replaced as needed to restore the system to normal operation. This shall also apply in times of service failure for any reason.
6. At the sole discretion of the City, irrigation pumps and controllers shall be replaced when determined to be inoperable and no longer functional. If approved, City shall be responsible for cost of replacement, and Contractor shall bear sole responsibility for labor and related materials necessary for installation of said replacement(s).
7. All mainline repairs shall be inspected by the City Representative prior to backfilling to ensure the quality of backfill and compaction.
8. Contractor shall use a soil probe to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones (as directed by the City).
9. Excessive watering shall be avoided to mitigate water run-off onto roads, sidewalks, and recreation use areas. Special attention shall be given to the relationship of conditions that affect day and night watering.
10. Contractor shall prevent water from over-spraying onto walls, walkways, streets and private property. For this purpose, the Contractor shall provide the necessary repair, replacement, and component adjustment as required of all sprinkler heads, nozzles, swing joints and pipe risers. In cases where irrigation system design features make this impractical or impossible, the Contractor shall provide, at no cost to the City, a recommended plan of component changes and/or a cost estimate for installation of the changes needed for the purpose of mitigating the undesirable over-spray.
11. All repairs, adjustments, cleaning or replacements of any part of the system that cannot be completed within one (1) hour of detection, shall be immediately reported to the City, and provisions made by Contractor to complete said repair prior to the close of the next

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regular business day. Additional time may be granted in writing, at the sole discretion of the City Representative.

12. Contractor shall take corrective action and immediately report to the City Representative any conditions that may create a public hazard.
13. If an automatic or battery-operated irrigation system or a portion of a system should malfunction, the Contractor shall provide manual operation of that system for a period until the system is restored to normal operation.
14. At the request of the City, Contractor shall identify and mark the location of sprinkler heads with provided flags, at no additional cost to City, to assist with improvement projects.
15. The following specifications are provided for replacement of plastic pipe, plastic fittings, galvanized steel pipe, galvanized steel pipe fittings, and remote-control valve wiring:
  - a. Plastic pipe shall be polyvinyl chloride (PVC) Schedule 40, Type 1, Grade 2 (PVC 1220).
  - b. Plastic pipe fittings and connections shall be PVC Schedule 40, except nipples, which shall be Schedule 80.
  - c. If existing galvanized steel pipe and galvanized steel pipe fittings require repair, they shall be identical type and model.
16. All drip line emitters, sub-surface drip line, standard drip line, polypropylene flex line, etc., shall be properly maintained and secured or staked at or below grade to ensure system integrity, reduce trip hazards, and prevent an unsightly appearance. Contractor shall inspect, repair and maintain all drip irrigation systems as a regular service to the contract. Contractor shall inspect all drip irrigation systems no less than twice a month.
17. Time of Completion: Non-emergency irrigation repairs shall be completed by the Contractor by the end of the following business day that the problem was reported to the City in writing, using City approved materials, supplied by the Contractor. Emergency irrigation repairs, as determined by the City Representative, shall be immediately repaired.
18. Repair Inspection: Irrigation inspections by the City Representative may occur within one (1) working day of notification of services or repair completion. The City Representative shall inspect and verify performance and service of the repair. Should such inspections find the repair to be deficient, the Liquidated Damages clause of this Contract may be enacted at City's sole discretion.
19. Irrigation Materials:

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- a. All replacement materials are to be identical type, manufacturer and model number unless a substitute is approved in writing by the City Representative.
- b. Contractor shall maintain an adequate inventory of medium-to-high usage stock items for repair of the irrigation systems.
- c. Contractor shall implement repairs in accordance with all effective warranties, and with no additional payment.
- d. All materials are to be new and identical to existing materials, per these specifications, unless otherwise approved in writing by the City Representative.

20. Irrigation Trained Personnel: The Contractor shall provide no less than one (1) full-time irrigation technician, fully trained in all phases of the Hunter Hydrowise irrigation system operation. This is to include, but not limited to, diagnosis and repair of controllers (motors, switches and fuses), valve wires, control valves, lateral lines, gate valves, main lines, strainers, moisture sensors, master valves and electric pedestals.

The Contractor's irrigation technician shall have a minimum of four (4) years of experience at the technician level and have Hunter Hydrowise experience. Fourteen (14) days prior to the start of any work, the Contractor shall submit to the City information that demonstrates the technician's qualifications, for City review and approval. During the term of the Contract, the City Representative shall approve any changes to the irrigation technician position.

The irrigation technician shall be able to effectively communicate in English and shall meet the requirements identified in Sections A and B of the Contractor Performance requirements.

The irrigation technician shall remain on site for a minimum of eight (8) hours per day, except as required to obtain irrigation equipment necessary for repairs to the City's Landscape District irrigation systems. The irrigation technician is responsible for the City irrigation systems and shall not perform any other landscape maintenance services unless approved in writing by the City Representative.

The irrigation technician shall be required to carry a basic inventory of irrigation parts and equipment to complete the necessary repairs.

Contractor shall provide additional irrigation personnel as needed, to provide irrigation repair and maintenance services described herein, in emergency situations and as directed by the City Representative.

P. IRRIGATING AREAS: All Landscape District irrigation is controlled by the City's Hunter

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Hydrawise Smart Irrigation Management System and some battery-operated irrigation controllers. Programming and scheduling of the City's Hunter Hydrawise Smart Irrigation Management System and battery-operated irrigation controllers shall be the responsibility of the City. Contractor shall manually run all automatic and battery-operated irrigation controllers to check irrigation coverage and irrigation system components for conformance to this contract as described herein. Contractor shall not make any adjustments to the Smart Irrigation System or battery-operated controllers without written approval from the City Representative.

1. Watering of Turf, Shrubs and Ground Cover Areas:

- a. Watering of the turf, shrubs and ground cover areas shall be done pursuant to the City's installed Hunter Hydrawise Smart Irrigation Management System and battery-operated controllers, unless otherwise directed by the City Representative.
- b. Contractor shall be responsible to make all adjustments to sprinkler heads and drip tubing as required to keep over-spray of sprinklers from walls and excessive runoff onto sidewalks, and streets.
- c. Since water requirements of plants vary according to the season, plant variety and soil conditions, the Contractor shall consider the variation in size of plants, roots, soil, irrigation components and weather conditions when making water determination requirements. Extremely close attention shall be paid to the water demands of plants as influenced by their exposure to sun, wind, shade and geographic location. All landscape and turf areas shall be irrigated as required to promote vigorous and healthy plant growth.
- d. Contractor shall be held responsible for over-watering, which is represented by excessive run-off, over saturation, or high use rates and dry areas or dead plant material caused by the Contractor's negligence to monitor or report to the City Representative any irrigation controller problems or required adjustments shall result in Liquidated Damages and the cost of water or dead plant material incurred by City.

2. Irrigation Reports: The Contractor shall maintain and submit to the City Representative in writing:

- a. Contractor's Irrigation Schedule and Maintenance Report (Attachment E): An Irrigation Schedule and Maintenance Report shall be prepared twice a month and submitted to the City Representative monthly.

3. Irrigation Repairs: Non-emergency irrigation repairs shall be completed by the Contractor by the end of the following business day that the problem was reported using City

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approved materials, supplied by the Contractor. Emergency irrigation repairs, as determined by the City Representative, shall be immediately repaired.

4. Repair Inspection: Irrigation inspections by the City Representative may occur within one working day of notification of services or repair completion. The City Representative will inspect and verify performance and service of the repair. Should such inspections find the repair to be deficient, the Liquidated Damages clause of this Contract may be enacted at City's sole discretion.
5. Irrigation During Inclement Weather: The City shall remotely set irrigation controllers to the "OFF" position prior to actual inclement weather conditions and when local weather reports forecast an 80% or greater chance of inclement weather. The City will be responsible to return the controllers to the "ON" position when conditions are appropriate.

Q. MAINTENANCE OF OPEN SPACE SLOPE AREAS (HEARTHSTONE LANDSCAPE DISTRICT):

1. All open space slope areas located in the Hearthstone Landscape District shall be cleared of vegetative growth two (2) times per year at the intervals described below:
  - April
  - October
2. Contractor shall clear areas within two hundred (200) feet of structures and/or ten (10) feet of roadside/driveway surfaces or combustible fence: Grass shall be cut to a minimum of three (3) inches in height. Native brush shall be reduced in quantity to three (3) inches in height. This does not apply to individual native shrubs spaced a minimum of eighteen (18) feet apart, provided such shrubs are trimmed up from the ground to one-third (1/3) of their height with all dead material being removed.
3. For trees taller than eighteen (18) feet, trim lower branches so no foliage is within eight (8) feet of the ground and remove all dead material. For trees and shrubs less than eighteen (18) feet, remove lower branches to one-third (1/3) of their height, and remove all dead material.
4. All cut vegetation, trash, and debris shall be removed and disposed of off-site.
5. Work shall be performed in the open space slope areas adjacent to the following addresses:

|                  |                   |                     |                     |
|------------------|-------------------|---------------------|---------------------|
| 41 Westvale Road | 59 Westvale Road  | 17 Crestview Street | 75 Crestview Street |
| 46 Westvale Road | 2576 Westvale Ct. | 36 Crestview Street | 81 Crestview Street |

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|                  |                   |                     |                   |
|------------------|-------------------|---------------------|-------------------|
| 49 Westvale Road | 2582 Westvale Ct. | 42 Crestview Street | 67 Cedarwood Ave  |
| 51 Westvale Road | 2588 Westvale Ct. | 65 Crestview Street | 75 Cedarwood Ave  |
| 55 Westvale Road | 2594 Westvale Ct. | 71 Crestview Street | 2710 Briar Summit |

R. SWALES, DRAINS, AND BASINS:

1. Contractor shall maintain all swales and drains on a weekly basis to insure operable flow. Operations shall insure that all swales and drains are maintained free of sand, mud, rocks and miscellaneous debris so that water will have an unimpeded passage to its outlet.
2. Drains and collection boxes shall be inspected weekly, cleaned and cleared of all debris as needed.
3. Drain grates shall be inspected weekly. Contractor shall immediately inform the City of any broken or missing grates, and secure same to keep the area safe for public use.
4. Ridgecrest Landscape District Debris Basins and Open Space Areas:
  - a. Contractor shall remove all debris from the two (2) Ridgecrest Landscape District debris basins located in the northern and the southern areas of the District, and shall clear vegetative growth from all open space areas located adjacent to the District two (2) times annually at the intervals described below:
    - April
    - October
  - b. Debris removal from the basins shall include all leaf litter, trash, vegetation, mud, rocks, and sand including debris that may be contained below drain grates.
  - c. All open space areas adjacent to the Ridgecrest Landscape District shall be maintained in accordance with Section Q- 1 through 4.

S. MAINTENANCE OF RECREATIONAL TRAIL:

1. All trees shall be maintained in accordance with Section G-1 and 2.
2. Open spaces within the trail easement, including sloped areas, shall always be kept free of encroaching weeds, grasses, "suckering" plant material, and trash.
3. Erosion repair and grading shall be performed as often as needed to maintain safety.

T. MAINTENANCE OF PARK PLAYGROUND AREAS:

EXHIBIT D

1. Sand Court Areas:

- a. All sand areas adjacent to park playground equipment and volleyball courts shall be kept free of weeds.
- b. Contractor shall visually inspect sand areas for foreign objects, trash, and debris, and any displaced sand under heavily used areas such as under swings or slide exits shall be raked back into place on every service day.
- c. All sand areas shall be rototilled three (3) times per year at the intervals described below. The contractor shall rototill to the maximum depth that will allow complete loosening of the sand but not cause lower base materials to be mixed in. After rototilling, all sand areas shall be raked level.
  - January
  - May
  - September

2. Rubberized surface Areas:

- a. All rubberized surfaces adjacent to park playground equipment shall be kept free of weeds.
- b. All rubberized surface areas shall be kept free of any trash or debris on every service day.

U. HARDSCAPE:

1. All hardscape areas including, but not limited to, concrete sidewalks, parking lots, tennis courts, basketball courts, futsal courts, skate park bowl, steps, asphalt walkways, ramps, curb and gutters, medians and median noses, expansion joints and walls adjacent to City maintained landscape areas shall be kept clear of dirt, mud, trash, weeds, leaf litter and any other substances which are either unsightly or unsafe.
2. The Contractor shall be responsible for weekly sweeping or blowing of hardscape surfaces and areas adjacent to them.
3. Cracks and crevices within hardscapes shall always be kept free of weeds.

V. LITTER CONTROL:

1. Contractor shall remove litter, paper, rocks, glass, trash, undesirable materials, fallen tree branches, leaves, pine needles, and miscellaneous debris daily. This includes, but is not limited to all hardscape surfaces, developed and undeveloped areas, walkways, parking

EXHIBIT D

lots, roadways, trails and walking paths, along fence lines, steps, planters, drains, catch basins, areas on slopes from the toe to the top of slope and turf areas.

2. Contractor is responsible for recycling. All green waste cuttings, weeds, leaves, and other yard wastes shall be delivered to the City Maintenance Yard and disposed of in the proper recycling bin. Under no circumstance shall Contractor dispose of any refuse, recyclables, or green waste that was not generate from the performance of this Contract in City supplied solid waste containers or bins.
3. Litter shall be placed in City supplied refuse bins and not in public use trash containers.

W. WEEKEND TRASH REMOVAL:

1. Contractor shall empty trash receptacles located in City parks on Saturday and Sunday of each week when they are at 50 percent full, but no less than weekly. Liners shall be provided by the contractor and replaced no less than weekly. Liners shall be commercial grade (heavy duty), black in color and 2.0 Mil thickness or better to contain trash without tearing. Trash receptacles liners shall be placed in appropriate trash bins and no trucks shall be allowed to drive on park landscape or turf areas. These provisions are applicable to the following City parks:
  - a. Aloysia Moore Park
  - b. Beardslee Park
  - c. Duarte Park
  - d. Encanto Park
  - e. Falkenborg Field
  - f. Glen Miller Park
  - g. Hacienda Park
  - h. Lower Sports Field
  - i. Orange Blossom Park
  - j. Otis Gordon Sports Park
  - k. Royal Oaks Park
  - l. Royal Oaks Park Extension
  - m. Lena Valenzuela Park

EXHIBIT D

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## Attachment D

### ROUTINE MAINTENANCE SCHEDULE for LANDSCAPE DISTRICTS

Use this attachment to complete Attachment A

**LOCATION:** Amberwood Homes

#### AUTOMATIC SPRINKLER SYSTEM

|                                         |                  |
|-----------------------------------------|------------------|
| Irrigation Maintenance and Repair ..... | By Contractor    |
| Watering -                              |                  |
| Controller .....                        | Hunter Pro HC 24 |
| Frequency .....                         | By City          |

#### TURF AREAS

|                      |     |
|----------------------|-----|
| Mowing -             |     |
| Type of Mower .....  | N/A |
| Frequency .....      | N/A |
| Edging .....         | N/A |
| Pest Control .....   | N/A |
| Dethatching .....    | N/A |
| Overseeding .....    | N/A |
| Fertilization .....  | N/A |
| Weed Control .....   | N/A |
| Litter Control ..... | N/A |
| Aerate .....         | N/A |
| Pre-emergent .....   | N/A |

#### HARDSCAPE AREAS

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and service areas |
| Cleaning frequency .....       | Weekly                                     |

#### PLANTER AREAS

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

#### TREES AND TREE WELLS

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

#### Special Provisions:

1. Includes landscape area on Bradbourne Ave side of property.
2. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION: Buena Vista Villas**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                  |
|-----------------------------------------|------------------|
| Irrigation Maintenance and Repair ..... | By Contractor    |
| Watering -                              |                  |
| Controller .....                        | Hunter Pro HC 24 |
| Frequency .....                         | By City          |

**TURF AREAS**

|                      |                                      |
|----------------------|--------------------------------------|
| Mowing -             |                                      |
| Type of Mower .....  | Rotary, Mulching                     |
| Frequency .....      | Weekly                               |
| Edging .....         | Weekly                               |
| Pest Control .....   | As needed                            |
| Dethatching .....    | October 1                            |
| Overseeding .....    | October 1 – 100% Perennial Rye       |
| Fertilization .....  | 3 times per year (Jan, May, & Sept.) |
| Weed Control .....   | Weekly                               |
| Litter Control ..... | Weekly                               |
| Aerate .....         | N/A (Drip Irrigation)                |
| Pre-emergent .....   | As needed                            |

**HARDSCAPE AREAS**

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and service areas |
| Cleaning frequency .....       | Weekly                                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION: Citrus Villas**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                  |
|-----------------------------------------|------------------|
| Irrigation Maintenance and Repair ..... | By Contractor    |
| Watering -                              |                  |
| Controller .....                        | Hunter Pro HC 24 |
| Frequency .....                         | By City          |

**TURF AREAS**

|                      |                                     |
|----------------------|-------------------------------------|
| Mowing -             |                                     |
| Type of Mower .....  | Rotary, Mulching                    |
| Frequency .....      | Weekly                              |
| Edging .....         | Weekly                              |
| Pest Control .....   | As needed                           |
| Dethatching .....    | October 1                           |
| Overseeding .....    | October 1 – 100% Perennial Rye      |
| Fertilization .....  | 3 times per year (Jan, May, & Sept) |
| Weed Control .....   | Weekly                              |
| Litter Control ..... | Weekly                              |
| Aerate .....         | N/A (Drip Irrigation)               |
| Pre-emergent .....   | As needed                           |

**HARDSCAPE AREAS**

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and service areas |
| Cleaning frequency .....       | Weekly                                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.



**LOCATION:** Encanto Parkway (west landscape parkway north and south of Hacienda Dr)

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                  |
|-----------------------------------------|------------------|
| Irrigation Maintenance and Repair ..... | By Contractor    |
| Watering -                              |                  |
| Controller .....                        | Hunter Pro HC 12 |
| Frequency .....                         | By City          |

**TURF AREAS**

|                      |     |
|----------------------|-----|
| Mowing -             |     |
| Type of Mower .....  | N/A |
| Frequency .....      | N/A |
| Edging .....         | N/A |
| Pest Control .....   | N/A |
| Dethatching .....    | N/A |
| Overseeding .....    | N/A |
| Fertilization .....  | N/A |
| Weed Control .....   | N/A |
| Litter Control ..... | N/A |
| Aerate .....         | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION: Grocery Outlet Shopping Center**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                         |
|-----------------------------------------|-------------------------|
| Irrigation Maintenance and Repair ..... | By Contractor           |
| Watering -                              |                         |
| Controller .....                        | 2-Hunter HCC 8 & 1-TBOS |
| Frequency .....                         | By City                 |

**TURF AREAS**

|                      |                                        |
|----------------------|----------------------------------------|
| Mowing -             |                                        |
| Type of Mower .....  | Rotary, mulching                       |
| Frequency .....      | Weekly                                 |
| Edging .....         | Weekly                                 |
| Pest Control .....   | As needed                              |
| Dethatching .....    | October 1                              |
| Overseeding .....    | October 1 – 100% Perennial Rye         |
| Fertilization .....  | 3 times per year (Jan, May, & Sept)    |
| Weed Control .....   | Weekly                                 |
| Litter Control ..... | Weekly                                 |
| Aerate .....         | 3 times per year (March, July, & Oct.) |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION:      Hearthstone Del Norte Parkways and Open Space Slopes**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                   |
|-----------------------------------------|-------------------|
| Irrigation Maintenance and Repair ..... | By Contractor     |
| Watering -                              |                   |
| Controller .....                        | 4-Hunter Pro HC 8 |
| Frequency .....                         | By City           |

**TURF AREAS**

|                      |     |
|----------------------|-----|
| Mowing -             |     |
| Type of Mower .....  | N/A |
| Frequency .....      | N/A |
| Edging .....         | N/A |
| Pest Control .....   | N/A |
| Dethatching .....    | N/A |
| Overseeding .....    | N/A |
| Fertilization .....  | N/A |
| Weed Control .....   | N/A |
| Litter Control ..... | N/A |
| Aerate .....         | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION:           Hearthstone Del Norte Parkways and Open Space Slopes (Continued)**

**AUTOMATIC SPRINKLER SYSTEM (Starcrest Dr. Slope Only)**

|                                         |               |
|-----------------------------------------|---------------|
| Irrigation Maintenance and Repair ..... | By Contractor |
| Watering -                              |               |
| Controller .....                        | Hunter HCC 8  |
| Frequency .....                         | By City       |

**HARDSCAPE AREAS**

|                                |                                    |
|--------------------------------|------------------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas        |
| Cleaning frequency .....       | 2 times per year (April & October) |

**OPEN SPACE SLOPE AREAS**

|                                            |                                    |
|--------------------------------------------|------------------------------------|
| Edging .....                               | 2 times per year (April & October) |
| Weed, grass, and “sucker” removal.....     | 2 times per year (April & October) |
| Pruning, brush and shrubs .....            | 2 times per year (April & October) |
| Raising trees and palms up to 8 feet ..... | 2 times per year (April & October) |

**Special Provisions:**

- 2. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION:**      Kendrick Tract (Vineyard Ave South of Gardi St and Landscape Slope North of Royal Oaks Park)

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                        |
|-----------------------------------------|------------------------|
| Irrigation Maintenance and Repair ..... | N/A (City to maintain) |
| Watering -                              |                        |
| Controller.....                         | N/A (City to maintain) |
| Frequency .....                         | N/A (City to maintain) |

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Includes weed and trash removal along bridle trail and maintenance of trees and shrubs north of bridle trail.

**LOCATION: Las Brisas Homes**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                  |
|-----------------------------------------|------------------|
| Irrigation Maintenance and Repair ..... | By Contractor    |
| Watering -                              |                  |
| Controller .....                        | Hunter Pro HC 24 |
| Frequency .....                         | By City          |

**TURF AREAS**

|                      |                                     |
|----------------------|-------------------------------------|
| Mowing -             |                                     |
| Type of Mower .....  | Rotary, Mulching                    |
| Frequency .....      | Weekly                              |
| Edging .....         | Weekly                              |
| Pest Control .....   | As needed                           |
| Dethatching .....    | October 1                           |
| Overseeding .....    | October 1 – 100% Perennial Rye      |
| Fertilization .....  | 3 times per year (Jan, May, & Sept) |
| Weed Control .....   | Weekly                              |
| Litter Control ..... | Weekly                              |
| Aerate .....         | N/A (Drip Irrigation)               |
| Pre-emergent .....   | As needed                           |

**HARDSCAPE AREAS**

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and service areas |
| Cleaning frequency .....       | Weekly                                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. Includes walkway on west side of property and vegetation over the south wall in the alley.
2. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION: Las Lomas Villas**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                      |
|-----------------------------------------|----------------------|
| Irrigation Maintenance and Repair ..... | By Contractor        |
| Watering -                              |                      |
| Controller .....                        | 2-Hunter HCC 36 & 16 |
| Frequency .....                         | By City              |

**TURF AREAS**

|                      |                                        |
|----------------------|----------------------------------------|
| Mowing -             |                                        |
| Type of Mower .....  | Rotary, Mulching                       |
| Frequency .....      | Weekly                                 |
| Edging .....         | Weekly                                 |
| Pest Control .....   | As needed                              |
| Dethatching .....    | October 1                              |
| Overseeding .....    | October 1 – 100% Perennial Rye         |
| Fertilization .....  | 3 times per year (Jan, May, & Sept)    |
| Weed Control .....   | Weekly                                 |
| Litter Control ..... | Weekly                                 |
| Aerate .....         | 3 times per year (March, July, & Oct.) |
| Pre-emergent .....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and service areas |
| Cleaning frequency .....       | Weekly                                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION: Las Posadas Townhomes**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                    |
|-----------------------------------------|--------------------|
| Irrigation Maintenance and Repair ..... | By Contractor      |
| Watering -                              |                    |
| Controller .....                        | 2-Hunter Pro HC 12 |
| Frequency .....                         | By City            |

**TURF AREAS**

|                      |                                     |
|----------------------|-------------------------------------|
| Mowing -             |                                     |
| Type of Mower .....  | Rotary, Mulching                    |
| Frequency .....      | Weekly                              |
| Edging .....         | Weekly                              |
| Pest Control .....   | As needed                           |
| Dethatching .....    | October 1                           |
| Overseeding .....    | October 1 – 100% Perennial Rye      |
| Fertilization .....  | 3 times per year (Jan, May, & Sept) |
| Weed Control .....   | Weekly                              |
| Litter Control ..... | Weekly                              |
| Aerate .....         | N/A (Drip Irrigation)               |
| Pre-emergent .....   | As needed                           |

**HARDSCAPE AREAS**

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and service areas |
| Cleaning frequency .....       | Weekly                                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.



**LOCATION:** Rancho Verde Homes

## AUTOMATIC SPRINKLER SYSTEM

|                                         |                        |
|-----------------------------------------|------------------------|
| Irrigation Maintenance and Repair ..... | By Contractor          |
| Watering -                              |                        |
| Controller .....                        | 2-Hunter Pro HC 24 & 6 |
|                                         | 4- Hunter Nodes        |
| Frequency .....                         | By City                |

## TURF AREAS

Mowing -  
     Type of Mower.....  
     Frequency .....

Edging .....

Pest Control .....

Dethatching .....

Overseeding.....

Fertilization.....

Weed Control.....

Litter Control.....

Aerate .....

Pre-emergent.....

## HARDSCAPE AREAS

Facilities to be cleaned ..... Parking lots, sidewalks, and  
service areas

Cleaning frequency ..... Weekly

## PLANTER AREAS

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

## TREES AND TREE WELLS

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION: Ridgecrest Estates**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                  |
|-----------------------------------------|------------------|
| Irrigation Maintenance and Repair ..... | By Contractor    |
| Watering -                              |                  |
| Controller .....                        | Hunter Pro HC 24 |
| Frequency .....                         | By City          |

**TURF AREAS**

|                      |                                        |
|----------------------|----------------------------------------|
| Mowing -             |                                        |
| Type of Mower .....  | Rotary, Mulching                       |
| Frequency .....      | Weekly                                 |
| Edging .....         | Weekly                                 |
| Pest Control .....   | As needed                              |
| Dethatching .....    | October 1                              |
| Overseeding .....    | October 1 – 100% Perennial Rye         |
| Fertilization .....  | 3 times per year (Jan, May, & Sept)    |
| Weed Control .....   | Weekly                                 |
| Litter Control ..... | Weekly                                 |
| Aerate .....         | 3 times per year (March, July, & Oct.) |
| Pre-emergent .....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                      |
|--------------------------------|--------------------------------------|
| Facilities to be cleaned ..... | Driveway, sidewalks, & service areas |
| Cleaning frequency .....       | Weekly                               |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

LOCATION:      Ridgecrest Estates (Continued)

**DEBRIS BASINS AND OPEN SPACE AREAS**

|                                            |                                    |
|--------------------------------------------|------------------------------------|
| Removal of basin debris.....               | 2 times per year (April & October) |
| Edging .....                               | 2 times per year (April & October) |
| Weed, grass, and “sucker” removal.....     | 2 times per year (April & October) |
| Pruning, brush and shrubs .....            | 2 times per year (April & October) |
| Raising trees and palms up to 8 feet ..... | 2 times per year (April & October) |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

**LOCATION: Windsor Village Homes**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                  |
|-----------------------------------------|------------------|
| Irrigation Maintenance and Repair ..... | By Contractor    |
| Watering -                              |                  |
| Controller .....                        | Hunter Pro HC 12 |
| Frequency .....                         | By City          |

**TURF AREAS**

|                      |                                        |
|----------------------|----------------------------------------|
| Mowing -             |                                        |
| Type of Mower .....  | Rotary, Mulching                       |
| Frequency .....      | Weekly                                 |
| Edging .....         | Weekly                                 |
| Pest Control .....   | As needed                              |
| Dethatching .....    | October 1                              |
| Overseeding .....    | October 1 – 100% Perennial Rye         |
| Fertilization .....  | 3 times per year (Jan, May, & Sept)    |
| Weed Control .....   | Weekly                                 |
| Litter Control ..... | Weekly                                 |
| Aerate .....         | 3 times per year (March, July, & Oct.) |
| Pre-emergent .....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                            |
|--------------------------------|--------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and service areas |
| Cleaning frequency .....       | Weekly                                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

**TREES AND TREE WELLS**

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

**Special Provisions:**

1. An irrigation maintenance report shall be prepared twice a month and submitted monthly.

## ROUTINE MAINTENANCE for CITY PARKS

**LOCATION:** Aloysia Moore Park

### TURF AREAS

|                      |                                        |
|----------------------|----------------------------------------|
| Mowing -             |                                        |
| Type of Mower .....  | Rotary, Mulching                       |
| Frequency .....      | Weekly                                 |
| Edging .....         | Weekly                                 |
| Pest Control .....   | As needed                              |
| Dethatching .....    | October 1                              |
| Overseeding .....    | October 1 – 100% Perennial Rye         |
| Fertilization .....  | 3 times per year (Jan, May, & Sept)    |
| Weed Control .....   | Weekly                                 |
| Litter Control ..... | Weekly                                 |
| Aerate .....         | 3 times per year (March, July, & Oct.) |
| Pre-emergent .....   | As needed                              |

### HARDSCAPE AREAS

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

### PLANTER AREAS

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs .....     | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control .....      | Weekly                      |
| Weed Control .....        | Weekly                      |
| Pre-emergent .....        | As needed                   |

### TREES AND TREE WELLS

|                                        |                         |
|----------------------------------------|-------------------------|
| Pruning: Trees .....                   | Up to 12 feet           |
| Edging: Base of Tree .....             | Weekly                  |
| Vegetation Removal: Base of Tree ..... | Weekly                  |
| Mulching .....                         | 3 inches                |
| Fertilization .....                    | 1 time per year (April) |
| Litter control .....                   | Weekly                  |
| Weed Control .....                     | Weekly                  |

### Special Provisions:

1. Rototill sand area adjacent to playground equipment 3 times per year
2. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION:      Beardslee Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Rototill sand area adjacent to playground equipment 3 times per year
2. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Duarte Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Rototill sand area adjacent to playground equipment 3 times per year
2. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Encanto Park/Museum**

**TURF AREAS**

|                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| Mowing -                                                 |                                        |
| Type of Mower.....                                       | Rotary, Mulching                       |
| Frequency .....                                          | Weekly                                 |
| Edging .....                                             | Weekly                                 |
| Pest Control .....                                       | As needed                              |
| Dethatching .....                                        | October 1                              |
| Overseeding – 80% Perennial Rye-20% Hulled Bermuda ..... | October 1 – 80-20 mix                  |
| Fertilization .....                                      | 3 times per year (Jan, May, & Sept)    |
| Weed Control.....                                        | Weekly                                 |
| Litter Control.....                                      | Weekly                                 |
| Aerate .....                                             | 3 times per year (March, July, & Oct.) |
| Pre-emergent.....                                        | As needed                              |

**HARDSCAPE AREAS**

|                                |                                                    |
|--------------------------------|----------------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, courts, and service areas |
| Cleaning frequency .....       | Weekly                                             |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Rototill sand area adjacent to playground equipment and volleyball court 3 times per year
2. Includes emptying of all trash cans every Sat. & Sun.



**LOCATION: Entrance Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

**LOCATION: Falkenberg Sport Park/Skate Pk/Futsal Ct.**

**TURF AREAS**

|                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| Mowing -                                                 |                                        |
| Type of Mower.....                                       | Rotary, Mulching                       |
| Frequency .....                                          | Weekly                                 |
| Edging .....                                             | Weekly                                 |
| Pest Control .....                                       | As needed                              |
| Dethatching .....                                        | October 1                              |
| Overseeding – 80% Perennial Rye-20% Hulled Bermuda ..... | October 1 – 80-20 mix                  |
| Fertilization .....                                      | 3 times per year (Jan, May, & Sept)    |
| Weed Control.....                                        | Weekly                                 |
| Litter Control.....                                      | Weekly                                 |
| Aerate .....                                             | 3 times per year (March, July, & Oct.) |
| Pre-emergent.....                                        | As needed                              |

**HARDSCAPE AREAS**

|                                |                                                    |
|--------------------------------|----------------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, courts, and service areas |
| Cleaning frequency .....       | Weekly                                             |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Includes edging and weeding of ballfield brick dust
2. Includes maintenance of planter areas and tree wells in parking lot north of field
3. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Glen Miller Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Maintenance includes north and east landscape slopes
2. Rototill sand area adjacent to playground equipment 3 times per year
3. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Hacienda Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Rototill sand area adjacent to playground equipment 3 times per year
2. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Lena Valenzuela Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Rototill sand area adjacent to playground equipment 3 times per year
2. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Northview Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                                           |
|--------------------------------|-------------------------------------------|
| Facilities to be cleaned ..... | D.G. path, sidewalks and<br>service areas |
| Cleaning frequency .....       | Weekly                                    |

**PLANTER AREAS**

|                           |     |
|---------------------------|-----|
| Edging: Groundcover ..... | N/A |
| Pruning: Shrubs.....      | N/A |
| Pest Control .....        | N/A |
| Fertilization .....       | N/A |
| Mulching .....            | N/A |
| Litter Control.....       | N/A |
| Weed Control.....         | N/A |
| Pre-emergent.....         | N/A |

**TREES AND TREE WELLS**

|                                       |     |
|---------------------------------------|-----|
| Pruning: Trees.....                   | N/A |
| Edging: Base of Tree .....            | N/A |
| Vegetation Removal: Base of Tree..... | N/A |
| Mulching .....                        | N/A |
| Fertilization .....                   | N/A |
| Litter control .....                  | N/A |
| Weed Control.....                     | N/A |

**Special Provisions:**

1. Includes weed and trash removal along decomposed granite path.
2. Schedule maintenance for Mondays early A.M.

**LOCATION: Orange Blossom Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Attention: Do not aerate turf area containing drip irrigation adjacent to playground.
2. Includes weed and trash removal along decomposed granite path.
3. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION:      Otis Gordon Sports Park**

**TURF AREAS**

|                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| Mowing -                                                 |                                        |
| Type of Mower.....                                       | Rotary, Mulching                       |
| Frequency .....                                          | Weekly                                 |
| Edging .....                                             | Weekly                                 |
| Pest Control .....                                       | As needed                              |
| Dethatching .....                                        | October 1                              |
| Overseeding – 80% Perennial Rye-20% Hulled Bermuda ..... | October 1 – 80-20 mix                  |
| Fertilization .....                                      | 3 times per year (Jan, May, & Sept)    |
| Weed Control.....                                        | Weekly                                 |
| Litter Control.....                                      | Weekly                                 |
| Aerate .....                                             | 3 times per year (March, July, & Oct.) |
| Pre-emergent.....                                        | As needed                              |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Rototill sand area adjacent to playground equipment 3 times per year
2. Includes edging and weeding of ballfield brick dust
3. Includes emptying of all trash cans every Sat. & Sun.



**LOCATION: Plaza Duarte**

**TURF AREAS**

|                     |                                        |
|---------------------|----------------------------------------|
| Mowing -            |                                        |
| Type of Mower.....  | Rotary, Mulching                       |
| Frequency .....     | Weekly                                 |
| Edging .....        | Weekly                                 |
| Pest Control .....  | As needed                              |
| Dethatching .....   | October 1                              |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye      |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept) |
| Weed Control.....   | Weekly                                 |
| Litter Control..... | Weekly                                 |
| Aerate .....        | N/A (Drip Irrigation)                  |
| Pre-emergent.....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

**LOCATION: Royal Oaks Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                                                      |
|--------------------------------|------------------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, courts, sidewalks<br>and service areas |
| Cleaning frequency .....       | Weekly                                               |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Rototill sand area adjacent to playground equipment 3 times per year
2. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Royal Oaks Extension Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                                             |
|--------------------------------|---------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalk and<br>service areas |
| Cleaning frequency .....       | Weekly                                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Includes emptying of all trash cans every Sat. & Sun.

**LOCATION: Thorsen Park**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                            |
|--------------------------------|----------------------------|
| Facilities to be cleaned ..... | Sidewalk and service areas |
| Cleaning frequency .....       | Weekly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

## ROUTINE MAINTENANCE for CITY FACILITIES

**LOCATION:**      **City Maintenance Yard**

### **TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

### **HARDSCAPE AREAS**

|                                |                                               |
|--------------------------------|-----------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and<br>service areas |
| Cleaning frequency .....       | Weekly                                        |

### **PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

### **TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

### **Special Provisions:**

1. Includes planters and parking lot inside fenced area

**LOCATION: Duarte Post Office Parking Lot**

**TURF AREAS**

|                     |                                        |
|---------------------|----------------------------------------|
| Mowing -            |                                        |
| Type of Mower.....  | Rotary, Mulching                       |
| Frequency .....     | Weekly                                 |
| Edging .....        | Weekly                                 |
| Pest Control .....  | As needed                              |
| Dethatching .....   | October 1                              |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye      |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept) |
| Weed Control.....   | Weekly                                 |
| Litter Control..... | Weekly                                 |
| Aerate .....        | N/A (Drip Irrigation)                  |
| Pre-emergent.....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                               |
|--------------------------------|-----------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, and<br>service areas |
| Cleaning frequency .....       | Weekly                                        |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

**LOCATION: Duarte Town Center Complex**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                                                        |
|--------------------------------|--------------------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, pool<br>area, & service areas |
| Cleaning frequency .....       | Weekly                                                 |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Schedule maintenance for Fridays only.

**LOCATION: Senior Center**

**TURF AREAS**

|                     |                                        |
|---------------------|----------------------------------------|
| Mowing -            |                                        |
| Type of Mower.....  | Rotary, Mulching                       |
| Frequency .....     | Weekly                                 |
| Edging .....        | Weekly                                 |
| Pest Control .....  | As needed                              |
| Dethatching .....   | October 1                              |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye      |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept) |
| Weed Control.....   | Weekly                                 |
| Litter Control..... | Weekly                                 |
| Aerate .....        | N/A (Drip Irrigation)                  |
| Pre-emergent.....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                                      |
|--------------------------------|------------------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, patio,<br>and service areas |
| Cleaning frequency .....       | Weekly                                               |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees .....                  | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Includes landscape areas in patio and parking lot.
2. Schedule maintenance for Fridays only.



**LOCATION: Teen Center**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                                                      |
|--------------------------------|------------------------------------------------------|
| Facilities to be cleaned ..... | Parking lots, sidewalks, patio,<br>and service areas |
| Cleaning frequency .....       | Weekly                                               |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees .....                  | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Attention: Do not aerate small turf area containing drip irrigation at front entrance
2. Includes landscape areas in patios and parking lot.

**ROUTINE MAINTENANCE for MEDIANS & PARKWAYS**

**LOCATION: Bradbury Avenue Parkway**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |     |
|---------------------------------------|-----|
| Pruning: Trees .....                  | N/A |
| Edging: Base of Tree .....            | N/A |
| Vegetation Removal: Base of Tree..... | N/A |
| Mulching .....                        | N/A |
| Fertilization .....                   | N/A |
| Litter control .....                  | N/A |
| Weed Control.....                     | N/A |

**Special Provisions:**

**LOCATION: Buena Vista Street Medians**

**TURF AREAS**

|                     |                                        |
|---------------------|----------------------------------------|
| Mowing -            |                                        |
| Type of Mower.....  | Rotary, Mulching                       |
| Frequency .....     | Weekly                                 |
| Edging .....        | Weekly                                 |
| Pest Control .....  | As needed                              |
| Dethatching .....   | October 1                              |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye      |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept) |
| Weed Control.....   | Weekly                                 |
| Litter Control..... | Weekly                                 |
| Aerate .....        | N/A (Drip Irrigation)                  |
| Pre-emergent.....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                                  |
|--------------------------------|--------------------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, concrete median,<br>and service areas |
| Cleaning frequency .....       | Weekly                                           |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Includes sidewalks and concrete median under Buena Vista St freeway underpass.
2. Includes concrete medians near Duarte Rd.

**LOCATION: Central Avenue Medians & Parkway**

**TURF AREAS**

|                     |                                        |
|---------------------|----------------------------------------|
| Mowing -            |                                        |
| Type of Mower.....  | Rotary, Mulching                       |
| Frequency .....     | Weekly                                 |
| Edging .....        | Weekly                                 |
| Pest Control .....  | As needed                              |
| Dethatching .....   | October 1                              |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye      |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept) |
| Weed Control.....   | Weekly                                 |
| Litter Control..... | Weekly                                 |
| Aerate .....        | N/A (Drip Irrigation)                  |
| Pre-emergent.....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

**LOCATION: Dresden Avenue Parkway (Cul-de-sac)**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | N/A                         |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |               |
|---------------------------------------|---------------|
| Pruning: Trees.....                   | Up to 12 feet |
| Edging: Base of Tree .....            | N/A           |
| Vegetation Removal: Base of Tree..... | N/A           |
| Mulching .....                        | 3 inches      |
| Fertilization .....                   | N/A           |
| Litter control .....                  | Monthly       |
| Weed Control.....                     | Monthly       |

**Special Provisions:**

1. Includes cul-de-sac, east parkway along flood channel, and west parkway up to Chinese elm tree

**LOCATION: Duarte Recreational Trail- Area 1**  
**(Buena Vista St to Royal Oaks Dr North- west end)**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                                              |
|--------------------------------|----------------------------------------------|
| Facilities to be cleaned ..... | Sidewalk, asphalt path, and<br>service areas |
| Cleaning frequency .....       | Weekly                                       |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees .....                  | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

LOCATION: Duarte Recreational Trail- Area 1 (Continued)

**OPEN SPACE and SLOPE AREAS**

|                                         |               |
|-----------------------------------------|---------------|
| Pruning: Trees .....                    | Up to 12 feet |
| Pruning: Shrubs.....                    | Weekly        |
| Litter control .....                    | Weekly        |
| Weed Control and “sucker” removal ..... | Weekly        |

**Special Provisions:**

**LOCATION: Duarte Recreational Trail- Area 2**  
**(Royal Oaks Dr North- west end to Royal Oaks Dr North-east end)**

**TURF AREAS**

|                     |                                     |
|---------------------|-------------------------------------|
| Mowing -            |                                     |
| Type of Mower.....  | Rotary, Mulching                    |
| Frequency .....     | Weekly                              |
| Edging .....        | Weekly                              |
| Pest Control .....  | As needed                           |
| Dethatching .....   | October 1                           |
| Overseeding.....    | October 1 – 100% Perennial Rye      |
| Fertilization ..... | 3 times per year (Jan, May, & Sept) |
| Weed Control.....   | Weekly                              |
| Litter Control..... | Weekly                              |
| Aerate .....        | N/A (Drip Irrigation)               |
| Pre-emergent.....   | As needed                           |

**HARDSCAPE AREAS**

|                                |                                                  |
|--------------------------------|--------------------------------------------------|
| Facilities to be cleaned ..... | Sidewalk, asphalt path, steps, and service areas |
| Cleaning frequency .....       | Weekly                                           |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees .....                  | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |



LOCATION:     Duarte Recreational Trail- Area 2 (Continued)

**OPEN SPACE and SLOPE AREAS**

|                                         |               |
|-----------------------------------------|---------------|
| Pruning: Trees.....                     | Up to 12 feet |
| Pruning: Shrubs.....                    | Weekly        |
| Litter control .....                    | Weekly        |
| Weed Control and “sucker” removal ..... | Weekly        |

**Special Provisions:**

**LOCATION: Duarte Recreational Trail- Area 3**  
**(Royal Oaks Dr North- east end to Vineyard Ave)**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                                              |
|--------------------------------|----------------------------------------------|
| Facilities to be cleaned ..... | Sidewalk, asphalt path, and<br>service areas |
| Cleaning frequency .....       | Weekly                                       |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees .....                  | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

LOCATION:     Duarte Recreational Trail- Area 3 (Continued)

**OPEN SPACE and SLOPE AREAS**

|                                         |               |
|-----------------------------------------|---------------|
| Pruning: Trees.....                     | Up to 12 feet |
| Pruning: Shrubs.....                    | Weekly        |
| Litter control .....                    | Weekly        |
| Weed Control and “sucker” removal ..... | Weekly        |

**Special Provisions:**

**LOCATION: Duarte Road Medians & Parkway**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                                       |
|--------------------------------|---------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, streets, and service areas |
| Cleaning frequency .....       | Weekly                                |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Requires routine cleaning and removal of all dry pine needles located in medians, parkways, and streets

**LOCATION: Duarte Road Easement**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | N/A                         |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |               |
|---------------------------------------|---------------|
| Pruning: Trees.....                   | Up to 12 feet |
| Edging: Base of Tree .....            | N/A           |
| Vegetation Removal: Base of Tree..... | N/A           |
| Mulching .....                        | N/A           |
| Fertilization .....                   | N/A           |
| Litter control .....                  | Monthly       |
| Weed Control.....                     | Monthly       |

**Special Provisions:**

**LOCATION: Encanto Parkway- Area 1**  
**(East side from Thorsen Park north to Puente Largo Bridge)**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |               |
|---------------------------------------|---------------|
| Pruning: Trees .....                  | Up to 12 feet |
| Edging: Base of Tree .....            | N/A           |
| Vegetation Removal: Base of Tree..... | N/A           |
| Mulching .....                        | 3 inches      |
| Fertilization .....                   | N/A           |
| Litter control .....                  | Monthly       |
| Weed Control.....                     | Monthly       |

**Special Provisions:**

1. Landscape parkway is from curb to fence

**LOCATION:**      **Encanto Parkway- Area 2**  
                          **(East side from Puente Largo Bridge north to Royal Oaks Dr)**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Monthly                     |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |               |
|---------------------------------------|---------------|
| Pruning: Trees.....                   | Up to 12 feet |
| Edging: Base of Tree .....            | Monthly       |
| Vegetation Removal: Base of Tree..... | Monthly       |
| Mulching .....                        | 3 inches      |
| Fertilization .....                   | N/A           |
| Litter control .....                  | Monthly       |
| Weed Control.....                     | Monthly       |

**Special Provisions:**

1. Landscape parkway is from curb to decorative fence

**LOCATION: Encanto Parkway- Area 3**  
**(100 feet north of Markwood St south to Royal Oaks Dr)**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                            |
|--------------------------------|----------------------------|
| Facilities to be cleaned ..... | Sidewalk and service areas |
| Cleaning frequency .....       | Weekly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

1. Area 3 includes turf parkway on north side of Royal Oaks Drive west to 3217 Royal Oaks Dr.



**LOCATION:     Huntington Dr Medians and Parkways**

**TURF AREAS**

|                     |                                           |
|---------------------|-------------------------------------------|
| Mowing -            |                                           |
| Type of Mower.....  | Rotary, Mulching                          |
| Frequency .....     | Weekly                                    |
| Edging .....        | Weekly                                    |
| Pest Control .....  | As needed                                 |
| Dethatching .....   | October 1                                 |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye         |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept)    |
| Weed Control.....   | Weekly                                    |
| Litter Control..... | Weekly                                    |
| Aerate .....        | 3 times per year (March, July,<br>& Oct.) |
| Pre-emergent.....   | As needed                                 |

**HARDSCAPE AREAS**

|                                |                            |
|--------------------------------|----------------------------|
| Facilities to be cleaned ..... | Sidewalk and service areas |
| Cleaning frequency .....       | Weekly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

**LOCATION: Las Lomas Road Medians**

**TURF AREAS**

|                     |                                        |
|---------------------|----------------------------------------|
| Mowing -            |                                        |
| Type of Mower.....  | Rotary, Mulching                       |
| Frequency .....     | Weekly                                 |
| Edging .....        | Weekly                                 |
| Pest Control .....  | As needed                              |
| Dethatching .....   | October 1                              |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye      |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept) |
| Weed Control.....   | Weekly                                 |
| Litter Control..... | Weekly                                 |
| Aerate .....        | N/A (Drip Irrigation)                  |
| Pre-emergent.....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                                  |
|--------------------------------|--------------------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, concrete median,<br>and service areas |
| Cleaning frequency .....       | Weekly                                           |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees .....                  | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions:**

**LOCATION: Mountain Ave Median and Parkway**

**TURF AREAS**

|                     |                                        |
|---------------------|----------------------------------------|
| Mowing -            |                                        |
| Type of Mower.....  | Rotary, Mulching                       |
| Frequency .....     | Weekly                                 |
| Edging .....        | Weekly                                 |
| Pest Control .....  | As needed                              |
| Dethatching .....   | October 1                              |
| Overseeding.....    | October 1 – 100% Perennial<br>Rye      |
| Fertilization ..... | 3 times per year (Jan, May, &<br>Sept) |
| Weed Control.....   | Weekly                                 |
| Litter Control..... | Weekly                                 |
| Aerate .....        | N/A (Drip Irrigation)                  |
| Pre-emergent.....   | As needed                              |

**HARDSCAPE AREAS**

|                                |                                                  |
|--------------------------------|--------------------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, concrete median,<br>and service areas |
| Cleaning frequency .....       | Weekly                                           |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |                         |
|---------------------------------------|-------------------------|
| Pruning: Trees.....                   | Up to 12 feet           |
| Edging: Base of Tree .....            | Weekly                  |
| Vegetation Removal: Base of Tree..... | Weekly                  |
| Mulching .....                        | 3 inches                |
| Fertilization .....                   | 1 time per year (April) |
| Litter control .....                  | Weekly                  |
| Weed Control.....                     | Weekly                  |

**Special Provisions**

1. Includes east sidewalk and concrete median under Mountain Ave freeway underpass.
2. Includes concrete medians near Duarte Rd.

**LOCATION: Mount Olive Drive Parkway**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                                       |
|--------------------------------|---------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, asphalt, and service areas |
| Cleaning frequency .....       | Monthly                               |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | N/A                         |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |               |
|---------------------------------------|---------------|
| Pruning: Trees.....                   | Up to 12 feet |
| Edging: Base of Tree .....            | N/A           |
| Vegetation Removal: Base of Tree..... | N/A           |
| Mulching .....                        | N/A           |
| Fertilization .....                   | N/A           |
| Litter control .....                  | Monthly       |
| Weed Control.....                     | Monthly       |

**Special Provisions:**

1. Includes weed and trash removal from Bloomdale St to alley north of Maynard Dr along west freeway wall

LOCATION: Random Lane Parkway (Cul-de-sac)

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | N/A                         |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |     |
|---------------------------------------|-----|
| Pruning: Trees.....                   | N/A |
| Edging: Base of Tree .....            | N/A |
| Vegetation Removal: Base of Tree..... | N/A |
| Mulching .....                        | N/A |
| Fertilization .....                   | N/A |
| Litter control .....                  | N/A |
| Weed Control.....                     | N/A |

**Special Provisions:**

1. Parkway is 30 feet by 25 feet between 869-970 Random Ln at cul-de-sac

**LOCATION:      Royal Oaks Dr Parkway- Area 1**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | N/A                         |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |     |
|---------------------------------------|-----|
| Pruning: Trees.....                   | N/A |
| Edging: Base of Tree .....            | N/A |
| Vegetation Removal: Base of Tree..... | N/A |
| Mulching .....                        | N/A |
| Fertilization .....                   | N/A |
| Litter control .....                  | N/A |
| Weed Control.....                     | N/A |

**Special Provisions:**

1. Area 1 includes parkway on south side of Royal Oaks Drive from traffic signal at Royal Oaks Academy entrance west to Livermont Lane.
2. Shrubs to be maintained to a maximum of 8 feet high.

**LOCATION: Royal Oaks Dr Parkway- Area 2**

**TURF AREAS**

|                     |     |
|---------------------|-----|
| Mowing -            |     |
| Type of Mower.....  | N/A |
| Frequency .....     | N/A |
| Edging .....        | N/A |
| Pest Control .....  | N/A |
| Dethatching .....   | N/A |
| Overseeding.....    | N/A |
| Fertilization ..... | N/A |
| Weed Control.....   | N/A |
| Litter Control..... | N/A |
| Aerate .....        | N/A |
| Pre-emergent.....   | N/A |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | N/A                         |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | N/A                         |
| Fertilization .....       | N/A                         |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**TREES AND TREE WELLS**

|                                       |               |
|---------------------------------------|---------------|
| Pruning: Trees .....                  | Up to 12 feet |
| Edging: Base of Tree .....            | N/A           |
| Vegetation Removal: Base of Tree..... | N/A           |
| Mulching .....                        | 3 inches      |
| Fertilization .....                   | N/A           |
| Litter control .....                  | Monthly       |
| Weed Control.....                     | Monthly       |

**Special Provisions:**

1. Area 2 includes parkway on north side of Royal Oaks Drive from Buena Vista St. west to Monrovia City Limit sign.
2. Shrubs to be maintained to a maximum of 6 feet high

## ROUTINE MAINTENANCE for TREE WELLS

**LOCATION:**     **Bloomdale Street**

### **HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

### **TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Weekly                  |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Weekly                  |
| Weed Control.....             | Weekly                  |

### **Special Provisions**



LOCATION: Brookridge Road

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Weekly                  |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Weekly                  |
| Weed Control.....             | Weekly                  |

**Special Provisions**

**LOCATION:** Brycedale Avenue

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**PLANTER AREAS**

|                           |           |
|---------------------------|-----------|
| Edging: Groundcover ..... | N/A       |
| Pruning: Shrubs.....      | Weekly    |
| Pest Control .....        | N/A       |
| Fertilization .....       | N/A       |
| Mulching .....            | N/A       |
| Litter Control.....       | Weekly    |
| Weed Control.....         | Weekly    |
| Pre-emergent.....         | As needed |

**TREES AND TREE WELLS**

|                              |                         |
|------------------------------|-------------------------|
| Pruning: Trees.....          | Up to 12 feet           |
| Tree Support and Stakes..... | Weekly                  |
| Mulching .....               | 2 times per year        |
| Fertilization .....          | 1 time per year (April) |
| Litter control .....         | Weekly                  |
| Weed Control.....            | Weekly                  |

**Special Provisions**

1. Includes maintenance of pyracanthas shrub inside and outside of fence west of tree wells

LOCATION:      Central Avenue

**HARDSCAPE AREAS**

|                                |                                       |
|--------------------------------|---------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, asphalt, and service areas |
| Cleaning frequency .....       | Monthly                               |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Monthly                 |
| Weed Control.....             | Monthly                 |

**Special Provisions**

- 1. The north side of Central Ave from Buena Vista St to Highland Ave

LOCATION:     Deerlane Drive

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Monthly                 |
| Weed Control.....             | Monthly                 |

**Special Provisions**

**LOCATION:**     **Delford Avenue**

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Weekly                  |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Weekly                  |
| Weed Control.....             | Weekly                  |

**Special Provisions**

LOCATION: Highland Avenue

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Monthly                 |
| Weed Control.....             | Monthly                 |

**Special Provisions**

LOCATION:     Huntington Drive

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Weekly                  |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Weekly                  |
| Weed Control.....             | Weekly                  |

**Special Provisions**

LOCATION: Melcanyon Road

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Weekly                      |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Weekly                  |
| Weed Control.....             | Weekly                  |

**Special Provisions**



LOCATION:      Parkview Court

**HARDSCAPE AREAS**

|                                |                            |
|--------------------------------|----------------------------|
| Facilities to be cleaned ..... | Sidewalk and service areas |
| Cleaning frequency .....       | Weekly                     |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Weekly                  |
| Weed Control.....             | Weekly                  |

**Special Provisions**

- 1. Includes two tree wells and hardscape on southeast end of street.

LOCATION:      Maynard Drive

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Monthly                 |
| Weed Control.....             | Monthly                 |

**Special Provisions**

**LOCATION:**      **Royal Oaks Drive**

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**TREES AND TREE WELLS**

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 2 times per year        |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Monthly                 |
| Weed Control.....             | Monthly                 |

**Special Provisions**

## ROUTINE MAINTENANCE for MISCELLANEOUS AREAS

**LOCATION:**     **210 Freeway Corridor**  
                  (Evergreen St & Central Ave adjacent to 210 Freeway)

### HARDSCAPE AREAS

|                                |                                       |
|--------------------------------|---------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, asphalt, and service areas |
| Cleaning frequency .....       | Monthly                               |

### PLANTER AREAS

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Monthly                     |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | N/A                         |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

### TREES AND TREE WELLS

|                               |                         |
|-------------------------------|-------------------------|
| Pruning: Trees .....          | Up to 12 feet           |
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 3 inches                |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Monthly                 |
| Weed Control.....             | Monthly                 |

### Special Provisions:

1. Includes maintenance of hardscapes, planter areas, and tree wells along Evergreen St and Central Ave adjacent to the 210 freeway.
2. Includes maintenance of landscape planter area at freeway pedestrian bridge on Evergreen St.
3. Includes removal of any vegetative growth on hardscapes.

LOCATION: Duarte Road/Mountain Avenue Vacant Lot

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**LOT AREAS**

|                     |           |
|---------------------|-----------|
| Litter Control..... | Monthly   |
| Weed Control.....   | Monthly   |
| Pre-emergent.....   | As needed |

**Special Provisions:**

LOCATION:      **Huntington Drive & Buena Vista Street Vacant Lot**

**HARDSCAPE AREAS**

|                                |                                           |
|--------------------------------|-------------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, parking lot, and service areas |
| Cleaning frequency .....       | Monthly                                   |

**LOT AREAS**

|                     |           |
|---------------------|-----------|
| Litter Control..... | Monthly   |
| Weed Control.....   | Monthly   |
| Pre-emergent.....   | As needed |

**PLANTER AREAS**

|                           |           |
|---------------------------|-----------|
| Edging: Groundcover ..... | Monthly   |
| Pruning: Shrubs.....      | Monthly   |
| Pest Control .....        | N/A       |
| Fertilization .....       | N/A       |
| Mulching .....            | N/A       |
| Litter Control.....       | Monthly   |
| Weed Control.....         | Monthly   |
| Pre-emergent.....         | As needed |

**TREES AND TREE WELLS**

|                              |               |
|------------------------------|---------------|
| Pruning: Trees.....          | Up to 12 feet |
| Tree Support and Stakes..... | N/A           |
| Mulching .....               | N/A           |
| Fertilization .....          | N/A           |
| Litter control .....         | Monthly       |
| Weed Control.....            | Monthly       |

**Special Provisions:**

**LOCATION:**     **Huntington Drive & Las Brisas Road Vacant Lot**

**HARDSCAPE AREAS**

|                                |                                       |
|--------------------------------|---------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, asphalt, and service areas |
| Cleaning frequency .....       | Monthly                               |

**LOT AREAS**

|                                  |           |
|----------------------------------|-----------|
| Pruning: Vines and Suckers ..... | Monthly   |
| Litter Control.....              | Monthly   |
| Weed Control.....                | Monthly   |
| Pre-emergent.....                | As needed |

**Special Provisions:**

- 1. Includes removal of any vegetative growth along east and west fence and wall.
- 2. Gated entrance in alley south of vacant lot.

LOCATION:     Huntington Drive & Pops Road Vacant Lot

**HARDSCAPE AREAS**

|                                |                                           |
|--------------------------------|-------------------------------------------|
| Facilities to be cleaned ..... | Sidewalks, parking lot, and service areas |
| Cleaning frequency .....       | Monthly                                   |

**LOT AREAS**

|                     |           |
|---------------------|-----------|
| Litter Control..... | Monthly   |
| Weed Control.....   | Monthly   |
| Pre-emergent.....   | As needed |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Monthly                     |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | N/A                         |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

|                               |                         |
|-------------------------------|-------------------------|
| Tree Support and Stakes ..... | Monthly                 |
| Mulching .....                | 3 inches                |
| Fertilization .....           | 1 time per year (April) |
| Litter control .....          | Monthly                 |
| Weed Control.....             | Monthly                 |

**Special Provisions:**

- 1. Includes parking lot and planter south of vacant lot.



LOCATION:     Huntington Drive & Mt. Olive Corner (Duarte-Route 66 Sign)

**HARDSCAPE AREAS**

|                                |                            |
|--------------------------------|----------------------------|
| Facilities to be cleaned ..... | Sidewalk and service areas |
| Cleaning frequency .....       | Weekly                     |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Weekly                      |
| Pruning: Shrubs.....      | Weekly                      |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Weekly                      |
| Weed Control.....         | Weekly                      |
| Pre-emergent.....         | As needed                   |

**Special Provisions:**

**LOCATION:**     **The Mesa**

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |         |
|-----------------------------------------|---------|
| Irrigation Maintenance and Repair ..... | By City |
| Watering -                              |         |
| Controller .....                        | By City |
| Frequency .....                         | By City |

**HARDSCAPE AREAS**

|                                |                                |
|--------------------------------|--------------------------------|
| Facilities to be cleaned ..... | Curb, gutter and service areas |
| Cleaning frequency .....       | Monthly                        |

**PLANTER AREAS**

|                           |                             |
|---------------------------|-----------------------------|
| Edging: Groundcover ..... | Monthly                     |
| Pruning: Shrubs.....      | Monthly                     |
| Pest Control .....        | As needed                   |
| Fertilization .....       | 1 time per year (April)     |
| Mulching .....            | 2 times per year (3 inches) |
| Litter Control.....       | Monthly                     |
| Weed Control.....         | Monthly                     |
| Pre-emergent.....         | As needed                   |

**LANDSCAPE EASEMENT**

|                      |               |
|----------------------|---------------|
| Pruning, trees.....  | Up to 12 feet |
| Mulching .....       | N/A           |
| Litter control ..... | Monthly       |
| Weed Control.....    | Monthly       |

**Special Provisions:**

1. Includes “The Mesa” entrance planters adjacent to 135 and 140 Mt Olive Dr
2. Includes easement area approx. 35 feet X 150 feet between 235-255 Spinks Canyon Rd.

**LOCATION:**      Emblem Homes (Easement between 3213-3219 Brookridge Rd.)

**AUTOMATIC SPRINKLER SYSTEM**

|                                         |                        |
|-----------------------------------------|------------------------|
| Irrigation Maintenance and Repair ..... | N/A (City to maintain) |
| Watering -                              |                        |
| Controller .....                        | N/A (City to maintain) |
| Frequency .....                         | N/A (City to maintain) |

**HARDSCAPE AREAS**

|                                |                             |
|--------------------------------|-----------------------------|
| Facilities to be cleaned ..... | Sidewalks and service areas |
| Cleaning frequency .....       | Monthly                     |

**LANDSCAPE EASEMENT**

|                      |                             |
|----------------------|-----------------------------|
| Mulching .....       | 2 times per year (3 inches) |
| Litter control ..... | Monthly                     |
| Weed Control.....    | Monthly                     |

**Special Provisions:**

1. Easement area approx. 20 feet north of sidewalk up to irrigation cage and approx. 20 feet to east property line.

**LOCATION:** Duarte Wilderness Park Brush Clearance

**OPEN SPACE SLOPE AREAS**

|                                            |                                    |
|--------------------------------------------|------------------------------------|
| Edging .....                               | 2 times per year (April & October) |
| Weed, grass, and “sucker” removal.....     | 2 times per year (April & October) |
| Pruning, brush and shrubs .....            | 2 times per year (April & October) |
| Raising trees and palms up to 8 feet ..... | 2 times per year (April & October) |

**Special Provisions:**

LOCATION:      Greenbank Ave. Brush Clearance

**OPEN SPACE SLOPE AREAS**

|                                            |                                    |
|--------------------------------------------|------------------------------------|
| Edging .....                               | 2 times per year (April & October) |
| Weed, grass, and “sucker” removal.....     | 2 times per year (April & October) |
| Pruning, brush and shrubs .....            | 2 times per year (April & October) |
| Raising trees and palms up to 8 feet ..... | 2 times per year (April & October) |

**Special Provisions:**

**CITY OF DUARTE**  
**CONTRACTOR'S INTENT TO SPRAY RESTRICTED/NON-RESTRICTED MATERIALS**

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Site Name: \_\_\_\_\_

Location: \_\_\_\_\_

Proposed date (s) of application: \_\_\_\_\_

Number of acres/area to be treated: \_\_\_\_\_

Type of equipment to be used: \_\_\_\_\_

Target pest(s): \_\_\_\_\_

Chemical Registration No.: \_\_\_\_\_

Chemical Name: \_\_\_\_\_ Dilution Rate: \_\_\_\_\_ per gallon      Chemical Total: \_\_\_\_\_

Ingredient(s): \_\_\_\_\_

Antidote: \_\_\_\_\_ Active: \_\_\_\_\_ Inert: \_\_\_\_\_

Environmental:

Re-entry after spraying: \_\_\_\_\_ (Hours / Minutes) Notes: \_\_\_\_\_

Criteria / Reason / Notifications: \_\_\_\_\_

|                                                        |      |            |      |  |
|--------------------------------------------------------|------|------------|------|--|
|                                                        | Nort |            |      |  |
| Identify Location of Adjacent Schools, Dwellings, Etc. | West | [Treatment | East |  |
|                                                        |      | Sout       |      |  |

Applicator(s) Name(s): \_\_\_\_\_  
(Print

License No: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF DUARTE**  
**CONTRACTOR'S WEEKLY IRRIGATION INSPECTION REPORT**

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Park Name: \_\_\_\_\_

Controller: ....

Inspector: \_\_\_\_\_

| IRRIGATION INSPECTION |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
|-----------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| Station Number        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| OK                    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Broken Head           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Plugged Head          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Adjust Head           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Broker Lateral        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Solenoid              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Valve                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
| Other                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |

| PLANT MATERIAL INSPECTION |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Good                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fair                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Turf too wet              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stressed Turf             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| IRRIGATION INSPECTION |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Station Number        | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| OK                    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Broken Head           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Plugged Head          |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Adjust Head           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Broker Lateral        |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Solenoid              |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Valve                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Other                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

| PLANT MATERIAL INSPECTION |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Good                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fair                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Turf too wet              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stressed Turf             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Irrigation Schedule:**

Scheduled water days (circle):      M T W TH F Sat Sun

Start Times: Program A      1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

Start Times: Program B      1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

Water Budget %: \_\_\_\_\_

Station Run Times: 1 \_\_, 2 \_\_, 3 \_\_, 4 \_\_, 5 \_\_, 6 \_\_, 7 \_\_, 8 \_\_, 9 \_\_, 10 \_\_, 11 \_\_, 12 \_\_,  
 13 \_\_, 14 \_\_, 15 \_\_, 16 \_\_, 17 \_\_, 18 \_\_, 19 \_\_, 20 \_\_, 21 \_\_, 22 \_\_, 23 \_\_, 24 \_\_, 25 \_\_,  
 26 \_\_, 27 \_\_, 28 \_\_, 29 \_\_, 30 \_\_, 31 \_\_, 32 \_\_, 33 \_\_, 34 \_\_, 35 \_\_, 36 \_\_, 37 \_\_, 38 \_\_,  
 39 \_\_, 40 \_\_,

| Station Number | Description of Deficiency Recorded | Date Identified | Date Corrected |
|----------------|------------------------------------|-----------------|----------------|
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |
|                |                                    |                 |                |

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspector (signature): \_\_\_\_\_

Inspector (printed name): \_\_\_\_\_

*Affix additional sheets as required.*



**CITY OF DUARTE**  
**WEEKLY LANDSCAPE INSPECTION REPORT**

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_

Location: \_\_\_\_\_

Inspector: \_\_\_\_\_

| Area Inspected          |                                                                                                                                | WEEK |   |   |   | DEFICIENCY<br>Yes (Y) or<br>No (N) | Description/See<br>detailed report below |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|------|---|---|---|------------------------------------|------------------------------------------|
|                         |                                                                                                                                | 1    | 2 | 3 | 4 |                                    |                                          |
| <b>A. Landscape</b>     |                                                                                                                                |      |   |   |   |                                    |                                          |
| 1                       | Damages – Traffic Accident, Vandalism, Theft, etc.                                                                             |      |   |   |   |                                    |                                          |
| 2                       | Mowing, edging, trimming has been completed                                                                                    |      |   |   |   |                                    |                                          |
| 3                       | Trees and shrubs have been maintained, planters weeded                                                                         |      |   |   |   |                                    |                                          |
| 4                       | Shrubs, turf or tree replacement needed                                                                                        |      |   |   |   |                                    |                                          |
| 5                       | Turf areas are weed free (herbicide applicator scheduled?) provide                                                             |      |   |   |   |                                    |                                          |
| 6                       | Turf areas inspected for hazards such as holes, mounds, rocks, glass and other debris and removed daily (list hazards removed) |      |   |   |   |                                    |                                          |
| <b>B. Trees</b>         |                                                                                                                                |      |   |   |   |                                    |                                          |
| 1                       | 12"/36" tree wells have been maintained                                                                                        |      |   |   |   |                                    |                                          |
| 2                       | No sucker growth or low limb obstructions                                                                                      |      |   |   |   |                                    |                                          |
| 3                       | Tree supports and stakes are secure                                                                                            |      |   |   |   |                                    |                                          |
| 4                       | Tree contractor (WCA) services are required                                                                                    |      |   |   |   |                                    |                                          |
| <b>C. Irrigation</b>    |                                                                                                                                |      |   |   |   |                                    |                                          |
| 1                       | Damaged to irrigation components                                                                                               |      |   |   |   |                                    |                                          |
| 2                       | Excessive wet areas, run-off, over-spray Areas                                                                                 |      |   |   |   |                                    |                                          |
| 3                       | Dry, brown or dead areas                                                                                                       |      |   |   |   |                                    |                                          |
| <b>D. Hardscape</b>     |                                                                                                                                |      |   |   |   |                                    |                                          |
| 1                       | Damage or hazards in sidewalks, curb, gutters, parking lots or picnic areas                                                    |      |   |   |   |                                    |                                          |
| 2                       | Swales and drains clean                                                                                                        |      |   |   |   |                                    |                                          |
| 3                       | Litter & debris removed daily                                                                                                  |      |   |   |   |                                    |                                          |
| <b>E. Fertilization</b> |                                                                                                                                |      |   |   |   |                                    |                                          |
| 1                       | Grass: Forecasted Application Date for: Jan/May/September                                                                      |      |   |   |   |                                    |                                          |
| 2                       | Shrub: Forecasted Application Date for: April                                                                                  |      |   |   |   |                                    |                                          |
| <b>F. Pesticide</b>     |                                                                                                                                |      |   |   |   |                                    |                                          |

[illegible][illegible]



## **Attachment A - Part 2**

### **AERIALS OF MAINTENANCE AREAS**

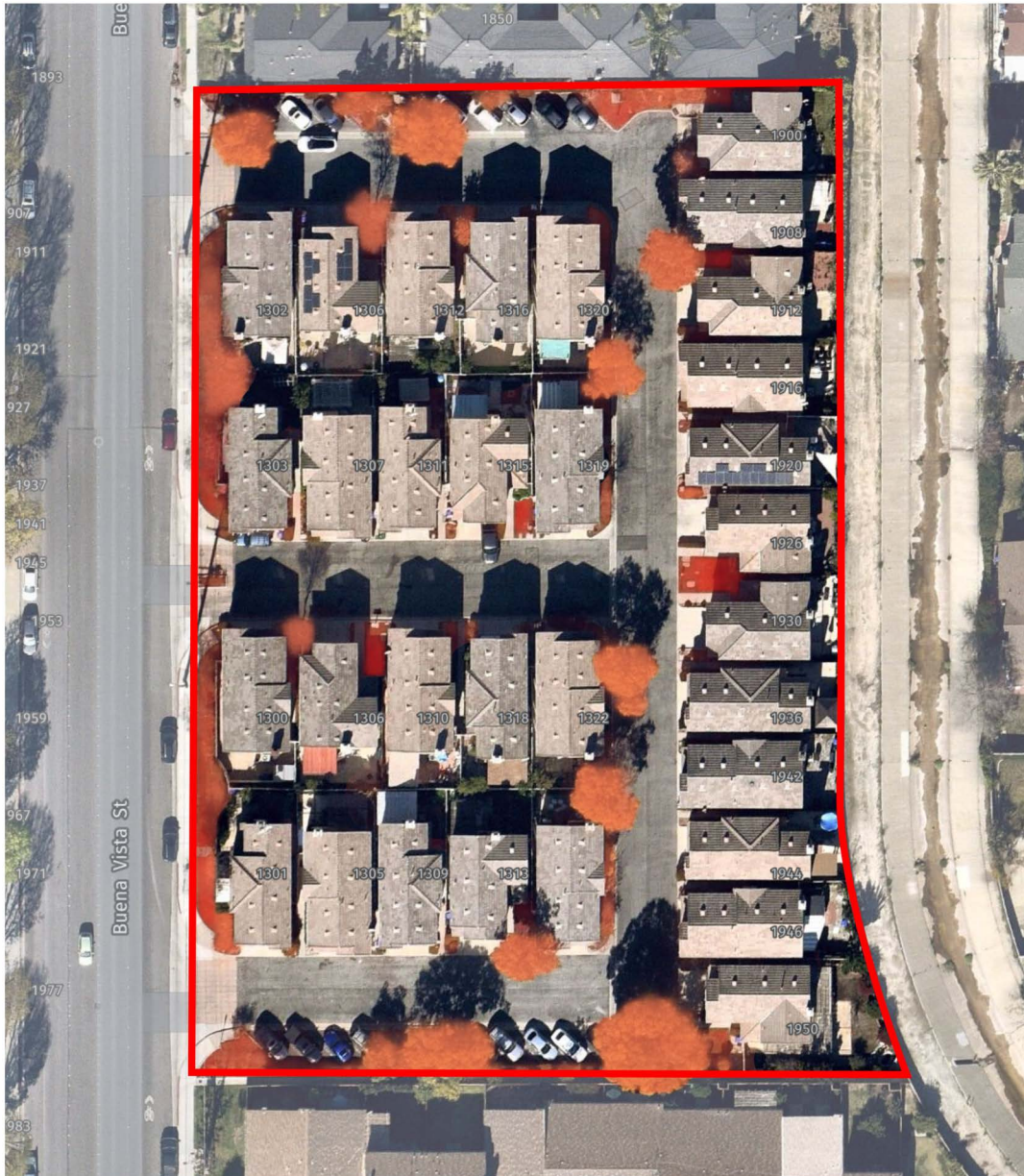
Note: The attached aerial photos show an approximate location of maintenance areas. Please use these as a guide; however, please note that the area calculations are approximations and it is the contractor's responsibility to visit the site and determine the exact extent of the area.

**1 - Amberwood Homes**  
**Huntington Drive and Amberwood Drive**  
**Lot Area: 4.5 Acres**  
**Landscape Area Estimate: 16,000 sf**





**2 - Buena Vista Villas**  
**1900 Block of Buena Vista St.**  
**Lot Area: 2.4 Acres**  
**Landscape Area Estimate: 10,500 s.f.**





**3 - Citrus Villas**  
**1801-1856 Orange Grove Rd.**  
**Lot Area: 1.7 Acres**  
**Landscape Area Estimate: 8,200 s.f.**





**4 - Emblem Homes**  
**Easement Between 3213 - 3219 Brookridge Rd.**  
**Area Estimate: 400 sf**



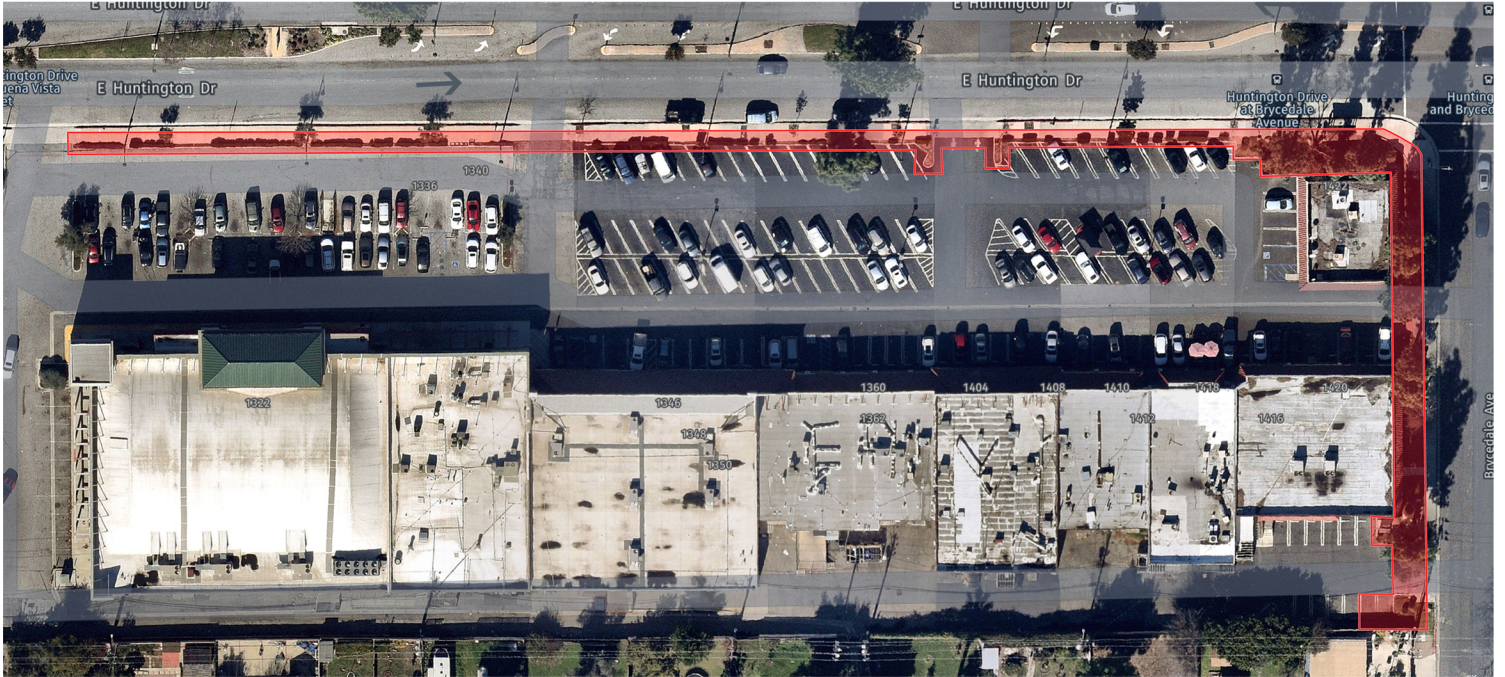


**5 - Encanto Parkway**  
**Area Estimate: 26,000 s.f.**





**6 - Grocery Outlet Shopping Center  
Huntington Dr. and Brycedale Ave.  
Area Estimate: 7,000 s.f.**



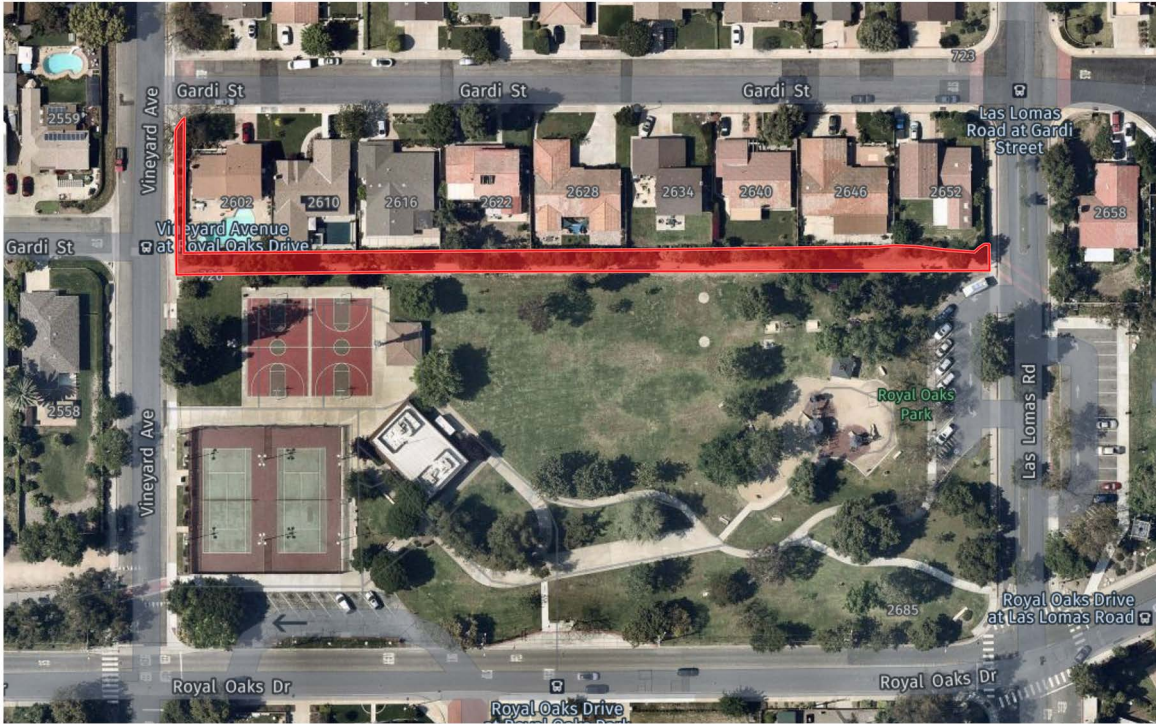


**7 - Hearthstone Del Norte**  
**Slopes near the top of Vineyard and Las Lomas**  
**Parkway along Vineyard Ave and Las Lomas**





8 - Kendrick Tract  
Along the top of Royal Oaks Park  
Landscape Area Estimate: 10,000 s.f.



**9 - Las Brisas Homes**  
**1224-1378 Las Brisas Dr.**  
**Lot Area: 2.7 Acres**  
**Landscape Area Estimate: 10,000 s.f.**





**10 - Las Lomas Villas**  
**NWC of Huntington and Las Lomas**  
**Lot Area: 13 Acres**  
**Landscape Area Estimate: 23,000 sf**





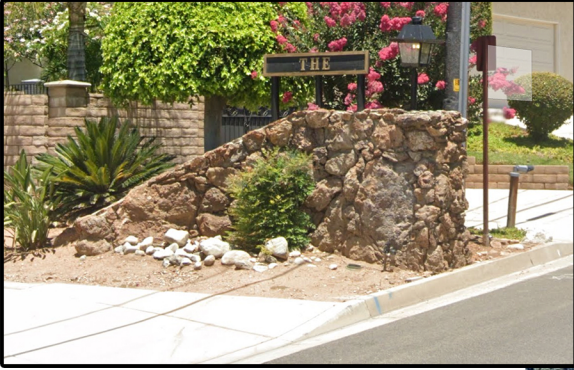
**11 - Las Posadas Townhomes**  
**Huntington Dr. and Cotter Ave.**  
**Lot Area: 3.5 Acres**  
**Landscape Area Estimate: 14,000 sf**





**12 - The Mesa**  
**Top of Mount Olive Dr.**  
**Landscape Area Estimate: 5,500 s.f.**

**Front Signs**  
**Adjacent to 135 and 140 Mt. Olive Dr.**



**Spinks Easement**  
**Between 235-255 Spinks Canyon Rd.**





**13 - Rancho Verde Homes**  
**Hacienda Dr. and Las Lomas Rd.**  
**Lot Area: 12 Acres**  
**Landscape Area Estimate: 50,000**





**14 - Ridgecrest**  
**Sunnydale Dr. and Starpine Dr.**  
**Frequent Lot Area: 1/2 Acre**  
**Infrequent Lot Area: 3.9 Acres**





**15 - Windsor Village**  
**2007 - 2053 Windsor Cir.**  
**Lot Area: 2.4 Acres**  
**Landscape Area Estimate: 6,000**





**16 - Aloysia Moore Park**  
**1100 Duarte Rd.**  
**Lot Area: 1.2 Acres**  
**Landscaping Area Estimate: 22,000 s.f.**





**17 - Beardslee Park**  
**2000 Buena Vista St.**  
**Lot Area: 3.25 Acres**  
**Landscaping Area Estimate: 134,000 s.f.**



**18 - Duarte Park**  
**1344 Bloomdale St.**  
**Lot Area: 1.5 Acre**  
**Landscape Area Estimate: 54,000 s.f.**





**19 - Encanto Park / Museum**  
**751 Encanto Pkwy**  
**Lot Area: 11 Acres**  
**Landscaping Area Estimate: 180,000 s.f.**



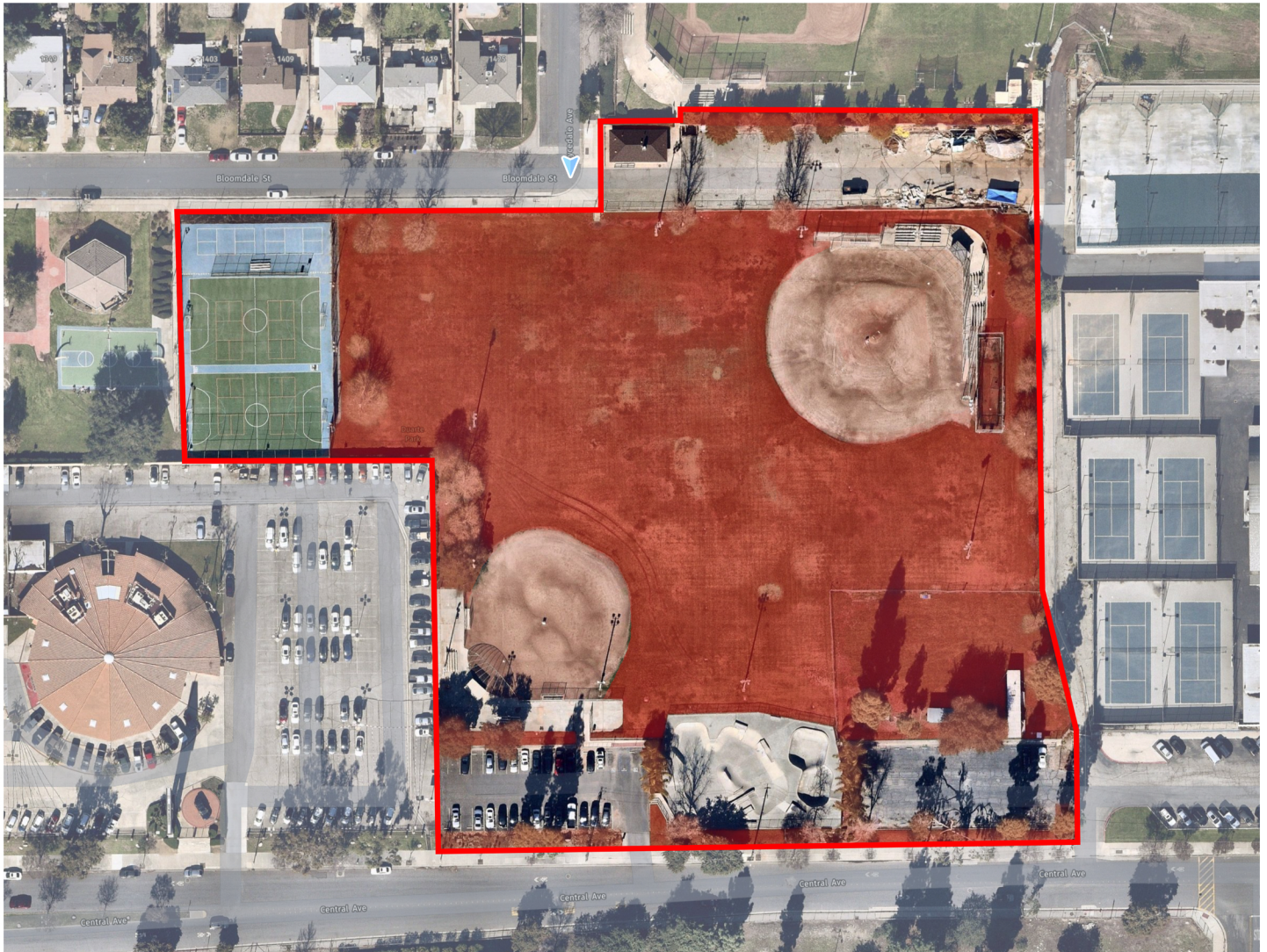


20 - Entrance Park  
1601 Buena Vista St.  
Lot Area: 6500 s.f.





**21 - Falkenborg Sports Park / Skate Park / Futsal Court**  
**1401 Central Ave.**  
**Lot Area: 6.7 Acres**  
**Landscape Area Estimate: 177,00 s.f.**





**22 - Glen Miller Park**  
**205 Melcanyon Rd.**  
**Lot Area: 3/4 Acre**  
**Landscaping Area Estimate: 16,500 s.f.**



**23 - Hecienda Park**  
**2695 Hacienda Dr.**  
**Lot Area: 1.7 Acres**  
**Landscaping Area Estimate: 45,000 s.f.**





**24 - Lena Valenzuela Park**  
**2120 Mountain Ave.**  
**Lot Area: 0.7 Acres**  
**Landscaping Area Estimate: 21,000 s.f.**

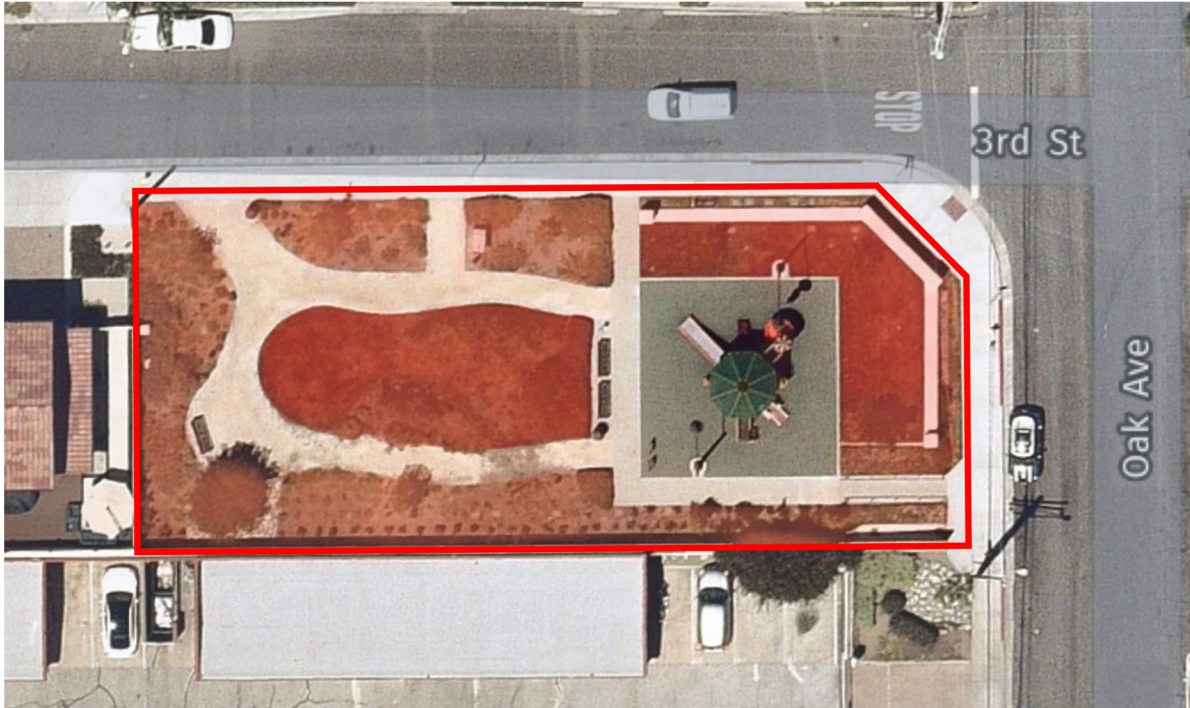




**25 - Northview Park**  
**NWC of Highland and Central Ave.**  
**Lot Area: 2.2 Acres**  
**Landscaping Area Estimate: 82,000 s.f.**

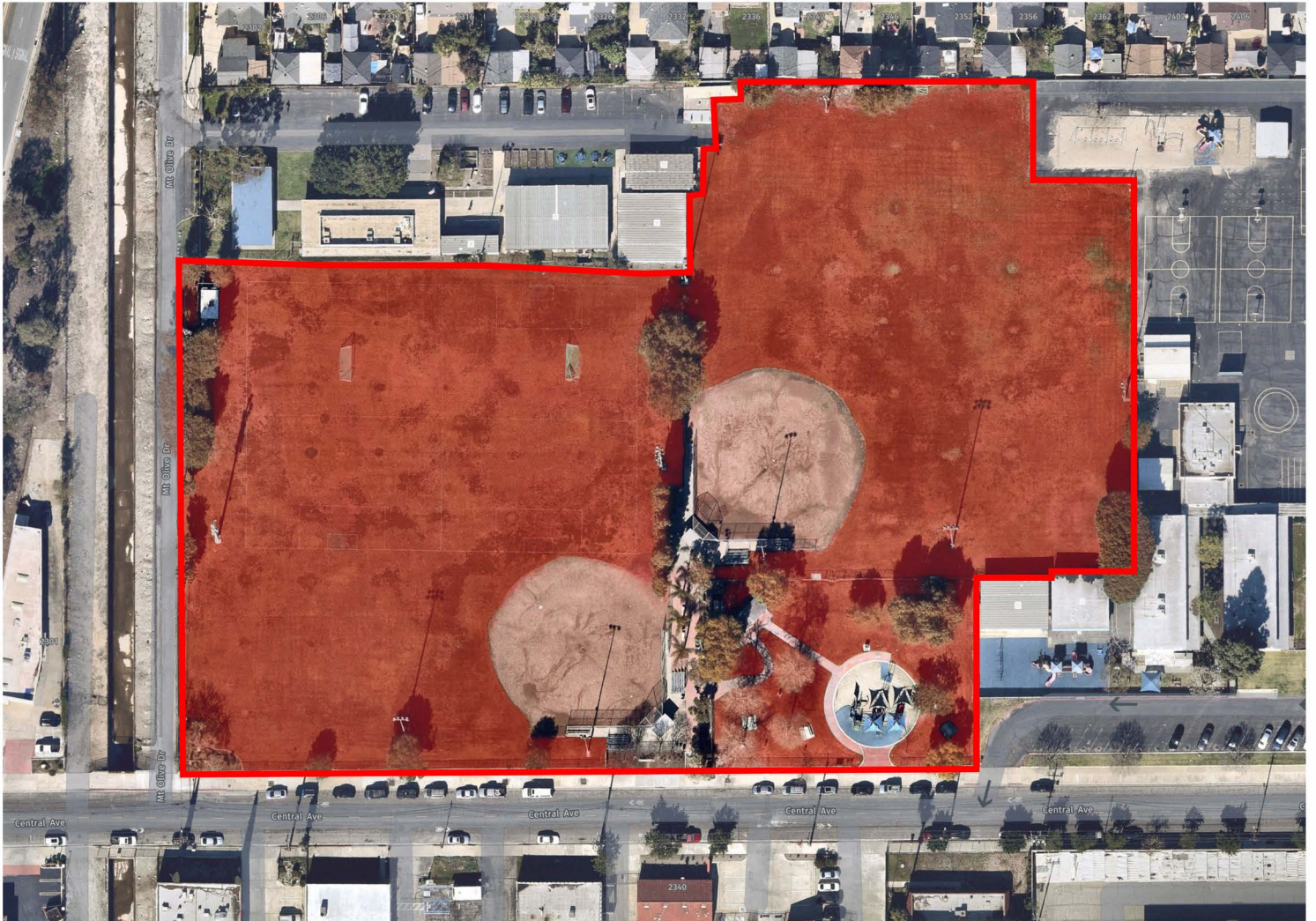


**26 - Orange Blossom Park**  
**1101 Oak Ave.**  
**Lot Area: 9,000**  
**Landscaping Area Estimate: 5,000 s.f.**





**27 - Otis Gordon Sports Park**  
**2351 Central Ave.**  
**Lot Area: 5.9 Acres**  
**Landscaping Area Estimate: 190,000 s.f.**





**28 - Plaza Duarte**  
**1569 Huntington Dr.**  
**Lot Area: 10,700 s.f.**  
**Landscaping Area Estimate: 4,000 s.f.**



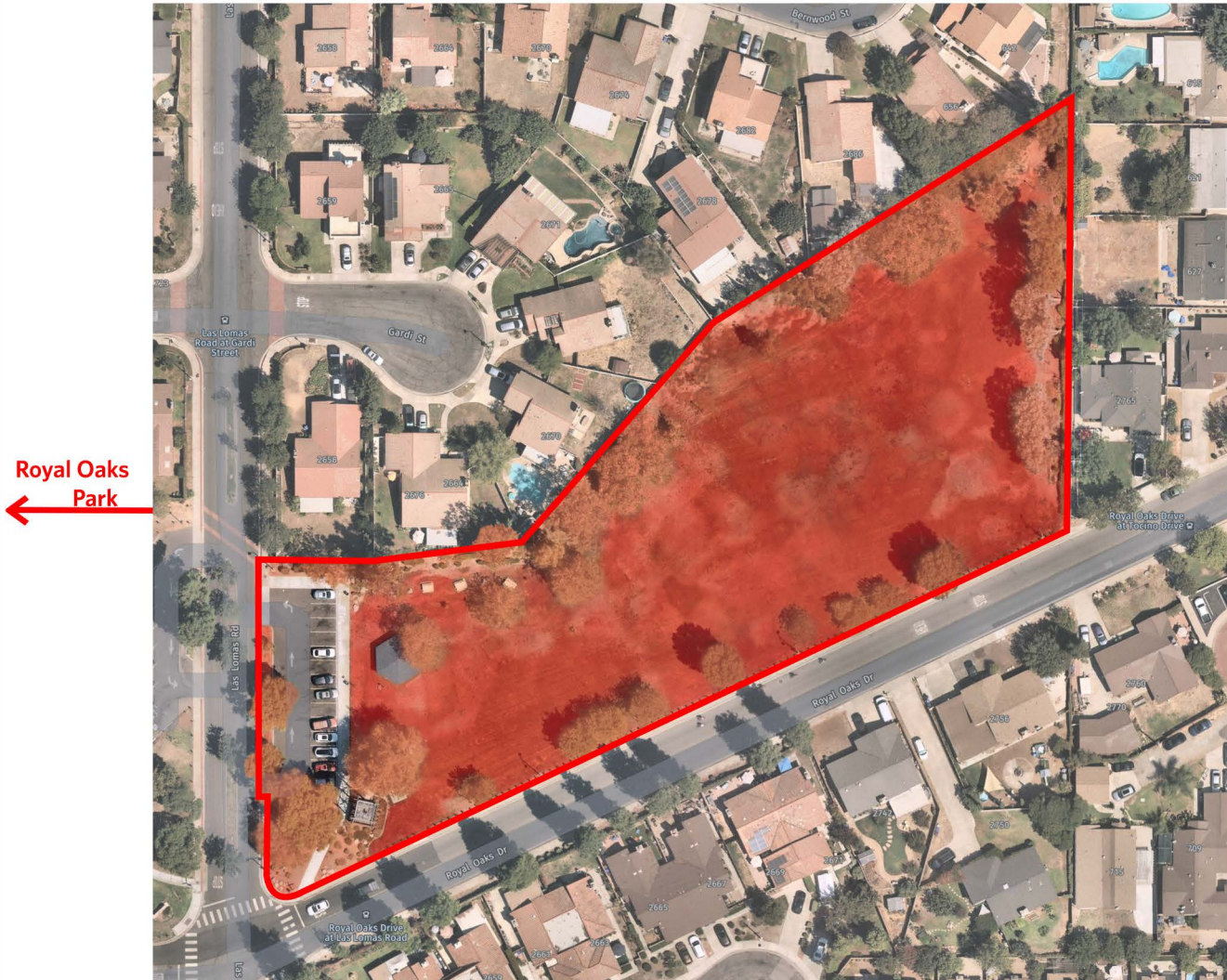


29 - Royal Oaks Park  
2627 Royal Oaks Dr.  
Lot Area: 4 Acres  
Landscaping Area Estimate: 60,000 s.f.



Royal Oaks  
Extension →

**30 - Royal Oaks Extension Park**  
**2701 Royal Oaks Dr.**  
**Lot Area: 2.8 Acres**  
**Landscaping Area Estimate: 112,000 s.f.**



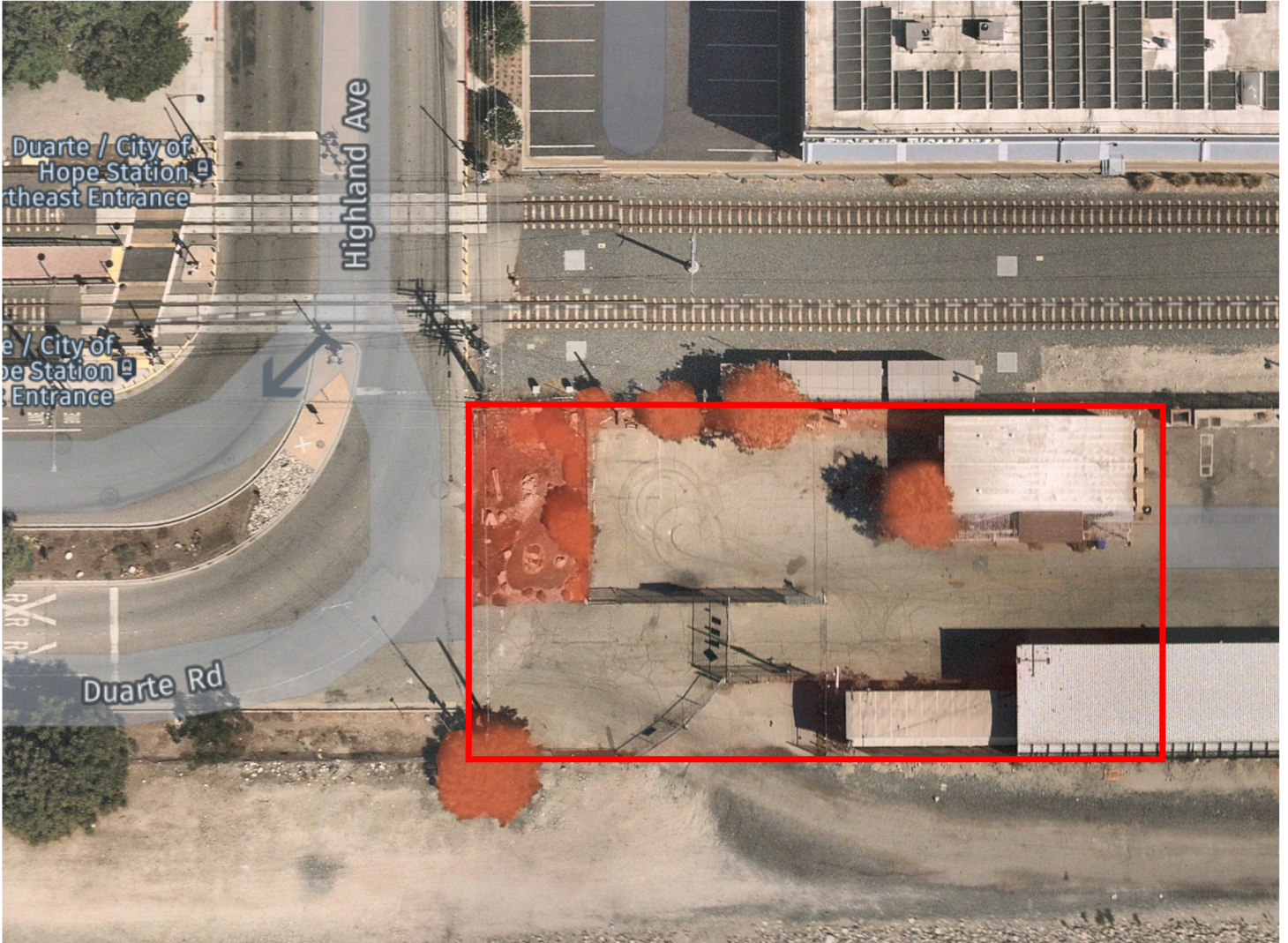


**31 - Thorsen Park**  
**2801 Huntington Dr.**  
**Lot Area Estimate: 28,000 s.f.**





**32- City Maintenance Yard**  
**1850 Highland Ave. (Duarte Rd. and Highland Ave.)**  
**Landscaping Area Estimate: 1600 s.f.**





**33 - Duarte Post Office  
1220 Highland Ave.  
Landscaping Area Estimate: 4,000 s.f.**

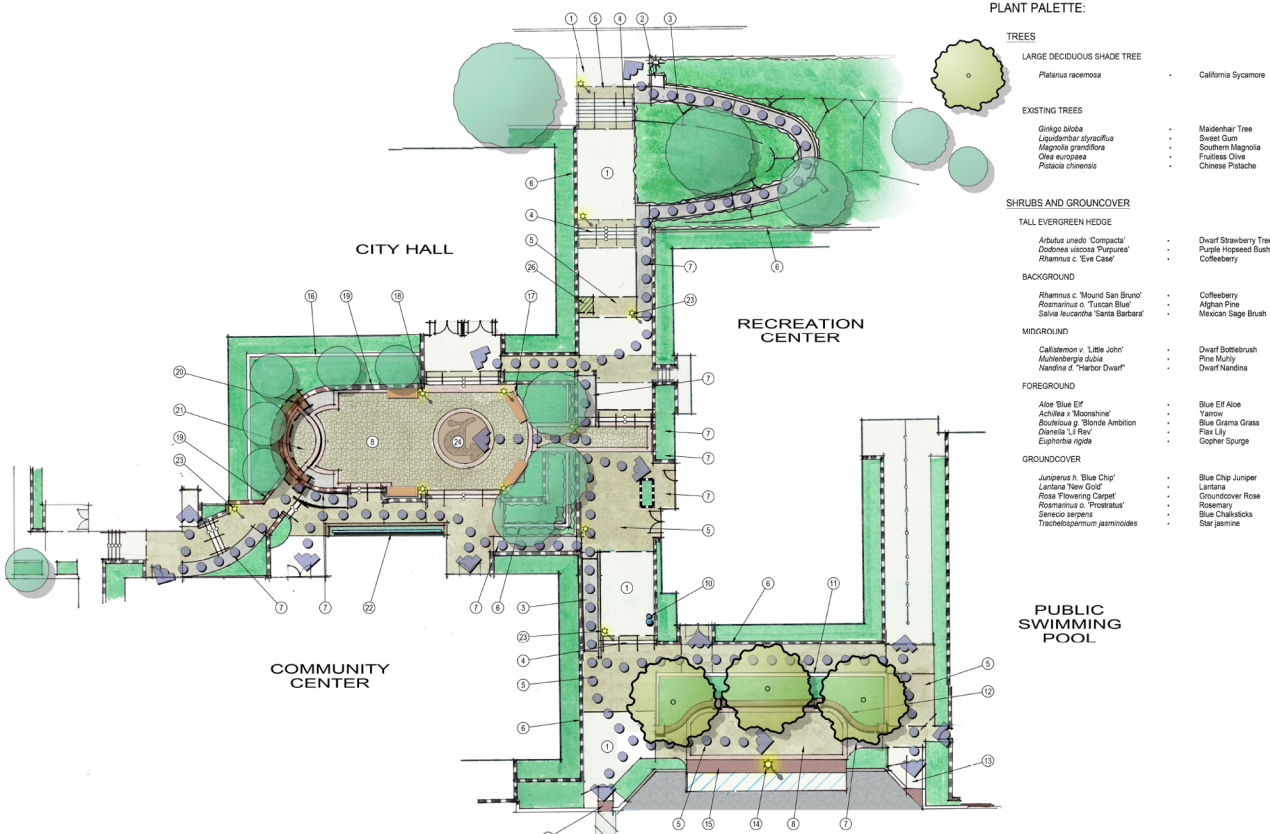




34 - Town Center Complex  
1600 Huntington Dr.  
Lot Area: 2.5 Acres



Senior Center





**35 - Senior Center**  
**1610 Huntington Dr.**  
**Lot Area Estimate: 1.7 Acres**



**36 - Teen Center**  
**1400 Buena Vista St.**  
**Lot Area: 1 Acre**  
**Landscape Estimate: 21,000 s.f.**





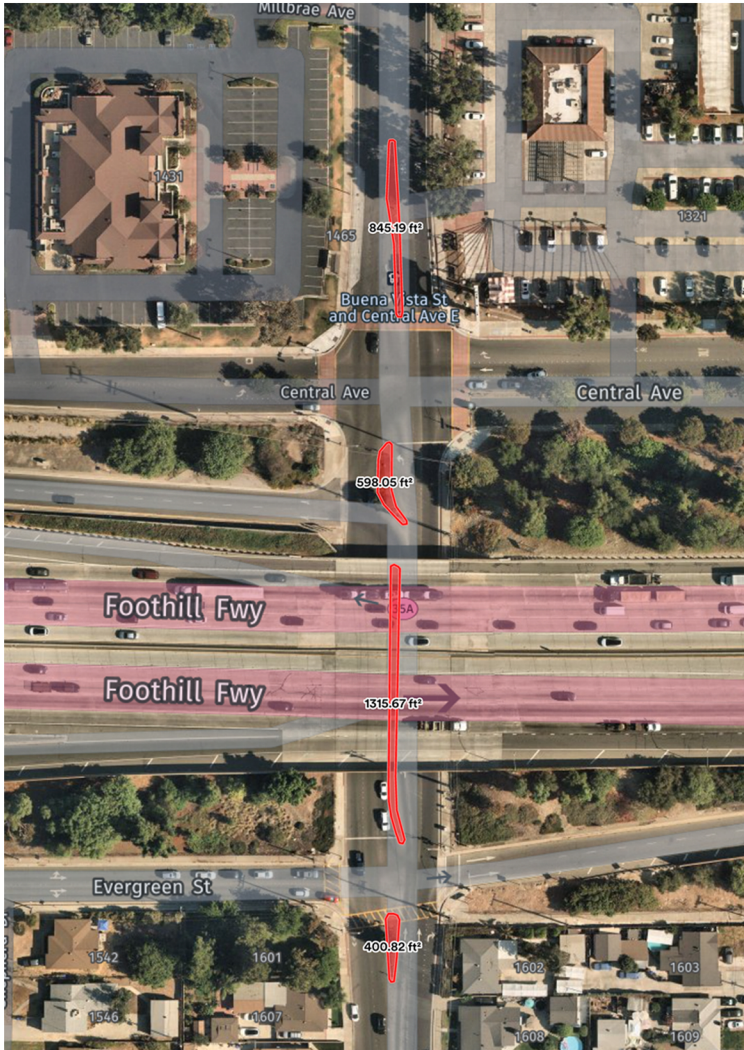
**38 - Bradbury Avenue Parkway  
Bradbury Ave. and Three Ranch Rd.  
Area Estimate: 2,400 s.f.**



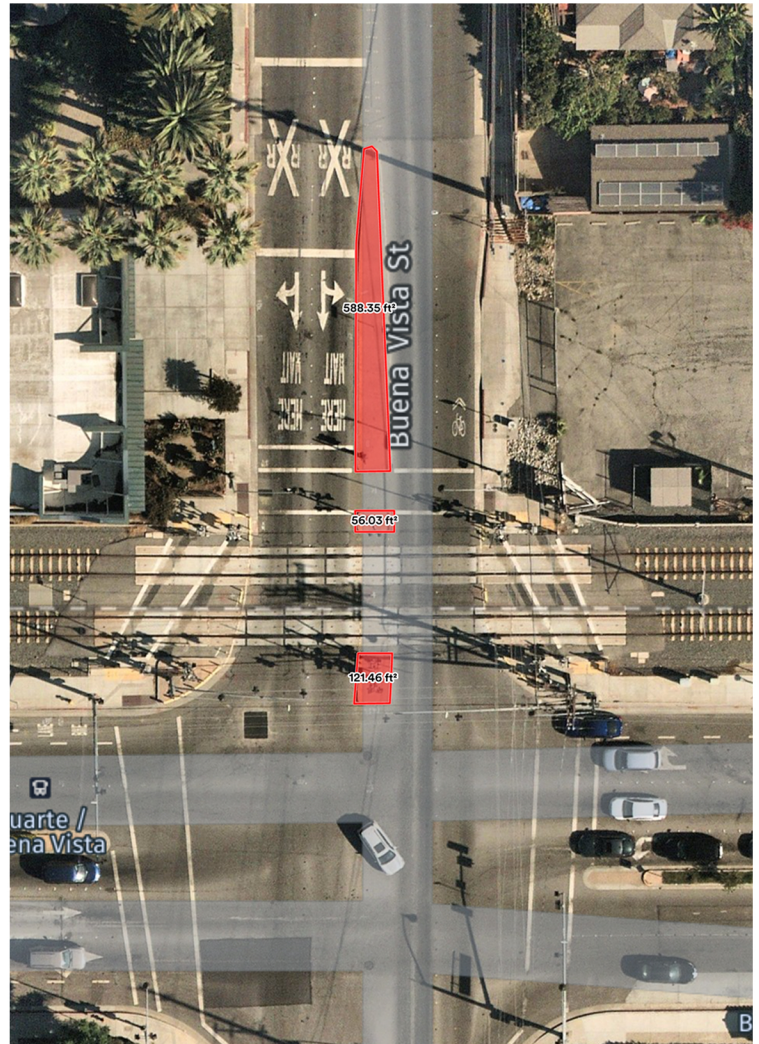


## 39 - Buena Vista Street Medians

Near Central Ave.

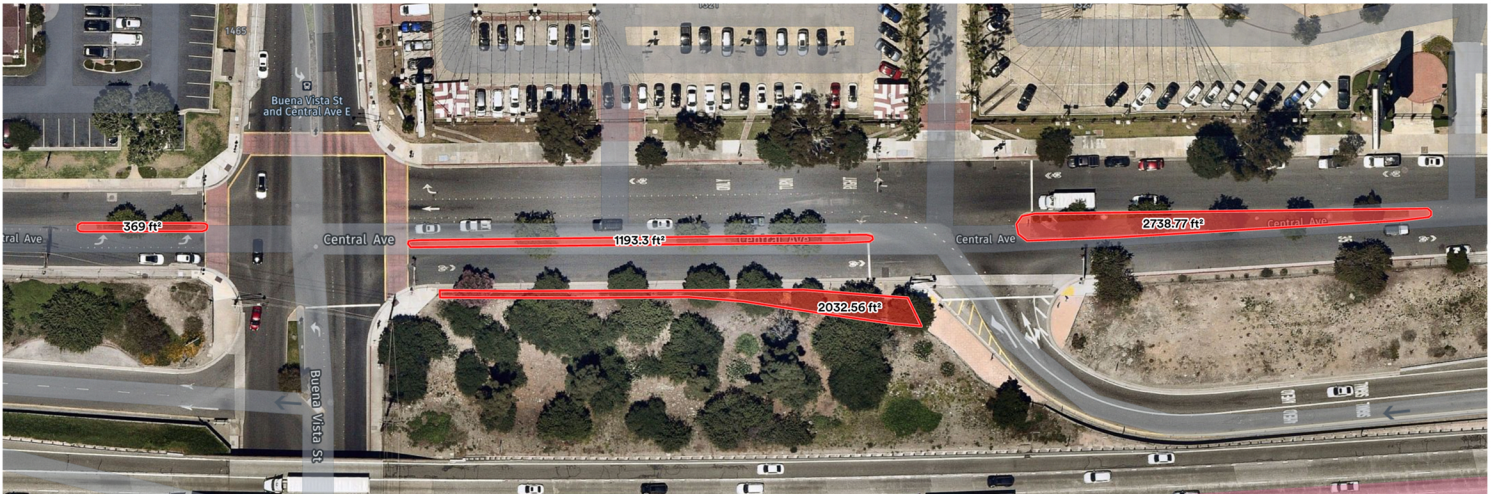


Near Duarte Rd.





## 40 - Central Avenue Medians and Parkway Near Buena Vista St.



**42 - Dresden Avenue Parkway Cul-de-sac  
Near 1934 Chesson St.  
Area Estimate: 2,000 s.f.**





**43 - Duarte Recreation Trail Area 1**  
**Between Buena Vista St. and Royal Oaks North**  
**Area Estimate: 1.8 Acres**

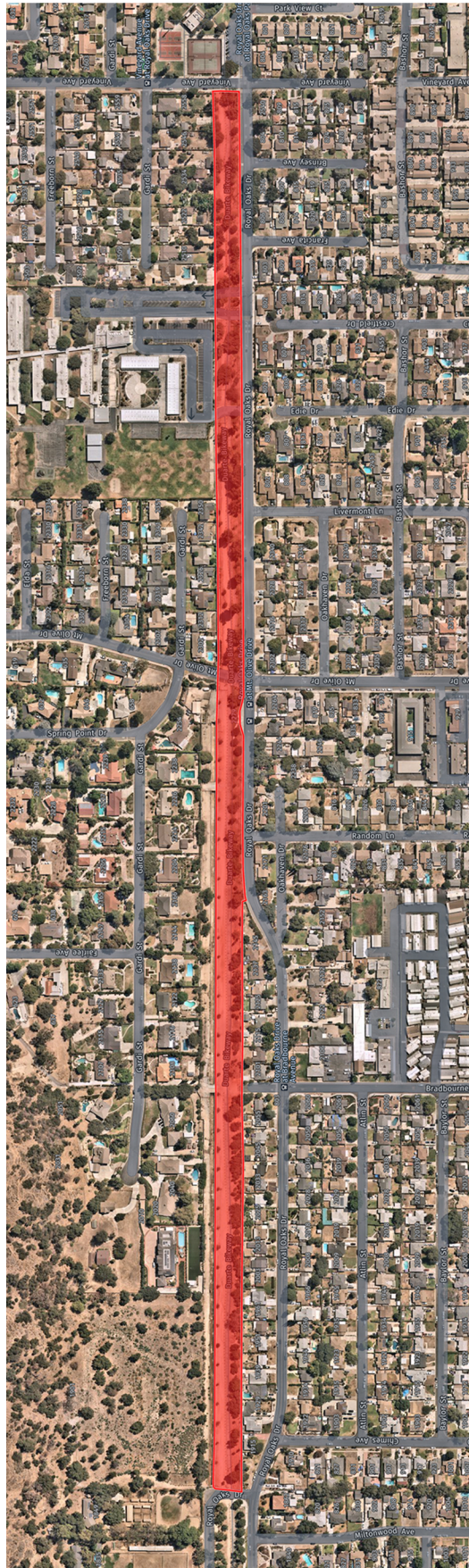


**44 - Duarte Recreation Trail Area 2**  
**Between East and West Ends of Royal Oaks Dr North**  
**Area Estimate: 7.3 Acres**





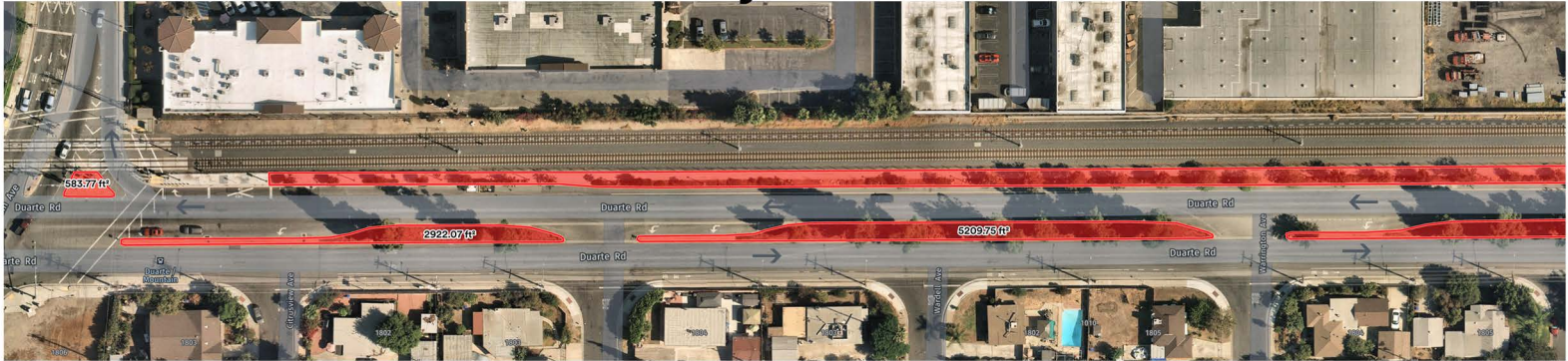
**44 - Duarte Recreation Trail Area 3**  
**Royal Oaks Dr North- East end to Vineyard Ave.**  
**Area Estimate: 9 Acres**





# 45 - Duarte Rd. Medians and Parkways

## Mountain Ave. to Bradbury Ave..



## Bradbury Ave. to Buena Vista St.



## Buena Vista St. to Hope Dr.



## Hope Dr. to Highland Ave.





**46 - Duarte Road Easement  
Near Duarte Rd. and Highland Ave.  
Area Estimate: 5,000 s.f.**





**47 - Encanto Parkway - Area 1**  
**Thorsen Park to Puente Largo Bridge**  
**Area Estimate: 30,000 s.f.**





**48 - Encanto Parkway - Area 2**  
**Puente Largo Bridge to Royal Oaks Dr.**  
**Area Estimate: 13,000 s.f.**





**49 - Encanto Parkway - Area 3**  
**North of Markwood St. South to Royal Oaks Dr.**  
**Area Estimate: 30,000 s.f.**





# 50 - Huntington Drive Medians, Bulb outs, and Parkway

Mountain Ave. to Bradbury Ave.



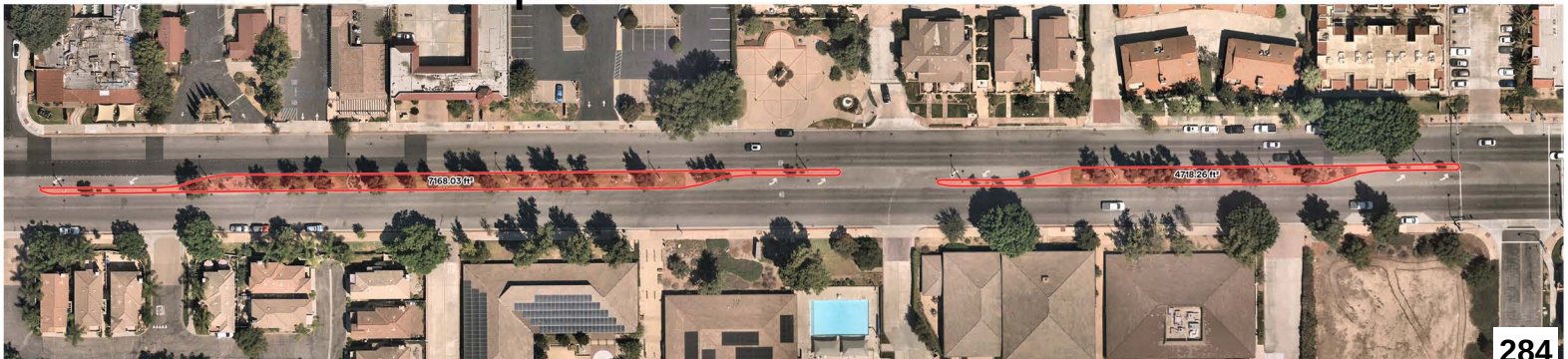
Bradbury Ave. to Buena Vista St.



Buena Vista St. to Cotter Ave.



Cotter Ave. to Pops Rd.





# 50 - Huntington Drive Medians, Bulb outs, and Parkway Cont.

Pops Rd. to Santo Domingo Ave.



Santo Domingo Ave. to Elmhurst Ave.



Elmhurst Ave. to Mt. Olive Dr.



Mt. Olive Dr. to Crestfield Dr.





## 50 - Huntington Drive Medians, Bulb outs, and Parkway Cont.

### Crestfield Dr. to Las Lomas Rd.



### Las Lomas Rd. to Encanto Pkwy.





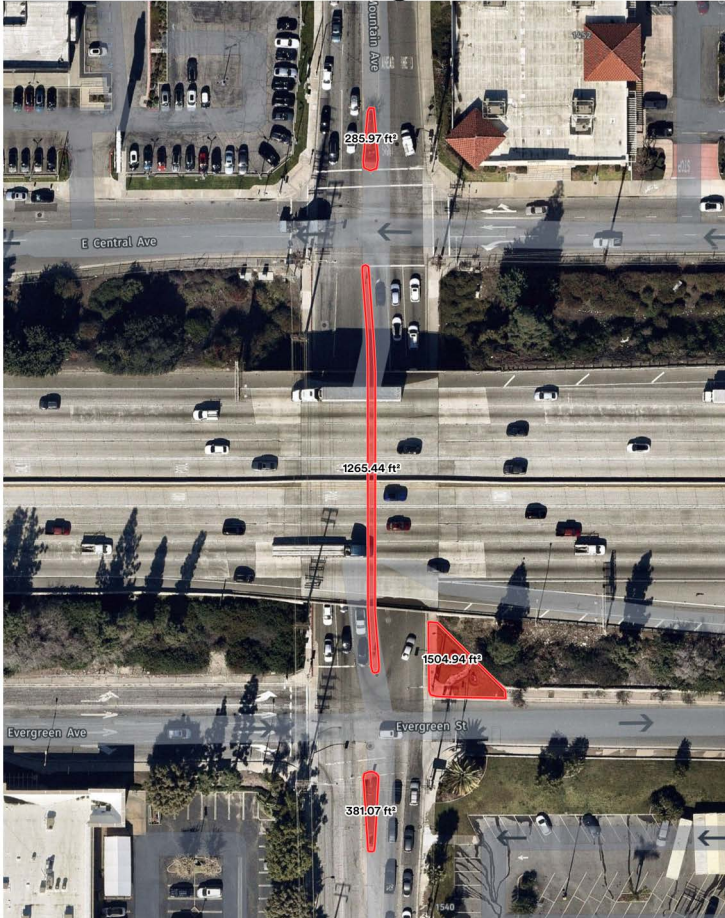
## 51 - Las Lomas Road Median Between Royal Oaks Park and Extension



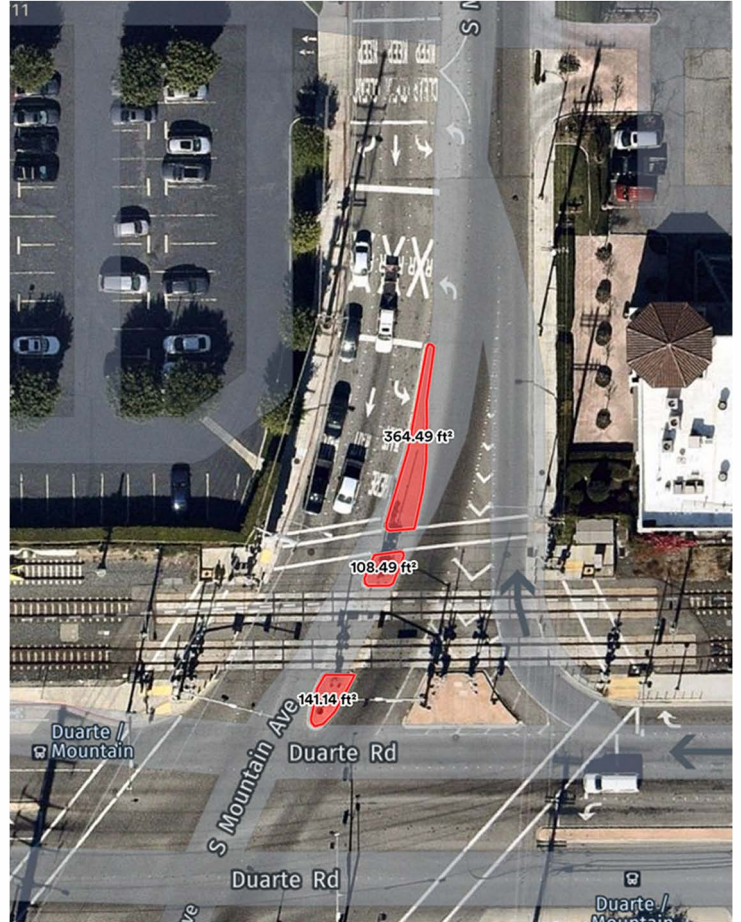


## 52 - Mountain Ave. Median and Parkway

Central Ave. to Evergreen St.

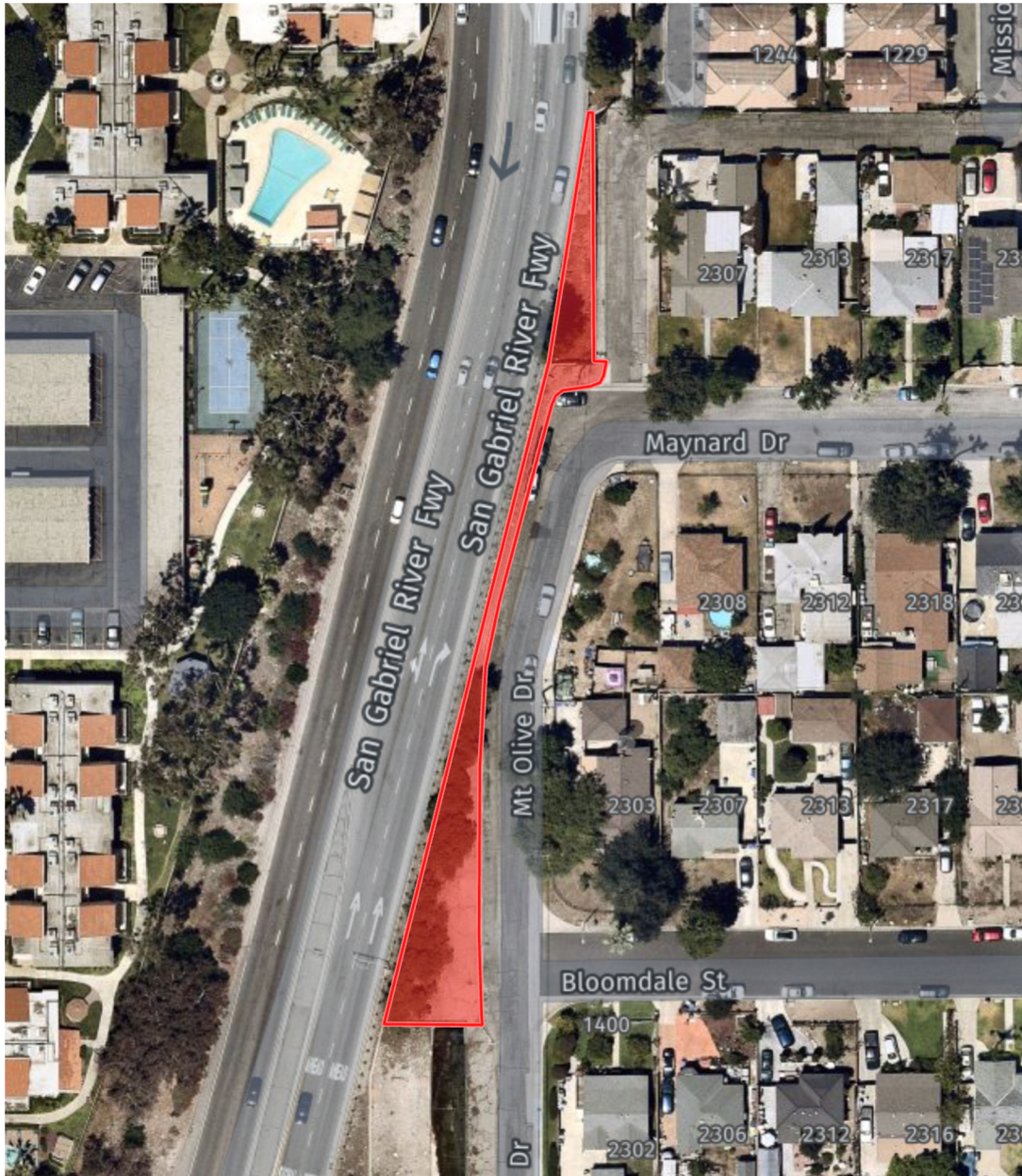


Duarte Rd. and Mountain Ave.





**53 - Mount Olive Dr. Parkway  
Bloomdale St. to Alley North of Maynard  
Area Estimate: 7,400 s.f.**





**54 - Random Lane Parkway Cul-de-sac  
Between 869-970 Random Lane  
Area Estimate: 1,500 s.f.**

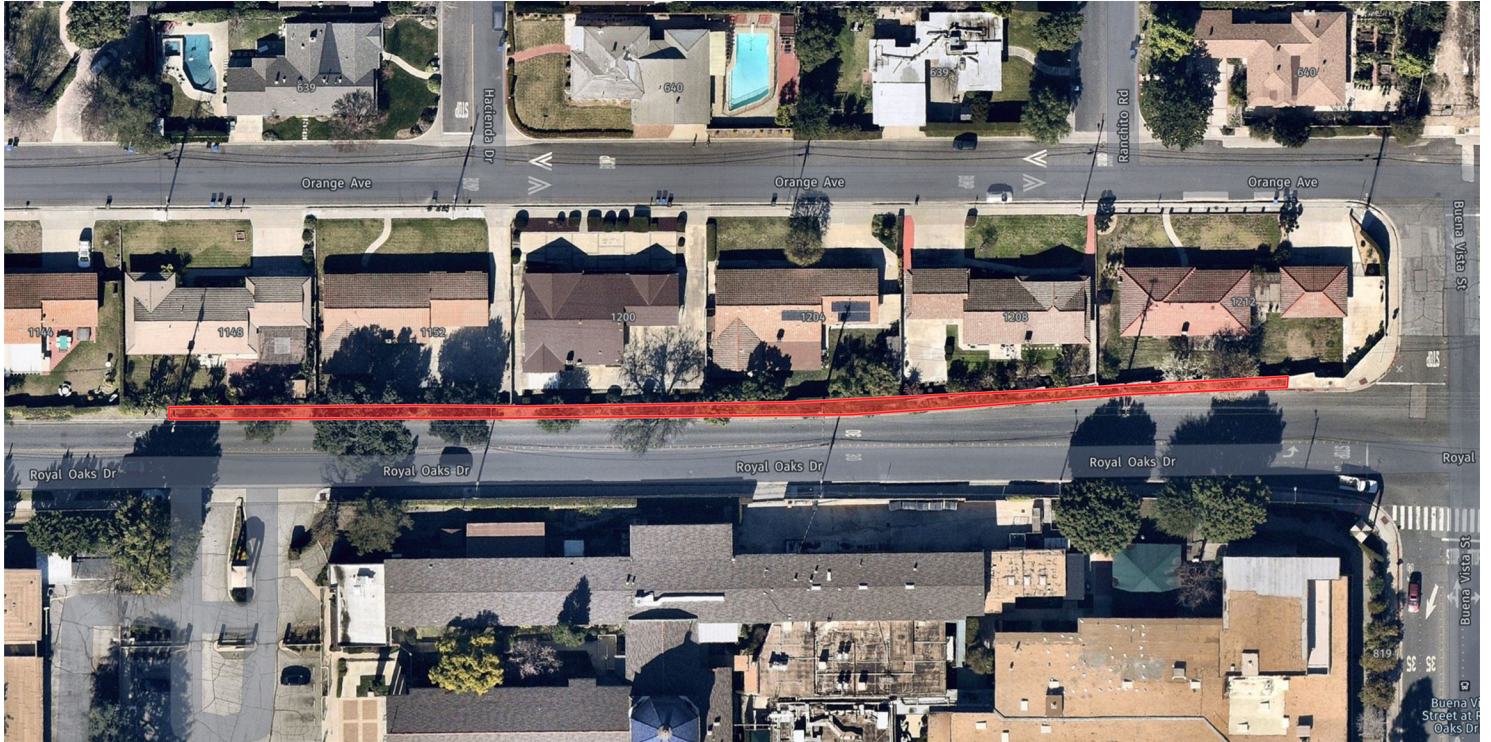




**55 - Royal Oaks Drive Parkway - Area 1**  
**Royal Oaks Academy Entrance to Livermont Lane**  
**Area Estimate: 4,500 s.f.**



**56 - Royal Oaks Drive Parkway - Area 2**  
**From Buena Vista St. to Monrovia City Limit**  
**Area Estimate: 3,500 s.f.**





**57 - Bloomdale Street Tree Wells**  
**5 Tree wells**  
**1400 Block of Bloomdale Ave.**





**58 - Brookridge Road Tree Wells**  
**12 Tree wells**  
**3100 Block of Brookridge Rd.**





**59 - Brycedale Ave. Tree Wells**  
**9 Tree Wells and Hedge Along Duarte Sports Park**  
**1300 Block of Brycedale Ave.**





**60 - Central Ave. Tree Wells**  
**47 Tree Wells**  
**Central Ave. between Buena Vista St. to Highland Ave.**

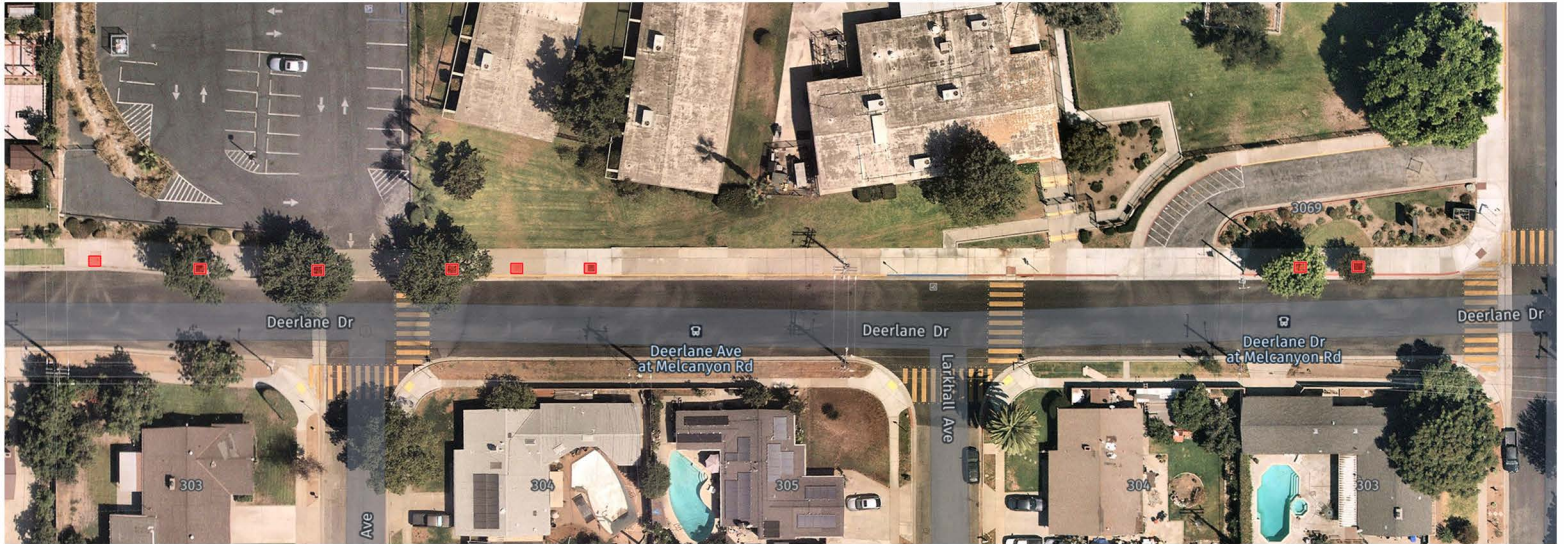
**Buena Vista to Duncannon (24 wells)**



**Duncannon to Highland (23 wells)**



**61 - Deerlane Dr. Tree Wells**  
**8 Tree Wells**  
**3000 Block of Deerlane Dr.**





**62 - Delford Ave. Tree Wells**  
**10 Tree Wells**  
**2000 Block of Delford Ave.**





63 - Highland Ave. Tree Wells  
51 Total Wells

Huntington Dr. to Central Ave. (33 Wells)



Evergreen St. to Duarte Rd. (18 wells)



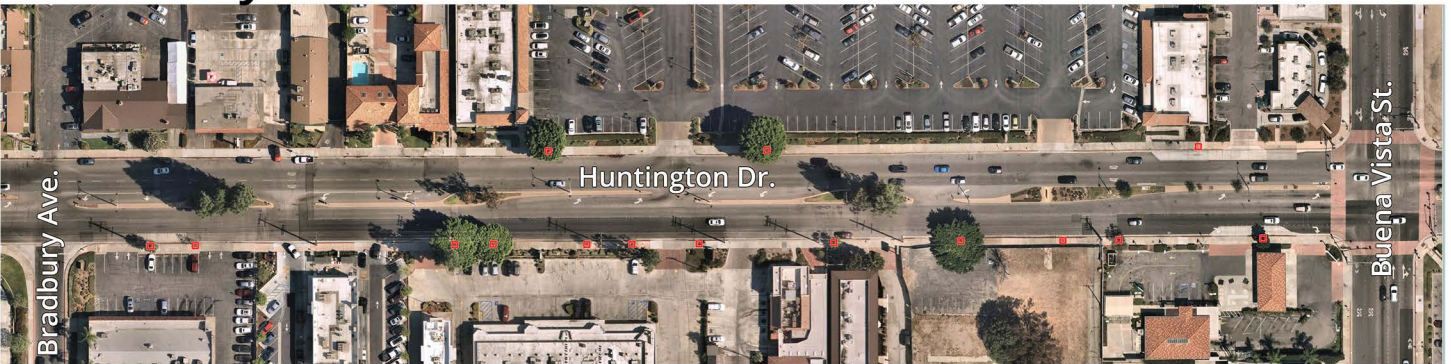


# 64 - Huntington Tree Wells Mountain to Pops Rd. - 86 Tree Wells

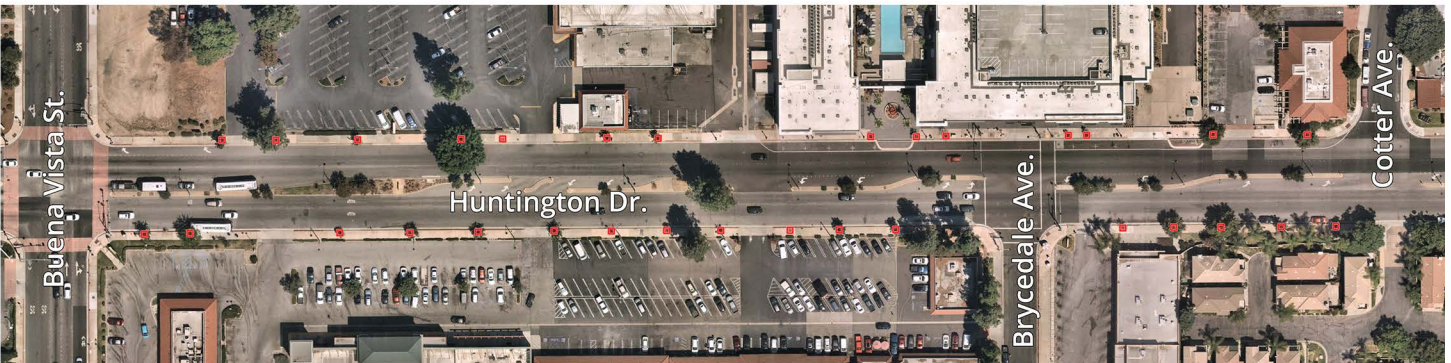
Mountain Ave. to Bradbury Ave.



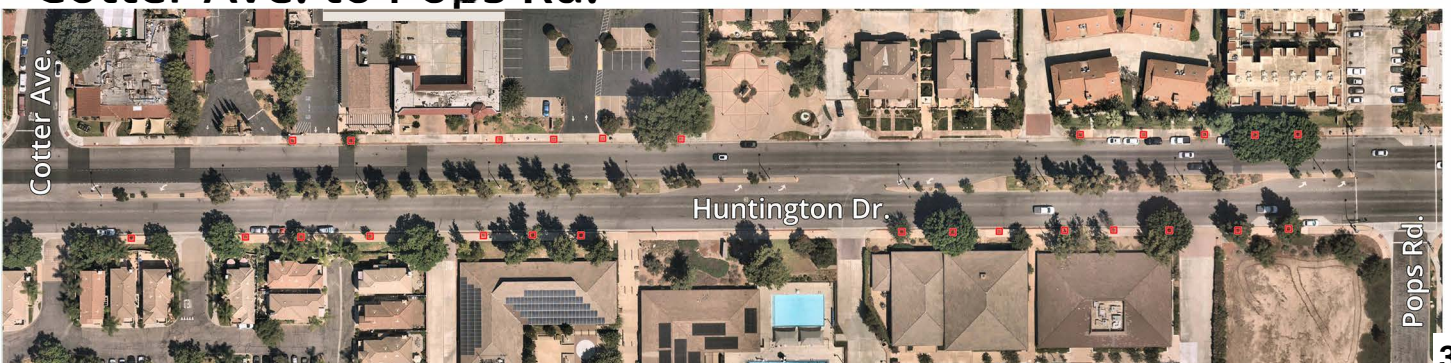
Bradbury Ave. to Buena Vista St.



Buena Vista St. to Cotter Ave.



Cotter Ave. to Pops Rd.





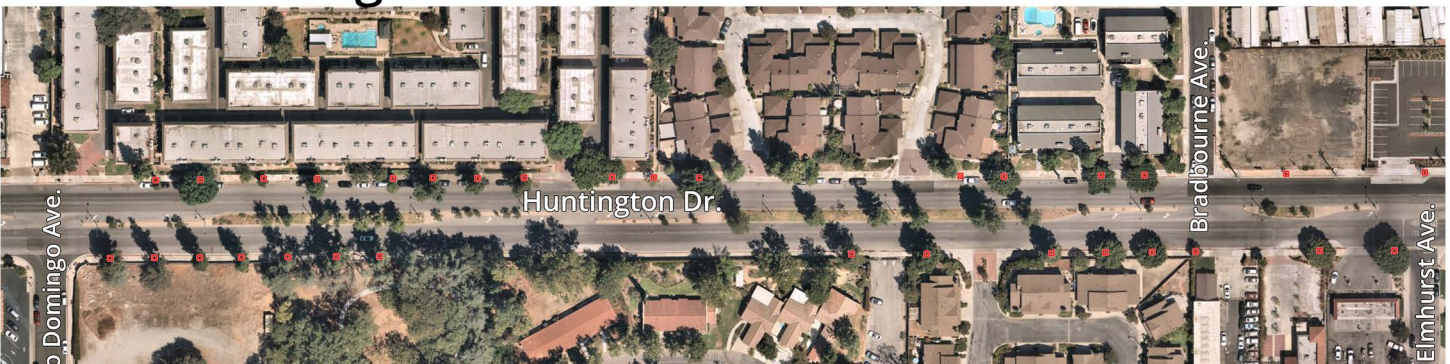
# Huntington Tree Wells Cont.

## Pops Rd. to Crestfield Dr. - 87 Tree Wells

Pops Rd. to Santo Domingo Ave.



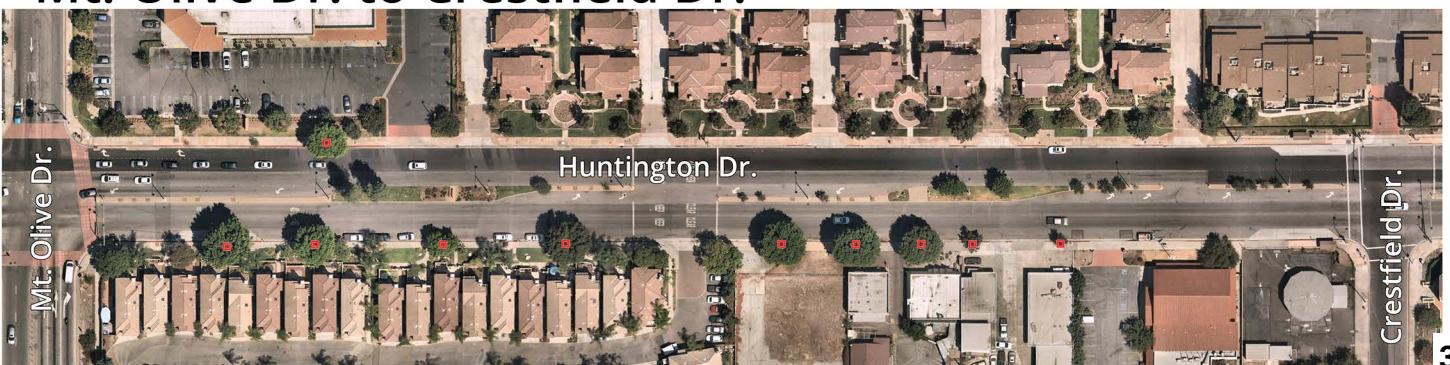
Santo Domingo Ave. to Elmhurst Ave.



Elmhurst Ave. to Mt. Olive



Mt. Olive Dr. to Crestfield Dr.





## Huntington Tree Wells Cont. Crestfield Dr. to Encanto Pkwy. - 48 Tree Wells

### Crestfield Dr. to Las Lomas Rd.



### Las Lomas Rd. to Encanto Pkwy.

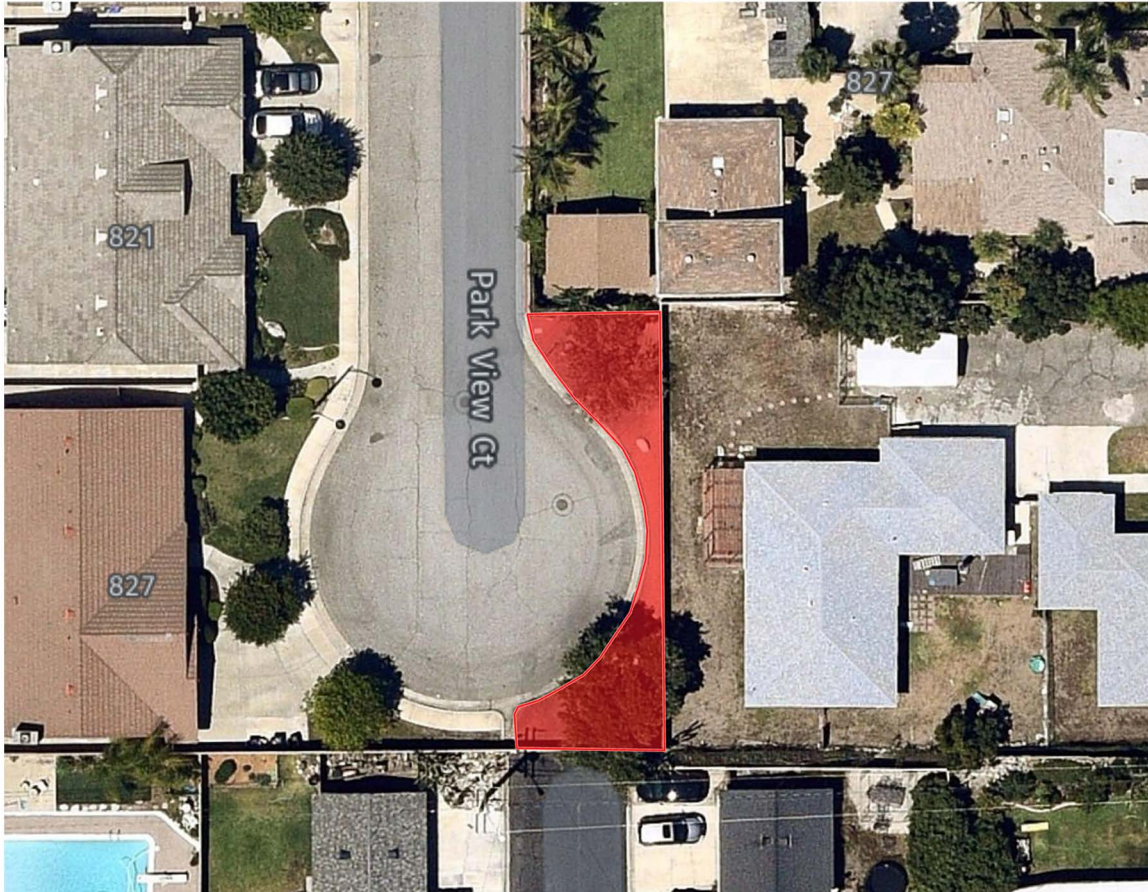




**65 - Melcanyon Rd. Tree Wells**  
**11 Tree Wells**  
**200 Block of Melcanyon Rd.**



**66 - Parkview Court  
2 Trees, 1200 s.f. of Concrete  
Across from 827 Parkview Ct.**





**66b - Maynard Dr. Tree Wells  
Along 2671 Maynard Dr.  
5 Tree Wells**



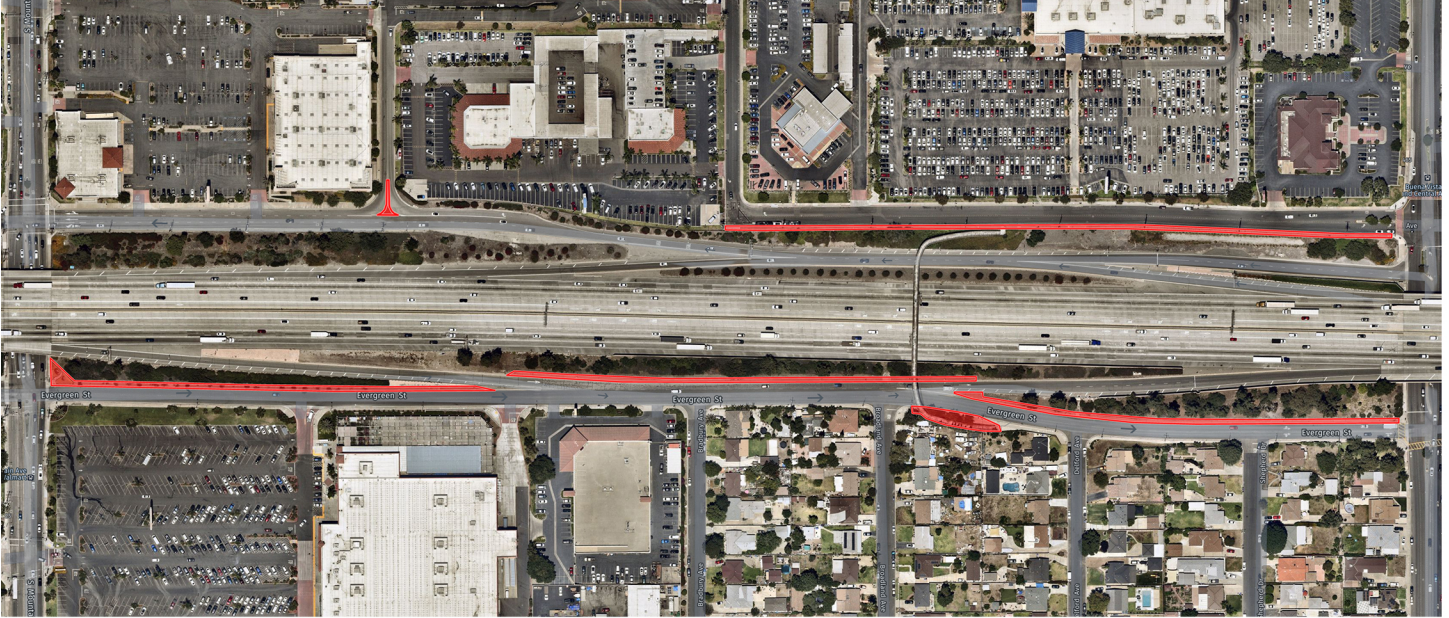
**66c - Royal Oaks Dr. Tree Wells**  
**Along Royal Oaks Dr. Between Tocino and Greenbank**  
**9 Tree Wells**





## 67 - 210 Freeway Corridor Along Evergreen St. and Central Ave.

Mountain Ave. to Buena Vista St.



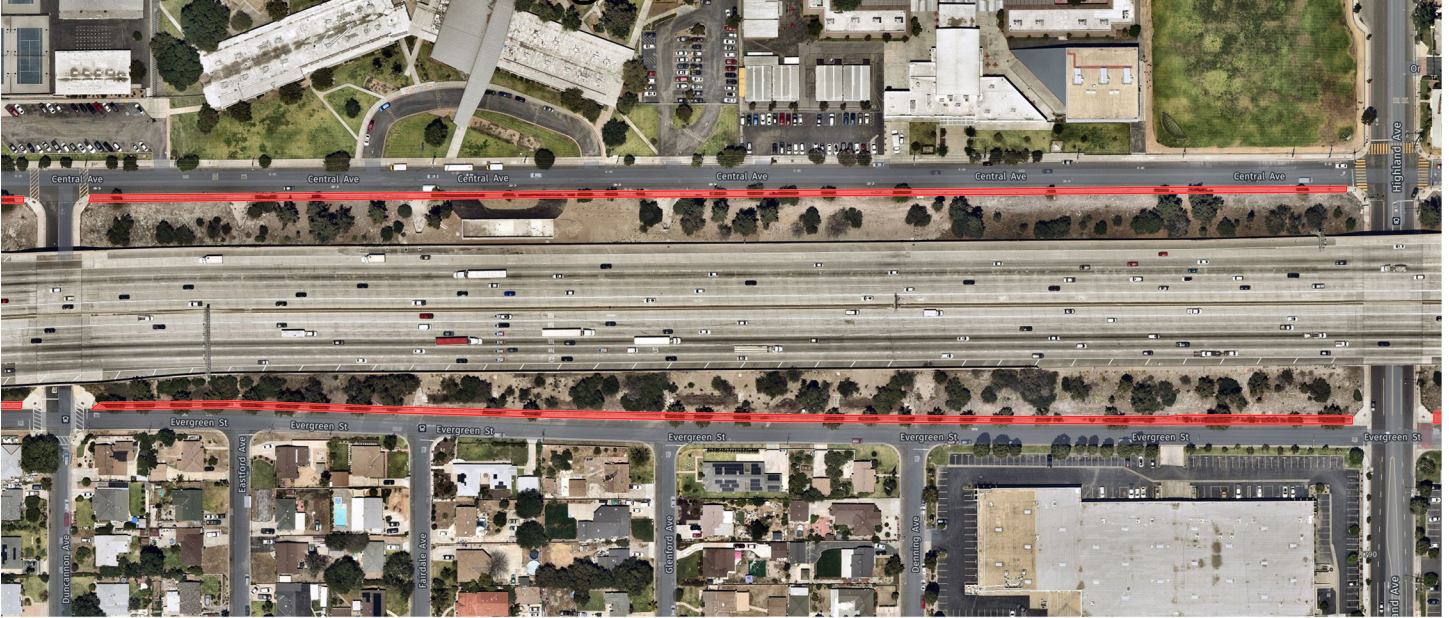
Buena Vista St. to Duncannon



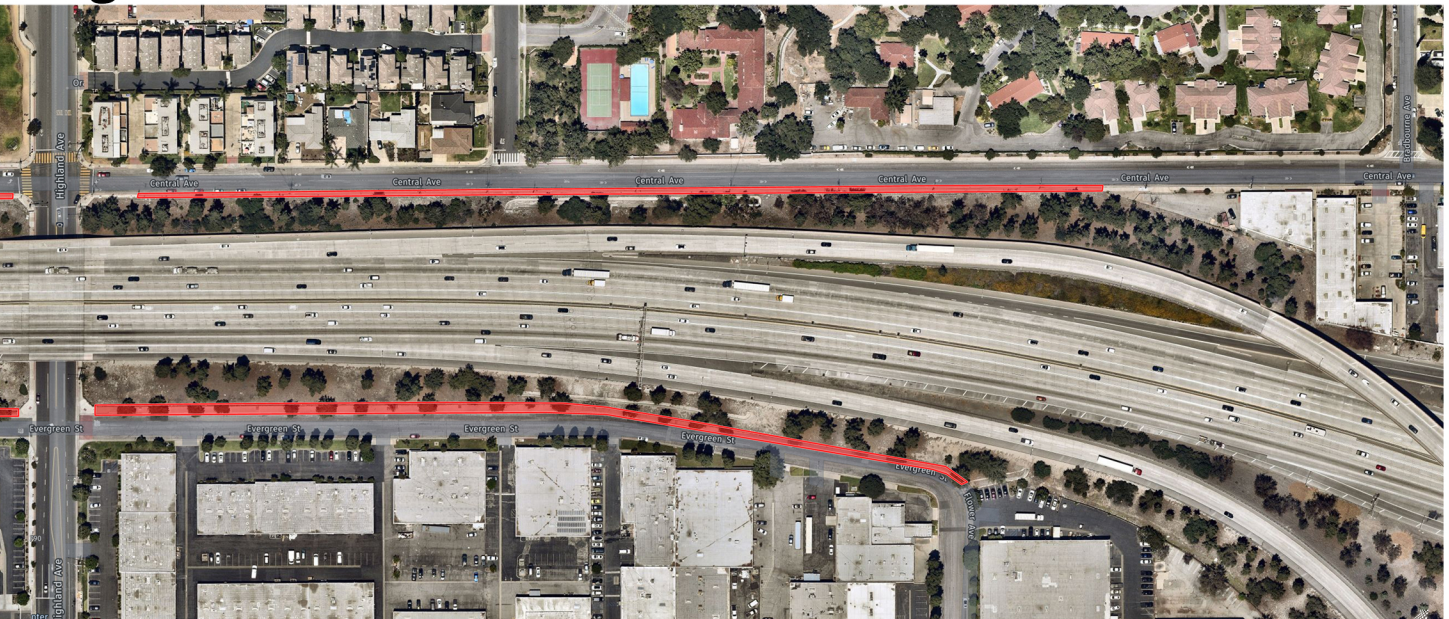


## 67 - 210 Freeway Corridor Along Evergreen St. and Central Ave.

Duncannon Ave. to Highland Ave.



Highland Ave. to Bradbourne Ave.





**68 - Duarte Road/Mountain Avenue Vacant Lot**  
**15,000 s.f. Dirt Lot**





**69 - Huntington Drive/Buena Vista Vacant Lot  
18,000 s.f. Dirt and Landscape**





**70 - Huntington Drive / Las Brisas Road Vacant Lot  
20,000 s.f. Dirt and Asphalt Lot**





**71 - Huntington Drive/Pops Road Vacant Lot  
46,000 s.f. Dirt and Brush Lot**



**72 - Huntington Drive and Mount Olive Corner  
1000 s.f. Landscaped Area Reserved for Public Art**





**73 - Duarte Wilderness Preserve - Open Space  
Slopes Northwest of "The Mesa" Area  
Landscaping Estimate: 10 Acres**





**74 - Greenbank Debris Basin**  
**At the top of Greenbank Ave. near 206 Greenbank**  
**Landscaping Estimate: 12,500 s.f**





# AGENDA REPORT

MEETING DATE: August 22, 2023

TO: Mayor and Members of the City Council

FROM: Craig Hensley

SUBJECT: Approval of a Professional Services Agreement with MIG, Inc. for the preparation of an amendment to the Westminster Gardens Specific Plan to accommodate expansion and an Environmental Impact Report for the project and approval of a Funding Agreement with HumanGood to pay for consultant costs

RECOMMENDATION: That the City Council authorize the City Manager to: 1) sign a Professional Services Agreement with MIG, Inc. for the preparation of a new Westminster Gardens Specific Plan and an Environmental Impact Report for \$404,480; and 2) sign a Funding Agreement with HumanGood, project applicant, to fund the project

FISCAL IMPACT: No fiscal impact. All costs associated with the contract with MIG will be funded by HumanGood. City Staff time to manage the contract will be covered by additional application fees paid for by HumanGood

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## BACKGROUND

HumanGood is currently the owner and operator of Westminster Gardens, located at 1420 Santo Domingo. The 32 acre property site is currently used as a Life Plan Community (LPC), providing: 107 Independent Living Units, 30 Assisted Living Units and 10 Memory Care Units; for a total of 147 units. The site includes several individual single-story cottage units, single story multi-unit buildings, two-story administrative offices and supporting facilities such as a recreation center and dining hall. The site also includes buildings with historical value, one being Morrison House, currently scheduled for interior remodel work to convert it to administrative use.

HumanGood has developed a master plan to accommodate its desired future growth and have submitted an application to amend the existing Westminster Gardens Specific Plan. The City required process for this includes a: general plan amendment, a specific plan amendment and an environmental impact report (EIR). Based on the long term build out planned, a Development Agreement may also be needed.

Typically, with projects of this scale, the City will hire a consultant to complete the specific plan amendment and EIR. The Duarte Station development and the City of Hope Specific Plan are recent examples of this process. The applicant is responsible for all costs associated with the

project including City overhead.

HumanGood has been considering expansion of Westminster Gardens for some time and has met multiple times with City Staff to discuss the process. The City's Housing Element considered the expansion with an estimated increase of 300 units with at least half being in the affordable category. This was not intended to be a maximum unit increase, but an estimate of a total increase that might be possible on site.

## DISCUSSION/ANALYSIS

Over the next 15-20 years, HumanGood would like to expand the campus with Independent Living LPC Units; Affordable Senior Non LPC Units; Non LPC Units; care buildings; mixed-use buildings and office buildings. The request is for this expansion to accommodate 600 total units; this includes assisted living and memory care units, and mixed use much of which would be on the southeast corner of Huntington Drive and Santo Domingo.

Approval of the MIG contract for the Specific Plan and EIR is **not** acknowledgement that the City Council will approve the proposed project or that the City might not seek changes to the plan.

HumanGood and City Staff discussed the best options for selection of the specific plan and EIR consultant. MIG was selected based on past experience and quality of projects in Duarte and because MIG recently completed the environmental work (mitigated negative declaration) for the Morrison House. MIG Staff assigned to work on this project include Principal Laura Stetson, Project Manager Genevieve Sharrow, and CEQA Director Bob Prasse. All have worked on Duarte projects in the past and have performed exceptionally well, including overall work product, community outreach and cooperation with Staff and applicant. The MIG proposal is attached and provides additional detail.

The proposal includes: project coordination, preparation of a specific plan, preparation of an EIR, public meetings and community engagement and a Water Supply Assessment (if necessary). The total maximum contract cost is \$404,480 (\$359,480 for specific plan and EIR and \$45,000 for Water Supply Analysis). City Staff and MIG will work with HumanGood and its other consultants to create efficiencies that may allow for reduced costs. For example, if some of the graphics and details can be supplied this could reduce the overall cost by as much as \$30,000.

HumanGood will be responsible for the cost of the MIG contract and for the application fees that are intended to cover City Staff costs. To address this, the City Attorney has developed a Funding Agreement (attached) that outlines the process for payment.

## RECOMMENDATION

That the City Council authorize the City Manager to: 1) sign a Professional Services Agreement with MIG, Inc. for the preparation of a new Westminster Gardens Specific Plan and an Environmental Impact Report for \$404,480; and 2) sign a Funding Agreement with

HumanGood, project applicant, to fund the project.

#### FISCAL IMPACT

No fiscal impact. All costs associated with the contract with MIG will be funded by HumanGood. City Staff time to manage the contract will be covered by additional application fees paid for by HumanGood.

#### ATTACHMENTS

- A. Professional Services Agreement with MIG (proposal attached)
- B. Funding Agreement with HumanGood



## CITY OF DUARTE AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“**Agreement**”) is made and effective as of September 1, 2023 (“**Effective Date**”), by and between the City of Duarte (“**City**”), and MIG, Inc, (“**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 contract planning and environmental services to assist in the preparation of the **Westminster Gardens Specific Plan Amendment and the related environmental Impact Report**, 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 commence on the Effective Date and shall remain and continue in effect until December 31, 2024, or until the tasks listed in the Scope of Services are completed, whichever is later, 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 7, 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 7, 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 Community Development Director 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 Laura Stetson or Genevieve Sharrow, 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 an amount not to exceed **\$404,480**, based on the Scope of Services set forth in Exhibit A. With written approval from the City, a contingency may be added to the maximum contract amount if there are unforeseen issues that require additional work.

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

C. 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 4, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination is failure by Consultant to have timely performed the Services set forth in Exhibit A. In City's sole and absolute discretion, prior to effecting a suspension or termination

pursuant to this subparagraph (A), 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.

## **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 B 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 canceled 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 B 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 whatsoever 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  
Craig Hensley, Community Development Director  
1600 Huntington Drive  
Duarte, California 91010

If to Consultant:            MIG, Inc.  
Attn: Laura Stetson, Principal  
537 Raymond Ave.  
Pasadena, CA 91105

#### **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.

**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**

\_\_\_\_\_  
Brian Villalobos, City Manager

Date: \_\_\_\_\_

**CONSULTANT**

MIG, Inc.

By: \_\_\_\_\_

Its: CEO

Date: 8-7-23

**ATTEST**

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

**APPROVED AS TO FORM**  
RUTAN & TUCKER, LLP

\_\_\_\_\_  
City Attorney, City of Duarte

Date: \_\_\_\_\_

## **EXHIBIT A**

### **Scope of Services**





June 8, 2023

Craig Hensley, Director  
Community Development Department  
City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010  
via email to [chensley@accessduarte.com](mailto:chensley@accessduarte.com)

**Subject: Westminster Gardens Master Plan – Revised Proposal for Specific plan and CEQA Documentation**

Dear Craig:

Per our request, MIG, Inc. presents this revised proposal to prepare a specific plan and complete CEQA documentation for the Westminster Gardens master plan. We understand that the applicant, Human Good, has been working with the Dahlin Group for more than a year to plan the phased redevelopment of this senior living community. The redevelopment will substantially increase the number of units on the property and introduce commercial uses along Santo Domingo Avenue. The City has determined that a specific plan represents the best way to guide the 15- to 20-year build out. While the current Westminster Gardens specific plan has served as the land use regulatory document for current conditions, a new specific plan will be needed to address the new land use and circulation plan.

We have reviewed the draft specific plan (dated May 2023) the applicant provided and concur that it represents a good start on a specific plan that meets State law and City requirements. This proposal assumes that MIG will be provided with an editable version of the document and that the applicant will continue to provide the needed graphics and other details. Working with City staff, we will put together a list of items for the applicant to provide to allow us to complete the specific plan and CEQA document, which we assume will consist of an EIR.

The attached revised scope of services and budget identify the tasks we will undertake to see the project succeed. The budget is based on our experience with prior similar work in Duarte. We have included a cost range for community outreach and will discuss with you the activities that might be included.

Per your request, Genevieve Sharrow will lead the effort, supported by MIG planning and environmental staff, including Bob Prasse, who currently is overseeing CEQA compliance for reuse of the Morrison house. We have included the services of Historic Resources Group (HRG) to assess potential impacts relative to possible historic building and grounds; HRG completed the recent assessment of the Morrison House.

If this proposal is acceptable to you, let us know how you wish to proceed. We are available to get work underway immediately.

Sincerely,

A handwritten signature in blue ink that reads "Laura R. Stetson". The signature is written in a cursive, flowing style.

Laura R. Stetson, AICP  
Principal

## ***Scope of Services***

MIG will provide the following scope of services. Please note that each task identified may not occur in the order presented in this scope, as tasks may occur simultaneously. Also, this scope is based on the current proposal to replace the existing 147 units/beds over time to yield 310 independent living units, 150 affordable units, and 90 memory care beds (net 330 units), plus office and retail space. We will want to determine during the kick-off meeting (or prior) that this represents the project the applicant intends to pursue, including the 150 affordable units. Confirming the project description bears upon how the specific plan will be written and the EIR analysis proceeds.

### **Task 1: Project Management and Coordination**

#### **1.1: Kick-Off Meeting**

MIG Principal Laura Stetson, Project Manager Genevieve Sharrow, and CEQA Director Bob Prasse will meet with City staff to clarify available information and your expectations regarding the specific plan and EIR. Objectives for the meeting include:

- Understand the City's expectations and requirements
- Establish primary contact and preferred methods for communication
- Establish contact protocols with the applicant
- Solidify the project description and discuss the project components
- Discuss project schedule, particularly as it relates to the CEQA document
- Strategize the public engagement approach
- Identify additional studies and information needed from the applicant

#### **1.2: Project Coordination Meetings (allowance)**

This task involves strategic planning meetings/phone calls between City staff, MIG (and subconsultants), and the applicant as needed. The budget assumes the City's project manager and the MIG project manager will conduct regularly scheduled check-in calls every other week.

#### **1.3: Project Management**

This subtask provides for contract administration, invoicing, scheduling, coordination with the project team, and quality control/assurance.

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#### ***Task 1 Meetings and Deliverables***

*Kick-off meeting*

*Project coordination meetings (budgeted allowance)*

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### **Task 2: Prepare Administrative Draft Specific Plan**

The Westminster Gardens specific plan will clearly and concisely convey the desired build-out of the affected properties. The specific plan will be written so that it can be easily understood by City decision makers, City staff, the property owner, and community residents and local business owners. Wherever possible, we will rely on illustrative examples rather than text to convey key concepts so that these can easily be adapted and reflected in future development. The plan will rely upon materials provided by

the applicant describing and illustrating, at a minimum:

- The distribution of land uses on the site
- Contemplated locations for all buildings
- Building heights and illustrative elevations and sections
- Access and internal circulation – vehicles and pedestrians
- Location of loading and service areas
- Open space improvement plan
- Infrastructure improvement plans
- Phasing plan, including how existing uses will function until they are replaced
- Landscaping plans, including existing landscaping to be retained
- Streetscape landscaping in particular
- Signage plan
- Parking plan
- Grading plan

We will prepare supplementary graphics such as location maps and maps indicating circulation improvements on and adjacent to the site.

For the commercial components of the plan, we will examine the use table contained in the draft specific plan provided by the applicant, further tailoring it to reflect commercial uses most compatible with the senior community.

The specific plan will be structured to meet the requirements of State law and mirror other specific plans adopted by the City. We propose to revise the draft specific plan provided by the applicant to remove extraneous existing conditions information (which will be useful for the EIR) and to focus on the proposed development plan. The envisioned outline is:

- Introduction and Users' Guide
- Project Overview and Phasing
- Land Use Plan and Development/Design Standards
- Circulation and Infrastructure
- Implementation
- Appendices: Glossary and General Plan Consistency

For this administrative draft, the document will be prepared in Word to facilitate City review and mark-up. We ask that the City provide a single mark-up document using Word's track-changes format and including all City comments, internally resolved. We also ask the City to consider providing the administrative draft to the applicant so the applicant can verify accuracy and determine whether revisions to any project component are needed.

---

**Task 2 Deliverables**

*One electronic copy (Word and pdf) of the Administrative Draft Specific Plan for City staff review (and applicant)*

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## **Task 3: Administrative Draft #2 and Public Review Draft Specific Plan**

### **3.1: Administrative Draft #2**

City staff will provide MIG with a marked-up copy of the administrative draft specific plan, consolidating all comments into a single document. We will meet with staff to review staff's comments, as well as the applicant's comments. If City staff directs revisions to the site plan or other project components prepared by the applicant's team, our scope assumes that the applicant will provide the revised materials to us. We will revise any graphics prepared by MIG, and based on City staff comments, we will revise Administrative Draft #1 to create Administrative Draft #2.

### **3.2: Public Review Draft Specific Plan**

Following staff's review of Administrative Draft #2, MIG will prepare an InDesign template for the specific plan reformat the plan using the InDesign template and prepare the public review specific plan for CEQA analysis and general release to the public.

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#### ***Task 3 Deliverables***

*Administrative Draft #2 (Word and pdf) for City staff review*

*InDesign specific plan template*

*Public review draft specific plan - Printed and electronic copies per City requirements*

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## **Task 4: SB 18 and AB 52 Consultation Support**

State law requires tribal consultation for certain land use actions, including preparation of a specific plan. While the City is required to conduct any requested in-person consultation, MIG will assist by preparing a letter to inform affected tribes of the requested specific plan and to prepare any needed follow-up written correspondence. We have provided an allowance for this task.

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#### ***Task 4 Deliverables***

*Required notification letters*

*Follow-up written correspondence in response to tribal letters received*

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## **Task 5: Program EIR**

MIG will prepare and process a comprehensive, clear, and defensible Program Environmental Impact Report (EIR) with all CEQA required components including existing setting, project description, cumulative and growth inducing impacts and alternatives. We will also provide all CEQA required findings and notices including postings with the County and the State Clearinghouse, and distribution of documents required by CEQA. Our scope does not include newspaper publication fees or any other fees.

The Program EIR will be designed to facilitate tiering to streamline subsequent CEQA review when site-specific, development proposals are submitted over time. For each of the technical studies listed below: 1) relevant baseline conditions will be assessed, 2) impacts from implementation of the Specific Plan estimated and compared to applicable thresholds, and 3) where such thresholds are exceeded recommend mitigation. One round of City review and revisions is assumed for all documents



described below.

Please also note that our scope of work does not include a Water Supply Assessment (WSA). If once a stable project description has been developed, the specific plan meets CEQA requirements for preparing a WSA (roughly 500 net dwelling units), a contract amendment would be necessary to retain a subconsultant to prepare a WSA. Based on our experience with similar projects the cost of a WSA would be in the range of \$30,000 to \$45,000.

### **5.1: Notice of Preparation and Scoping Meeting**

Once a stable project description has been developed a Notice of Preparation (NOP) will be prepared. The NOP will serve to announce the City's determination that a Program EIR will be prepared, and to request comments concerning the scope and nature of issues to be addressed in the EIR. The NOP provides an opportunity for Responsible Agencies, Trustee Agencies, other governmental entities, and other interested parties to review the project, identify issues of concern, and to suggest approaches to avoid or reduce the potentially adverse effects of the proposed project.

We will coordinate closely with City staff to prepare a distribution list for the NOP, including any affected federal, state, and local public agencies, and any other entities or individuals who have requested notification of CEQA projects from the City. MIG will distribute the NOP to the State Clearinghouse, public agencies, and other interested entities for the CEQA-required 30-day review period. We will also post the NOP with the Los Angeles County Clerk.

A scoping meeting will be held during the 30-day NOP public review period in accordance with CEQA requirements. MIG will participate in the meeting and make a PowerPoint presentation about the project and the CEQA environmental process. MIG will also assist the City in the setup, noticing, and coordination of the NOP Scoping meeting.

### **5.2: Administrative Draft EIR**

The Administrative Draft EIR (ADEIR) will consider all aspects of Specific Plan implementation. Environmental topic areas and potential CEQA-defined impacts will be aligned with potential policies, implementation programs and other components of the Specific Plan. The EIR will include all CEQA required components and, where necessary to address potentially significant impacts, practical, implementable, and enforceable mitigation measures will be developed. Once completed, the full ADEIR will be provided to the City for review and comment.

Also, the following technical studies to support the EIR are included in our scope of work.

**5.2.1: Air Quality** – MIG will evaluate the proposed project's potential individual and cumulative air quality impacts in accordance with Appendix G of the CEQA Guidelines and recommended guidance from the South Coast Air Quality Management District (SCAQMD). MIG will use the **California Emissions Estimator Model** (CalEEMod) and project-specific data (e.g., land use and trip/mobility data) to estimate the potential net change in emissions that could occur with the Specific Plan. The resulting emissions estimates will be compared to regional CEQA significance thresholds maintained by the SCAQMD. The air quality impact assessment will incorporate all applicable emission reduction policies included in the City's General Plan and/or the proposed Specific Plan. If necessary, MIG will identify best management

practices or mitigation measures to reduce construction and operational emissions generated by the proposed project. Budget for this subtask includes up to three CalEEMod runs (existing emissions, and unmitigated and mitigated project scenarios) using project-specific data generated by the applicant and MIG team.

**5.2.2: Greenhouse Gases (GHG)/Energy** – MIG will evaluate the proposed project’s potential GHG and energy impacts in accordance with Appendix G of the CEQA Guidelines and recommended guidance from the California Air Resources Board (CARB), California Air Pollution Control Officer’s Association (CAPCOA) and the SCAQMD. MIG will quantify the proposed project’s GHG emissions and evaluate the significance of these emissions using a multi-pronged test that considers both the magnitude of the project’s GHG emissions levels and its consistency with applicable plans, policies, and regulations adopted for the purposes of reducing GHG emissions, including the CARB’s *2022 CARB Scoping Plan* and the Southern California Association of Government’s *Connect SoCal*. MIG notes that, to be consistent with the *2022 Scoping Plan* and State’s Climate Goals, future residential land uses within the planning area would need to be designed to prohibit the construction, installation, and use of natural gas infrastructure for on-site building systems, appliances, and other mechanical equipment.

MIG will also evaluate the proposed project’s potential individual and cumulative energy use impacts, in accordance with Appendices F and G of the CEQA Guidelines and case law governing CEQA energy analysis (e.g., *Tracy First v. City of Tracy*). MIG will quantify the project’s potential consumption of petroleum fuel, electricity, and natural gas during all phases of construction of operation, evaluate whether the project would result in the wasteful, inefficient, or unnecessary consumption of energy resources and determine if the proposed Project could conflict with any applicable renewable energy or energy efficiency plans or policies, such as CARB’s *2022 Scoping Plan*. The analysis will incorporate any renewable energy generation and energy efficiency features included in the project into energy use estimates. Pursuant to *California Clean Energy v. County of Placer*, the analysis would also clearly consider the need for additional or enhanced renewable energy systems or design features to be included in the project design.

MIG will prepare up to six energy consumption spreadsheets (on- and off-site construction energy, as well as existing and proposed on- and off-site operational energy)) detailing electricity, natural gas, and fuel consumption estimates using project-specific data collected by the applicant and the MIG team.

**5.2.3: Noise and Vibration** – MIG will evaluate the proposed project’s potential noise and vibration impacts in accordance with Appendix G of the CEQA Guidelines. MIG will conduct short-term (up to 1 hour) and long-term (up to 24 hours) noise monitoring at up to six locations at and adjacent to the planning area to adequately describe the existing noise environment in the planning area. The noise analysis will quantify peak and typical construction activity noise levels, and, if necessary, identify best management practices or mitigation measures that would reduce the magnitude of potential construction noise impacts to less than significance. Most of the noise analysis would focus on the potential for the future development to effect current residents on-site, as well as off-site receptors to the west, north, and east of the site. MIG proposes to model existing and proposed off-site transportation noise levels using the Federal Highway Administration’s Traffic Noise Model. The analysis will also focus on the potential for construction or transportation-related vibration to affect any existing or future vibration-sensitive structures in the planning area.

This subtask includes budget for modeling traffic noise levels on up to three roadway segments under

existing and proposed conditions.

**5.2.4: Transportation Assessment/EIR Support** – Linscott, Law & Greenspan (LLG) will prepare a comprehensive transportation assessment that will include the elements listed below. Their full proposal was provided separately in MIG’s original March, 2023 proposal.

- Project Mobilization (Scoping)
- Vehicle Miles Travelled (VMT) Analysis
- Active Transportation and Public Transit Analysis
- Consistency with Adopted Plans, Programs, Ordinances and Policies
- Data Collection and Research (non- CEQA, traffic counts)
- Trip Generation, Distribution, and Assignment
- Non-CEQA (Level of Service) analysis
- Project Site Access and Circulation Review
- Preparation of the Transportation Assessment Report
- Attendance at Meetings and Conference Calls
- Draft EIR Project Alternatives Assessment
- Consultation Related to the Draft EIR (Review Draft Transportation Section)
- Response to Comments/Final EIR Support

**5.2.5: Historic Resources Assessment** – Historic Resources Group (HRG) will prepare a comprehensive historic resources assessment that will include the elements listed below. The Morrison House has already been investigated as part of the recent plan to renovate the structure; however, HRG will include any context impacts that might occur. HRG’s work will include:

- Review any existing evaluations and documentation of potential historic resources on or adjacent to project site. Identify potential historic resources on the project site and in the that would need to be considered as part of environmental review of the proposed project.
- Site visit and photography to document existing conditions.
- Conduct additional research (building permits, Sanborn maps, aerial photographs, historic photographs, other primary and secondary sources) to understand development history and potential historic significance of the site and surrounding area. Confirm any previous evaluations of existing buildings.
- Analyze proposed project to identify potential impacts to historic resources.
- Prepare draft Historical Resources Technical Report for review by the project team and the City.
- Revisions to the Technical Report, as needed, based on comments from the project team and/or City staff.

The following will only be performed as needed.

- Review of the applicable section of the DEIR and proposed mitigation measures (if any).
- Meetings/consultation with project team.
- Responses to comments on the DEIR.

### **5.3: Draft EIR For Public Circulation**

Following review and comment on the ADEIR by the City, MIG will prepare the public review Draft EIR, incorporating the revisions resulting from City comments. Following the City's review and any final revisions, MIG will prepare a final "proof-check" version of the DEIR. Following City review and approval of the proof-check DEIR to verify all changes/revisions have been addressed, the public review Draft EIR will be ready for public circulation. MIG will prepare a Notice of Completion (NOC) for submittal to the State Clearinghouse (SCH) and will prepare a Notice of Availability (NOA) to be transmitted to other government and quasi-governmental agencies, special interest groups, and interested persons that have requested notification of environmental documents prepared for projects under City of Duarte review.

MIG will also post the NOA with the Los Angeles County Clerk and prepare all SCH-required forms and transmittals. Circulation of the DEIR will initiate a mandatory 45-day public review period as required by CEQA.

### **5.4: Response to Comments/Final EIR (RTC/FEIR) and MMRP**

Following the close of the 45-day public review period, the City will transmit all written comments received to MIG. MIG will prepare an administrative draft of the Response to Comments/Final EIR (RTC/FEIR) document, which will include written responses to comments, addressing such comments with a reasoned analysis of issues raised. In some cases, responses may result in revisions to the text or exhibits contained in the DEIR, and such changes will be documented in the administrative draft RTC/FEIR. The RTC/FEIR document will include: the comments on the DEIR and the responses to such comments (as discussed above); a list of entities commenting on the DEIR; an erratum to address corrections and clarifications to the DEIR and the Mitigation Monitoring and Reporting Program (MMRP). Technically under CEQA, the DEIR is also considered to be part of the Final EIR, although it is maintained as a separate volume.

It is difficult to predict the number or complexity of comments there will be on the Draft EIR. We have allocated approximately 160 hours of staff time, which is our best estimate of the time needed to complete this task. If the allocated budget is exceeded due to the number, length, or complexity of the comments received, additional budget authorization may be needed.

The budget for this task allows for MIG to respond to one round of review/revisions of a consolidated set of City comments on the administrative draft RTC/FEIR document. Following MIG revisions to the administrative draft RTC/FEIR in response to City comments, a final "proof check" version will be provided for final City approval. The RTC/FEIR would then be ready to transmit to the commenters, which must occur at least ten days prior to the City Council's decision on the project.

### **5.5: Findings and Statement of Overriding Considerations**

MIG will prepare the CEQA-required findings of fact and statement of overriding considerations. MIG will coordinate with the City's Legal Counsel as appropriate to prepare this document and submit a draft for one round of review and comment by City staff. MIG will also prepare a Statement of Overriding Considerations (SOC) if there are any unavoidable significant impacts and if the City determines that specific economic, social, or other considerations override any unmitigated environmental effects.

## 5.6: Notice of Determination (NOD)

Within five working days of certification of the Final EIR by the City Council, MIG will prepare and file the NOD with the County Clerk and the State Clearinghouse.

## 5.7: EIR Project Management

MIG has allocated budget for communication and coordination with other project team members to ensure we can communicate clearly and effectively. In addition, this budget covers quality control review process for the EIR.

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### **Task 5 Deliverables**

*All CEQA-required notices and forms*

*All technical studies as listed under Subtask 5.2*

*NOP and Associated Distribution List*

*NOP Scoping Meeting PowerPoint Presentation*

*Administrative Draft EIR*

*Public Circulation Draft EIR*

*Response to Comments/Final EIR*

*Mitigation Monitoring and Reporting Program*

*EIR Findings of Fact and Statement of Overriding Considerations*

*Notice of Determination*

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## Task 6: Community Engagement

The City may ask MIG to assist with outreach to surrounding neighbors and the larger Duarte community to present the proposed project. Outreach activities could include community workshops or focused outreach to surrounding neighborhoods, or both. In the budget we provide a budget range for engagement activities. At the start of the work program, we will meet with you to determine the most effective ways of engaging the community.

## Task 7: Public Hearings and Final Specific Plan

### 7.1: Public Hearings

Because approval of the specific plan will be by ordinance (legislative action), public hearings by the Planning Commission and City Council will be required. Two MIG staff will attend public hearings with the Commission and Council. We have budgeted for one hearing each with the Commission and Council. Additional hearing attendance can be provided on a reimbursable basis. MIG will prepare a PowerPoint presentation for the hearings. The City will be responsible for all public hearing notices and staff reports.

### 7.2: Final Specific Plan

Following final City Council action on the specific plan, we will revise the Public Review Draft to incorporate any revisions directed through the public hearing process. We have provided a budgeted allowance for this task.



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**Task 7 Deliverables***PowerPoint Presentation for hearings**Final specific plan – Master reproducible digital files (InDesign and pdf)*

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## Budget

The table below identifies the estimated costs associated with each work scope task. We have provided ranges for the draft specific plan and engagement events since the precise level of work required cannot be known at this time. For the FEIR, costs associated with preparing responses to comments will be tied to the number and complexity of comments received. City staff elect to may take on such work as SB 18/AB 52 consultation and preparing the Findings/SOC (city attorney). All work will be billed on a time-and-materials basis. The City of Duarte will cover direct costs such as printing. We will maintain strict cost controls.

| Task                                                    | Estimated Cost       |
|---------------------------------------------------------|----------------------|
| 1.0 Project Management and Coordination                 | \$8,000              |
| 2.0 Administrative Draft Specific Plan                  | \$40,000 to \$60,000 |
| 3.0 Administrative Draft #2 and Public Hearing Draft    | \$20,000 to \$24,000 |
| 4.0 SB 18 and AB 52 Consultation                        | \$3,000              |
| 5.0 Program EIR                                         |                      |
| 5.1 - NOP and Scoping Meeting                           | \$6,700              |
| 5.2 - Administrative Draft EIR                          | \$69,500             |
| 5.2.1 – Air Quality Study                               | \$11,500             |
| 5.2.2 – GHG/Energy Demand Study                         | \$11,800             |
| 5.2.3 Noise and Vibration Study                         | \$11,500             |
| 5.2.4 - Transportation Assessment                       | \$49,830             |
| 5.2.5 – Historic Resources                              | \$17,450             |
| 5.3 Draft EIR for Public Circulation                    | \$19,500             |
| 5.4 RTC/FEIR and MMRP                                   | \$24,300             |
| 5.5 Findings and Statement of Overriding Considerations | \$8,100              |
| 5.6 Notice of Determination                             | \$1,000              |
| 5.7 EIR Project Management                              | \$9,500              |
| 5.8 Water supply analysis                               | \$30,000 to \$45,000 |
| 6.0 Community Engagement                                | \$9,000 to \$15,000  |
| 7.0 Hearing and Final Documents                         |                      |
| PowerPoint Presentation                                 | \$3,000              |
| Hearing Attendance (2 hearings)                         | \$4,000              |
| Final Documents (allowance)                             | \$2,000              |
| <b>Total</b>                                            | <b>\$404,680 max</b> |

*\*Includes 10% administrative markup for subconsultant.*

## Staffing and Billing Rates

The table below identifies the MIG staff assigned to this project and their billing rates.

| Staff                     | Hourly Rate   |
|---------------------------|---------------|
| Principal                 | \$240         |
| Director/Senior Associate | \$175 - \$225 |
| CEQA Planners             | \$110 - \$185 |
| Assistant                 | \$100 - \$115 |
| Admin. Support            | \$105         |

Direct costs or project expenses such as large quantity printing, plotting, and printing are charged at cost, plus 10%. The cost of communications including postage, courier, and other delivery costs are charged at cost, plus 10%. The mileage charge for personal autos will be the currently applicable mileage rate established by the Internal Revenue Service. All other travel expenses are charged at cost, plus 10%.

## Schedule

The applicant has not submitted a formal application for the Westminster Gardens specific plan. However, once it is submitted, we are prepared to get underway immediately and work to complete the quickly, provided all required materials are received. We will develop a detailed schedule with City staff once the application has been deemed complete. Please note that for efficiency purposes, we would not begin the EIR until the project description has stabilized and that we will need about five to six months to complete the administrative draft EIR once we are confident the project description will not change.

UCDavis–Winter 2018

# LDA141– Community Participation, Design and Planning

Tuesday 1:40-3:00–Wellman Hall 7; Thursday 1:10-4:00–Hunt Hall 168

Instructor: Sheryl-Ann Simpson, [ssimpson@ucdavis.edu](mailto:ssimpson@ucdavis.edu)

Office Hours: 4-5p Tuesdays; 11a-12:30p Thursday, and by appointment; sign up online: [tinyurl.com/mvbjxfo](https://tinyurl.com/mvbjxfo)

Office: Hunt Hall 183

TA: george slavik, [gjslavik@ucdavis.edu](mailto:gjslavik@ucdavis.edu)

## Course Objectives:

Why is community and participation important in sustainable design and planning? Questions of sustainability are ultimately questions about scarce resources, how we use them and how they are distributed. Which means that there are often winners and losers, risks and rewards in planning for sustainability.

Designers are often a part of the decision-making process, figuring out how resources are distributed, and who benefits. At a minimum we should engage with communities to explain our decisions and designs in language that is accessible and relevant. But we can also do much better. Meaningful community engagement can help designers understand how people use and feel about the places we design. This understanding leads to new solutions and stronger designs. Community-based design and planning can also be a tool for advocacy, to promote a more equitable distribution of resources.

In this course we will examine a range of ideas about participation in design, and practice the skills needed to engage communities in meaningful and empowering ways.

## Learning Outcomes:

Participation in this course provides an opportunity...

1. for exposure to examples of past community design projects;
2. to be exposed to and practice specific tools used in community design projects;
3. to practice and continue to develop the skills needed to conduct community design projects, with a special focus on group process, flexibility in design, and visual, written and oral communication with diverse groups;
4. to focus on the connections between process and product in design, including the needed time for this work, the different possible roles of professionals and community members, and the role of research and analysis in design;
5. for reflection - on your understanding of ideas such as community, sustainability and participation, and their connections to broader social, environmental and economic conditions;
6. for reflection - on your professional practice, asking yourself what aspect of the work are most appealing to you, what are the values that are important to you as designer/practitioner, and even you hope for the future of our fields.

## Course Requirements:

Detailed assignment descriptions will be posted on Canvas throughout the quarter.

All Assignments should be submitted via Canvas by 11:59pm of the due date.

1. Design Notebook - Ongoing
2. Campus Asset Map - Sunday, Jan 14 10%
3. Work Plan 25%
  - community and questions - Friday, Feb 2 5%
  - questions and methods (Group) - Friday, Feb 9 5%
  - in-class presentation (Group) - Thursday, Feb 15 5%
  - final work plan (Group) - Friday, Feb 16 10%
4. Introducing Yourself to Yourself - Friday, Feb 23 10%
5. Final Project 40%
  - in-class presentation (Group) - Thursday, Mar 15 5%
  - project portfolio (Group) - Friday, Mar 23 35%
6. Learning Objectives - Friday, Mar 23 10%
7. Participation - Ongoing 5%
  - including in-class quizzes and sketch problems

### Diversity, Accessibility and Inclusion in the Classroom:

This course, and community design practice, is made stronger through the participation of students and practitioners with a wide range of abilities, identities, skills and experiences. As such, we're working to make this course as accessible as possible for students with diverse learning styles, abilities, disabilities, and needs. Think about it like universal design for education. So please do not hesitate to approach us, or to consult with the Student Disability Center [[sdc.ucdavis.edu](http://sdc.ucdavis.edu)] if you require particular accommodations.

Health Support: School is really important, but taking care of ourselves is more important! Student Health and Counseling Services [[shcs.ucdavis.edu](http://shcs.ucdavis.edu)] provide a variety of health services, and you should consult with them if you find yourself in need of specific physical or mental health support, and for preventative care. Also take a look at the Stress Resource supplement included on the course Canvas. Anne Han is our college's Counselor, she is available in 150 Mrak on Tuesday afternoons, Wednesday, and Thursday mornings, and speaks English and Mandarin. And while your medical diagnosis are your own stories to share or not, letting us know, in general terms, about circumstances that might impact your performance mean that we can work with you around accommodations, adjustments, and alternatives, to help you meet the requirements of the course.

UC Davis Preferred Name Policy: If you prefer and use a name other than your legal or given name you are welcome to change it in the UC Davis directory. Making this change means that your chosen name will be displayed in semi-public spaces like Canvas. Instructions for making the change can be found with the Registrar. [[registrar.ucdavis.edu/records/preferred-name.cfm](http://registrar.ucdavis.edu/records/preferred-name.cfm)]

Academic Integrity: Honesty, trust and integrity are absolutely essential in this course, and in community-based practice. As such UC Davis treats any academic dishonesty violations with the utmost seriousness. Please familiarize yourself with UC Davis' policies on academic integrity and dishonesty [[sja.ucdavis.edu/files/cac.pdf](http://sja.ucdavis.edu/files/cac.pdf)]. Also take advantage of the writing and study resources on campus, including the Student Academic Success Center [[success.ucdavis.edu/](http://success.ucdavis.edu/)]. And when in doubt, unsure, if you'd just like a little clarification please ask!

### Resources:

The course Canvas site has copies of the syllabus, assignments, readings, lecture slides and recordings.

We will use three plans throughout the quarter as examples of different methods and approaches to community design and participation.

Take some time early in the quarter to read the introductions of the plans, and get familiar with the cases.

- Asian Neighborhood Design–Prepared for Chinatown Community Development Center. 2008. A station for Chinatown: Community Design Guidelines for the Central Subway Chinatown Station. [AND]
- Office of City Council Speaker Melissa Mark-Viverito, Manhattan Community Board 11, Community Voices Heard, Manhattan Borough President Gale A. Brewer. 2016. East Harlem Neighborhood Plan. [EHNP]
- University of Ulster, School of Architecture and Design. 2013. Architecture and Community Engagement: Design for Childcare within Inner North Neighborhoods. [UU]

### Online Community Design Resources:

#### Tools and Cases:

ABCD Institute – [resources.depaul.edu/abcd-institute](http://resources.depaul.edu/abcd-institute)

Community Planning – [communityplanning.net](http://communityplanning.net)

Community Tool Box – [ctb.ku.edu](http://ctb.ku.edu)

Spatial Agency – [spatialagency.net](http://spatialagency.net)

Tactical Technology Collective – [tacticaltech.org](http://tacticaltech.org)

Universal Design Education – [udeducation.org](http://udeducation.org)

#### Organizations:

1+ – [theoneplus.org](http://theoneplus.org)

Association for Community Design – [communitydesign.org](http://communitydesign.org)

Architects/Designers/Planners for Social Responsibility – [adpsr.org](http://adpsr.org)

Asian Neighborhood Design – [andnet.org](http://andnet.org)

Hester Street Collaborative – [hesterstreet.org](http://hesterstreet.org)

UC Davis Center for Design in the Public Interest – [dipi.design](http://dipi.design)

# Steps of community design

Adapted from Hester, 1984

For better or worse the process of community design and planning isn't a straight line.

Instead it's messy and loopy, and circular, and takes a lot of time to get right, or at least good!

**Listening**

**Setting neighborhood goals**

**Mapping and inventory**

**Introducing the neighborhood to itself**

**Getting a gestalt**

**Drawing anticipated activity settings**

**Letting archetypes and idiosyncrasies inspire form**

**Making a conceptual yardstick**

**Developing a spectrum of design plans**

**Evaluating costs and benefits before construction**

**Transferring responsibility**

**Evaluating after construction**

**Listening**

**Setting neighborhood goals**

**Mapping and inventory**



## Notes on Reading, Listening + Looking:

The texts for this course come from a variety of fields (and in a variety of media) including landscape architecture, as well as planning, geography, journalism, art and design, cultural studies, and environmental management.

- Before you start reading find out a little bit about the source. Find out a little bit about the author, and think about the audience they might be addressing.
  - Read to understand the point of view of the piece. After reading ask yourself what was the story, thesis, or argument? Ask yourself what is the main idea you will take away from reading the piece?
  - Also be a critical reader. After you read try to identify the tools that were used to tell the story, prove the thesis or make the argument. Think about the style of writing, the graphics, the information or data presented.
  - Then try to evaluate. Ask yourself did the tools seem appropriate considering the main idea? Has the piece convinced you, do you buy the story, thesis or argument? If so what about the piece helped to convince you, if not what was missing or unclear?
  - After reading and evaluating the piece, what are your questions? Are there terms you still find confusing, details that are unclear, or ideas and topics that you want to know more about?
  - Finally is there something from this piece that you can use in your own work, a tool, an idea, a way of presenting information?
- .....

## Course Schedule

### WK1

tu jan 9 – introductions to community design

It's the first day so you're not expected to have done the reading, but take some time during the quarter to go back and read through them on your own.

**Salvin**, Peter. 2017. After coal, a small Kentucky town builds a healthier, more creative economy. *Yes! Magazine*. June 06.

[www.yesmagazine.org/new-economy/after-coal-a-small-kentucky-town-builds-a-healthier-more-creative-economy-20170606](http://www.yesmagazine.org/new-economy/after-coal-a-small-kentucky-town-builds-a-healthier-more-creative-economy-20170606)

**Sulaiman**, Sahra. 2016. Justice-oriented mobility advocates to 'untokenize' active transportation movement at November Convening. *StreetBlogLA*, September 20.

[la.streetsblog.org/2016/09/20/justice-oriented-mobility-advocates-to-untokenize-active-transportation-movement-at-november-convening](http://la.streetsblog.org/2016/09/20/justice-oriented-mobility-advocates-to-untokenize-active-transportation-movement-at-november-convening)

**Reed**, Eve. 2017. Social sustainability: Putting the heart into urban planning. *Tea & Water*, July 3.

[www.teaandwater.co/insights/cities/human-urban-planning/](http://www.teaandwater.co/insights/cities/human-urban-planning/)

additional resources:

**Arnstein**, Sherry. 1969. A ladder of citizenship participation. *Journal of American Institute of Planners*. 35(4):216-224.

**Shuman**, Anthony W. 2006. Introduction: The pedagogy of engagement. in Mary C. Hardin, Richard Anthony Eribes and Corky Poster (eds) *From the Studio to the Streets: Service-Learning in Planning and Architecture*. Sterling VA: Stylus Publishing. p1-15.

th jan 11 – community asset mapping

This week we'll be on campus working on your first assignment.

**Burns**, Janine C, Dagmar Pudrzynska Paul, Silvia R. Paz. 2012. Participatory Asset Mapping. Los Angeles: The Advancement Project – Healthy City Community Lab. pp6-14 and p40.

**Berkowitz**, Bill and Eric Wadud. ND. Chapter 3, Section 8. Identifying Community Assets and Resources. Community Tool Box. The Center for Community Health and Development at the University of Kansas.

[ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/identify-community-assets/main](http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/identify-community-assets/main)

fr jan 12

\*Group Project Site Preference Due\*

su jan 14

\*Campus Asset Mapping Due\*

## WK2

tu jan 16 – interests and values

Who we are, where we come from, and what we value will influence our perspectives on community design, engagement and planning.

Compare and contrast the different values and understanding presented in these pieces, and think about how they match, or are different from your own values.

**Kaufman**, Pamela. 2002. Place, community values and planning. in Janis Birkeland (ed) Design for Sustainability: A Sourcebook of Integrated Eco-Logical Solutions. London: Earthscan-Publications. pp105-108.

**Greenberg**, David Micah. 2012. How does community matter for community organizing? in James DeFilippis and Susan Sargert (eds.) The Community Development Reader, second edition, pp228-236.

**Stall**, Susan and Randy Stoecker. 2012. Community organizing or organizing community? Gender and crafts of empowerment. in James DeFilippis and Susan Sargert (eds.) The Community Development Reader, second edition, pp201-208.

choose one of:

**CBC**. 2010. First Nations resource development: Eco-warrior or eco-developer? Revision Quest, July 28.

[www.cbc.ca/revisionquest/2010/2010/07/28/july-28-july-31-first-nations-resource-development-eco-warrior-or-eco-developer/](http://www.cbc.ca/revisionquest/2010/2010/07/28/july-28-july-31-first-nations-resource-development-eco-warrior-or-eco-developer/)

**Purdy**, Jedediah. 2016. Environmentalism was once a social-justice movement: It can be again. The Atlantic. Dec 7.

[www.theatlantic.com/science/archive/2016/12/how-the-environmental-movement-can-recover-its-soul/509831/](http://www.theatlantic.com/science/archive/2016/12/how-the-environmental-movement-can-recover-its-soul/509831/)

**Hilliard**, David (ed). 2008. How did you guys start all those programs? + Landbanking. in The Black Panther Party: Service to the People Programs. pp57-58 and pp43-44.

additional resources:

**Hester**, Randolph T. 2006. Fairness. in Design for Ecological Democracy.

**Powys Whyte**, Kyle. 2016. Why the Native American pipeline resistance in North Dakota is about climate justice. The Conversation, September 16.

<http://theconversation.com/why-the-native-american-pipeline-resistance-in-north-dakota-is-about-climate-justice-64714>

**Chen**, Qian (Victoria), Charisma Acey and Jesus J. Lara. 2014. Sustainable futures for Linden Village: A model for increasing social capital and the quality of life in an urban neighborhood. Sustainable Cities and Society, 14:359-373.

th jan 18 – getting to know your group and community

During this first week of service start to document your impressions and reflections in your notebook.

Ask yourself : What did you see? What did it make you feel? What did it mean to you? What is one other thing it could mean?

Also start to chat with your group about how you all feel about group work: how do you like to communicate, what have been some good and not so good group experiences?

**Stein**, Judith. ND. Using the Stages of Team Development. Learning & Development, Cambridge MA: MIT Human Resources.  
[hrweb.mit.edu/learning-development/learning-topics/teams/articles/stages-development](http://hrweb.mit.edu/learning-development/learning-topics/teams/articles/stages-development)

**Stein**, Judith. ND. Decision-Making Models. Learning & Development, Cambridge MA: MIT Human Resources.  
[hrweb.mit.edu/learning-development/learning-topics/teams/articles/models](http://hrweb.mit.edu/learning-development/learning-topics/teams/articles/models)

**Pavitt**, Charles. 1990. Formal procedures for group decision making. in Small Group Communication: A Theoretical Approach. Public Domain. pp1-4.  
[www.uky.edu/~drlane/teams/pavitt/](http://www.uky.edu/~drlane/teams/pavitt/)

## WK3

tu jan 23 – asking good questions, listening + setting goals

This week we'll continue to think about how we can ask and hear about a community's assets and interests alongside their wants and needs.

**Hester**, Randolph. 1984. Planning Neighborhood Spaces with People.

Step One: Listening

Step Two: Setting neighborhood goals

Step Three: Mapping and inventory

**Ziesel**, John. 2006. Focused interviews + Standardized questionnaires. in Inquiry by Design. New York: WW. Norton & Company.

**O.U.R. Waterfront Coalition**. ND. Appendix 2 – Visioning Activity: A Day at the Waterfront. in A People's Plan for the East River Waterfront. p56.

**EHNP**

Arts & Culture pp24-27.

Open Space & Recreation pp32-35.

Affordable Housing pp82-83.

Appendix B – Surveys and Feedback, Survey Tool ppB5-B9.

Appendix B – Surveys and Feedback, Skim through Response Summary ppB10-B23.

th jan 25 – assets and interests in your community - service

If you are in your community this week take some time to ask questions of your partner try to think about the assets and interest in this community.

Also keep on chatting with your group and share some of your observations and ideas.

**NA**. ND. Important steps when building a new team. Learning & Development, Cambridge MA: MIT Human Resources.  
[hrweb.mit.edu/learning-development/learning-topics/teams/articles/new-team](http://hrweb.mit.edu/learning-development/learning-topics/teams/articles/new-team)

## WK4

tu jan 30 – sharing + gestalt

This week we'll look at ideas for sharing our findings, and ideas for getting groups to begin working together to explore their own engagement and understanding, and start to find commonality, or at least openly discusses differences and conflicts.

**Hester**, Randolph. 1984. Planning Neighborhood Spaces with People.  
Step Four: Introducing the neighborhood to itself  
Step Five: Getting to gestalt

### AND

Three: Community design process. pp9-10.

Appendix 2: Workshop 1 - Developing a shared vision. pp30-32.

Four: Community vision and goals. p11.

### EHNP

Arts & Culture - Objectives and Goals pp28-29.

Open Space & Recreation pp36-37.

Affordable Housing pp84-88.

**Bias**, Stacy. 2016. Flying While Fat.  
Watch the video and skim through the text  
[stacybias.net/flying-while-fat-animation](http://stacybias.net/flying-while-fat-animation)

**Parent**, Laurence. 2013. Crippling the Landscape Series 1 Québec City  
[www.radicalaffordances.ca/laurence-parent](http://www.radicalaffordances.ca/laurence-parent)

th feb 1 – asking community questions - service

[no additional readings]

fr feb 2

\*Community and Questions Due\*

## WK5

tu feb 6 – archetypes, idiosyncrasies and design

There is often a disconnect between what we hear from a community and what we actually design. This week we'll look at ideas to translate between what we've heard and the design solutions we might propose.

**Hester**, Randolph. 1984. Planning Neighborhood Spaces with People.  
Step Six: Drawing anticipated activity setting  
Step Seven: Letting archetypes and idiosyncrasies inspire form  
Step Eight: Making a conceptual yardstick

### EHNP

Appendix C ppC8-C13, skim ppC14-C33.

### UU

Project Briefing p4.

Briefing Event 1 + 2 p5-6

Outcomes from Scenario Planning Game and 'Ideas Wall' pp7-8.

Appendix B-C – Briefing Event 1 - 22nd February 2012 pp21-22.

th feb 1 – asking community questions - service

[no additional readings]

fr feb 2

\*Questions and Methods (Group) Due\*

## WK6

tu feb 13 – developing a spectrum

This week we look at ways to help communities stay engaged, and understand various design possibilities and opportunities.

**Hester**, Randolph. 1984. in Planning Neighborhood Spaces with People.  
Step Nine: Developing a spectrum of design plans

**AND**

Appendix 2: Workshop 2: Developing design concepts and guidelines. pp32-35

Five: Design Guidelines pp12-26.

**EHNP**

Arts & Culture - Objectives and Goals pp30-31.

Open Space & Recreation pp38-39.

Affordable Housing pp88-89.

**Spirn**, Anna Whiston. 1991. The West Philadelphia Landscape Plan

A Framework for Action. pp18-23.

The Market-Walnut Corridor. pp32-38.

th feb 15

\*In-Class Presentation (Group)\*

fr feb 16

\*Final Work Plan (Group)\*

.....  
Over the past few weeks we've talked about, and practiced, lots of different tools and methods for engaging communities in design and planning processes. For the last weeks of the class we'll think about our practice in a different way, reflecting on the different roles we might all choose to play as community design practitioners.

As you go through the readings each week think back to the first weeks of the course, and what values are expressed in each of these design practices. Think about which practices you're drawn to, and how they match your own values, assets and interests.  
.....



## WK7

tu feb 20 – environmental design + crafting, making and building

This week we'll look at some examples and ideas for a practice that focuses on built forms and objects.

Choose at least three of:

**Hester**, Randolph. 1984. in Planning Neighborhood Spaces with People.

Step Ten: Evaluating costs and benefits before construction

**Kéré - Architecture**: Primary School – Gando, Burkina Faso

project description: [kere-architecture.com/projects/primary-school-gando/](http://kere-architecture.com/projects/primary-school-gando/)

"Diébédo Francis Kéré – Architecture is awake-up call" Louisiana Channel. 2014.

[channel.louisiana.dk/video/diebedo-francis-kere-architecture-wake-call-0](http://channel.louisiana.dk/video/diebedo-francis-kere-architecture-wake-call-0)

**Perry**, Grayson. 2009. Let the artisans craft out future. in Glen Adamson (ed) The Craft Reader. London: Berg Publishers. pp552-553.

**Heringer**, Anna et al. 2013. Laufen Manifesto for a Human Design Culture.

[www.toposmagazine.com/laufen-manifesto-humane-design-culture/](http://www.toposmagazine.com/laufen-manifesto-humane-design-culture/)

video: [vimeo.com/85918400](https://vimeo.com/85918400)

**de la Peña**, Diane Jones Allen, Randolph T. Hester, Jeffrey Hou, Laura J. Lawson and Marcia J. McNally. (eds) Design as Democracy: Techniques for Collective Creativity. Washington DC: Island Press.

Chapter 7: Engaging the Making pp

Start with Building. Alex Gilliam pp

Pallet Furniture. Lauren Elder pp

th feb 22 – werq!

The next few weeks you will be following your own work plan to complete your final projects. You are expected to work in studio unless you are in your community. If you will be in your community you need to let the TA or instructor know beforehand. Every group needs to check-in with their TA or the instructor each week.

## WK8

tu feb 27 – illustrating and storytelling + community engaging and organizing

As an environmental designer you can use your illustrations, art, craft, and words to tell the story of the places and communities where you live, work and play.

This is a practice where you can share histories, assets and interests, and help to translate between these ideas and the possibilities for futures designs. You can also use all the same skills to organize with and in communities, to keep folks informed, to connect people to resources, support protest, and make sure their experiences, ideas and voice are heard by a wider audience, other professionals and decision makers.

Read Hester + choose at least two others:

**Hester**, Randolph. 1984. in Planning Neighborhood Spaces with People.

Step Eleven: Transferring responsibility

**Kolbeins**, Graham. 2013. Edie Fake. Radqueers #3.

[vimeo.com/84936829#t=205](https://vimeo.com/84936829#t=205) [just a note that if you start watching the video from the beginning there is some cartoon nudity and sexual content]

**gal-dem**. 2017. How to Start a Movement.

[www.tate.org.uk/art/how-to-start-a-movement](http://www.tate.org.uk/art/how-to-start-a-movement) [don't forget to click on links and watch embedded videos etc]

**Fowler**, Kate. 2017. The work of place keeping in eastern Kentucky. Oxford America: A Magazine of the South. May 26.

[www.oxfordamerican.org/item/1223-i-couldn-t-make-my-films-anywhere-else](http://www.oxfordamerican.org/item/1223-i-couldn-t-make-my-films-anywhere-else) [don't forget to click on links and watch embedded videos etc]

**Fathers & Families of San Joaquin**. 2015. This is the community we need to create. Progressive Planning Magazine. Spring.

**Demetrakas**, Johanna, Haskell Wexler, Labor Community Strategy Center. 2000. Bus Riders Union. [watch at least the first 15 mins]

[pt1] [www.youtube.com/watch?v=T2VF8sovHMM](https://www.youtube.com/watch?v=T2VF8sovHMM); [pt2] [www.youtube.com/watch?v=ih3aeXOS57s](https://www.youtube.com/watch?v=ih3aeXOS57s) pt2; [pt3] [www.youtube.com/watch?v=wFPtic8JIB0](https://www.youtube.com/watch?v=wFPtic8JIB0)

th feb 29 – werq!

## WK9

tu mar 6 – public service + private practice + research

Sometimes community design is practiced from a distance as environmental designers make their way into public service with roles in government, in large non-profit organizations and foundations. Private firms might have their own in-house community design teams. Also environmental designers might use research to contribute to the thinking around the practice or some element of people and place that becomes part of the public conversation and design.

read Birkeland + choose two others

**Birkeland**, Janis. 2002. Design for Sustainability: A Sourcebook of integrated Eco-Logical Solutions. London: Earthscan Publication.

Chapt 11.1 Legislative environmental controls

**NOVUS**. 2014.

No 0. A Manifesto From the Coalface of Public Planning

No 1. Planning by Committee

publicplanners-blog.tumblr.com

**New York Foundation**, The Center for Urban Pedagogy (CUP), and The Building Movement Project. 2016. Engage to Change: From Client Feedback to Participant Involvement.

1+

About us, theoneplus.org/content/about-1

FAQ for Designers, theoneplus.org/content/faq-designers

**Gehl**, Jan and Brigitte Svarre [Karen Steenhard tr.]. 2013. Counting, mapping, tracking and other tools. in How to Study Public Life. Washington DC: Island Press. 21-36.

**SLAB** - Ho Chi Minh City Sidewalk Exhibition, slab.today/2015/02/hcmc-exhibit/

Thoai, Tran-Binh Minh. 2014. HCMC's sidewalk use should be model for urban communities: US professor. Tuoi Tre News. January 14.

tuoitrenews.vn/society/16835/hcmcs-sidewalk-use-should-be-model-for-urban-communities-us-professor

[read the local article, and skim through the research site]

th mar 8 – werq!

## WK10

tu mar 13 – time

One thing that's probably become clear over the course of the quarter is that community design takes time, lot's of time. This week we'll catch up with one of our cases to see what's happened since the initial community engagement.

**Kwong**, Jessica. 2014. Open space is a key feature for future Central Subway station. San Francisco Examiner. September 8.

<http://www.sfexaminer.com/open-space-is-a-key-feature-of-future-central-subway-station/>

**Brinklow**, Adam. 2017. The central subway: San Francisco's new line to Chinatown: Everything you need to know. San Francisco Curbed. September 20.

<https://sf.curbed.com/2017/7/25/16019566/chinatown-san-francisco-central-subway>

th mar 15

\*In-Class Presentation (Group)\*

## WK Finals

fr mar 23

\*Project Portfolio (Group)\*

\*Learning Objectives\*

## **EXHIBIT B**

### **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 connection 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.

## **FUNDING AGREEMENT**

### **SPECIFIC PLAN AND EIR FOR THE EXPANSION OF WESTMINSTER GARDENS**

This Funding Agreement (“**Agreement**”) is made and effective as of \_\_\_\_\_ (“**Effective Date**”), by and between the City of Duarte (“**City**”), and HumanGood SoCal, a California Nonprofit Corporation, (“**Applicant**”). City and Applicant 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**

A. Applicant is the owner of that certain real property (“**Property**”) located within the City of Duarte, County of Los Angeles, California, generally described as 1420 Santo Domingo Avenue, Duarte, California, 91010.

B. Applicant is contemplating the project defined as the WESTMINSTER GARDENS EXPANSION SPECIFIC PLAN and EIR. Applicant will be submitting applications (collectively, the “**Application**”) for various discretionary land use approvals for the development of the Property including, but not limited to, a Specific Plan and environmental documents pursuant to the California Environmental Quality Act (“**CEQA**”). For purposes of this Agreement, all of the above shall be referred to collectively as the “**Project**.” The Parties acknowledge that the preparation of a Project description is part of the work to be performed.

C. To provide City with the environmental services, planning services, fiscal services, special legal services, and information necessary to City’s review process concerning the Project, it is necessary for City to retain the services of a professional consultant (“**Consultant**”).

D. As a condition to City’s completion of the review process concerning the Project, Applicant has agreed to fund Consultant costs and expenses related to City’s review process in the manner and amounts set forth in this Agreement. Applicant’s payments under this Agreement are for the purpose of ensuring that City has the necessary resources to diligently and efficiently process the Application.

#### **2. CITY TO RETAIN CONSULTANT**

A. As a necessary and indispensable part of its fact-finding process relating to the review of the Project, City will retain, by means of a contract (“**Consultant Contract**”) in its sole discretion, the services of Consultant set forth in Section 3 of this Agreement and to provide such information and analysis as City deems necessary in its sole discretion. Applicant has no objections to Consultant identified in Section 3 of this Agreement.

B. Applicant agrees that, notwithstanding Applicant’s funding obligations under this Agreement, the selected by City shall be the contractor of City and not of Applicant for purposes of City’s review and processing of the Project. Except for those disclosures required by law



including, without limitations, the Public Records Act, all conversations, notes, memoranda, correspondence, and other forms of communication by and between City and Consultant shall be, to the extent permissible by law, privileged and confidential and not subject to disclosure to Applicant. Applicant agrees that it shall have no claim to, nor shall it assert any right in, any reports, correspondence, plans, maps, drawings, news releases, or any and all other documents or work product produced by Consultant pursuant to the Consultant Contract. Applicant understands that it shall not be a third party beneficiary to the Consultant Contract.

C. Applicant agrees to cooperate in good faith with City in order for City to direct the work of Consultant. Applicant agrees that it will instruct its agents, employees, consultants, contractors and attorneys to reasonably cooperate with City and to provide all necessary documents or information reasonably requested of them by City; provided, however, that the foregoing shall not require the disclosure of any documents or information of Applicant which by law is privileged, proprietary, confidential, or exempt from disclosure under the Public Records Act.

D. Applicant agrees to refrain from contacting, directing, managing, or in any way communicating with Consultant regarding the Project, without prior written approval of City. Applicant agrees that City, and only City, shall provide direction and shall communicate with Consultant regarding the Project, unless Applicant has received from City prior written approval to contact or otherwise communicate with Consultant.

### **3. SELECTION OF CONSULTANT**

City has selected Moore Iacofano Goltsman, Inc., a California Corporation, dba MIG, as Consultant.

### **4. APPLICANT'S PAYMENT OF CITY APPLICATION FEES AND CONSULTANT FEES; INITIAL DEPOSIT; ADDITIONAL PAYMENTS**

A. Consultant Fees. The City's agreement with Consultant has been approved with a total maximum cost of **four-hundred and four thousand, four hundred and eighty dollars (\$404,480)** ("Consultant Fees"). Applicant agrees to pay fifty percent (50%), or **two hundred and two thousand, two hundred and forty dollars (\$202,240.00)** of the costs of Consultant pursuant to the Consultant agreement prior to Consultant beginning work. Applicant agrees to pay the balance, up to **two hundred and two thousand, two hundred and forty dollars (\$202,240.00)**, when the Consultant reaches approximately 40% project completion, within twenty one (21) days of a request for such payment by City. It is the intent of the Parties that Applicant pay the entire cost of Consultant for the work performed pursuant to the City's agreement with Consultant. City shall not be required to advance its own funds to pay Consultant.

B. Application Fees. In addition to Consultant Fees, Applicant shall be responsible for City application fees to cover City costs. Applicant has paid to City an initial application fee of **five thousand dollars (\$5,000)**. Applicant shall pay an additional **twenty thousand, nine hundred dollars (\$20,900)** to cover City costs related to Applicant's application prior to Consultant beginning work. Additional fees will be required if a Development Agreement is a part of the process and will be addressed under a separate agreement.

C. Applicant acknowledges and agrees that, despite City's efforts to hire a qualified Consultant, it is possible that the work of Consultant may, in City's opinion, prove to be deficient, which may in turn lead to City refusing to pay some portion of Consultant's bills and/or City terminating the services of Consultant. In such situations, City may assign, and Applicant shall accept, the obligation of resolving and/or paying any outstanding bills of Consultant for work performed through the date of termination of Consultant's services. If litigation ensues concerning the terminated Consultant's bills, Applicant shall indemnify, defend, and hold harmless City solely related to the cost of work performed by Consultant through the date of termination pursuant to the Consultant Contract. This indemnification obligation shall not extend to any other claims made by Consultant against City, including without limitation claims of wrongful termination, discrimination, or harassment. Defense of and any potential liability associated with any such claims shall be the sole responsibility of City. In any situation in which Consultant is discharged, City may retain another consultant at Applicant's expense.

## **5. CITY TO RETAIN ABSOLUTE DISCRETION**

A. Applicant acknowledges and agrees that notwithstanding Applicant's payment obligations under this Agreement, City is not obligated to approve any or all of the proposed uses or permits under the Project or any environmental documents or general plan, specific plan, municipal code amendments, tract maps, use permits, or any other approvals that may be required for the Project. Applicant warrants and represents that no City official, officer, employee, agent, or attorney has represented, expressly or impliedly, that City will approve any entitlement for proposed uses of the Property under the Project. Applicant understands that there may be numerous legislative and quasi-judicial decisions to be made by City with regard to the Project; that all such decisions of City with regard to the Project and the Property and the contemplated uses of the Property will be made only after compliance with all City's statutory and other legal obligations and after considering all appropriate information and evidence; and that such evidence may cause City to disapprove the Project and any or all of the contemplated uses of the Property. Notwithstanding anything in this Agreement to the contrary, City retains all authority and discretion granted to it by law to approve, disapprove, or modify the Project or any of the proposed uses of the Property under the Project.

B. Applicant further understands that City shall not be bound by any recommendations or conclusions reached by Consultant and that City may accept or reject, in whole or in part, any such recommendations or conclusions that City, in its sole discretion, deems to be unreasonable or contrary to City's land use ordinances and regulations or State statutes or regulations, and that the City Council may reject any application for a legislative decision, including but not limited to a General Plan Amendment or zone change, for any reason or no stated reason. This paragraph shall not be construed as a waiver of any claims that Applicant may have under the due process and/or equal protection clauses of the U.S. and California Constitutions.

## **6. TERM**

A. The term of this Agreement shall commence on the date that this Agreement is approved by City and fully executed by the Parties and shall terminate when all work required by the Consultant Contract has been completed to City's reasonable satisfaction and Applicant has

satisfied all of its obligations under this Agreement including, without limitation, the obligation to pay City whether or not paid by City to Consultant prior to the date of termination.

B. For good cause, City may terminate this Agreement prior to the term set forth above, without cost or liability to City, upon thirty (30) days' prior written notice to Applicant. Applicant, upon thirty (30) days' prior written notice, may, in its reasonable and sole discretion, terminate this Agreement prior to the end of the term set forth above; provided, however, that Applicant has (i) satisfied all of its obligations under this Agreement regarding payment(s) to City, and (ii) given City written notice withdrawing its application(s) for the Project. Within two (2) City working days following either City's decision to terminate this Agreement or City's receipt of written notice indicating Applicant's decision to terminate this Agreement, City shall notify Consultant and instruct Consultant to cease work under the Consultant Contract. Consultant shall be instructed to invoice City for any work completed prior to the date of early termination of the Consultant Contract so that City may provide invoice(s) to Applicant for payment, if applicable.

## **7. NO UNDUE INFLUENCE**

Applicant 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 Applicant, or from any officer, employee, or agent of Applicant, in connection with the award of this Agreement. Applicant further warrants that it has not employed or retained any company or person other than a bona fide employee working for Applicant, 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.

## **8. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES**

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

## **9. 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 (i) personal service; (ii) 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; (iii) 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 (iv) e-mailing the notice to the e-mail addresses as set forth below:

If to City: City of Duarte

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Attn: \_\_\_\_\_

1600 Huntington Drive

Duarte, California 91010

If to Applicant: HumanGood SoCal, a California Nonprofit Corporation

Attn: Orest Dolyniuk (email: [orestd@beacondevgroup.com](mailto:orestd@beacondevgroup.com))

1900 Huntington Drive

Duarte, CA 91010

#### **10. 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 Applicant 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 Applicant shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

#### **11. 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.

## **12. 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.

## **13. 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.

## **14. CONFLICTS OF INTEREST**

Applicant represents, warrants, and covenants that it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Applicant's obligations and responsibilities under this Agreement. Applicant further agrees that while this Agreement is in effect, Applicant 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 Applicant's obligations and responsibilities under this Agreement.

## **15. 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.

## **16. 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.

## **17. 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.



## **18. 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.

## **19. 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 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 Applicant has executed or caused this Agreement to be executed by its duly authorized officer(s).

**CITY OF DUARTE**

\_\_\_\_\_  
Brian Villalobos

City Manager

Date: \_\_\_\_\_

**APPLICANT**

HumanGood SoCal, a California Nonprofit Corporation

By:                     *Andy McDonald*                      
Andy McDonald

Its: Chief Financial Officer

Date: 8/7/2023

**ATTEST**

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_

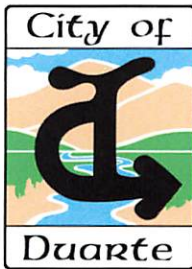
Its: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM**  
RUTAN & TUCKER, LLP

\_\_\_\_\_  
City Attorney, City of Duarte

Date: \_\_\_\_\_



# AGENDA REPORT

MEETING DATE: August 22, 2023

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Discuss and appoint City Council Community Center Renovation Ad Hoc Committee

RECOMMENDATION: Establish a Community Center Renovation Ad Hoc Committee and appoint three City Council members to serve.

FISCAL IMPACT: None.

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## BACKGROUND

Pursuant to Chapter 2.31 – Ad Hoc Committees, of the City of Duarte Municipal Code, City Council may choose to establish an ad hoc committee, comprised of less than a quorum of the legislative body, for a limited purpose. An ad hoc committee will be dissolved once its specific task is completed.

On February 28, 2023, the City Council approved a Professional Services Agreement with LPA for conceptual design services of the initial phase of the Civic Center Master Plan. With the intent to lay out a plan for the future of our Civic Center facilities and improve the overall level of service to the public in a financially sustainable way, the approved plan consist of three planning phases; 1) Exterior Improvements to Civic Center buildings, 2) Full interior renovation of City Hall and furniture systems replacement, and 3) Community Center Renovation entailing a transformation of the Community Center building into a permanent City Council Chamber.

## DISCUSSION/ANALYSIS

Since the agreement was approved, City staff and LPA have focused heavily on phases one and two but are now ready to move forward with the third and final phase of planning. Based on the deliverables for the third phase, a City Council Community Center Renovation Ad Hoc Committee would be empowered to make recommendations to transform the current Community Center building into a permanent Council Chambers. Composed of three City Councilmembers, the City Council Community Center Renovation Ad Hoc Committee may consider building development including:

- Design of permanent dais and public seating;
- Workshop/study session configuration and layout;
- Closed session meeting space design;

- Audio and visual updates to the space

Note, the term of this ad hoc committee would conclude at the time conceptual designs for the Initial Civic Center Master Plan are presented in their entirety to City Council for further recommended action and/or to receive and file.

#### RECOMMENDATION

Establish a Community Center Renovation Ad Hoc Committee and appoint three City Council members to serve.

#### FISCAL IMPACT

None.