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, MAY 14, 2024
7:00 PM

6:30 PM - CLOSED SESSION
CITY COUNCIL CHAMBERS,
1600 HUNTINGTON DRIVE,
DUARTE, CALIFORNIA 91010

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

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

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

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

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

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

6:30 PM CLOSED SESSION - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

    A. City Manager Written Comments

2. ADOPTION OF THE AGENDA

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS - Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.

4. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL AND LABOR NEGOTIATOR - The Closed Session is authorized by the Government Code Sec. 54957.6. AGENCY NEGOTIATOR: Kristen Petersen, Assistant City Manager and Director of Administrative Services; Katy Suttorp, Burke Williams & Sorensen, LLP, Outside Legal Counsel. EMPLOYEE ORGANIZATION: SEIU Local 721 Management and Professional Employees and General Employee Units

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

5. CALL TO ORDER AND ROLL CALL

6. PLEDGE TO THE FLAG

7. CITY ATTORNEY CLOSED SESSION REPORT

8. SPECIAL ITEMS

    A. Older Americans Month Proclamation and Senior Volunteer of the Year

    B. Asian/Pacific - American Heritage Month Proclamation

C. Community Development Department Update

D. Parks and Recreation Department Update

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

11. CONSENT CALENDAR

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

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

C. Approval of Minutes - April 23, 2024 Special Meeting, April 23, 2024 Regular Meeting and April 30, 2024 Special Meeting (CC/HA/FA)

Approve the minutes of April 23, 2024 and April 30, 2024.

D. Approval of Warrants - May 14, 2024 (CC/HA/FA)

Approve the warrants of May 14, 2024.

E. Receive and File the Community Development Department Update

Receive and file the Community Development Department update.

F. Receive and file the Parks and Recreation Department Update

Receive and file the Parks and Recreation Department Update.

G. All City Management Services Agreement for Crossing Guard Services

Authorize the City Manager to execute the All City Management Services Agreement for Crossing Guard Services in the amount of $141,000.

H. Adoption of Resolution No. 24-04 to set Public Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts

Adopt Resolution No. 24-04 to Set Public Hearing for June 25, 2024.

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

13. PUBLIC HEARINGS - None

14. BUSINESS ITEMS

A. Exclusive Negotiating Agreement between the City of Duarte, acting as the Duarte Housing Authority, and Jamboree Housing Corporation for the property at 2400 Huntington Drive

Approve, and authorize the City Manager to sign, an Exclusive Negotiating Agreement with

Jamboree Housing Corporation to negotiate the terms of a property sale and development.

B. Lease Agreement with Envision Ford for the construction of a new freeway sign, including City use of the sign and City share of sign cost

Authorize the City Manager to sign a lease agreement between the City and Envision Ford that includes City use of the sign and City payment of $500,000 toward the cost of the sign.

C. Award of Contract - Beardslee Park Restroom Replacement Project, Site Work (24-10)

1) Award the construction contract for the Beardslee Park Restroom Replacement Project, Site Work, to Golden Sun Enterprise, Inc., as the lowest responsive and responsible bidder in the amount of $149,777, in addition to a ten percent contingency and 2) Approve a total project budget amendment of $164,755 from the General Fund.

D. Job Description and Salary Schedule for Recreation Manager

Approve the job description and salary schedule for the position of Recreation Manager, amend the City-Wide Salary Schedule and include funding for the position in the 2024/25 budget.

E. Discussion of Los Angeles County Chief Executive Office Pathway Home Program

Receive and file the report regarding the Los Angeles County Chief Executive Office Pathway Home Program.

15. CONTINUATION OF ORAL COMMUNICATIONS

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

17. ADJOURNMENT - In memory of Greg Prodigalidad, Yvonne Bullock, and Mark King.

AFFIDAVIT OF POSTING

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

Dated this 9th day of May, 2024

Annette Juarez, MMC
City Clerk

ITEM: 1.A

City Manager Written Comments

Recommended Action:

Attachments:
1.A - May 14 2025 CM Comments.pdf

MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: May 7, 2024
SUBJECT: Comments on Agenda Items, Meeting of May 14, 2024

ITEM 8.A. (Special Items). Older Americans Month Proclamation and Senior Volunteer of the Year Recognition - Every May, the Administration for Community Living leads the nation's observance of Older Americans Month (OAM). This year's theme is *Powered by Connection*, which recognizes the profound impact that meaningful relationships and social connections have on our health and well-being. At the same time, the City of Duarte takes the opportunity to also recognize its older adults that have contributed volunteer hours to the Senior Center and selects its Volunteer of the Year. This year's Duarte Senior Center Volunteer of the Year is Marion Stone.

ITEM 8.B. (Special Items). Asian/Pacific American Heritage Month Proclamation - To honor the achievements and contributions of Asian/ Pacific-Americans, the United States Congress has designated the month of May each year as "Asian/Pacific American Heritage" Month.

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

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

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

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

ITEM 11.G. (Consent Calendar). All City Management Services Agreement (Crossing Guards) - In 2019, the City made the decision to contract with All City Management Services (ACMS) for the provision of crossing guard services. Prior to that, the City had been responsible for hiring and training crossing guards, with costs shared between the City, Duarte Unified School District (DUSD) and California School of the Arts (CSArts). The ACMS agreement is an annual arrangement requiring City approval. Separate agreements with DUSD and CSArts specify their approval of the ACMS agreement and acceptance of 50% of associated costs. These agreements remain in effect unless modified. DUSD and CSArts collaborate with the Public Safety Department to determine crossing guard locations and operating hours. For the 2024/25 school year, DUSD requests five crossing guards, while CSArts requests two. The All City Management Services Agreement for Crossing Guard Services for the Fiscal Year 24/25 is $141,000. However, DUSD and CSArts will cover 50% of the cost, resulting in a $70,500 impact on the budget.

ITEM 11.H. (Consent Calendar). Resolution No. 24-04 - Setting a Public Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts - Each year, City Council holds a Public Hearing to establish property assessments for the Citywide Landscape and Lighting Assessment District and for the City's Neighborhood Districts. The hearing will be held on June 25, 2024. Resolution 24-04 declares the City's intention to hold that public hearing. This is part of the annual process required to continue property assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts. The collection of the Citywide Assessment provides $698,245 to be used to fund maintenance of park and city street lighting. The neighborhood special district assessment provides $315,088 for maintenance in the city's various neighborhood zones.

ITEM 14.A. (Business Items). Exclusive Negotiating Agreement - Between the City of Duarte, Acting as the Duarte Housing Authority, and Jamboree Housing Corporation for the Property at 2400 Huntington Drive - The Duarte Housing Authority owns the 20,167 square foot property at 2400 Huntington Drive. This property was purchased in 2003 by the Redevelopment Agency and was designated for affordable housing. It has been designated in the past three housing elements as a location for affordable housing and in the most recent housing element, the City agreed to market the property for development. The 2021-2029 Housing Element, certified by the California Housing and Community Development Department (HCD), required the City to begin the process of marketing this site for development in 2023. So, last year Staff began that process. The San Gabriel Valley Regional Housing Trust (SGVRHT) agreed to assist the City in the development of the site. The SGVRHT funded a concept plan process that provided the City with a concept development plan and a financial analysis to determine development feasibility. It also assisted the City in a Request for Proposal (RFP) process. The proposed Exclusive Negotiating Agreement (ENA) is attached as Exhibit A. The ENA period allows Jamboree the time to work out a development plan, to meet with neighboring properties that could be acquired to improve the development site, to seek funding sources to finance a development, to formulate its opinion of the property value, to develop a development pro forma and to prepare a final offer to the City for purchase and development. The draft ENA sets a 12 month negotiating period which is typical for developments that need outside funding and where property assembly is one of the goals. During the negotiating period the City will have a financial consultant independently review Jamboree's pro forma. The ENA period will result in the development of a purchase, sale and development agreement (PSDA) for the sale and development of the site. The PSDA will come back to the City Council for review and action.

ITEM 14.B. (Business Items). Lease Agreement with Envision Ford for the Construction of a New Freeway Sign - Envision Motors recently purchased the Ford Lincoln dealership at 1031 Central Avenue. The company owns several dealerships throughout California and has optimistic expansion plans for the Duarte location. One of the first steps in the expansion plan is the installation of a new freeway oriented sign. Envision Motors hired Electra-Media, Inc (EMI), Southern California's largest digital reader board maintenance and installation company, to develop a plan for a new sign. The proposed sign will use the current sign structure and will be approximately the same size as the existing sign but will have a new high-resolution reader board. Envision Motors is requesting that Duarte lease message space on the sign and assist in the cost of sign installation. The proposed lease agreement would allow the City 15% of the hourly message time. The lease agreement will be for a 10 year period. In emergency events, the City would receive an additional 5% of time each hour. The proposed City financial assistance is $500,000. The total cost of the new sign is $833,532. While the lease agreement for City time on the freeway sign and payment is the primary issue, the proposed expansion will be a financial advantage to the City. The revenue generated from permits for the sign , and the proposed new building (building permits) and expected increase in sales taxes in the future will far exceed the proposed $500,000 in assistance.

ITEM 14.C. (Business Items). Award of Contract - Beardslee Restroom Demolition and Foundation Preparation - Back in November of 2023, the City Council approved the purchase of a new prefabricated restroom building for Beardslee Park. As detailed by staff then, separate from the cost of the prefabricated restroom building and prior to the delivery of the unit from the Public Restroom Company, the City would be responsible for securing a general contractor, through its formal public bidding process, to demolish the existing restroom building in the park-site, prepare the foundation/pad, pull wire, complete all final tie-ins to the electrical panel, and make all final plumbing connections. On March 28, 2024, the City published an invitation to bid on the Beardslee Park Restroom Replacement Project, Site Work – Project 24-10, in accordance with Duarte Municipal Code (DMC) Section 2.36.060. On April 22, 2024, the City received five (5) bids for the subject project. However, on April 24, 2024, the original lowest bidder, Amazing

Electric, Inc., withdrew their bid, citing that they missed critical line items in their bid form. Therefore, the remaining four (4) bids were reviewed for responsiveness to the bid specification requirements. The following results were determined to be in conformance with the bid documents and specifications. Therefore, staff recommends that the bid be awarded to Golden Sun Enterprise, Inc., as the lowest responsive and responsible bidder in the amount of $149,777. The total project cost is $164,755, which is the contract amount with a ten percent contingency.

ITEM 14.D. (Business Items). Job Description and Salary Schedule of Parks and Recreation Manager - The City of Duarte has a full-time position called Recreation Superintendent that has been vacant since 2012. The Parks and Recreation Department would like to fill this position but would like to revise the title to Recreation Manager and reevaluate the salary range. As the Department continues to reshape and grow its programs, services, and events, it's become apparent that the Parks and Recreation Department needs additional support to help manage the day-to-day operations and can no longer be the sole department exclusive of a manager position in its organizational structure. Filling this manager position after being vacant for 12 years and given the reduction of a full-time Recreation Supervisor for the last three years, will enable the department to be more creative and innovative in its work and reach its very ambitious goals for the Duarte of the future. Based on a review of surrounding cities, changing the title to Recreation Manager is more in line with industry standards. In looking at our existing salary table and the salaries for recreation managers in surrounding cities we are recommending a salary range of $9,100-$11,122. Funding for the position would be the General Fund and if approved, we would hope to open the recruitment immediately and fill the position in July 2024.

ITEM 14.E. (Business Items). Discussion of County CEO's Pathway Home Project - After declaring a state of emergency on homelessness in January 2023, the Board of Supervisors authorized efforts to streamline hiring, contracting, purchasing, grants, and real estate processes. This has enabled the County to expand, enhance and expedite elements of its homeless services system, giving rise to Pathway Home. Pathway Home has also been made possible by Measure H, a voter-approved ¼-cent sales tax. Pathway Home begins with outreach teams developing trusting relationships with people at an encampment, helping them get treatment for immediate medical needs, and offering them immediate and diverse options for interim housing, including partnerships with partner hotels. The CEO directly enters into a lease agreement with hotel/motel owners and works closely with cities to identify candidates within the city to be housed. The site provides 24/7 wrap around services, on site nursing services, and private security. The CEO has identified a potential Pathway Home location in the City of Monrovia, located at 1125 Huntington Drive, Monrovia, otherwise known as the "Quality Inn." The locations on site provider will be Volunteers of America Los Angeles which will have on site 24/7 services. Additionally, the owner of the hotel and his family will be living on site and plan to retain their staff to clean the rooms and the property. Garda security services will provide on site security and any incidents occurring on the site will be handled by the Monrovia Police Department (MPD) and the Monrovia Fire Department. MPD and the Sheriff's Department will conduct frequent patrol checks of the front of the location along Huntington Drive. This site will house 10 people experiencing homelessness (PEH) from the City of Monrovia, 10 PEH from the City of Duarte, and 10 PEH from the Monrovia, Arcadia, and Duarte unincorporated areas. The 10 PEH from Duarte will be selected with the input of Outreach Coordinator Tony Hadloc. This agreement would be for two years with an option for two 6 month extensions.

ITEM: 8.A

Older Americans Month Proclamation and Senior Volunteer of the Year

Recommended Action:

Attachments:
8.A - Older Americans Proclamation.pdf

City of Duarte

PROCLAMATION

OLDER AMERICANS' MONTH

WHEREAS, May is Older Americans' Month, a time for us to recognize and honor Duarte's older adults and their immense influence on every facet of American society; and

WHEREAS, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, Duarte must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness; and

NOW, THEREFORE, BE IT RESOLVED that the City of Duarte hereby proclaims May 2024 as Older Americans' Month in the City of Duarte. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community. We call upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

ATTEST:

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Vinh Truong, Mayor

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Annette Juarez, City Clerk

City of Duarte

ITEM: 8.B

Asian/Pacific - American Heritage Month Proclamation

Recommended Action:

Attachments:
8.B - Asian Pacific - American Heritage Month Proclamation.pdf

City of Duarte

PROCLAMATION

ASIAN/PACIFIC – AMERICAN HERITAGE MONTH

WHEREAS, the fabric of our community is enriched and strengthened by the rich cultural diversity of the individuals and groups who comprise its neighborhoods; and

WHEREAS, the Asian/Pacific-American community represents many nations, cultures, languages and ethnicities; and

WHEREAS, the City of Duarte's population is more than 16 percent Asian American and Pacific Islander by 2020 Census estimates, and includes devoted community members; and

WHEREAS, the values and traditions of the Asian/Pacific-American community have contributed to the growth and stability of our City; and

WHEREAS, to honor the achievements and contributions of Asian/Pacific-Americans, the United States Congress has designated the month of May each year as "Asian/Pacific-American Heritage" Month; and

WHEREAS, the City of Duarte recognizes and appreciates the legacy of ingenuity, perseverance, and achievement of Asian/Pacific-Americans; and

WHEREAS, the City of Duarte encourages all residents to honor our community members of Asian/Pacific-American heritage, and celebrate our rich cultural diversity; and

NOW, THEREFORE, BE IT RESOLVED that the City of Duarte hereby proclaims May 2024 as ASIAN/PACIFIC-AMERICAN HERITAGE MONTH in the City of Duarte.

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Vinh Truong, Mayor

ATTEST:

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Annette Juarez, City Clerk

ITEM: 11.C

Approval of Minutes - April 23, 2024 Special Meeting, April 23, 2024 Regular Meeting and April 30, 2024 Special Meeting (CC/HA/FA)

Recommended Action:
Approve the minutes of April 23, 2024 and April 30, 2024.

Attachments:
11.C - Special Meeting Minutes - April 23, 2024.pdf
11.C - Minutes - April 23, 2024.pdf
11.C - Special Meeting Minutes - April 30, 2024.pdf

CITY OF DUARTE

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

TUESDAY, APRIL 23, 2024 – 5:00 PM

1. CALL TO ORDER

Mayor Truong called the Special Meeting to order at 5:11 p.m.

ROLL CALL:

Councilmembers Present:	Finlay, Kang, Lewis (arrived at 5:33 p.m.), Schulz, Martin Del Campo, Garcia, Truong
Councilmembers Absent:	None
Staff Present:	Brian Villalobos, City Manager Kristen Petersen, Assistant City Manager / Director of Administrative Services Craig Hensley, Director of Community Development Manuel Enriquez, Director of Parks and Recreation Larry Breceda, Director of Public Safety Services Annette Juarez, City Clerk Stephanie Sandoval, Public Works Manager Frances Jimenez, Deputy City Clerk

2. ORAL COMMUNICATIONS – ITEMS LISTED ON THIS AGENDA

None.

3. FIVE YEAR CAPITAL IMPROVEMENT PROJECT WORKSHOP

City Manager Villalobos thanked the council for attending; explained that the goal of the meeting was to solidify the CIP so that it can be incorporated into the budget; and commended the department heads for putting together the list of projects within the budget and their departments workload.

He gave a presentation on the various projects listed that fell under the categories of streets and roads, NPDES, municipal buildings, grounds, parks and trails as well as future projects.

Following questions posed by Council, clarification was made regarding the traffic signal project completion at Central Avenue.

Discussion ensued regarding the Huntington Drive median projects and the available funds that can be utilized.

City Manager Villalobos highlighted the Town Center project and the continued work with the property owners to bring in tenants and assist with site enhancements so as to further economic development. The goal is to reduce the number of ownerships with the potential for a property management company to oversee both properties.

He provided a brief overview regarding the Duarte Park revitalization project, fitness center pool area assessment, and city hall improvements.

Per City Council questions, Director of Parks and Recreation Enriquez provided an explanation for the need of new AV equipment inside Council Chambers.

The Council discussed the possibility of purchasing a public safety office and the current rent prices of the existing office space. Staff clarified the current terms of the lease extension approved on April 9, 2024 and explained the need for sufficient parking. Further discussion occurred regarding building on the vacant lot at Pops Rd., creating a parking structure and considering various office locations. Staff confirmed they can look at different options in the coming years before the lease extension term is up.

Assistant City Manager and Director of Administrative Services Petersen placed emphasis on the 2024-25 specific project totals as the budget will be approved in the following weeks, the following fiscal years include future projects that have room for changes.

Public Works Manager Sandoval provided a quick summary on PS&E and why it is necessary for the Huntington Drive Street Rehabilitation project; and further clarified that aspects from the Safe Routes to School plan would be incorporated into projects as they are able to.

The City Council expressed concern regarding the traffic calming on Royal Oaks and lack of safety for both pedestrians and drivers. Staff confirmed that this issue was identified within the Safe Routes to School plan.

Discussion was had regarding the type of funding that can be used for various projects.

Staff shared their opinion on the timeline of landscaping, median and street rehabilitation projects.

It was the consensus of the City Council to allocate $2 Million in ARPA funds for the median projects.

Staff brought up the possibility of hiring grant writers to increase opportunities of receiving funds.

Discussion ensued regarding setting aside money to incentive the owners of the Town Center to obtain new tenants and alternate options for the future.

Staff confirmed that the topic can be revisited in preparation for the 25/26 budget and money can then be allocated for different options when it comes to improving the Town Center whether that be by using legal fees, code enforcement processes or further incentivizing. Director of Public Safety Services Breceda emphasized that we can only improve per the code what is existing.

The Council expressed concern with poor facade maintenance, graffiti, lack of lighting and security at the Town Center shopping center. There was discussion regarding the legality of subsidizing paying for certain improvements.

Per questions posed by the City Council Director of Parks and Recreation Enriquez clarified the process and timeline of approving the contract for expanding the teen center; explained the scope of work that has been completed; and detailed what is required in terms of compliance in order to add on a building as well as the price breakdown.

The City Council discussed the needs of the community that have been expressed and which projects align with the constituents best interest.

Conversation was had regarding the teen center expansion along with funding sources. The conversation was tabled to April 30, 20204 Budget Workshop.

4. <u>ADJOURNMENT – To Scheduled Regular City Council Meeting</u>

At 6:31 p.m. the City Council adjourned the meeting to the scheduled regular City Council Meeting.

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Vinh Truong, Mayor

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Annette Juarez, City Clerk

CITY OF DUARTE

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

TUESDAY, APRIL 23, 2024
6:30 PM – Closed Session
7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Truong called the meeting to order at 6:30 p.m.

ROLL CALL:

Councilmembers Present:	Finlay, Kang, Lewis, Schulz, Martin del Campo, Garcia, Truong
Councilmembers Absent:	None
Staff Present:	Brian Villalobos, City Manager Kristen Petersen, Assistant City Manager / Director of Administrative Services Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

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

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

3. PUBLIC COMMENT – CLOSED SESSION ITEMS

None.

4. CLOSED SESSION

The City Council recessed into closed session at 6:35 p.m. to discuss the following:

CONFERENCE WITH LEGAL COUNSEL AND LABOR NEGOTIATOR - The Closed Session is authorized by the Government Code Sec. 54957.6.
AGENCY NEGOTIATOR: Kristen Petersen, Assistant City Manager and Director of Administrative Services; Katy Suttorp, Burke Williams & Sorensen, LLP, Outside Legal Counsel.
EMPLOYEE ORGANIZATION: SEIU Local 721 Management and Professional Employees and General Employee Units.

REGULAR SESSION

5. CALL TO ORDER

Mayor Truong called the open session to order at 7:17 p.m.

ROLL CALL:

Councilmembers Present:	Finally, Kang, Lewis, Schulz, Martin Del Campo, Garcia, Truong
Councilmembers Absent:	None
Staff Present:	Brian Villalobos, City Manager Thai Viet Phan, City Attorney Kristen Petersen, Assistant City Manager / Director of Administrative Services Craig Hensley, Director of Community Development

Larry Breceda, Director of Public Safety Services
Manuel Enriquez, Director of Parks and Recreation
Jason Golding, Planning Division Manager
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager
Albert Nunez, Management Aide
Frances Jimenez, Deputy City Clerk

6. PLEDGE TO THE FLAG

The flag salute was led by Albert Nunez.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. SPECIAL ITEMS

A. Mayor's Youth Council Update

President Hope Peoples and Vice President Diya Patel gave an update on recent and upcoming Mayor's Youth Council events.

B. Duarte Unified School District Update

Superintendent Amerson provided an overview of the timeline and the decision process regarding the closing of the Andres Duarte School and creation of the Andres Duarte Redevelopment. By unanimous vote, the School Board made the decision to close the school in the spring of 2022 with 300 students enrolled between the grades of K-8th grade. The Board decided to move forward with exploring community enhancements which will provide additional housing, green space, and bring in new families. He explained the plan specifications and identified the developer that will be working with the School District. Steps have been taken to increase transparency and accountability for the community to be informed about the project process, such as creating a community engagement plan, addressing the project on every agenda, and more.

Following questions posed by the City Council, Dr. Amerson clarified that the development will be around 160-170 units with a townhome style no bigger than two to three stories. He also confirmed that there is sufficient space within the School District to accommodate the growth of residents and families.

To answer the questions of City Council, Director of Community Development Hensley shared that the zoning change, general plan amendment and environmental process and other aspects of the development will require going through the Parks and Recreation Commission, the Planning Commission and the City council for final decision.

As a follow up to questions regarding incentivizing individuals to teach within the District, Dr. Amerson described the idea of workforce development housing; shared opportunities to brand and market teaching careers; and emphasized further ways to build up the community. The majority of feedback the District receives is coming from local residents which is being used to inform the School Board and the developer so as to create a collaborative process.

Superintendent Amerson shared the different options the school board considered for the property and ultimately decided to choose a long-term ground lease with a joint occupancy statute. Because of this priority is placed on revitalizing the park first and creating revenue to further create or enhance programs for students and the community. He also reassured that the District would make themselves available to hear any concerns or comments from and remain open minded.

In response to questions made by the City Council, Dr. Amerson explained that resources have been spent on furthering the social and emotional development of students, and programs have been enhanced to balance out enrollment at various sites. Clarification was made on the lease details of the units.

Discussion ensued regarding pedestrian safety on Royal Oaks; per City Council request the school district will follow up with City Manager Villalobos on finding solutions to traffic safety issues.

There was conversation regarding Duarte High School state test results, success rates and ways to elevate student performance. Dr. Amerson clarified Pre-K to first grade have experienced challenges post Covid, whereas eleventh grade students have grown on the smarter balance assessments. The topic was tabled and added to the list of discussion items for the joint meeting between the School Board and the City Council meeting in the near future.

Dr. Amerson confirmed that classrooms are not at capacity and students are not being turned away; informed on the lack of programming and efficiency if Andres Duarte was turned into a middle school again; explained the logistics of the property and the possible use; discussed the basis on the price for lease and target population; shared the relocation of Mount Olive Innovation and Technology High School to the west end of the Duarte High School campus, explained the concept design for Otis Gordon park, and received additional feedback from the council.

Public Comment
Steve Hernandez sought clarity with how each school is paying their fair share; expressed concern with the lack of accountability towards teachers for their students test scores; and shared support for the creation of a science academy to teach students through doing math.

C. Public Safety Update

Director of Public Safety Breceda provided a department update stating that we are in single digits for part 1 crimes and there is a 15.9% overall reduction from 2019. The department is focused on increasing patrols, educating residents, and following up with public safety strategies to mitigate crimes and be proactive instead of just reacting. He also shared that the department has a total of four e-bikes that will be used to increase patrol; per Council suggestion he confirmed that he will look into trailer cameras to increase safety at certain locations; shared a transient success story; and provided a report on the weekly crimes. Breceda gave details on the upcoming project of canvassing for video footage where incidents occur; confirmed that community policing officers can patrol and alert deputies if needed; and assured that they will work on promoting neighborhood watch programs for residents to get involved.

Council shared appreciation for the thorough public safety department updates; asked that public safety updates and achievements be posted on social media; and suggested that staff to look into adding additional cameras for security purposes.

Sergeant Fiedler shared an update on recent crime activity.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

City Clerk Juarez announced upcoming city events.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None

11. CONSENT CALENDAR

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

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

C. Approval of Minutes – April 9, 2024. (CC/HA/FA)

D. Approval of Warrants – April 23, 2024. (CC/HA/FA)

E. Receive and file the Monthly Financial Update.

F. Receive and file the Public Safety Department Update.

G. Removed from Consent Calendar for Discussion

H. Notice of Completion: Fiscal Year 2023-24 CDBG ADA Curb Ramps Project CDBG Project No. 602643-23 for TVR Construction Engineering LLC

I. Removed from Consent Calendar for Discussion

J. Resolution to approve Fiscal Year 2024-25 SB1 Funding: The Road Repair and Accountability Act of 2017 Project List

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Garcia, and carried by the following vote of the Council to approve Items 11A-11F, 11H, and 11J of the Consent Calendar.

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

12. <u>ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION</u>

G. <u>2023 Housing Element Annual Progress Report</u>

Councilmember Finlay thanked the Department for their work in terms of housing.

Moved by Councilmember Schulz, seconded by Councilmember Kang, and carried by the following vote of the Council to approve the report for filing with California Department of Housing and Community Development.

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

I. <u>Award of Contract for the Fiscal Year 2023-24 Street Rehabilitation Project No. 24-3</u>

Director of Community Development Hensley clarified that the streets that fall under this project.

Moved by Councilmember Kang, seconded by Mayor Pro Tem Garcia, and carried by the following vote of the Council to 1) approve the award of contract for the FY 2023-24 Street Rehabilitation Project to All American Asphalt in the amount of $1,199,199.00; and 2) approve a budget amendment to use additional Measure R funds in the amount of $149,199.00.

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

13. <u>PUBLIC HEARINGS</u>

None.

14. BUSINESS ITEMS

A. Freeway Walls and Utility Boxes Arts Ad Hoc Committee Recommendation for Utility Box Art Program Guidelines and 2024 Call for Artists

Management Aide Nunez shared background information on the Utility Box Art Program, reported the Committee decision to use vinyl wraps instead of paint, and explained the theme for each of the four locations of the boxes.

Planning Manager Golding commended Management Aide Nunez and the Committee members for their contributions. He also provided the logistics of the program guidelines and timeline, shared recommendations made by the Arts Ad Hoc committee; and explained the call for artists' process.

Following questions from City Council, Golding clarified that this initial timeline can be used for future reference or can be adapted for future use depending on this year's feedback and overall results. He also further explained the logistics behind the number of boxes chosen, the call for artists specifications and the overall review process. In response to questions posed by the Council, Golding explained that artists do not need to know how to work with vinyl; they will work with a vendor to bring to life the artist's design.

Discussion ensued regarding the future Ad Hoc Committee options.

Moved by Councilmember Schulz, seconded by Councilmember Kang, and carried by the following vote of the Council to 1) approve the Utility Box Art Program Guidelines and; 2) approve the 2024 Call for Artists and; directed staff to come back with a staff report and an ordinance stating that the Ad Hoc Committee will become a standing commission.

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

B. Award of Contract - Royal Oaks Park Gazebo Replacement - Project 24-9

Director of Parks and Recreation Enriquez provided an overview with the bid outcome; described the scope of work for the Royal Oaks Gazebo replacement project; and gave the staff recommendation.

In response to questions posed by the Council, he confirmed that staff is in the process of replacing and updating park signage at the Tzeitel Paras-Caracci Park by allocating building supply funds within the FY 24-25 budget.

Moved by Councilmember Finlay seconded by Schulz and carried by the following vote of the Council to award the construction contract for the Royal Oaks Park Gazebo Replacement Project to FS Contractors, Inc., as the lowest responsive and responsible bidder in the amount of $64,900, in addition to a ten percent contingency, for a total project budget not to exceed $71,390.

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

15. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Assistant City Manager and Director of Administrative Services Petersen thanked the Council for attending the CIP workshop and reminded the Council about the budget workshop taking place on April 30, 2024 at 5:30 p.m.

City Manager Villalobos reported he attended the North San Gabriel River Working Group; shared the status of the tiny homes construction in Azusa; and reported he also attended the Rio Hondo San Gabriel River Watershed Management Authority.

Councilmember Martin Del Campo stated she attended the Foothill Metro extension and attended the SGVCOG Homelessness Committee meeting as an alternate.

Councilmember Schulz thanked Councilmember Martin Del Campo for attending the SGVCOG Homelessness meeting on her behalf and discussed the upcoming ice cream social event hosted by the Duarte Woman's Club.

Councilmember Finlay shared her experience on the eclipse trip with the Duarte delegation to Dallas, Texas and thanked Director of Community Development Hensley for providing information regarding the Route 66 sign.

Councilmember Lewis shared the reason for his absence during the last council meeting and thanked the Council for checking in on him.

Mayor Pro Tem Garcia provided an update that the light at Lena Valenzuela Park will be lit constantly, additionally when there is motion there will be a brighter light. He also expressed how proud he is to serve with his fellow colleagues and thanked the staff for their hard work.

Mayor Truong thanked staff from the Community Development department for their work on the permitting process for local businesses.

17. <u>ADJOURNMENT</u>

At 9:12 p.m., the City Council adjourned the meeting.

____
Vinh Truong, Mayor

____
Annette Juarez, City Clerk

CITY OF DUARTE

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

TUESDAY, APRIL 30, 2024 – 5:30 PM

1. CALL TO ORDER

Mayor Truong called the Special Meeting to order at 5:41p.m.

ROLL CALL:

Councilmembers Present:	Finlay, Kang, Lewis, Schulz, Martin Del Campo, Garcia (arrived at 5:48 p.m.), Truong
Councilmembers Absent:	None
Staff Present:	Brian Villalobos, City Manager Kristen Petersen, Assistant City Manager / Director of Administrative Services Craig Hensley, Director of Community Development Manuel Enriquez, Director of Parks and Recreation Larry Breceda, Director of Public Safety Services Annette Juarez, City Clerk Andres Rangel, Assistant to the City Manager Stephanie Sandoval, Public Works Manager Angela Chiaromonte, Financial Services Manager Frances Jimenez, Deputy City Clerk

2. BUDGET OVERVIEW

City Manager Villalobos thanked Council for attending the meeting and recognized the Finance Department as well as Assistant City Manager and Director of Administrative Services Petersen for her efforts and hard work.

Assistant City Manager/ Director of Administrative Services Petersen described the budget process and timeline; and gave a presentation on the proposed budget.

3. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA

Chamber President Gregory Endelman along with Vice President/Finance Kalpna Shah gave an overview on the current health and vitality of the Chamber of Commerce; shared the background on the survey created in partnership with the City of Duarte; thanked Assistant to the City Manager Rangel for his help; and detailed the results of the survey. They also reviewed the proposed budget and their specific funding requests.

Councilmember Schulz left the meeting at 5:53 p.m.

Discussion was had between the City Council and the Chamber of Commerce representatives regarding the goal of the Chamber of Commerce, the scope of contracted services, possible future location, and the budget requests.

The City Council asked the Chamber to come back with a more thorough plan with two budgets, one that reflects having a physical location and another that does not; and both staff and the City Council recognized the Chamber representatives for their work and dedication.

4. BUDGET DISCUSSION

Assistant City Manager/ Director of Administrative Services Petersen gave a further breakdown of the projected General Fund and ended with other City Funds.

Discussion ensued regarding the budget; and staff responded to questions posed by the Council.

5. DISCUSSION AND DIRECTION TO STAFF ON FY 2024-25 BUDGET

The Council gave general direction to staff throughout the budget discussion regarding expenditures, revenues and projects for the 2024-2025 fiscal year.

6. ADJOURNMENT

At 8:10 p.m. the City Council adjourned the meeting.

____
Vinh Truong, Mayor

____
Annette Juarez, City Clerk

ITEM: 11.D

Approval of Warrants - May 14, 2024 (CC/HA/FA)

Recommended Action:
Approve the warrants of May 14, 2024.

Attachments:
11.D - CC Warrant Register by Vendor 5-14-2024.pdf
11.D - CC Warrant Register by Account 5-14-2024.pdf

Council Warrant Register By Vendor
By Fund

City of Duarte

Payment Dates 4/25/2024 - 5/15/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 4209 - 10-8 RETROFIT INC					
100-1405-7650	10-8 RETROFIT INC	Vehicle 19 Equipment Install	20232		1,812.30
				Vendor 4209 - 10-8 RETROFIT INC Total:	**1,812.30**
Vendor: 6393 - 360 MARITAL ARTS ACADEMY INC					
100-1605-7736	360 MARITAL ARTS ACADEMY …	Instructor Fee-Karate Winter 24 1/5/24 - 3/1/24	# 1		1,398.60
				Vendor 6393 - 360 MARITAL ARTS ACADEMY INC Total:	**1,398.60**
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
100-1410-7810	A1 MAINTENANCE SERVICES …	Las Brisas Street Sweeping 4/2024	206784		61.00
100-1410-7810	A1 MAINTENANCE SERVICES …	Las Posadas Street Sweeping 4/2024	206785		61.00
				Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:	**122.00**
Vendor: 5086 - ACCO ENGINEERED SYSTEMS					
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maint Contract-Teen Ctr (Quarterly)	20532389		1,074.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maint Contract-Town Ctr (Quarterly)	20532390		3,540.00
				Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:	**4,614.00**
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	DART Trips Expense Reimbursement	3/25/24 - 4/3/2024		358.12
				Vendor 1388 - AIDA TORRES Total:	**358.12**
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	Public Safety HVAC Routin…	443384		236.00
				Vendor 2061 - AIR-TRO INC Total:	**236.00**
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Fitness Ctr Restroom Plumbing Repairs	681974		875.00
				Vendor 5561 - ALBERTOS PLUMBING Total:	**875.00**
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV…	Crossing Guard Srvcs 3/31/2024 - 4/13/2024	92900		3,460.32
				Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:	**3,460.32**
Vendor: 4645 - ANCOM GROUP INC					
100-1605-7736	ANCOM GROUP INC	Instructor Fee-Math Workshop 3/29/24 - 4/19/24	SP24-1		151.20
100-1605-7736	ANCOM GROUP INC	Instructor Fee-Critical Reading 3/29/24 - 4/19/24	SP24-1		75.60
				Vendor 4645 - ANCOM GROUP INC Total:	**226.80**
Vendor: 5505 - AQUATIC DESIGN GROUP INC					
100-1605-7965	AQUATIC DESIGN GROUP INC	Design Svcs - FC Pool Deck Renovation 4/2024	32776	202421-Prof Svcs-FC Pool Deck..	8,992.80
				Vendor 5505 - AQUATIC DESIGN GROUP INC Total:	**8,992.80**
Vendor: 6429 - ARK INTERNATIONAL INC					
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class 3/26/24 - 4/16/24	10583		218.40
				Vendor 6429 - ARK INTERNATIONAL INC Total:	**218.40**
Vendor: 1491 - AUTOZONE					
100-1205-7650	AUTOZONE	Vehicle 34 Wipers & Wiper Fluid	2814292896		44.27

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7650	AUTOZONE	Vehicle #17 Repair	2814303300		33.39
100-1605-7650	AUTOZONE	Vehicle 17 Mirror	2814303301		204.23
				Vendor 1491 - AUTOZONE Total:	**281.89**
Vendor: 6571 - BENKO PRODUCTS INC					
100-1410-8030	BENKO PRODUCTS INC	Three Tiers of Shelving - Steel	212303		1,750.00
100-1410-8030	BENKO PRODUCTS INC	EPI Chemical Storage Building	212303		14,345.00
100-1410-8030	BENKO PRODUCTS INC	Pallet & Handling	212303		45.00
				Vendor 6571 - BENKO PRODUCTS INC Total:	**16,140.00**
Vendor: 1003 - BRIAN VILLALOBOS					
100-1010-7610	BRIAN VILLALOBOS	Pathway Home Tour w/CC Martin Del Campo	4/17/2024		26.80
				Vendor 1003 - BRIAN VILLALOBOS Total:	**26.80**
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7980	BUCKNAM INFRASTRUCTURE …	GIS Parcel Update 2/1/2024 - 2/29/2024	352-07.03		1,317.00
				Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:	**1,317.00**
Vendor: 6590 - BUILDING LASTING SUCCESS TOGETHER					
100-1605-7736	BUILDING LASTING SUCCESS …	Instructor Fee-Social Skills 3/25/24 - 4/15/24	001		252.00
				Vendor 6590 - BUILDING LASTING SUCCESS TOGETHER Total:	**252.00**
Vendor: 4838 - BURKE, WILLIAMS & SORENSEN LLP					
100-1015-7682	BURKE, WILLIAMS & SORENS…	Labor Legal 3/2024	319257		4,675.00
				Vendor 4838 - BURKE, WILLIAMS & SORENSEN LLP Total:	**4,675.00**
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I…	(2) CH/PS/SC/TC Copier Lease 5/01/2024 - 5/31/2024	32459106		1,730.47
100-1825-7631	CANON FINANCIAL SERVICES I…	(2) CH/PS/SC/TC Copier Maint 3/01/2024 - 3/31/2024	32459106		549.89
				Vendor 5719 - CANON FINANCIAL SERVICES INC Total:	**2,280.36**
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA …	Finance Mgr Printer Maint 3/23/24 - 4/22/24	6007787587		35.70
100-1825-7631	CANON SOLUTIONS AMERICA …	CMD Permit Tech Printer Maint 3/27/24 - 4/26/24	6007831857		43.01
				Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:	**78.71**
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	5/2024		435.00
				Vendor 0028 - CATHERINE BRATTA Total:	**435.00**
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	5/2024		75.00
				Vendor 6340 - CESAR A GARCIA Total:	**75.00**
Vendor: 6592 - CGAA INC					
100-1205-7650	CGAA INC	Public Safety Dept Fuel	1018		266.46
				Vendor 6592 - CGAA INC Total:	**266.46**
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4188959543		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4188959543		9.31
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4189666172		17.44
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4189666172		45.52
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4190385707		62.17
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4190385707		9.31
				Vendor 5140 - CINTAS CORPORATION #693 Total:	**169.44**
Vendor: 5817 - CITY OF BRADBURY					
100-1410-7980	CITY OF BRADBURY	Pesticide-Oak Trees on Bike Trail	4162024		955.50
				Vendor 5817 - CITY OF BRADBURY Total:	**955.50**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0903 - CITY OF MONROVIA					
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 2/2024	2401598		823.95
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 2/2024	2401599		892.72
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 2/2024	2401600		149.27
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 2/2024	2401601		1,176.38
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 2/2024	2401602		4,686.64
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 2/2024	2401604		140.11
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 3/2024	2401622		687.60
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 3/2024	2401623		1,259.76
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 3/2024	2401624		235.73
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 3/2024	2401625		1,483.26
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 3/2024	2401626		5,420.68
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 3/2024	2401628		151.18
				Vendor 0903 - CITY OF MONROVIA Total:	**17,107.28**
Vendor: 6427 - CIVICPLUS LLC					
100-1010-7612	CIVICPLUS LLC	Municode Admin Support 6/1/2024 - 5/31/2025	297647		350.00
				Vendor 6427 - CIVICPLUS LLC Total:	**350.00**
Vendor: 5504 - CMC LIVESCAN & NOTARY SERVICES					
100-1205-7779	CMC LIVESCAN & NOTARY SE...	Livescan Services 3/2024	CMC18044	202418-FY23-26-Exp-Tutors,S...	75.00
100-1810-7660	CMC LIVESCAN & NOTARY SE...	Livescan Services 3/2024	CMC18044		150.00
100-1810-7660	CMC LIVESCAN & NOTARY SE...	Livescan Services 4/2024	CMC18046		300.00
				Vendor 5504 - CMC LIVESCAN & NOTARY SERVICES Total:	**525.00**
Vendor: 5801 - COMMUNITY MEDIA OF THE FOOTHILLS					
100-1010-7980	COMMUNITY MEDIA OF THE ...	State of the City & Schools Video Production	663		3,392.50
				Vendor 5801 - COMMUNITY MEDIA OF THE FOOTHILLS Total:	**3,392.50**
Vendor: T4806 - CORAL VALENCIA ROMERO					
100-2120	CORAL VALENCIA ROMERO	SC Rent Deposit Refund 4/27/2024	R102875		500.00
				Vendor T4806 - CORAL VALENCIA ROMERO Total:	**500.00**
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 3/2024	24040805947		428.74
				Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:	**428.74**
Vendor: 1117 - COUNTY OF LOS ANGELES PROBATION DEPARTMENT					
100-1205-7783	COUNTY OF LOS ANGELES PR...	PIP Program DPO Abernathy 01/01/2024 - 03/31/2024	DUA2324-03		26,250.00
				Vendor 1117 - COUNTY OF LOS ANGELES PROBATION DEPARTMENT Total:	**26,250.00**
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1205-7780	CURO MANAGED PRINT PRO...	Rabies Clinic Signs	7677		572.57
100-1605-7733	CURO MANAGED PRINT PRO...	Community Yard Sale Signage	7694		286.65
100-1010-7980	CURO MANAGED PRINT PRO...	State of the City & Schools Banner	7703		77.18
100-1605-7733	CURO MANAGED PRINT PRO...	SC May Calendar Poster	7741		18.74
100-1605-7730	CURO MANAGED PRINT PRO...	Recreation Dept Presentation Tablecloths (6)	7744		1,256.85
100-1010-7980	CURO MANAGED PRINT PRO...	State of the City & Schools Address Programs	7746		115.76
100-1205-7780	CURO MANAGED PRINT PRO...	Rabies Clinic Signs	7747		154.31
				Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:	**2,482.06**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6600 - DASHER & TABATA INC					
100-1405-7975	DASHER & TABATA INC	NEC Brycedale & Hunt Dr Facade Design/Construction	8144	202311/1405-7975-BV/Hunt D..	3,645.93
				Vendor 6600 - DASHER & TABATA INC Total:	**3,645.93**
Vendor: 5248 - DIVISION OF THE STATE ARCHITECT					
100-2122	DIVISION OF THE STATE ARCH…	Disability Access Fee Q1 2024	1/2024 - 3/2024		153.60
				Vendor 5248 - DIVISION OF THE STATE ARCHITECT Total:	**153.60**
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1010-7980	DUARTE RECREATION PETTY …	Holyfield Event Balloons	4272024		15.21
100-1010-7980	DUARTE RECREATION PETTY …	Holyfield Event Ice	4272024		17.60
100-1605-7730	DUARTE RECREATION PETTY …	Jump for Autism Cake	4272024		31.75
100-1605-7730	DUARTE RECREATION PETTY …	Jump for Autism Decorations/Party Supplies	4272024		14.61
100-1605-7733	DUARTE RECREATION PETTY …	SC Mother's Day Te…	4272024		23.58
100-1605-7745	DUARTE RECREATION PETTY …	TC Boxing Weighted Jump Ropes	4272024		34.80
100-1610-7618	DUARTE RECREATION PETTY …	FM Staff Meeting Donuts	4272024		18.00
				Vendor 0311 - DUARTE RECREATION PETTY CASH Total:	**155.55**
Vendor: 6040 - EAN SERVICES LLC					
100-1605-7650	EAN SERVICES LLC	TC Van Rental 4/1/2024	35846082		151.17
				Vendor 6040 - EAN SERVICES LLC Total:	**151.17**
Vendor: 6589 - EARTHSPIRITS NET INC					
100-1205-7615	EARTHSPIRITS NET INC	Emergency Response Bike Lights	114981		3,054.38
				Vendor 6589 - EARTHSPIRITS NET INC Total:	**3,054.38**
Vendor: 5433 - ECS IMAGING INC					
100-1010-7685	ECS IMAGING INC	Laserfiche Subscription 5/19/2024 - 5/18/2025	18568		9,360.00
				Vendor 5433 - ECS IMAGING INC Total:	**9,360.00**
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	5/2024		566.00
				Vendor 1533 - EFREN CASTRO Total:	**566.00**
Vendor: 6460 - ELIJAH MORALES					
100-1205-7779	ELIJAH MORALES	DUSD Tutoring Program	3/2024	202418-FY23-26-Exp-Tutors,S…	600.00
				Vendor 6460 - ELIJAH MORALES Total:	**600.00**
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		722.67
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		566.88

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 3/19/2024 - 3/31/2024	FBN5008631		303.05
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 4/2024	FBN5008631		295.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 4/01/2024 - 4/30/2024	FBN5008631		1,086.65
				Vendor 6189 - ENTERPRISE FM TRUST Total:	**9,783.03**
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 4/2024	105812		159.00
				Vendor 1357 - EXECUTIVE ELEVATOR INC Total:	**159.00**
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery	8-489-08834		57.24
				Vendor 0087 - FEDEX Total:	**57.24**
Vendor: 4039 - FSP DESIGNS					
100-1205-7779	FSP DESIGNS	PS Intern Uniform	11677		88.66
100-1205-7779	FSP DESIGNS	PS Intern Uniform	11800		70.80
				Vendor 4039 - FSP DESIGNS Total:	**159.46**
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	150917		712.80
				Vendor 4690 - FULLER ENGINEERING INC Total:	**712.80**
Vendor: T4799 - GALLO GROUP LLC					
100-2126	GALLO GROUP LLC	Const/Demo Deposit Refund (Pmt#2023-161)	R102103		1,460.00
				Vendor T4799 - GALLO GROUP LLC Total:	**1,460.00**
Vendor: 4308 - GARVEY EQUIPMENT COMPANY					
100-1410-7887	GARVEY EQUIPMENT COMPA...	Equipment Repairs & Tool Supplies	160557		430.73
100-1410-7980	GARVEY EQUIPMENT COMPA...	Equipment Repairs & Tool Supplies	160557		414.45
				Vendor 4308 - GARVEY EQUIPMENT COMPANY Total:	**845.18**
Vendor: 6578 - GERGIS BEBAWY					
100-2126	GERGIS BEBAWY	Const/Demo Deposit Refund (Pmt#2024-17ROW)	R102525		2,371.00
100-5004	GERGIS BEBAWY	Administrative Fee (Pmt#2024-17ROW)	R102525		-125.00
				Vendor 6578 - GERGIS BEBAWY Total:	**2,246.00**
Vendor: T4803 - GLORIA DAVIS					
100-2120	GLORIA DAVIS	ROP Bldg Rent Deposit Refund 4/13/24	R103073		150.00
				Vendor T4803 - GLORIA DAVIS Total:	**150.00**
Vendor: 6158 - GOVERNANCE SCIENCES GROUP INC					
100-1010-7965	GOVERNANCE SCIENCES GRO...	Cannabis Survey w/Voter Data Enrichment/Report	24-DuarteCannabis		6,000.00
				Vendor 6158 - GOVERNANCE SCIENCES GROUP INC Total:	**6,000.00**
Vendor: 3570 - HDL COREN & CONE					
100-1805-7965	HDL COREN & CONE	Property Tax Srvcs 4/2024 - 6/2024	SIN038080		3,438.44
				Vendor 3570 - HDL COREN & CONE Total:	**3,438.44**
Vendor: 5367 - HENDERSON'S UNIFORMS					
100-1410-7636	HENDERSON'S UNIFORMS	Field Services Uniforms	36711		1,738.42

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7636	HENDERSON'S UNIFORMS	Facility Maintenance Staff Jacket	36732		84.34
			Vendor 5367 - HENDERSON'S UNIFORMS Total:		**1,822.76**
Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON					
100-1605-7733	HEULYN REGINA DUMAS-JOH…	Senior Ctr Sewing Class 5/2024	SC-05/2024		320.00
			Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:		**320.00**
Vendor: 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES					
100-1010-7965	HINDERLITER, DE LLAMAS & A…	Cannabis Consulting Services	SIN037648		450.00
			Vendor 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:		**450.00**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVICES	FC/CC/TC Toilet Seats	8173183		573.30
100-1410-7887	HOME DEPOT CREDIT SERVICES	Water Truck Tank Repair	7521639		16.90
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP/Yard/Misc Supplies/Repairs	2522845		169.15
100-1205-8030	HOME DEPOT CREDIT SERVICES	Special Assignment Keys	2610232		13.13
100-1205-7614	HOME DEPOT CREDIT SERVICES	Office Supplies	3544915		152.57
100-1610-7618	HOME DEPOT CREDIT SERVICES	Safety Vests	9511792		96.95
100-1605-7741	HOME DEPOT CREDIT SERVICES	MIsc Supplies	9734931		27.54
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts & Supplies	7034904		227.83
100-1605-7730	HOME DEPOT CREDIT SERVICES	Cesar Chavez Service Supplies	7304429		191.11
100-1020-7713	HOME DEPOT CREDIT SERVICES	Museum Door Jam/MIsc Repairs	1533236		136.10
100-1020-7713	HOME DEPOT CREDIT SERVICES	Museum Door Jam/MIsc Repairs	0541979		161.77
			Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:		**1,766.35**
Vendor: 6210 - HUNTINGTON TIRE & AUTO CENTER INC					
100-1605-7650	HUNTINGTON TIRE & AUTO C…	Vehicle 17 Tires	59339		884.00
			Vendor 6210 - HUNTINGTON TIRE & AUTO CENTER INC Total:		**884.00**
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
100-1605-7750	INLAND EMPIRE STAGES LTD	Excursion Transportation-Avocado Festival 4/21/24	61685		1,765.25
			Vendor 1465 - INLAND EMPIRE STAGES LTD Total:		**1,765.25**
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvcs 5/2024	984925		1,773.47
			Vendor 6309 - INX BUILDING MAINTENANCE Total:		**1,773.47**
Vendor: 0594 - J & J SPORTS & TROPHIES					
100-1605-7733	J & J SPORTS & TROPHIES	Senior Softball Hats	30562		357.21
			Vendor 0594 - J & J SPORTS & TROPHIES Total:		**357.21**
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	5/2024		218.00
			Vendor 3821 - JACQUELINE BURCKHARD Total:		**218.00**
Vendor: 6031 - JAG ENDEAVORS LLC					
100-1605-7730	JAG ENDEAVORS LLC	Jump for Autism T-Shirts	1556		1,244.02
			Vendor 6031 - JAG ENDEAVORS LLC Total:		**1,244.02**
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	5/2024		435.00
			Vendor 0128 - JIM KIRCHNER Total:		**435.00**
Vendor: T4796 - JOCELYNE MINSTER					
100-4404	JOCELYNE MINSTER	Overtime Charge Refund 3/23/24	4242024		40.25
			Vendor T4796 - JOCELYNE MINSTER Total:		**40.25**
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	CSArts SGV Gala 2024 Event	3/9/2024		205.90
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	5/2024		75.00
			Vendor 6204 - JODY ERRANDI SCHULZ Total:		**280.90**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	5/2024		435.00
				Vendor 0086 - JOHN FASANA Total:	**435.00**
Vendor: T3851 - JOVANA VILLEGAS					
100-1605-7736	JOVANA VILLEGAS	Instructor Fee-Culinary Kids 3/25/24 - 4/15/24	135830		756.00
				Vendor T3851 - JOVANA VILLEGAS Total:	**756.00**
Vendor: T4801 - KASEY LOCKE					
100-4807	KASEY LOCKE	2023/2024 Membership Refund	2000436.004		129.70
				Vendor T4801 - KASEY LOCKE Total:	**129.70**
Vendor: T4804 - KENNETH ALLEN RIDENOUR					
100-4806	KENNETH ALLEN RIDENOUR	Adult Excursion Refund (Harrah's 5/22/24)	2000459.005		32.90
				Vendor T4804 - KENNETH ALLEN RIDENOUR Total:	**32.90**
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	5/2024		435.00
				Vendor 5060 - LINDA HENDERSON Total:	**435.00**
Vendor: T4511 - LISA CASTILLO					
100-2120	LISA CASTILLO	Pool Rental Deposit Refund (Cancellation)	938507		200.00
				Vendor T4511 - LISA CASTILLO Total:	**200.00**
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIF…	Tobacco Enforcement 2/28/2024	242514EC	202419-Contract Law Enforc…	1,282.44
100-1205-7781	LOS ANGELES COUNTY SHERIF…	Sheriff's Contract 3/2024	242689EC		439,691.31
				Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:	**440,973.75**
Vendor: 6477 - LPA INC					
100-1610-8100	LPA INC	Conceptual Designs for Civic Center Master Plan	ARIV1008027		2,100.00
				Vendor 6477 - LPA INC Total:	**2,100.00**
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAG…	Chamber Lease 5/2024	1735-huntplaz-0524		1,750.00
				Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:	**1,750.00**
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	5/2024		75.00
				Vendor 0285 - MARGARET FINLAY Total:	**75.00**
Vendor: T4805 - MARIA PICHARDO					
100-2120	MARIA PICHARDO	ROP Bldg Rent Deposit Refund 4/27/2024	R102806		150.00
				Vendor T4805 - MARIA PICHARDO Total:	**150.00**
Vendor: 5711 - MAX'S MEXICAN CUISINE					
100-1605-7735	MAX'S MEXICAN CUISINE	TC Cinco de Mayo Event 5/2/2024	2024MM		496.13
				Vendor 5711 - MAX'S MEXICAN CUISINE Total:	**496.13**
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 4/2024	13727		12,500.00
				Vendor 4286 - MAXTREME INC Total:	**12,500.00**
Vendor: 6347 - MCA DIRECT LLC					
100-1010-7614	MCA DIRECT LLC	Minute Book Paper	2024082		139.70
				Vendor 6347 - MCA DIRECT LLC Total:	**139.70**
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	5/2024		435.00
				Vendor 1042 - MICHAEL TARR Total:	**435.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan 3/2024 (R101010)	0085721	202417-dep-Westminister Ga...	30,603.56
100-1405-7965	MOORE IACOFANO GOLTSMA...	Andres Duarte Water Assessment 3/2024	0085724	202424-1433 Crestfield(Andre...	288.75
				Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:	**30,892.31**
Vendor: 5794 - MOSS, LEVY & HARTZHEIM LLP					
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY23 Single Audit	15121		3,600.00
				Vendor 5794 - MOSS, LEVY & HARTZHEIM LLP Total:	**3,600.00**
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	5/2024		13,854.83
				Vendor 2461 - MVP, LLC Total:	**13,854.83**
Vendor: 6599 - NADIA MORA					
100-1605-7733	NADIA MORA	SC Mother's Day Tea Equipment	924935		1,525.00
				Vendor 6599 - NADIA MORA Total:	**1,525.00**
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	5/2024		76.92
				Vendor 1197 - PAMELA ROMERO Total:	**76.92**
Vendor: 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS					
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 4/9/2024	571406		68.00
				Vendor 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS Total:	**68.00**
Vendor: 6286 - PARTY PRONTO INC					
100-1010-7980	PARTY PRONTO INC	Evander Holyfield Event Stage	O43412		360.00
				Vendor 6286 - PARTY PRONTO INC Total:	**360.00**
Vendor: 0231 - POSTMASTER					
100-1825-7626	POSTMASTER	2025 Dog License Renewal Notice Mailing	608292533		484.72
				Vendor 0231 - POSTMASTER Total:	**484.72**
Vendor: 6176 - QUADIENT LEASING USA INC					
100-1825-7630	QUADIENT LEASING USA INC	CH Postage Machine Lease 5/23/24 - 8/22/24	Q1303798		707.12
				Vendor 6176 - QUADIENT LEASING USA INC Total:	**707.12**
Vendor: 6372 - R3 CONSULTING GROUP					
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation 12/5/2023 - 1/29/2024	123206		2,092.50
				Vendor 6372 - R3 CONSULTING GROUP Total:	**2,092.50**
Vendor: 6591 - RINCON CONSULTANTS INC					
100-2121	RINCON CONSULTANTS INC	Royal Oaks Annexation 3/2024	56029	202422-PassThru-Royal Oaks ...	5,665.50
				Vendor 6591 - RINCON CONSULTANTS INC Total:	**5,665.50**
Vendor: 4142 - RUDY'S PLUMBING INC					
100-1415-7661	RUDY'S PLUMBING INC	Backflow Testing-Lower Field Sports Park	10688		405.00
100-1415-7661	RUDY'S PLUMBING INC	Backflow Testing-Skate Park	10715		135.00
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-Senior Ctr	10709		135.00
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-Senior Ctr	10711		135.00
100-1020-7724	RUDY'S PLUMBING INC	Backflow Testing-PO Parking Lot	10701		135.00
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-City Yard	10689		135.00
				Vendor 4142 - RUDY'S PLUMBING INC Total:	**1,080.00**
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	5/2024		75.00
				Vendor 5263 - SAMUEL KANG Total:	**75.00**
Vendor: 0288 - SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP					
100-1405-7975	SAN GABRIEL VALLEY ECONO...	ICSC Booth Participation May 2024	8101		750.00
				Vendor 0288 - SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP Total:	**750.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMAN…	Animal Shelter Services 3/2024	3/2024D		5,833.33
100-1205-7780	SAN GABRIEL VALLEY HUMAN…	Animal Shelter Srvcs 4/2024	4/2024D		5,833.33
100-1205-7780	SAN GABRIEL VALLEY HUMAN…	Animal Shelter Services 5/2024	5/2024D		5,833.33
			Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:		**17,499.99**
Vendor: 0202 - SHAFFER AWARDS					
100-1605-7735	SHAFFER AWARDS	TC Boxing Program Lois Gaston Award	7746		110.19
100-1605-7745	SHAFFER AWARDS	TC Boxing Program Boxing Awards	7752		153.08
100-1010-7980	SHAFFER AWARDS	Employee Name Badge	7975		19.79
			Vendor 0202 - SHAFFER AWARDS Total:		**283.06**
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Park/Bus Stop Trash Liners	052774		1,293.68
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies (Paper Products)	053032		1,253.07
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies	053033		1,828.31
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies	055175		404.66
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies (Paper Products)	057055		1,092.04
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies	057094		2,570.80
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Park/Bus Stop Trash Liners	059868		1,293.68
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Building Maintenance Supplies	061069		1,157.40
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Building Maintenance Supplies	061071		1,540.75
			Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:		**12,434.39**
Vendor: 6549 - SLATER WATERPROOFING INC					
100-2127	SLATER WATERPROOFING INC	Retention-Pool Deck Resurface	4498		6,827.80
			Vendor 6549 - SLATER WATERPROOFING INC Total:		**6,827.80**
Vendor: 2688 - STAPLES ADVANTAGE					
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3560142758		49.12
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3560142759		343.37
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	6001207617		199.27
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	6001243162		123.37
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	6001287982		145.50
100-1605-7614	STAPLES ADVANTAGE	CH Tape	6001667587		10.13
100-1605-7733	STAPLES ADVANTAGE	SC Paper	6001667587		49.04
			Vendor 2688 - STAPLES ADVANTAGE Total:		**919.80**
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	5/2024		435.00
			Vendor 0083 - STEVE ESBENSHADE Total:		**435.00**
Vendor: 5675 - SULLY-MILLER CONTRACTING CO					
100-1410-7900	SULLY-MILLER CONTRACTING …	Emergency Clean-up Agreement (Mel Cyn) 2/14/24	1.0	202315-Flood Response,Emer…	6,986.31
			Vendor 5675 - SULLY-MILLER CONTRACTING CO Total:		**6,986.31**
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 4/3/2024	SA-44174		160.00
			Vendor 1610 - SUNWEST ENGINEERING Total:		**160.00**
Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES					
100-1205-7761	SUPERIOR CT OF CAL CO OF L…	Citation Revenue Tax 3/2024	4152024		5,956.00
			Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:		**5,956.00**
Vendor: 6457 - TERA MARTIN DEL CAMPO					
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	5/2024		75.00
			Vendor 6457 - TERA MARTIN DEL CAMPO Total:		**75.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 3904 - TERESA RENTERIA					
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	5/2024		566.00
				Vendor 3904 - TERESA RENTERIA Total:	**566.00**
Vendor: 4241 - THE SAUCE CREATIVE SERVICES CORP					
100-1605-7739	THE SAUCE CREATIVE SERVICE…	Open Registration Banner	6818		1,320.96
				Vendor 4241 - THE SAUCE CREATIVE SERVICES CORP Total:	**1,320.96**
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7980	THE TECHNOLOGY DEPOT INC	New Desk Phone for Finance Employee	26056		337.50
100-1815-7980	THE TECHNOLOGY DEPOT INC	City Hall UPS Not Communicating	26057		637.50
				Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:	**975.00**
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC 'Meet Joh Doe' Screening/Presentation	5/16/2024		150.00
				Vendor 5544 - THEODORE SIEGEL Total:	**150.00**
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST P…	EOC Software 3/01/2024 - 3/31/2024	849961773		215.61
				Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:	**215.61**
Vendor: 6310 - TIFFANY'S CATERING					
100-1605-7733	TIFFANY'S CATERING	SC Mother's Day Tea Catering 5/11/2024	5102024		694.00
				Vendor 6310 - TIFFANY'S CATERING Total:	**694.00**
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	5/2024		75.00
				Vendor 6100 - TONEY LEWIS Total:	**75.00**
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Mgmt 4/2024	12135		9,391.00
100-1020-7720	TRIPEPI SMITH & ASSOCIATES	PEG Channel Management Services 4/2024	12136		2,345.00
				Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:	**11,736.00**
Vendor: 4484 - U.S. BANK					
100-1005-7642	U.S. BANK	M Finlay CCCA Conf Hotel 5/16/24 (Renaissance)	4252024BV		390.70
100-1005-7643	U.S. BANK	Vinh Truong SCAG Conf Hotel 5/1/24 (Marriott)	4252024BV		492.50
100-1005-7644	U.S. BANK	Jody Schulz Chamber Membership 4/16/24 - 4/16/25	4252024BV		86.00
100-1005-7644	U.S. BANK	Jody Schulz Foothill Family Gala 5/18/2024	4252024BV		375.00
100-1005-7644	U.S. BANK	Jody Schulz Great SGV Cancer Support Cmty Gala	4252024BV		325.00
100-1005-7980	U.S. BANK	DashPass 4/5/2024 - 5/5/2024 (DoorDash)	4252024BV		9.99
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/John Wilson (Starbucks)	4252024BV		3.45
100-1010-7610	U.S. BANK	Annette Juarez City Clerk Conf Hotel (Hardrock)	4252024BV		916.56
100-1010-7610	U.S. BANK	SG River Working Group Meeting (Tropicana Mkt)	4252024BV		122.74
100-1010-7610	U.S. BANK	Quarterly Staff Mtg 4/18/24 (EzCaterSubway)	4252024BV		163.64
100-1010-7610	U.S. BANK	SG River Working Group Meeting (Smart & Final)	4252024BV		22.28
100-1010-7610	U.S. BANK	SG River Working Group Meeting (Crumbl Cookie)	4252024BV		47.99

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	4252024BV		18.00
100-1010-7980	U.S. BANK	CC Mtg Supplies (Instacart-Smart & Final)	4252024BV		47.20
100-1010-7980	U.S. BANK	CIP Workshop Dessert 4/23/24 (Sweet Nothings)	4252024BV		54.00
100-1010-7980	U.S. BANK	CC Meeting 3/26/2024 (DoorDash-Janet's)	4252024BV		69.42
100-1010-7980	U.S. BANK	CC Meeting 3/26/2024 (DoorDash-Merengues)	4252024BV		195.30
100-1010-7980	U.S. BANK	CC Meeting 4/9/24 (DoorDash-Marie Callenders)	4252024BV		156.58
100-1010-7980	U.S. BANK	State of the City & Schools Address (A-1 Events)	4252024BV		1,419.61
100-1010-7980	U.S. BANK	State of the City & Schools Address (CynthiaBrook)	4252024BV		500.00
100-1010-7980	U.S. BANK	CIP Wokshop Dinner 4/23/24 (Janet's)	4252024BV		523.69
100-1010-7980	U.S. BANK	CC Meeting 4/9/24 (DoorDash-Janet's)	4252024BV		25.94
100-1020-7712	U.S. BANK	eNews & Press Releases (Constant Contact)	4252024BV		609.00
100-1020-7712	U.S. BANK	Spotify Subscription	4252024BV		16.99
100-1205-7779	U.S. BANK	Barnes & Noble Membership Renewal (DART)	4252024BV		44.09
100-1405-7614	U.S. BANK	Office Chair (Seatingmind.com)	4252024CH		724.00
100-1405-7975	U.S. BANK	Craig Hensley ICSC Conf Airfare (Southwest)	4252024CH		419.96
100-1410-7610	U.S. BANK	(5) MSA Training & Trade Show	4252024CH		154.50
100-1410-7610	U.S. BANK	Gerard Batista ISA Conf & Trade Show Registration	4252024CH		650.00
100-1010-7980	U.S. BANK	State of the City/Schools Catering (CynthiaBrooks)	4252024KP		2,553.99
100-1020-7980	U.S. BANK	Deposit-Employee Event 6/20/24 (Bowlero)	4252024KP		2,587.63
100-1410-7650	U.S. BANK	Arrow Board Batteries (Lee's Batteries)	4252024KP		2,010.96
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 4/4/2024 - 5/3/2024	4252024KP		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 4/4/2024 - 5/3/2024	4252024KP		7.75
100-1805-7965	U.S. BANK	STR Trend Report Q1 1/2024 - 3/2024	4252024KP		660.00
100-1810-7610	U.S. BANK	Kristen Petersen Mtg w/New Employee (Hope Village)	4252024KP		89.97
100-1810-7610	U.S. BANK	Kristen Petersen Mtg w/Legal Council (El Pollo)	4252024KP		24.44
100-1815-7632	U.S. BANK	Finance Webinar 4/7/2024 - 5/6/2024 (Zoom)	4252024KP		80.00
100-1815-7632	U.S. BANK	Adobe Acrobat Pro 3/25/2024 - 4/12/2024	4252024KP		10.63
100-1815-7632	U.S. BANK	accessduarte.net 4/16/24 - 4/16/25 (Network Sol)	4252024KP		11.99
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 4/13/24 - 5/12/24	4252024KP		814.69
100-1815-7632	U.S. BANK	cityofduarte.com 4/7/2024 - 4/6/2025 (Zoom)	4252024KP		1,599.00
100-1815-7632	U.S. BANK	accessduarte.org 4/16/24 - 4/16/25 (Network Sol)	4252024KP		11.99
100-2123	U.S. BANK	Special Event/Instructor Ins 1/24-3-24 (Alliant)	4252024KP		752.00
100-1205-7614	U.S. BANK	Surge Protectors (Target)	4252024LB		121.89
100-1205-7614	U.S. BANK	Office Supplies (Target)	4252024LB		16.98
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	4252024LB		10.57

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7615	U.S. BANK	E-Bike Battery Covers (Avention Bikes)	4252024LB		77.81
100-1205-7615	U.S. BANK	Bike Patrol Trunk Bags (Police Bike Store)	4252024LB		255.90
100-1205-7760	U.S. BANK	Tow Srvcs-PEH-Kevin Martin (Navarro's Towing)	4252024LB	202420-Outreach-Homeless S...	350.00
100-1205-7760	U.S. BANK	Bus Ticket-PEH-Lester Mojica (Greyhound)	4252024LB	202420-Outreach-Homeless S...	67.98
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 Hon's Wun-Tun)	4252024LB		316.59
100-1205-7779	U.S. BANK	DART Event 4/20/24 (Chick Fil A)	4252024LB		227.29
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Trader Joe's)	4252024LB		178.60
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Thai Basil)	4252024LB		178.21
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Subway)	4252024LB		153.25
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (McDonalds)	4252024LB		121.21
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Boba Guys)	4252024LB		115.29
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Kiklo Cafe)	4252024LB		102.37
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Walgreens)	4252024LB		19.53
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Wingstop)	4252024LB		56.19
100-1205-7779	U.S. BANK	TC Youth Employment Workshop (Little Caesars)	4252024LB		51.21
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (SPPlus Seawall Lot)	4252024LB		40.00
100-1205-7779	U.S. BANK	DART Event 4/22/24 Supplies (Smart & Final)	4252024LB		34.94
100-1205-7779	U.S. BANK	DART Event 4/22/24 (Little Caesars)	4252024LB		30.73
100-1205-7779	U.S. BANK	DART Office Meal (Chick Fil A)	4252024LB		26.60
100-1205-7779	U.S. BANK	DART Event Parking (CA Science Ctr)	4252024LB		30.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (UCB Campnile)	4252024LB		41.00
100-1205-7887	U.S. BANK	Replacement Mouse (Best Buy)	4252024LB		100.30
100-1205-7887	U.S. BANK	PS Office Furniture (Wayfair)	4252024LB		1,615.60
100-1205-7980	U.S. BANK	CSO Interview Panel Lunch (Max's Mexican)	4252024LB		84.83
100-1010-7980	U.S. BANK	Evander Holyfield Event Decorations (Amazon)	4252024ME		18.61
100-1020-7711	U.S. BANK	Staff Appreciation Lunch (Sprouts)	4252024ME		25.02
100-1020-7711	U.S. BANK	Staff Appreciation Dessert (Del Taco)	4252024ME		19.73
100-1020-7711	U.S. BANK	Staff Appreciation Drinks (Target)	4252024ME		14.49
100-1020-7711	U.S. BANK	Staff Appreciation Dessert (Smart & Final)	4252024ME		4.99
100-1020-7711	U.S. BANK	Staff Appreciation Lunch (Walmart)	4252024ME		10.10
100-1020-7713	U.S. BANK	Museum Lighting (Lamps Plus)	4252024ME		710.00
100-1605-7612	U.S. BANK	Online Scheduling Subscription (When to Work)	4252024ME		1,100.00
100-1605-7614	U.S. BANK	Post It Note Pads (Amazon)	4252024ME		11.22
100-1605-7614	U.S. BANK	Office Utensils (Amazon)	4252024ME		42.98
100-1605-7693	U.S. BANK	MYC Dinner 4/8/24 (Buffalo Wild Wings)	4252024ME		268.97

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7730	U.S. BANK	Eggfest 2024 Drive Thru Food/Drinks (Sam's Club)	4252024ME		309.12
100-1605-7730	U.S. BANK	Eggfest 2024 Bags (Smart & Final)	4252024ME		39.67
100-1605-7730	U.S. BANK	Eggfest 2024 Baskets/Golden Eggs (Amazon)	4252024ME		231.45
100-1605-7730	U.S. BANK	RETURN-Eggfest 2024 Baskets (Amazon)	4252024ME		-40.78
100-1605-7730	U.S. BANK	RETURN-Eggfest 2024 Banners (Amazon)	4252024ME		-123.41
100-1605-7730	U.S. BANK	Jump for Autism Event Box (Michaels)	4252024ME		10.56
100-1605-7730	U.S. BANK	Eggfest 2024 Pizza for Students (Domino's)	4252024ME		79.28
100-1605-7730	U.S. BANK	RETURN-Eggfest 2024 Supplies (Hobby Lobby)	4252024ME		-154.58
100-1605-7730	U.S. BANK	Eggfest Staff/CERT Breakfast (Einstein Bagels)	4252024ME		335.70
100-1605-7733	U.S. BANK	SC Softball Opening Day Balloons (Amazon)	4252024ME		11.01
100-1605-7733	U.S. BANK	SC Wall Chargers (Amazon)	4252024ME		15.41
100-1605-7733	U.S. BANK	SC Cookie Sheet w/Slicing Tool (Amazon)	4252024ME		32.40
100-1605-7733	U.S. BANK	SC Mother's Day Tea Filling Bottles (Amazon)	4252024ME		206.95
100-1605-7733	U.S. BANK	SC Gift Baskets (Amazon)	4252024ME		101.40
100-1605-7733	U.S. BANK	SC Igloo Cooler (Amazon)	4252024ME		143.31
100-1605-7733	U.S. BANK	Sr Games Pickleball Tournament (Act*ITennis Inc)	4252024ME		326.70
100-1605-7735	U.S. BANK	TC Jacket Patches/Shoelaces (Amazon)	4252024ME		225.96
100-1605-7735	U.S. BANK	TC Table Covers (Amazon)	4252024ME		125.64
100-1605-7735	U.S. BANK	Cesar Chavez Contest Prize Gift Cards (Amazon)	4252024ME		150.00
100-1605-7738	U.S. BANK	TC Spring Break Trip 4/1/2024 (Knotts Berry Farm)	4252024ME		1,335.99
100-1605-7740	U.S. BANK	Day Camp Grilling Accessories (Amazon)	4252024ME		55.10
100-1605-7741	U.S. BANK	Youth Sports Soccer Goals (Amazon)	4252024ME		476.24
100-1605-7745	U.S. BANK	Autograph Gloves (Titl…	4252024ME		73.46
100-1605-7758	U.S. BANK	Independence Day Event Stakes (Amazon)	4252024ME		16.20
100-1605-7980	U.S. BANK	Staff Appreciation Supplies (Papersource)	4252024ME		40.89
100-1605-7980	U.S. BANK	RETURN-Staff Appreciation Supplies (Papersource)	4252024ME		-26.40
100-1610-7616	U.S. BANK	FC Pool Rope Hooks/Floats/Rope (SCP Distributors)	4252024ME		184.83
100-1610-7618	U.S. BANK	Grass Blower Battery (Amazon)	4252024ME		133.89
100-1610-7618	U.S. BANK	Microphone (Amazon)	4252024ME		114.66
100-1610-7618	U.S. BANK	CC Tablecloth Cleaning (Nature's Cleaners)	4252024ME		100.00
100-1610-7618	U.S. BANK	Kitchen Sponges (Amazon)	4252024ME		15.82
100-1610-7618	U.S. BANK	Council Meeting Drinks (Ralphs)	4252024ME		36.01
100-1610-7618	U.S. BANK	Velcro & Glue Dots (Amazon)	4252024ME		44.09
100-1610-7618	U.S. BANK	Restroom Locks (Amazon)	4252024ME		138.00
100-1610-7618	U.S. BANK	Speaker Stands (PSSL Prosound STG)	4252024ME		440.99
100-1610-7652	U.S. BANK	Pool Heater Switch Repair (Bear State Water)	4252024ME		972.28

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1750	U.S. BANK	Deposit-Hamilton Tickets 8/2/2024 (Pantages)	4252024ME		491.00
				Vendor 4484 - U.S. BANK Total:	**33,126.73**
Vendor: 5907 - ULINE INC					
100-1610-7618	ULINE INC	Teen Center Tables	177043229		1,536.86
100-1610-7618	ULINE INC	FC Custodian Cart/Shop Hand Truck	177043303		553.48
				Vendor 5907 - ULINE INC Total:	**2,090.34**
Vendor: T4364 - VICTOR DEL RIO					
100-2120	VICTOR DEL RIO	Sport Field Rent Deposit Refund	R103106-4924		100.00
				Vendor T4364 - VICTOR DEL RIO Total:	**100.00**
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	5/2024		75.00
				Vendor 6196 - VINH TRUONG Total:	**75.00**
Vendor: T4800 - VIRGINIA CRUZ					
100-2120	VIRGINIA CRUZ	SC Rent Deposit Refund 4/20/2024	R102369		500.00
				Vendor T4800 - VIRGINIA CRUZ Total:	**500.00**
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	82449697		690.54
				Vendor 0237 - WAXIE SANITARY SUPPLY Total:	**690.54**
Vendor: T4802 - WILLIAM CONNOLLY					
100-4807	WILLIAM CONNOLLY	2023/2024 Membership Refund	2000435.004		115.30
				Vendor T4802 - WILLIAM CONNOLLY Total:	**115.30**
				Fund 100 - GENERAL FUND Total:	**780,205.98**
Fund: 220 - GAS TAX FUN					
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
220-2210-7890	COUNTY OF LOS ANGELES DE…	Traffic Signal Maintenance 3/2024	24040806316		12,543.34
				Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:	**12,543.34**
Vendor: 6601 - KENT BARR					
220-2210-7813	KENT BARR	Duarte Rd Signage & Striping Project	24096	202411/2210-7813-Signs-Duar..	14,207.00
				Vendor 6601 - KENT BARR Total:	**14,207.00**
Vendor: 6009 - KOA CORPORATION					
220-2225-7980	KOA CORPORATION	SCAG Duarte SRTS Plan 2/29/24 - 3/29/24	KAJC2P012 - 10		2,400.00
				Vendor 6009 - KOA CORPORATION Total:	**2,400.00**
				Fund 220 - GAS TAX FUN Total:	**29,150.34**
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
240-2426-7810	A1 MAINTENANCE SERVICES …	Grocery Outlet Pkg Lot Sweeping 4/2024	206783		784.00
				Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:	**784.00**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electrical Tools & Supplies	2522686		6.57
240-2420-7887	HOME DEPOT CREDIT SERVICES	Wrought Iron Repair-Kendrick LLD	5524125		18.06
				Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:	**24.63**
Vendor: 4142 - RUDY'S PLUMBING INC					
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Tzeitel Paras-Caracci Park	10600		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Central Ave Parkway	10714		135.00

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Northview Park	10716		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	10707		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Pops Rd Vacant Lot	10708		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Plaza Duarte	10712		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Lot	10713		135.00
240-2427-7887	RUDY'S PLUMBING INC	Backflow Testing-Rancho Verde LLD	10666		135.00
240-2427-7887	RUDY'S PLUMBING INC	Backflow Testing-Rancho Verde LLD	10667		135.00
240-2429-7887	RUDY'S PLUMBING INC	Backflow Testing-Emblem LLD	10686		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Encanto Park	10687		135.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Lomas Villas LLD	10690		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	10691		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	10693		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	10694		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	10695		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Encanto Park	10696		135.00
240-2422-7887	RUDY'S PLUMBING INC	Backflow Testing-Encanto Parkway LLD	10697		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	10698		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	10699		135.00
240-2431-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Brisas LLD	10700		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Orange Blossom Park	10705		135.00
240-2432-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Posadas LLD	10706		135.00
240-2424-7887	RUDY'S PLUMBING INC	Backflow Testing-Windsor Circle LLD	10717		135.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Lomas Villas LLD	10718		135.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Lomas Villas LLD	10719		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	10672		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	10673		135.00
240-2433-7887	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Villas LLD	10675		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Entrance Park	10676		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Median	10677		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	10679		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	10680		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	10681		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	10682		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Parkway	2144		135.00
				Vendor 4142 - RUDY'S PLUMBING INC Total:	**4,860.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
240-2410-7663	SITEONE LANDSCAPE SUPPLY ...	Annual Weed Abatement	140270780-001		775.05
			Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:		**775.05**
Vendor: 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION					
240-2405-7877	STATE OF CALIFORNIA DEPT O...	CalTrans Signal Maintenance 1/2024 - 3/2024	SL240808		536.96
			Vendor 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION Total:		**536.96**
Vendor: 4484 - U.S. BANK					
240-2430-7887	U.S. BANK	Mesa Gas Lamp Mantles (American Mantle Co)	4252024CH		835.30
			Vendor 4484 - U.S. BANK Total:		**835.30**
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7909	WEST COAST ARBORISTS INC	Tree Removal & Pruning	213470		14,318.40
			Vendor 1521 - WEST COAST ARBORISTS INC Total:		**14,318.40**
			Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:		**22,134.34**
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-7965	LDM ASSOCIATES INC	FY24 CDBG ADA Curb Ramps 3/2024	8183	202413-Professional Svcs-ADA...	1,755.00
			Vendor 5438 - LDM ASSOCIATES INC Total:		**1,755.00**
			Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:		**1,755.00**
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIF...	Sheriff's Contract 3/2024	242689EC		15,202.38
			Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:		**15,202.38**
			Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:		**15,202.38**
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 4/01/2024 - 4/30/2024	FBN5008631		821.80
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 4/01/2024 - 4/30/2024	FBN5008631		601.11
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 4/01/2024 - 4/30/2024	FBN5008631		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 4/01/2024 - 4/30/2024	FBN5008631		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 4/01/2024 - 4/30/2024	FBN5008631		428.96
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 4/01/2024 - 4/30/2024	FBN5008631		488.87
			Vendor 6189 - ENTERPRISE FM TRUST Total:		**3,400.88**
			Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:		**3,400.88**
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
Vendor: 6354 - NATURE FOR ALL					
400-4005-7965	NATURE FOR ALL	Fish Canyon Trail Restoration 10/2023 - 12/2023	WF-06.2103	202214-Exp-Fish Cyn Trail Res...	6,005.09
400-4005-7965	NATURE FOR ALL	Fish Canyon Trail Restoration 1/2024 - 3/2024	WF-06.2118	202214-Exp-Fish Cyn Trail Res...	2,737.59
			Vendor 6354 - NATURE FOR ALL Total:		**8,742.68**
			Fund 400 - PARK DEVELOPMENT GRANT FUND Total:		**8,742.68**
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	60th Installment of 3rd Bus 3/2024	SI010120		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 2/2024	SI010121		16,335.42
440-5004	FOOTHILL TRANSIT	Duarte Local Service 2/2024	SI010121		-870.52
			Vendor 3192 - FOOTHILL TRANSIT Total:		**19,351.95**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA					
440-4405-7673	OCCUPATIONAL HEALTH CEN…	Drug/Alcohol Test 4/24/2024	82977022		120.00
				Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA Total:	**120.00**
				Fund 440 - PROPOSITION A TRANSIT FUND Total:	**19,471.95**
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 2/2024	2401603		168.13
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 3/2024	2401627		197.09
				Vendor 0903 - CITY OF MONROVIA Total:	**365.22**
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	60th Installment of 3rd Bus 3/2024	SI010120		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 2/2024	SI010121		13,365.34
460-5004	FOOTHILL TRANSIT	Duarte Local Service 2/2024	SI010121		-712.25
				Vendor 3192 - FOOTHILL TRANSIT Total:	**15,833.40**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
460-4605-7650	HOME DEPOT CREDIT SERVICES	Yard Shop Vac	3033634		131.20
				Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:	**131.20**
				Fund 460 - PROPOSITION C TRANSIT FUND Total:	**16,329.82**
Fund: 475 - MEASURE M LR TRANSIT FUND					
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
475-4750-7965	BUCKNAM INFRASTRUCTURE …	PMP Update Services 3/1/2024 - 3/31/2024	352-08.01		1,310.00
				Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:	**1,310.00**
				Fund 475 - MEASURE M LR TRANSIT FUND Total:	**1,310.00**
				Grand Total:	**897,703.37**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	780,205.98
220 - GAS TAX FUN	29,150.34
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	22,134.34
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	1,755.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	15,202.38
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,400.88
400 - PARK DEVELOPMENT GRANT FUND	8,742.68
440 - PROPOSITION A TRANSIT FUND	19,471.95
460 - PROPOSITION C TRANSIT FUND	16,329.82
475 - MEASURE M LR TRANSIT FUND	1,310.00
Grand Total:	**897,703.37**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del..	75.00
100-1005-7642	Travel & Exp - Finlay	465.70
100-1005-7643	Travel & Exp - Truong	567.50
100-1005-7644	Travel & Exp - Schulz	1,066.90
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	1,303.46
100-1010-7612	Publications and Dues	368.00
100-1010-7614	Office Supplies	139.70
100-1010-7685	Technology Services	9,360.00
100-1010-7965	Professional Services	6,450.00
100-1010-7980	Other Expenses	9,562.38
100-1015-7682	Labor Counsel Legal	4,675.00
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7711	Employee Recognition C...	74.33
100-1020-7712	Community Information ...	10,016.99
100-1020-7713	Historical Museum Bldg...	1,007.87
100-1020-7720	DCTV	2,345.00
100-1020-7724	Post Office Parking	135.00
100-1020-7980	Other Expenses	2,587.63
100-1205-7614	Office Supplies	963.37
100-1205-7615	Emergency Supplies	3,388.09
100-1205-7650	Vehicle Maintenance	2,970.37
100-1205-7655	Emergency Services	215.61
100-1205-7760	Homeless Outreach Prog...	417.98
100-1205-7761	Parking Ticket Collect	5,956.00
100-1205-7779	Youth Programs	2,959.68
100-1205-7780	Animal Control	18,226.87
100-1205-7781	Contract Law Enforceme...	451,081.07
100-1205-7782	Crossing Guard Contract...	3,460.32
100-1205-7783	A-Team Program	26,250.00
100-1205-7787	Public Safety Cntr Lease	13,854.83
100-1205-7887	Repairs & Replacements	1,715.90
100-1205-7980	Other Expenses	84.83
100-1205-8030	Other Equipment	13.13
100-1405-7614	Office Supplies	724.00
100-1405-7650	Vehicle Maintenance	2,103.59
100-1405-7801	Industrial Waste Inspect...	428.74
100-1405-7965	Professional Services	288.75
100-1405-7975	Economic Development ...	4,815.89
100-1405-7980	Other Expenses	1,317.00

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7610	Travel, Mtgs & Conf	804.50
100-1410-7636	Uniforms	1,738.42
100-1410-7650	Vehicle Maintenance	4,163.44
100-1410-7656	Emergency Generator	160.00
100-1410-7810	Street Sweeping	122.00
100-1410-7887	Repairs & Replacements	447.63
100-1410-7900	Emergency Cleanup/Mai…	6,986.31
100-1410-7980	Other Expenses	1,597.78
100-1410-8030	Other Equipment (Capita…	16,140.00
100-1415-7661	Other Serv-Sports Park	540.00
100-1605-7002	Regular Salaries	76.92
100-1605-7612	Publications and Dues	1,100.00
100-1605-7614	Office Supplies	64.33
100-1605-7650	Vehicle Maintenance	1,657.79
100-1605-7693	Youth Council	268.97
100-1605-7730	Special Events	3,425.35
100-1605-7733	Senior Center	4,269.14
100-1605-7735	Teen Center	1,115.67
100-1605-7736	Youth & Adult Recreatio…	2,851.80
100-1605-7738	Teen Excursions	1,335.99
100-1605-7739	Publicity	1,320.96
100-1605-7740	Day Camps	55.10
100-1605-7741	Sports/Playground Progr…	503.78
100-1605-7745	Boxing Program	261.34
100-1605-7750	Bus Rentals	1,765.25
100-1605-7758	Independence Day Celeb…	16.20
100-1605-7965	Professional Services	8,992.80
100-1605-7980	Other Expenses	14.49
100-1610-7616	Pool Supplies	184.83
100-1610-7617	Pool Chemicals	712.80
100-1610-7618	Building Supplies	17,096.13
100-1610-7636	Uniforms	189.64
100-1610-7650	Vehicle Maintenance	1,511.55
100-1610-7652	Building Maint Services	9,098.89
100-1610-8100	Other Capital Improvem…	2,100.00
100-1750	Prepaid Charges	491.00
100-1805-7614	Office Supplies	199.27
100-1805-7654	Audit Services	3,600.00
100-1805-7965	Professional Services	4,098.44
100-1810-7610	Travel, Mtgs & Conf	114.41
100-1810-7660	Other Services	450.00
100-1815-7632	Software	2,528.30
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	975.00
100-1825-7626	Postage	541.96
100-1825-7630	Equipment Lease	2,437.59
100-1825-7631	Equipment Maintenance	628.60
100-1825-7674	Retiree Health Insurance	3,960.00
100-1825-7687	Waste Mgmt Services	2,092.50
100-1825-7980	Other Expenses	68.00
100-1830-8100	Vehicle Replacement (C…	9,783.03
100-2120	Refundable Deposits	1,600.00
100-2121	Pass Through Deposits	36,269.06
100-2122	Disability Access & Educ …	153.60
100-2123	Special Event Insurance …	752.00
100-2126	Construction and Demoli…	3,831.00
100-2127	Retention Payable	6,827.80
100-4404	Other Building Rentals	40.25

Account Summary

Account Number	Account Name	Payment Amount
100-4806	Excursion Fees	32.90
100-4807	Health Membership Fees	245.00
100-5004	Other Revenue	-125.00
220-2210-7813	Regulatory Signs	14,207.00
220-2210-7890	Repairs-Traffic Signal	12,543.34
220-2225-7980	Other Expenses	2,400.00
240-2405-7877	Electric-Traffic Signal	536.96
240-2405-7888	Repairs-Citywide	6.57
240-2410-7662	Other Serv-Citywide	2,025.00
240-2410-7663	Other Serv-Medians	1,585.05
240-2410-7909	Tree Trim-Residential	14,318.40
240-2420-7887	Repairs & Replacements	18.06
240-2421-7887	Repairs & Replacements	405.00
240-2422-7887	Repairs & Replacements	135.00
240-2424-7887	Repairs & Replacements	135.00
240-2425-7887	Repairs & Replacements	540.00
240-2426-7810	Street Sweeping	784.00
240-2427-7887	Repairs & Replacements	270.00
240-2429-7887	Repairs & Replacements	135.00
240-2430-7887	Repairs & Replacements	835.30
240-2431-7887	Repairs & Replacements	135.00
240-2432-7887	Repairs & Replacements	135.00
240-2433-7887	Repairs & Replacements	135.00
260-2605-7965	Professional Services	1,755.00
290-2905-7781	Contract Law Enforceme…	15,202.38
320-3205-8013	Vehicles (Capital)	3,400.88
400-4005-7965	Professional Services	8,742.68
440-4405-7673	Physical Exams	120.00
440-4405-7960	Foothill Transit Operatio…	16,335.42
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-870.52
460-4605-7650	Vehicle Maintenance	496.42
460-4605-7960	Foothill Tranist Operatio…	13,365.34
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-712.25
475-4750-7965	Professional Services	1,310.00
	Grand Total:	**897,703.37**

Project Account Summary

Project Account Key	Payment Amount
None	814,440.42
202214-Exp-Fish Cyn Trail Restoration/Access Plan	8,742.68
202311/1405-7975-BV/Hunt Dr Grocery Outlet Assess	3,645.93
202315-Flood Response,Emergency CleanUp,Mtn,K-rail	6,986.31
202411/2210-7813-Signs-Duarte Rd Signage/Striping	14,207.00
202413-Professional Svcs-ADA Curb Ramps	1,755.00
202417-dep-Westminister Garden Specific Plan & EIR	30,603.56
202418-FY23-26-Exp-Tutors,Student Engage,Live Scan	675.00
202419-Contract Law Enforcement-Tobacco Grant	1,282.44
202420-Outreach-Homeless Services Grant-(SGVCOG)	417.98
202421-Prof Svcs-FC Pool Deck Renovation	8,992.80
202422-PassThru-Royal Oaks Annex-Rincon Consult	5,665.50
202424-1433 Crestfield(Andres Duarte) Wtr Assessmt	288.75
Grand Total:	**897,703.37**

Council Warrant Register By Account

City of Duarte

By Fund

Payment Dates 4/25/2024 - 5/15/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1605-7735	SHAFFER AWARDS	TC Boxing Program Lois Gaston Award	219731		110.19
100-1605-7745	SHAFFER AWARDS	TC Boxing Program Boxing Awards	219731		153.08
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Park/Bus Stop Trash Liners	4402		1,293.68
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation 12/5/2023 - 1/29/2024	4453		2,092.50
100-1010-7965	GOVERNANCE SCIENCES GRO…	Cannabis Survey w/Voter Data Enrichment/Report	219709		6,000.00
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies (Paper Products)	4402		1,253.07
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies	4402		1,828.31
100-1610-7618	HOME DEPOT CREDIT SERVICES	FC/CC/TC Toilet Seats	BD24-1379		573.30
100-1610-8100	LPA INC	Conceptual Designs for Civic Center Master Plan	4447		2,100.00
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	4462		49.12
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	4462		343.37
100-1410-7887	HOME DEPOT CREDIT SERVICES	Water Truck Tank Repair	BD24-1379		16.90
100-1205-7780	SAN GABRIEL VALLEY HUMAN…	Animal Shelter Services 3/2024	4459		5,833.33
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP/Yard/Misc Supplies/Repairs	BD24-1379		169.15
100-1205-8030	HOME DEPOT CREDIT SERVICES	Special Assignment Keys	BD24-1379		13.13
100-2127	SLATER WATERPROOFING INC	Retention-Pool Deck Resurface	219734		6,827.80
100-1405-7980	BUCKNAM INFRASTRUCTURE …	GIS Parcel Update 2/1/2024 - 2/29/2024	219691		1,317.00
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies	4402		404.66
100-1205-7615	EARTHSPIRITS NET INC	Emergency Response Bike Lights	4425		3,054.38
100-1205-7614	HOME DEPOT CREDIT SERVICES	Office Supplies	BD24-1379		152.57
100-1610-7618	HOME DEPOT CREDIT SERVICES	Safety Vests	BD24-1379		96.95
100-1605-7741	HOME DEPOT CREDIT SERVICES	MIsc Supplies	BD24-1379		27.54
100-1205-7779	FSP DESIGNS	PS Intern Uniform	4432		88.66
100-1010-7685	ECS IMAGING INC	Laserfiche Subscription 5/19/2024 - 5/18/2025	4426		9,360.00
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts & Supplies	BD24-1379		227.83
100-1605-7730	HOME DEPOT CREDIT SERVICES	Cesar Chavez Service Supplies	BD24-1379		191.11
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies (Paper Products)	4402		1,092.04
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Janitorial Supplies	4402		2,570.80
100-1020-7713	HOME DEPOT CREDIT SERVICES	Museum Door Jam/MIsc Repairs	BD24-1379		136.10
100-1020-7713	HOME DEPOT CREDIT SERVICES	Museum Door Jam/MIsc Repairs	BD24-1379		161.77
100-1605-7730	JAG ENDEAVORS LLC	Jump for Autism T-Shirts	219712		1,244.02
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY23 Single Audit	4450		3,600.00
100-1010-7965	HINDERLITER, DE LLAMAS & A…	Cannabis Consulting Services	219710		450.00
100-1205-7780	SAN GABRIEL VALLEY HUMAN…	Animal Shelter Srvcs 4/2024	4459		5,833.33
100-1205-7655	THOMSON REUTERS-WEST P…	EOC Software 3/01/2024 - 3/31/2024	4467		215.61
100-1205-7779	CMC LIVESCAN & NOTARY SE…	Livescan Services 3/2024	4421	202418-FY23-26-Exp-Tutors,S…	75.00
100-1810-7660	CMC LIVESCAN & NOTARY SE…	Livescan Services 3/2024	4421		150.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maint Contract-Teen Ctr (Quarterly)	4408		1,074.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maint Contract-Town Ctr (Quarterly)	4408		3,540.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7900	SULLY-MILLER CONTRACTING ...	Emergency Clean-up Agreement (Mel Cyn) 2/14/24	219736	202315-Flood Response,Emer...	6,986.31
100-1410-7636	HENDERSON'S UNIFORMS	Field Services Uniforms	4437		1,738.42
100-1205-7780	CURO MANAGED PRINT PRO...	Rabies Clinic Signs	219700		572.57
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 3/19/2024 - 3/31/2024	BD24-1365		303.05
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		722.67
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 4/2024	BD24-1365		295.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 4/01/2024 - 4/30/2024	BD24-1365		223.12
100-1205-7650	CGAA INC	Public Safety Dept Fuel	219695		266.46
100-1610-7652	ALBERTOS PLUMBING	Fitness Ctr Restroom Plumbing Repairs	4410		875.00
100-1415-7661	RUDY'S PLUMBING INC	Backflow Testing-Lower Field Sports Park	4457		405.00
100-1415-7661	RUDY'S PLUMBING INC	Backflow Testing-Skate Park	4457		135.00
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 3/2024	219698		428.74
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Tobacco Enforcement 2/28/2024	4446	202419-Contract Law Enforc...	1,282.44
100-1605-7002	PAMELA ROMERO	CPR Stipend	4456		76.92
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4419		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4419		9.31
100-1605-7733	THEODORE SIEGEL	SC 'Meet Joh Doe' Screening/Presentation	219732		150.00
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 4/9/2024	219723		68.00
100-1605-7733	CURO MANAGED PRINT PRO...	Community Yard Sale Signage	219700		286.65
100-2126	GERGIS BEBAWY	Const/Demo Deposit Refund (Pmt#2024-17ROW)	219688		2,371.00
100-5004	GERGIS BEBAWY	Administrative Fee (Pmt#2024-17ROW)	219688		-125.00
100-2120	VICTOR DEL RIO	Sport Field Rent Deposit Refund	219703		100.00
100-1605-7733	J & J SPORTS & TROPHIES	Senior Softball Hats	4440		357.21

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7650	HUNTINGTON TIRE & AUTO C...	Vehicle 17 Tires	4438		884.00
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan 3/2024 (R101010)	219719	202417-dep-Westminister Ga...	30,603.56
100-1405-7965	MOORE IACOFANO GOLTSMA...	Andres Duarte Water Assessment 3/2024	219719	202424-1433 Crestfield(Andre...	288.75
100-1010-7980	SHAFFER AWARDS	Employee Name Badge	219731		19.79
100-1605-7733	NADIA MORA	SC Mother's Day Tea Equipment	219720		1,525.00
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 2/2024	219718		823.95
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 2/2024	219718		892.72
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 2/2024	219718		149.27
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 2/2024	219718		1,176.38
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 2/2024	219718		4,686.64
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 2/2024	219718		140.11
100-2121	RINCON CONSULTANTS INC	Royal Oaks Annexation 3/2024	4455	202422-PassThru-Royal Oaks ...	5,665.50
100-1815-7980	THE TECHNOLOGY DEPOT INC	New Desk Phone for Finance Employee	4465		337.50
100-1815-7980	THE TECHNOLOGY DEPOT INC	City Hall UPS Not Communicating	4465		637.50
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	4462		199.27
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-Senior Ctr	4457		135.00
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-Senior Ctr	4457		135.00
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Mgmt 4/2024	4469		9,391.00
100-1020-7720	TRIPEPI SMITH & ASSOCIATES	PEG Channel Management Services 4/2024	4469		2,345.00
100-1815-7965	MAXTREME INC	IT Helpdesk 4/2024	4449		12,500.00
100-4806	KENNETH ALLEN RIDENOUR	Adult Excursion Refund (Harrah's 5/22/24)	219728		32.90
100-1410-7810	A1 MAINTENANCE SERVICES ...	Las Brisas Street Sweeping 4/2024	4407		61.00
100-1410-7810	A1 MAINTENANCE SERVICES ...	Las Posadas Street Sweeping 4/2024	4407		61.00
100-1205-7779	ELIJAH MORALES	DUSD Tutoring Program	219721	202418-FY23-26-Exp-Tutors,S...	600.00
100-1205-7761	SUPERIOR CT OF CAL CO OF L...	Citation Revenue Tax 3/2024	219737		5,956.00
100-1010-7980	CURO MANAGED PRINT PRO...	State of the City & Schools Banner	219700		77.18
100-1405-7975	DASHER & TABATA INC	NEC Brycedale & Hunt Dr Facade Design/Construction	219701	202311/1405-7975-BV/Hunt D..	3,645.93
100-2120	GLORIA DAVIS	ROP Bldg Rent Deposit Refund 4/13/24	219702		150.00
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Park/Bus Stop Trash Liners	4461		1,293.68
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class 3/26/24 - 4/16/24	4412		218.40
100-1410-7980	CITY OF BRADBURY	Pesticide-Oak Trees on Bike Trail	219689		955.50
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4419		17.44
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4419		45.52
100-1605-7739	THE SAUCE CREATIVE SERVICE...	Open Registration Banner	4466		1,320.96
100-2126	GALLO GROUP LLC	Const/Demo Deposit Refund (Pmt#2023-161)	219707		1,460.00
100-1020-7724	RUDY'S PLUMBING INC	Backflow Testing-PO Parking Lot	4457		135.00
100-1610-7618	ULINE INC	Teen Center Tables	4475		1,536.86
100-1610-7618	ULINE INC	FC Custodian Cart/Shop Hand Truck	4475		553.48
100-4807	WILLIAM CONNOLLY	2023/2024 Membership Refund	219697		115.30
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 3/2024	219718		687.60

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 3/2024	219718		1,259.76
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 3/2024	219718		235.73
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 3/2024	219718		1,483.26
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 3/2024	219718		5,420.68
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 3/2024	219718		151.18
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Sheriff's Contract 3/2024	4446		439,691.31
100-1610-7652	AIR-TRO INC	Public Safety HVAC Routin...	219685		236.00
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	4462		123.37
100-1405-7975	SAN GABRIEL VALLEY ECONO...	ICSC Booth Participation May 2024	219730		750.00
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 3/31/2024 - 4/13/2024	4411		3,460.32
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 4/2024	4428		159.00
100-1205-7650	AUTOZONE	Vehicle 34 Wipers & Wiper Fluid	219687		44.27
100-1005-7644	JODY ERRANDI SCHULZ	CSArts SGV Gala 2024 Event	4460		205.90
100-1610-7636	HENDERSON'S UNIFORMS	Facility Maintenance Staff Jacket	4437		84.34
100-1205-7783	COUNTY OF LOS ANGELES PR...	PIP Program DPO Abernathy 01/01/2024 - 03/31/2024	4422		26,250.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 4/3/2024	4463		160.00
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	4462		145.50
100-1825-7630	QUADIENT LEASING USA INC	CH Postage Machine Lease 5/23/24 - 8/22/24	219727		707.12
100-1605-7736	BUILDING LASTING SUCCESS ...	Instructor Fee-Social Skills 3/25/24 - 4/15/24	4415		252.00
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-City Yard	4457		135.00
100-1205-7779	FSP DESIGNS	PS Intern Uniform	4432		70.80
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 5/2024	219714		1,750.00
100-1410-8030	BENKO PRODUCTS INC	Pallet & Handling	4414		45.00
100-1410-8030	BENKO PRODUCTS INC	Three Tiers of Shelving - Steel	4414		1,750.00
100-1410-8030	BENKO PRODUCTS INC	EPI Chemical Storage Building	4414		14,345.00
100-1205-7779	AIDA TORRES	DART Trips Expense Reimbursement	4468		358.12
100-1205-7787	MVP, LLC	Public Safety Lease	4451		13,854.83
100-1605-7750	INLAND EMPIRE STAGES LTD	Excursion Transportation-Avocado Festival 4/21/24	219711		1,765.25
100-1605-7733	CURO MANAGED PRINT PRO...	SC May Calendar Poster	219700		18.74
100-2120	VIRGINIA CRUZ	SC Rent Deposit Refund 4/20/2024	219699		500.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	4433		712.80
100-1825-7630	CANON FINANCIAL SERVICES I...	(2) CH/PS/SC/TC Copier Lease 5/01/2024 - 5/31/2024	219692		1,730.47
100-1825-7631	CANON FINANCIAL SERVICES I...	(2) CH/PS/SC/TC Copier Maint 3/01/2024 - 3/31/2024	219692		549.89
100-1010-7610	BRIAN VILLALOBOS	Pathway Home Tour w/CC Martin Del Campo	219739		26.80
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4419		62.17
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4419		9.31
100-1825-7631	CANON SOLUTIONS AMERICA ...	Finance Mgr Printer Maint 3/23/24 - 4/22/24	219693		35.70
100-1605-7730	CURO MANAGED PRINT PRO...	Recreation Dept Presentation Tablecloths (6)	219700		1,256.85
100-1605-7736	360 MARITAL ARTS ACADEMY ...	Instructor Fee-Karate Winter 24 1/5/24 - 3/1/24	4406		1,398.60
100-1605-7736	JOVANA VILLEGAS	Instructor Fee-Culinary Kids 3/25/24 - 4/15/24	4476		756.00
100-4807	KASEY LOCKE	2023/2024 Membership Refund	219713		129.70

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1010-7614	MCA DIRECT LLC	Minute Book Paper	219716		139.70
100-4404	JOCELYNE MINSTER	Overtime Charge Refund 3/23/24	219717		40.25
100-1825-7626	POSTMASTER	2025 Dog License Renewal Notice Mailing	219726		484.72
100-1010-7980	CURO MANAGED PRINT PRO...	State of the City & Schools Address Programs	219700		115.76
100-1205-7780	CURO MANAGED PRINT PRO...	Rabies Clinic Signs	219700		154.31
100-1605-7733	HEULYN REGINA DUMAS-JOH...	Senior Ctr Sewing Class 5/2024	4423		320.00
100-1410-7887	GARVEY EQUIPMENT COMPA...	Equipment Repairs & Tool Supplies	219708		430.73
100-1410-7980	GARVEY EQUIPMENT COMPA...	Equipment Repairs & Tool Supplies	219708		414.45
100-1005-7642	U.S. BANK	M Finlay CCCA Conf Hotel 5/16/24 (Renaissance)	4471		390.70
100-1005-7643	U.S. BANK	Vinh Truong SCAG Conf Hotel 5/1/24 (Marriott)	4471		492.50
100-1005-7644	U.S. BANK	Jody Schulz Foothill Family Gala 5/18/2024	4471		375.00
100-1005-7644	U.S. BANK	Jody Schulz Chamber Membership 4/16/24 - 4/16/25	4471		86.00
100-1005-7644	U.S. BANK	Jody Schulz Great SGV Cancer Support Cmty Gala	4471		325.00
100-1005-7980	U.S. BANK	DashPass 4/5/2024 - 5/5/2024 (DoorDash)	4471		9.99
100-1010-7610	U.S. BANK	SG River Working Group Meeting (Smart & Final)	4471		22.28
100-1010-7610	U.S. BANK	SG River Working Group Meeting (Tropicana Mkt)	4471		122.74
100-1010-7610	U.S. BANK	Annette Juarez City Clerk Conf Hotel (Hardrock)	4471		916.56
100-1010-7610	U.S. BANK	Quarterly Staff Mtg 4/18/24 (EzCaterSubway)	4471		163.64
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/John Wilson (Starbucks)	4471		3.45
100-1010-7610	U.S. BANK	SG River Working Group Meeting (Crumbl Cookie)	4471		47.99
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	4471		18.00
100-1010-7980	U.S. BANK	State of the City & Schools Address (CynthiaBrook)	4471		500.00
100-1010-7980	U.S. BANK	State of the City & Schools Address (A-1 Events)	4471		1,419.61
100-1010-7980	U.S. BANK	CIP Wokshop Dinner 4/23/24 (Janet's)	4471		523.69
100-1010-7980	U.S. BANK	CC Meeting 4/9/24 (DoorDash-Marie Callenders)	4471		156.58
100-1010-7980	U.S. BANK	CC Meeting 3/26/2024 (DoorDash-Janet's)	4471		69.42
100-1010-7980	U.S. BANK	CIP Workshop Dessert 4/23/24 (Sweet Nothings)	4471		54.00
100-1010-7980	U.S. BANK	CC Mtg Supplies (Instacart-Smart & Final)	4471		47.20
100-1010-7980	U.S. BANK	CC Meeting 4/9/24 (DoorDash-Janet's)	4471		25.94
100-1010-7980	U.S. BANK	CC Meeting 3/26/2024 (DoorDash-Merengues)	4471		195.30
100-1020-7712	U.S. BANK	eNews & Press Releases (Constant Contact)	4471		609.00
100-1020-7712	U.S. BANK	Spotify Subscription	4471		16.99
100-1205-7779	U.S. BANK	Barnes & Noble Membership Renewal (DART)	4471		44.09
100-1405-7614	U.S. BANK	Office Chair (Seatingmind.com)	4404		724.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7975	U.S. BANK	Craig Hensley ICSC Conf Airfare (Southwest)	4404		419.96
100-1410-7610	U.S. BANK	Gerard Batista ISA Conf & Trade Show Registration	4404		650.00
100-1410-7610	U.S. BANK	(5) MSA Training & Trade Show	4404		154.50
100-1010-7980	U.S. BANK	State of the City/Schools Catering (CynthiaBrooks)	4403		2,553.99
100-1020-7980	U.S. BANK	Deposit-Employee Event 6/20/24 (Bowlero)	4403		2,587.63
100-1410-7650	U.S. BANK	Arrow Board Batteries (Lee's Batteries)	4403		2,010.96
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 4/4/2024 - 5/3/2024	4403		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 4/4/2024 - 5/3/2024	4403		7.75
100-1805-7965	U.S. BANK	STR Trend Report Q1 1/2024 - 3/2024	4403		660.00
100-1810-7610	U.S. BANK	Kristen Petersen Mtg w/New Employee (Hope Village)	4403		89.97
100-1810-7610	U.S. BANK	Kristen Petersen Mtg w/Legal Council (El Pollo)	4403		24.44
100-1815-7632	U.S. BANK	Adobe Acrobat Pro 3/25/2024 - 4/12/2024	4403		10.63
100-1815-7632	U.S. BANK	accessduarte.org 4/16/24 - 4/16/25 (Network Sol)	4403		11.99
100-1815-7632	U.S. BANK	accessduarte.net 4/16/24 - 4/16/25 (Network Sol)	4403		11.99
100-1815-7632	U.S. BANK	Finance Webinar 4/7/2024 - 5/6/2024 (Zoom)	4403		80.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 4/13/24 - 5/12/24	4403		814.69
100-1815-7632	U.S. BANK	cityofduarte.com 4/7/2024 - 4/6/2025 (Zoom)	4403		1,599.00
100-2123	U.S. BANK	Special Event/Instructor Ins 1/24-3-24 (Alliant)	4403		752.00
100-1205-7614	U.S. BANK	Office Supplies (Target)	4474		16.98
100-1205-7614	U.S. BANK	Surge Protectors (Target)	4474		121.89
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	4474		10.57
100-1205-7615	U.S. BANK	E-Bike Battery Covers (Avention Bikes)	4474		77.81
100-1205-7615	U.S. BANK	Bike Patrol Trunk Bags (Police Bike Store)	4474		255.90
100-1205-7760	U.S. BANK	Tow Srvcs-PEH-Kevin Martin (Navarro's Towing)	4474	202420-Outreach-Homeless S...	350.00
100-1205-7760	U.S. BANK	Bus Ticket-PEH-Lester Mojica (Greyhound)	4474	202420-Outreach-Homeless S...	67.98
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Kiklo Cafe)	4474		102.37
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Wingstop)	4474		56.19
100-1205-7779	U.S. BANK	TC Youth Employment Workshop (Little Caesars)	4474		51.21
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (UCB Campnile)	4474		41.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (SPPlus Seawall Lot)	4474		40.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Trader Joe's)	4474		178.60
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Thai Basil)	4474		178.21
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Subway)	4474		153.25
100-1205-7779	U.S. BANK	DART Event 4/22/24 (Little Caesars)	4474		30.73

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	DART Event Parking (CA Science Ctr)	4474		30.00
100-1205-7779	U.S. BANK	DART Office Meal (Chick Fil A)	4474		26.60
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Walgreens)	4474		19.53
100-1205-7779	U.S. BANK	DART Event 4/22/24 Supplies (Smart & Final)	4474		34.94
100-1205-7779	U.S. BANK	DART Event 4/20/24 (Chick Fil A)	4474		227.29
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (McDonalds)	4474		121.21
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 (Boba Guys)	4474		115.29
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/2024 Hon's Wun-Tun)	4474		316.59
100-1205-7887	U.S. BANK	PS Office Furniture (Wayfair)	4474		1,615.60
100-1205-7887	U.S. BANK	Replacement Mouse (Best Buy)	4474		100.30
100-1205-7980	U.S. BANK	CSO Interview Panel Lunch (Max's Mexican)	4474		84.83
100-1010-7980	U.S. BANK	Evander Holyfield Event Decorations (Amazon)	4472		18.61
100-1020-7711	U.S. BANK	Staff Appreciation Dessert (Del Taco)	4472		19.73
100-1020-7711	U.S. BANK	Staff Appreciation Lunch (Walmart)	4472		10.10
100-1020-7711	U.S. BANK	Staff Appreciation Dessert (Smart & Final)	4472		4.99
100-1020-7711	U.S. BANK	Staff Appreciation Drinks (Target)	4472		14.49
100-1020-7711	U.S. BANK	Staff Appreciation Lunch (Sprouts)	4472		25.02
100-1020-7713	U.S. BANK	Museum Lighting (Lamps Plus)	4472		710.00
100-1605-7612	U.S. BANK	Online Scheduling Subscription (When to Work)	4472		1,100.00
100-1605-7614	U.S. BANK	Post It Note Pads (Amazon)	4472		11.22
100-1605-7614	U.S. BANK	Office Utensils (Amazon)	4472		42.98
100-1605-7693	U.S. BANK	MYC Dinner 4/8/24 (Buffalo Wild Wings)	4472		268.97
100-1605-7730	U.S. BANK	Eggfest 2024 Drive Thru Food/Drinks (Sam's Club)	4472		309.12
100-1605-7730	U.S. BANK	RETURN-Eggfest 2024 Banners (Amazon)	4472		-123.41
100-1605-7730	U.S. BANK	RETURN-Eggfest 2024 Baskets (Amazon)	4472		-40.78
100-1605-7730	U.S. BANK	Eggfest Staff/CERT Breakfast (Einstein Bagels)	4472		335.70
100-1605-7730	U.S. BANK	Eggfest 2024 Baskets/Golden Eggs (Amazon)	4472		231.45
100-1605-7730	U.S. BANK	Jump for Autism Event Box (Michaels)	4472		10.56
100-1605-7730	U.S. BANK	Eggfest 2024 Bags (Smart & Final)	4472		39.67
100-1605-7730	U.S. BANK	Eggfest 2024 Pizza for Students (Domino's)	4472		79.28
100-1605-7730	U.S. BANK	RETURN-Eggfest 2024 Supplies (Hobby Lobby)	4472		-154.58
100-1605-7733	U.S. BANK	SC Wall Chargers (Amazon)	4472		15.41
100-1605-7733	U.S. BANK	SC Softball Opening Day Balloons (Amazon)	4472		11.01
100-1605-7733	U.S. BANK	SC Mother's Day Tea Filling Bottles (Amazon)	4472		206.95
100-1605-7733	U.S. BANK	SC Igloo Cooler (Amazon)	4472		143.31
100-1605-7733	U.S. BANK	Sr Games Pickleball Tournament (Act*ITennis Inc)	4472		326.70

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100-1605-7733	U.S. BANK	SC Cookie Sheet w/Slicing Tool (Amazon)	4472		32.40
100-1605-7733	U.S. BANK	SC Gift Baskets (Amazon)	4472		101.40
100-1605-7735	U.S. BANK	Cesar Chavez Contest Prize Gift Cards (Amazon)	4472		150.00
100-1605-7735	U.S. BANK	TC Table Covers (Amazon)	4472		125.64
100-1605-7735	U.S. BANK	TC Jacket Patches/Shoelaces (Amazon)	4472		225.96
100-1605-7738	U.S. BANK	TC Spring Break Trip 4/1/2024 (Knotts Berry Farm)	4472		1,335.99
100-1605-7740	U.S. BANK	Day Camp Grilling Accessories (Amazon)	4472		55.10
100-1605-7741	U.S. BANK	Youth Sports Soccer Goals (Amazon)	4472		476.24
100-1605-7745	U.S. BANK	Autograph Gloves (Titl…	4472		73.46
100-1605-7758	U.S. BANK	Independence Day Event Stakes (Amazon)	4472		16.20
100-1605-7980	U.S. BANK	RETURN-Staff Appreciation Supplies (Papersource)	4472		-26.40
100-1605-7980	U.S. BANK	Staff Appreciation Supplies (Papersource)	4472		40.89
100-1610-7616	U.S. BANK	FC Pool Rope Hooks/Floats/Rope (SCP Distributors)	4472		184.83
100-1610-7618	U.S. BANK	Kitchen Sponges (Amazon)	4472		15.82
100-1610-7618	U.S. BANK	Council Meeting Drinks (Ralphs)	4472		36.01
100-1610-7618	U.S. BANK	CC Tablecloth Cleaning (Nature's Cleaners)	4472		100.00
100-1610-7618	U.S. BANK	Velcro & Glue Dots (Amazon)	4472		44.09
100-1610-7618	U.S. BANK	Speaker Stands (PSSL Prosound STG)	4472		440.99
100-1610-7618	U.S. BANK	Grass Blower Battery (Amazon)	4472		133.89
100-1610-7618	U.S. BANK	Restroom Locks (Amazon)	4472		138.00
100-1610-7618	U.S. BANK	Microphone (Amazon)	4472		114.66
100-1610-7652	U.S. BANK	Pool Heater Switch Repair (Bear State Water)	4472		972.28
100-1750	U.S. BANK	Deposit-Hamilton Tickets 8/2/2024 (Pantages)	4472		491.00
100-1805-7965	HDL COREN & CONE	Property Tax Srvcs 4/2024 - 6/2024	4435		3,438.44
100-1015-7682	BURKE, WILLIAMS & SORENS…	Labor Legal 3/2024	4417		4,675.00
100-1605-7614	STAPLES ADVANTAGE	CH Tape	4462		10.13
100-1605-7733	STAPLES ADVANTAGE	SC Paper	4462		49.04
100-1405-7650	10-8 RETROFIT INC	Vehicle 19 Equipment Install	4405		1,812.30
100-1010-7980	DUARTE RECREATION PETTY …	Holyfield Event Ice	219705		17.60
100-1010-7980	DUARTE RECREATION PETTY …	Holyfield Event Balloons	219705		15.21
100-1605-7730	DUARTE RECREATION PETTY …	Jump for Autism Cake	219705		31.75
100-1605-7730	DUARTE RECREATION PETTY …	Jump for Autism Decorations/Party Supplies	219705		14.61
100-1605-7733	DUARTE RECREATION PETTY …	SC Mother's Day Te…	219705		23.58
100-1605-7745	DUARTE RECREATION PETTY …	TC Boxing Weighted Jump Ropes	219705		34.80
100-1610-7618	DUARTE RECREATION PETTY …	FM Staff Meeting Donuts	219705		18.00
100-1825-7631	CANON SOLUTIONS AMERICA …	CMD Permit Tech Printer Maint 3/27/24 - 4/26/24	219693		43.01
100-1010-7980	PARTY PRONTO INC	Evander Holyfield Event Stage	219724		360.00
100-1605-7736	ANCOM GROUP INC	Instructor Fee-Math Workshop 3/29/24 - 4/19/24	4409		151.20
100-1605-7736	ANCOM GROUP INC	Instructor Fee-Critical Reading 3/29/24 - 4/19/24	4409		75.60
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Building Maintenance Supplies	4461		1,157.40
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS…	Building Maintenance Supplies	4461		1,540.75

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-2120	LISA CASTILLO	Pool Rental Deposit Refund (Cancellation)	219694		200.00
100-2122	DIVISION OF THE STATE ARCH…	Disability Access Fee Q1 2024	219704		153.60
100-1605-7650	AUTOZONE	Vehicle #17 Repair	219687		33.39
100-1605-7650	AUTOZONE	Vehicle 17 Mirror	219687		204.23
100-1605-7965	AQUATIC DESIGN GROUP INC	Design Svcs - FC Pool Deck Renovation 4/2024	219686	202421-Prof Svcs-FC Pool Deck..	8,992.80
100-1605-7650	EAN SERVICES LLC	TC Van Rental 4/1/2024	4424		151.17
100-1010-7980	COMMUNITY MEDIA OF THE …	State of the City & Schools Video Production	219696		3,392.50
100-1205-7780	SAN GABRIEL VALLEY HUMAN…	Animal Shelter Services 5/2024	4459		5,833.33
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	4477		690.54
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvcs 5/2024	4439		1,773.47
100-1810-7660	CMC LIVESCAN & NOTARY SE…	Livescan Services 4/2024	4421		300.00
100-2120	MARIA PICHARDO	ROP Bldg Rent Deposit Refund 4/27/2024	219725		150.00
100-2120	CORAL VALENCIA ROMERO	SC Rent Deposit Refund 4/27/2024	219729		500.00
100-1605-7735	MAX'S MEXICAN CUISINE	TC Cinco de Mayo Event 5/2/2024	219715		496.13
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	4434		75.00
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	4448		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	4430		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	4470		75.00
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	4460		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	4441		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	4445		75.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	4429		435.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	4427		435.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	4436		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	4416		218.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	4454		566.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	4442		435.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	4464		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	219690		435.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	4418		566.00
100-1825-7626	FEDEX	Document Delivery	219706		57.24
100-1605-7733	TIFFANY'S CATERING	SC Mother's Day Tea Catering 5/11/2024	219738		694.00
100-1010-7612	CIVICPLUS LLC	Municode Admin Support 6/1/2024 - 5/31/2025	4420		350.00
				Fund 100 - GENERAL FUND Total:	**780,205.98**
Fund: 220 - GAS TAX FUN					
220-2210-7813	KENT BARR	Duarte Rd Signage & Striping Project	4413	202411/2210-7813-Signs-Duar..	14,207.00
220-2210-7890	COUNTY OF LOS ANGELES DE…	Traffic Signal Maintenance 3/2024	219698		12,543.34
220-2225-7980	KOA CORPORATION	SCAG Duarte SRTS Plan 2/29/24 - 3/29/24	4443		2,400.00
				Fund 220 - GAS TAX FUN Total:	**29,150.34**
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Tzeitel Paras-Caracci Park	4457		135.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electrical Tools & Supplies	BD24-1379		6.57
240-2420-7887	HOME DEPOT CREDIT SERVICES	Wrought Iron Repair-Kendrick LLD	BD24-1379		18.06
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Central Ave Parkway	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Northview Park	4457		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Pops Rd Vacant Lot	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Plaza Duarte	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Lot	4457		135.00
240-2426-7810	A1 MAINTENANCE SERVICES ...	Grocery Outlet Pkg Lot Sweeping 4/2024	4407		784.00
240-2410-7909	WEST COAST ARBORISTS INC	Tree Removal & Pruning	4478		14,318.40
240-2405-7877	STATE OF CALIFORNIA DEPT O...	CalTrans Signal Maintenance 1/2024 - 3/2024	219735		536.96
240-2427-7887	RUDY'S PLUMBING INC	Backflow Testing-Rancho Verde LLD	4457		135.00
240-2427-7887	RUDY'S PLUMBING INC	Backflow Testing-Rancho Verde LLD	4457		135.00
240-2429-7887	RUDY'S PLUMBING INC	Backflow Testing-Emblem LLD	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Encanto Park	4457		135.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Lomas Villas LLD	4457		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	4457		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	4457		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	4457		135.00
240-2425-7887	RUDY'S PLUMBING INC	Backflow Testing-Hearthstone LLD	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Encanto Park	4457		135.00
240-2422-7887	RUDY'S PLUMBING INC	Backflow Testing-Encanto Parkway LLD	4457		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	4457		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	4457		135.00
240-2431-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Brisas LLD	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Orange Blossom Park	4457		135.00
240-2432-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Posadas LLD	4457		135.00
240-2424-7887	RUDY'S PLUMBING INC	Backflow Testing-Windsor Circle LLD	4457		135.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Lomas Villas LLD	4457		135.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Lomas Villas LLD	4457		135.00
240-2410-7663	SITEONE LANDSCAPE SUPPLY ...	Annual Weed Abatement	219733		775.05
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	4457		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	4457		135.00
240-2433-7887	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Villas LLD	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Entrance Park	4457		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Median	4457		135.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Trail	4457		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Parkway	4457		135.00
240-2430-7887	U.S. BANK	Mesa Gas Lamp Mantles (American Mantle Co)	4404		835.30
			Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:		**22,134.34**
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-7965	LDM ASSOCIATES INC	FY24 CDBG ADA Curb Ramps 3/2024	4444	202413-Professional Svcs-ADA...	1,755.00
			Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:		**1,755.00**
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIF...	Sheriff's Contract 3/2024	4446		15,202.38
			Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:		**15,202.38**
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 4/01/2024 - 4/30/2024	BD24-1365		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 4/01/2024 - 4/30/2024	BD24-1365		428.96
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 4/01/2024 - 4/30/2024	BD24-1365		821.80
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 4/01/2024 - 4/30/2024	BD24-1365		601.11
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 4/01/2024 - 4/30/2024	BD24-1365		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 4/01/2024 - 4/30/2024	BD24-1365		492.21
			Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:		**3,400.88**
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
400-4005-7965	NATURE FOR ALL	Fish Canyon Trail Restoration 10/2023 - 12/2023	4452	202214-Exp-Fish Cyn Trail Res...	6,005.09
400-4005-7965	NATURE FOR ALL	Fish Canyon Trail Restoration 1/2024 - 3/2024	4452	202214-Exp-Fish Cyn Trail Res...	2,737.59
			Fund 400 - PARK DEVELOPMENT GRANT FUND Total:		**8,742.68**
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-8013	FOOTHILL TRANSIT	60th Installment of 3rd Bus 3/2024	4431		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 2/2024	4431		16,335.42
440-5004	FOOTHILL TRANSIT	Duarte Local Service 2/2024	4431		-870.52
440-4405-7673	OCCUPATIONAL HEALTH CEN...	Drug/Alcohol Test 4/24/2024	219722		120.00
			Fund 440 - PROPOSITION A TRANSIT FUND Total:		**19,471.95**
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	60th Installment of 3rd Bus 3/2024	4431		3,180.31
460-4605-7650	HOME DEPOT CREDIT SERVICES	Yard Shop Vac	BD24-1379		131.20
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 2/2024	4431		13,365.34
460-5004	FOOTHILL TRANSIT	Duarte Local Service 2/2024	4431		-712.25
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 2/2024	219718		168.13
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 3/2024	219718		197.09
			Fund 460 - PROPOSITION C TRANSIT FUND Total:		**16,329.82**

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 475 - MEASURE M LR TRANSIT FUND					
475-4750-7965	BUCKNAM INFRASTRUCTURE ...	PMP Update Services 3/1/2024 - 3/31/2024	219691		1,310.00
				Fund 475 - MEASURE M LR TRANSIT FUND Total:	**1,310.00**
				Grand Total:	**897,703.37**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	780,205.98
220 - GAS TAX FUN	29,150.34
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	22,134.34
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	1,755.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	15,202.38
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,400.88
400 - PARK DEVELOPMENT GRANT FUND	8,742.68
440 - PROPOSITION A TRANSIT FUND	19,471.95
460 - PROPOSITION C TRANSIT FUND	16,329.82
475 - MEASURE M LR TRANSIT FUND	1,310.00
Grand Total:	**897,703.37**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del..	75.00
100-1005-7642	Travel & Exp - Finlay	465.70
100-1005-7643	Travel & Exp - Truong	567.50
100-1005-7644	Travel & Exp - Schulz	1,066.90
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	1,303.46
100-1010-7612	Publications and Dues	368.00
100-1010-7614	Office Supplies	139.70
100-1010-7685	Technology Services	9,360.00
100-1010-7965	Professional Services	6,450.00
100-1010-7980	Other Expenses	9,562.38
100-1015-7682	Labor Counsel Legal	4,675.00
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7711	Employee Recognition C…	74.33
100-1020-7712	Community Information …	10,016.99
100-1020-7713	Historical Museum Bldg…	1,007.87
100-1020-7720	DCTV	2,345.00
100-1020-7724	Post Office Parking	135.00
100-1020-7980	Other Expenses	2,587.63
100-1205-7614	Office Supplies	963.37
100-1205-7615	Emergency Supplies	3,388.09
100-1205-7650	Vehicle Maintenance	2,970.37
100-1205-7655	Emergency Services	215.61
100-1205-7760	Homeless Outreach Prog…	417.98
100-1205-7761	Parking Ticket Collect	5,956.00
100-1205-7779	Youth Programs	2,959.68
100-1205-7780	Animal Control	18,226.87
100-1205-7781	Contract Law Enforceme…	451,081.07
100-1205-7782	Crossing Guard Contract…	3,460.32
100-1205-7783	A-Team Program	26,250.00
100-1205-7787	Public Safety Cntr Lease	13,854.83
100-1205-7887	Repairs & Replacements	1,715.90
100-1205-7980	Other Expenses	84.83
100-1205-8030	Other Equipment	13.13
100-1405-7614	Office Supplies	724.00
100-1405-7650	Vehicle Maintenance	2,103.59
100-1405-7801	Industrial Waste Inspect…	428.74
100-1405-7965	Professional Services	288.75
100-1405-7975	Economic Development …	4,815.89
100-1405-7980	Other Expenses	1,317.00

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7610	Travel, Mtgs & Conf	804.50
100-1410-7636	Uniforms	1,738.42
100-1410-7650	Vehicle Maintenance	4,163.44
100-1410-7656	Emergency Generator	160.00
100-1410-7810	Street Sweeping	122.00
100-1410-7887	Repairs & Replacements	447.63
100-1410-7900	Emergency Cleanup/Mai…	6,986.31
100-1410-7980	Other Expenses	1,597.78
100-1410-8030	Other Equipment (Capita…	16,140.00
100-1415-7661	Other Serv-Sports Park	540.00
100-1605-7002	Regular Salaries	76.92
100-1605-7612	Publications and Dues	1,100.00
100-1605-7614	Office Supplies	64.33
100-1605-7650	Vehicle Maintenance	1,657.79
100-1605-7693	Youth Council	268.97
100-1605-7730	Special Events	3,425.35
100-1605-7733	Senior Center	4,269.14
100-1605-7735	Teen Center	1,115.67
100-1605-7736	Youth & Adult Recreatio…	2,851.80
100-1605-7738	Teen Excursions	1,335.99
100-1605-7739	Publicity	1,320.96
100-1605-7740	Day Camps	55.10
100-1605-7741	Sports/Playground Progr…	503.78
100-1605-7745	Boxing Program	261.34
100-1605-7750	Bus Rentals	1,765.25
100-1605-7758	Independence Day Celeb…	16.20
100-1605-7965	Professional Services	8,992.80
100-1605-7980	Other Expenses	14.49
100-1610-7616	Pool Supplies	184.83
100-1610-7617	Pool Chemicals	712.80
100-1610-7618	Building Supplies	17,096.13
100-1610-7636	Uniforms	189.64
100-1610-7650	Vehicle Maintenance	1,511.55
100-1610-7652	Building Maint Services	9,098.89
100-1610-8100	Other Capital Improvem…	2,100.00
100-1750	Prepaid Charges	491.00
100-1805-7614	Office Supplies	199.27
100-1805-7654	Audit Services	3,600.00
100-1805-7965	Professional Services	4,098.44
100-1810-7610	Travel, Mtgs & Conf	114.41
100-1810-7660	Other Services	450.00
100-1815-7632	Software	2,528.30
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	975.00
100-1825-7626	Postage	541.96
100-1825-7630	Equipment Lease	2,437.59
100-1825-7631	Equipment Maintenance	628.60
100-1825-7674	Retiree Health Insurance	3,960.00
100-1825-7687	Waste Mgmt Services	2,092.50
100-1825-7980	Other Expenses	68.00
100-1830-8100	Vehicle Replacement (C…	9,783.03
100-2120	Refundable Deposits	1,600.00
100-2121	Pass Through Deposits	36,269.06
100-2122	Disability Access & Educ …	153.60
100-2123	Special Event Insurance …	752.00
100-2126	Construction and Demoli…	3,831.00
100-2127	Retention Payable	6,827.80
100-4404	Other Building Rentals	40.25

Account Summary

Account Number	Account Name	Payment Amount
100-4806	Excursion Fees	32.90
100-4807	Health Membership Fees	245.00
100-5004	Other Revenue	-125.00
220-2210-7813	Regulatory Signs	14,207.00
220-2210-7890	Repairs-Traffic Signal	12,543.34
220-2225-7980	Other Expenses	2,400.00
240-2405-7877	Electric-Traffic Signal	536.96
240-2405-7888	Repairs-Citywide	6.57
240-2410-7662	Other Serv-Citywide	2,025.00
240-2410-7663	Other Serv-Medians	1,585.05
240-2410-7909	Tree Trim-Residential	14,318.40
240-2420-7887	Repairs & Replacements	18.06
240-2421-7887	Repairs & Replacements	405.00
240-2422-7887	Repairs & Replacements	135.00
240-2424-7887	Repairs & Replacements	135.00
240-2425-7887	Repairs & Replacements	540.00
240-2426-7810	Street Sweeping	784.00
240-2427-7887	Repairs & Replacements	270.00
240-2429-7887	Repairs & Replacements	135.00
240-2430-7887	Repairs & Replacements	835.30
240-2431-7887	Repairs & Replacements	135.00
240-2432-7887	Repairs & Replacements	135.00
240-2433-7887	Repairs & Replacements	135.00
260-2605-7965	Professional Services	1,755.00
290-2905-7781	Contract Law Enforceme…	15,202.38
320-3205-8013	Vehicles (Capital)	3,400.88
400-4005-7965	Professional Services	8,742.68
440-4405-7673	Physical Exams	120.00
440-4405-7960	Foothill Transit Operatio…	16,335.42
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-870.52
460-4605-7650	Vehicle Maintenance	496.42
460-4605-7960	Foothill Tranist Operatio…	13,365.34
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-712.25
475-4750-7965	Professional Services	1,310.00
	Grand Total:	**897,703.37**

Project Account Summary

Project Account Key	Payment Amount
None	814,440.42
202214-Exp-Fish Cyn Trail Restoration/Access Plan	8,742.68
202311/1405-7975-BV/Hunt Dr Grocery Outlet Assess	3,645.93
202315-Flood Response,Emergency CleanUp,Mtn,K-rail	6,986.31
202411/2210-7813-Signs-Duarte Rd Signage/Striping	14,207.00
202413-Professional Svcs-ADA Curb Ramps	1,755.00
202417-dep-Westminister Garden Specific Plan & EIR	30,603.56
202418-FY23-26-Exp-Tutors,Student Engage,Live Scan	675.00
202419-Contract Law Enforcement-Tobacco Grant	1,282.44
202420-Outreach-Homeless Services Grant-(SGVCOG)	417.98
202421-Prof Svcs-FC Pool Deck Renovation	8,992.80
202422-PassThru-Royal Oaks Annex-Rincon Consult	5,665.50
202424-1433 Crestfield(Andres Duarte) Wtr Assessmt	288.75
Grand Total:	**897,703.37**

ITEM: 11.E

Receive and File the Community Development Department Update

Recommended Action:
Receive and file the Community Development Department update.

Attachments:
11.E - Community Development Department Update - May 2024.pdf

COMMUNITY DEVELOPMENT STATUS REPORT
May 2024

PROJECT/PROGRAM	STATUS
IN PROCESS	
Recreation Trail Upgrades	Duarte was awarded a $1.6 million federal appropriation for accessibility and quality of life upgrades to the Donald and Bernice Watson Recreation Trail. This funding was included in the 2023 Omnibus Appropriations Bill, thanks to Congresswoman Napolitano. We are still waiting to receive the funds as the State manages the process for how funds will be distributed, a process that typically takes several months. In the next few months, Staff is working on finalizing paving details, looking to hire a landscape consultant to coordinate a final bid set for Parks & Recreation Commission and City Council review. An aerial survey has been completed and the concept plan is being developed. The current schedule is for a project bid in August 2024.
Andres Duarte School	This is a **Duarte Unified School District (DUSD)** project which entails the development of the Andres Duarte School site with a residential development. The School District has selected a developer and is working on the final details of the agreement. The selected team is a partnership of: Adept Development, MW Investments Group and SGV Property Fund. The Andres Duarte school site property is about 13 acres. The preliminary plan, acted on by DUSD, includes 169 units and preserves a portion of Otis Gordon Park. But there is no guarantee to this build out. The property has a general plan and zoning of Public Facilities so any development of the property will require City Council approval. Staff met with the Developer team and explained the City process. This project will require an EIR, so in the coming weeks, that selection process will be progressing. The last update provided to the City was that the developer team and DUSD are working on an agreement and that is moving slower than expected. Staff will bring the EIR consultant selection item for Council Action when the project is ready to move forward. As the process progresses, Staff will keep the Council informed.

PROJECT/PROGRAM	STATUS
Jersey Mikes	Jersey Mikes recently pulled permits for a new store in The Huntington, adjacent to the Domino's space. This will fill up the main commercial space in that mixed use project and leave only the live work space available. A May opening is planned.
Starbucks 922 Hamilton Rd.	Starbucks is in the process of tenant improvements for a new location.
San Gabriel Valley Regional Housing Trust	Staff is working with the San Gabriel Valley COG and the San Gabriel Valley Regional Housing Trust on a possible subsidized housing development in the City. The idea would be to develop one of the affordable housing sites listed in the most recent Housing Element with first priority being the City-owned property at 2400 Huntington and properties to the east. SCVGOG and SGVRHT have access to funding that assists in generating interest from developers.
Metro Parking Lot	Staff has been working with Metro for the past several years on the development of the Metro parking lot as part of the Duarte Station Specific Plan. The intent is to replace the Metro parking into a parking structure and construct workforce housing along Fasana Road at Highland Avenue. Metro is in the final stages of developer selection. The item is scheduled for Metro's Policy and Programming Committee on May 15th. There is currently no schedule for development.
Town Center North	Staff has been meeting with property owners to develop a proposal for a complete center rehabilitation that includes new, upgraded facades, an upgraded parking lot and related improvements. Staff has been working with a commercial broker team with the goal of spurring activity. Property owners are cooperating with the City on Code Enforcement issues. The City has hired an Architect and Engineer to develop a detailed concept plan for façade and parking lot upgrades to the center.
Highland Promenade	This project is funded by a Measure M Grant. It is for an expanded right of way along the west side of Highland Ave. that would have a park-like pedestrian walkway. The City and the property owner of 1801 Highland have approved an easement agreement. Staff discussed the right of way issue with Metro for its piece recently and the details will be resolved when the site development moves forward. City has hired KHR to develop engineering plans and will soon propose hiring a landscape architect to assist with design details. The projected construction date is Fall 2024; however, a portion adjacent to the Metro parking lot may be constructed with the

PROJECT/PROGRAM	STATUS
	development on that property. Staff and the City consultant are working with SCE on moving power poles. Site Design Studio is being brought on board to develop the landscape/hardscape plan.
Evergreen Pedestrian Improvements	This project includes pedestrian sidewalk and lighting along the north side of Evergreen Street and a widening of the sidewalk on the west side of Highland Avenue under the 210 freeway underpass. This project is funded through an ATP cycle 4 grant. The contract has been awarded and construction is in process. Central Ave. sidewalk improvements scheduled for Spring Break week; Evergreen St. light poles for early April. The scheduled completion date is Summer 2024.
Royal Oaks Annexation	The process has started to annex the Human Good's Royal Oaks senior living facility to the City. Rincon Consultants have been hired to assist Staff in processing the annexation and to complete the environmental work. This project also includes a general plan amendment and zoning change. Rincon has started the preparation of the environmental document. The entire process will take 8-12 months and should be in the public hearing process by late 2024.
DEVELOPMENT	
Solana at Duarte Station **1750 Fasana Road**	MBK is building Solana, a 292-unit apartment building. This building will also be the location of the "Duarte Station" sign that will be an icon, located on the roof of the building. The revised completion date is 2025.
BP Charging Station	At its December meeting, the Planning Commission approved a new EV charging station on the property at the northeast corner of Huntington Drive and Bradbourne. This is a new style of charging station that includes several charging spaces and a lounge area for customers that are waiting for their vehicles to charge. Building plans are in plan check.
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive)	This is a two-phase project with a total of 178 rooms with 72 in the first phase. The first plan check was returned to the Architect in early May 2022. The second plan check was resubmitted for review in March 2023. Several clarifications and minor revisions were needed. The third plan check has been completed. There are a few minor revisions required but plans are nearing completion.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: Duarte Outpatient Clinic (DOC) is nearing completion and should be finished by Summer 2024. It is an 8 story, 350,000 square foot building. The Central Utility Plant

PROJECT/PROGRAM	STATUS
	reconstruction is in process and will be completed by Summer 2025 (it is located in the Irwindale portion of the property).
Westminster Gardens	Human Good, the owner, plans for a major campus expansion and has recently filed an application. The City hired MIG to assist in the preparation of the specific plan amendment and EIR. The request is for this expansion to accommodate up to 600 total units; this includes assisted living and memory care units, and mixed use. This project will take 12+ months, but Staff has had kick off meetings with the consultant and HumanGood and there is positive progress. Staff and the consultant held the EIR Scoping Meeting on April 30.
928 Huntington Dr.	The old commercial building, apartments and billboard have been demolished and permits are ready to be issued. A 16 unit apartment development has been approved for the property. This development is permit ready and is scheduled to start soon.
PUBLIC WORKS	
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to locate structure in the park area under the soccer field . Now that the JPA has been formed to manage construction and maintenance, the project can move forward. The design is at 60% now and the JPA will be working on developing a budget. When a final budget estimate is completed and the plans are at 90% completion or more, City Staff and the JPA will provide City Council an update and City Staff and the JPA will start public outreach.
Annual Curb Ramp Project	This is an annual project, funded by CDBG, to replace curb ramps throughout the city. Project is completed.
Annual Pavement Repair	The 2023-2024 project is currently in preliminary design. Bid opening scheduled for May.
Annual Street Project	The 2023-2024 street project is planned for winter/spring 2024. An award of design contract was approved at the September 26 meeting. Project starts on May 27.
Cal Trans onramp project	Cal Trans is upgrading curb ramps citywide at freeway onramps. Project is in process.

ITEM: 11.F

Receive and file the Parks and Recreation Department Update

Recommended Action:
Receive and file the Parks and Recreation Department Update.

Attachments:
11.F - Parks and Recreation Department Update - 05.2024.pdf

PARKS AND RECREATION
STATUS REPORT
May 2024

<table>
<tr><th>PROJECT/PROGRAM</th><th colspan="3">STATUS</th></tr>
<tr><td colspan="4"><u>YOUTH AND SENIOR PROGRAMS</u></td></tr>
<tr><td>Registration for Summer Day Camps Now Open</td><td colspan="3">Registration for the Department’s Summer Day Camps is now live at ACCESSDUARTE.COM. This year, camps will be offered out of Duarte and Royal Oaks Parks, for youth ages 5 – 12 years old, from 8 AM to 5 PM. Each week will bring a new theme and an atmosphere where young people can enjoy their summer break as they engage in games, arts and crafts, sports, and more!</td></tr>
<tr><td>Fitness Center Member Traffic Analysis</td><td colspan="3">To ensure the Duarte Fitness Center’s operating hours are meeting the needs for our members and maximizing City resources, the Department will be evaluating daily traffic patterns and the Center’s usage over the course of the next couple of months. Staff will then come back to the Parks and Recreation Commission and Council to share the data, findings, and any proposed recommended action to updating the Center’s hours.</td></tr>
<tr><td colspan="4"><u>SPECIAL EVENTS</u></td></tr>
<tr><td rowspan="3">Health & Fitness Day 2024</td><td colspan="3">Join us for a fun day of fitness, recreational activities, and resources here in the City of Health! While this is a free public event happening at the Duarte Fitness Center, advance registration is required for each of the classes/activities. To reserve your spot(s), please register at ACCESSDUARTE.COM.
For more information, contact the Fitness Center at (626) 357-6118.</td></tr>
<tr><td>Time</td><td>Youth Classes
(8 – 14 Yrs. Old)</td><td>Teen & Adult Classes
(14+)</td></tr>
<tr><td>9 AM
10 AM
11 AM
12 PM</td><td>Hit Con
Duarte Boxing Demo
Water Aerobics
Nutrition Talk</td><td>Group Aerobics
Mental Health/Wellness Workshop
Water Aerobics
Hybrid Water Workout or Group Yoga</td></tr>
<tr><td>Save the Date:
Summer Kick Off – 80’s Night</td><td colspan="3">The entire community is invited to celebrate the first official day of summer at the Department’s annual Summer Kick Off – 80’s Night! The event will be held in the Duarte Civic Center parking lot, 1600 Huntington Drive, on Thursday, June 20 and feature free cosmic recreation swim in the Duarte pools, arts & craft stations, vendors, food for purchase, DJ Phil, and live 80’s music from The Flashbacks! The festivities will be happening from 6 – 9 PM and no advance registration is required. For additional information, visit ACCESSDUARTE.COM or contact the Parks and Recreation Department at (626) 357-7931.</td></tr>
</table>

ITEM: 11.G

All City Management Services Agreement for Crossing Guard Services

Recommended Action:
Authorize the City Manager to execute the All City Management Services Agreement for Crossing Guard Services in the amount of $141,000.

Attachments:
11.G - Staff Report - All City Management Services Agreement for Crossing Guard Services.pdf

Agenda Item: 11G

CM Review: BCV
Fiscal Review: ac

City of Duarte

AGENDA REPORT

MEETING DATE:	May 14th, 2024
TO:	Mayor and Members of the City Council
FROM:	Larry Breceda, Director of Public Safety
SUBJECT:	All City Management Services Agreement for Crossing Guard Services
RECOMMENDATION:	It is recommended City Council authorize the City Manager to execute the All City Management Services Agreement for Crossing Guard Services in the amount of $141,000.
FISCAL IMPACT:	DUSD and CSArts will cover 50% of the contract amount as per the agreement, resulting in a total impact to the budget of $70,500, as presented in the 24/25 FY budget.

BACKGROUND

In 2019, the City made the decision to contract with All City Management Services (ACMS) for the provision of crossing guard services. Prior to that, the City had been responsible for hiring and training crossing guards, with costs shared between the City, Duarte Unified School District (DUSD) and California School of the Arts (CSArts).

DISCUSSION/ANALYSIS

The ACMS agreement is an annual arrangement requiring City approval. Separate agreements with DUSD and CSArts specify their approval of the ACMS agreement and acceptance of 50% of associated costs. These agreements remain in effect unless modified.

DUSD and CSArts collaborate with the Public Safety Department to determine crossing guard locations and operating hours. For the 2024/25 school year, DUSD requests five crossing guards, while CSArts requests two.

For the upcoming 2024/25 school year, DUSD has requested the assignment of five crossing guards at the following locations:

1. Royal Oaks Drive at Crestfield Drive (Royal Oaks School)
2. Mt. Olive Drive at Royal Oaks Drive (Royal Oaks School)
3. Buena Vista Street at Kellwil Way (Beardslee School)
4. Mel Canyon Road at Deerlane Drive (Valleyview School)

5. Deerlane Drive at Larkhall Avenue (Valleyview School) (Possibly moved to Royal Oaks School)

CSArts has requested the assignment of two crossing guards for the 2024/25 school year at the following locations:

1. Highland Avenue at the PAC Driveway
2. Central Avenue at Highland Avenue

ACMS has faced challenges in maintaining sufficient staff post-pandemic, leading to a workforce transition and increased labor costs. As a result, ACMS proposes an hourly billing wage increase from $32.04 to $34.77 for the 2024-25 fiscal year.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute the All City Management Services Agreement for Crossing Guard Services in the amount of $141,000.

FISCAL IMPACT

DUSD and CSArts will cover 50% of the cost, resulting in a $70,500 impact on the budget, as detailed in the 24/25 FY budget.

ATTACHMENTS

Attachment A – ACMS Agreement for Crossing Guard Services
Attachment B – ACMS Client Worksheet

AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated March 27, 2024 and is between the CITY OF DUARTE (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a period which commences on or around July 1, 2024 and ends on June 30, 2025 and for such term thereafter as the parties may agree upon by written amendment to this contract. Service shall begin on a best availability basis until such a time as Contractor has hired, trained and deployed Crossing Guards to all sites requested by the City. Contractor shall assume liability for only those sites agreed to by both Contractor and the City by written amendment stating effective date of assignment.

2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". Contractor will perform criminal background checks and confirm employment eligibility through E-Verify on all prospective personnel. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.

3. The City's representative in dealing with the Contractor shall be designated by the City of Duarte.

4. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.

5. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.

6. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.

7. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.

8. Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City's jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.

9. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.

10. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than $1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the City.

11. Contractor agrees to defend, indemnify and hold harmless the City, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a "Claim" and collectively, the "Claims") that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.

    a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.

    b) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.

    c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of City, liability will be apportioned between Contractor and City based upon the parties' respective degrees of culpability, as determined by the court, and Contractor's duty to indemnify City will be limited accordingly.

    d) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to City for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of $5,000,000 (Five Million Dollars).

12. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.

13. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.

14. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Thirty-four Dollars and Seventy-seven Cents **($34.77)** per hour, per Crossing Guard during the term. Based on a minimum of seven (7) sites and upon a projected (3,870) hours of service the cost shall not exceed One Hundred Thirty-four Thousand, Five Hundred Sixty Dollars ($134,560.00) for the standard school year.

    Based on a projected minimum of three (3) sites and upon a projected (171) hours of service the cost shall not exceed Five Thousand, Nine Hundred and Forty-six Dollars ($5,946.00) for 2024-2025 summer school session.

    The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of One Hundred Forty Thousand, Five Hundred and Six Dollars ($140,506.00) for the 2024-2025 school year, unless Contractor fails to perform service.

15. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.

16. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.

17. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.

18 This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

CITY	**CONTRACTOR**
City of Duarte	**All City Management Services, Inc.**
By______________________________	By______________________________
Signature	D. Farwell, Corporate Secretary
______________________________	
Print Name and Title	
Date______________________________	Date______________________________

All City Management Services Inc.

Client Worksheet 2024 - 2025

Department: 1007804

Billing Rate for 2024 - 2025: $ 34.77

City of Duarte
1042 Huntington Drive
Duarte, CA 91010

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days

Summer School:
For schools with Summer School sessions use 19 days

Sites with traditional calendar:

	15		180		$34.77	=	$93,879.00
5 Sites at 3.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
	6.5		180		$34.77	=	$40,680.90
2 Sites at 3.25 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

Summer School 2025:

	9		19		$34.77	=	$5,945.67
3 Sites at 3.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL NUMBER OF SITES	**7.00**		
HOURS FOR TRADTIONAL	3,870.00	PROJECTED COST FOR TRADTIONAL	$134,559.90
HOURS FOR SUMMER	171.00	PROJECTED COST FOR SUMMER	$5,945.67
TOTAL PROJECTED HOURS	**4,041.00**	**TOTAL ANNUAL PROJECTED COST**	**$140,505.57**

ITEM: 11.H

Adoption of Resolution No. 24-04 to set Public Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts

Recommended Action:
Adopt Resolution No. 24-04 to Set Public Hearing for June 25, 2024.

Attachments:
11.H - Staff Report - Set Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts.pdf
11.H - Resolution 24-04.pdf
11.H - Engineer Report.pdf

Agenda Item: 11 H

CM Review: RCV
Fiscal Review: dl

City of Duarte

AGENDA REPORT

MEETING DATE:	May 14, 2023
TO:	Mayor and Members of the City Council
FROM:	Craig Hensley, Community Development Director
SUBJECT:	Set Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts
RECOMMENDATION:	Adopt Resolution 24-04 to Set Public Hearing for June 25, 2024
FISCAL IMPACT:	The collection of the Citywide Assessment provides $698,245 to be used to fund maintenance of park and city street lighting. The neighborhood special district assessment provides $315,088 for maintenance in the city's various neighborhood zones

BACKGROUND

Each year, City Council holds a Public Hearing to establish property assessments for the Citywide Landscape and Lighting Assessment District and for the City's Neighborhood Districts. The hearing will be held on June 25, 2024. Attached Resolution 24-04 declares the City's intention to hold that public hearing. This is part of the annual process required to continue property assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

The Engineer's Report is attached and is available for review at City Hall at any time between now and the public hearing indicating the amounts of the proposed assessment, district boundaries, assessment zones, descriptions of improvements, and method of assessment. There is no change to that assessment.

In some neighborhood zones, the assessment is allowed to increase annually by the annual increase in the Consumer Price Index (CPI) for the Los Angeles-Long Beach Anaheim, CA area. This year the increase in the CPI for the year ending December 31, 2023 was 3.5%. In the zones where the assessment may be increased, the assessments may increase to the maximum allowable rate of 3.0%. The Engineer's report addresses this issue in detail. The assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code.

RECOMMENDATION

Adopt Resolution 24-04 to Set Public Hearing for June 25, 2024.

FISCAL IMPACT

The collection of the Citywide Assessment provides $698,245 to be used to fund maintenance of park and city street lighting. The neighborhood special district assessment provides $315,088 for maintenance in the city's various neighborhood zones.

ATTACHMENTS

Attachment A: Resolution 24-04
Attachment B: Engineer's Report

RESOLUTION NO. 24-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2024-2025 WITHIN THE CITYWIDE LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972; AND FIXING A TIME AND PLACE FOR THE PUBLIC HEARING TO HEAR OBJECTIONS THERETO

The City Council of the City of Duarte, pursuant to the provisions of the Landscape and Lighting Act of 1972, Division 15 of the Streets and Highways Code of the State of California, does resolve as follows:

DESCRIPTION OF WORK

SECTION 1. That the public interest and convenience requires and it is the intention of the City Council of the City of Duarte, California, to levy and collect assessments within the Citywide Landscape and Lighting Maintenance District for Fiscal Year 2024-2025 within which the following work is to be done:

1. Maintenance and servicing of street landscaping and street trees.
2. Maintenance and servicing of street lighting facilities.
3. Maintenance and servicing of traffic signals.
4. The cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti within street right-of-way.
5. Funding for the construction of the Senior Center.
6. Maintenance and servicing of Parks.
7. Any and all work and materials appurtenant thereto.

LOCATION OF WORK

SECTION 2. The foregoing described work is to be located within streets, easements and City-owned property within the City of Duarte particularly described on a map on file in the City Clerk's office entitled "Landscape and Lighting Maintenance District, Assessment Diagram," said district boundary being the same as the City boundary.

DESCRIPTION OF ASSESSMENT DISTRICT

SECTION 3. That the contemplated work, in the opinion of said City Council, is of benefit to and the said City Council hereby makes the expense of the said work chargeable upon a district, which said district is assessed to pay the costs and expenses thereof and which district is described as follows:

> The City Council has determined that pursuant to Section 22595 of the Streets and Highways Code of the State of California that the public utility property is to be assessed.
>
> All that certain property within the City of Duarte, exclusive of public streets.

REPORT OF THE ENGINEER

SECTION 4. The City Council of said City does hereby tentatively approve the report of the Engineer, which indicates the amount of the proposed assessments, the district boundary, assessment zones, detailed description of improvements, and the method of assessment. The report entitled "Engineer's Report, Landscape and Lighting Maintenance District" is on file in the Office of the City Clerk and reference to said report is hereby made for all particulars.

ASSESSMENTS

SECTION 5.

(a) Pursuant to Section 5 of Article XIIID of the California Constitution an assessment existing on November 5, 1996 imposed exclusively to finance capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control is exempt from the procedures and approved process set forth in Section 5 of Article XIIID of the California Constitution.

(b) The proposed assessments relating to Zones 1 through 15 were existing on the effective date of Article XIIID of the California Constitution and were previously imposed and are proposed for fiscal year 2021-2022 to be imposed exclusively to finance the capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.

(c) The proposed assessments relating to Zones 16 through 18 were voted upon and approved by a majority of property owners in accordance with the requirements of Article XIIID of the California Constitution.

(d) The assessments are proposed to increase by 3.0% in Zones 4, 7, and 8 as previously approved by the property owners, and also by 3.0% in Zones 14, 15, 16, 17, and 18 as allowed for in the formation of the zones. This assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code.

TIME AND PLACE OF PUBLIC HEARING

SECTION 6. Notice is hereby given that on the **25th day of June 2024**, at the hour of 7:00 p.m., in the Council Chambers of City Hall, 1600 Huntington Drive, Duarte, California, any and all persons having any objections to the work or intent of the assessment district may appear and show cause why said work should not be done or carried out, or why said assessments should not be levied in accordance with this Resolution of Intention. The City Council will consider all oral and written protests.

LANDSCAPING AND LIGHTING ACT OF 1972

SECTION 7. All work herein proposed shall be done in accordance with the Landscape and Lighting Act of 1972, Division 15 of the Streets and Highways Code of the State of California.

NOTICE

SECTION 8. The City Clerk is hereby ordered to give notice in accordance with Section 22626 of the Streets and Highways Code of the State of California.

PASSED, APPROVED and ADOPTED this 14th day of May, 2043.

____
Vinh Truong, Mayor

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

I, _________________, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 24-04 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 14th day of May, 2024, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Council Members:

____
City of Duarte, California

ENGINEER'S REPORT
SIDEWALKS, STREETS, SENIOR CENTER PAYMENT,
PARK AND SPECIAL ZONES
OF THE CITY OF DUARTE
LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT
2024-2025 ASSESSMENT LEVY

SECTION 1. AUTHORITY FOR REPORT

This report is prepared pursuant to an order of the City Council of the City of Duarte in compliance with the requirements of Article 4, Chapter 1, Landscape and Lighting Act of 1972, being Part 2, Division 15, of the Streets and Highways Code of the State of California (The "Act").

The Act was originally created by the State Legislature in 1972. On June 13, 1978, the City of Duarte created the City of Duarte Landscape and Lighting Maintenance District for the maintenance and servicing of Landscaping and Lighting. Since 1972, the Legislature has expanded the definition of landscaping, lighting, and the work that may be done under the Act. The City of Duarte has, over time; expanded the work to be done by the District to include all the work allowed under the Act.

This Assessment District, by special benefit assessments, provides funding for the maintenance of City-owned parks, for the maintenance of the public landscaping in public owned properties or public right-of-way within the City, graffiti removal, maintenance of public-owned lighting, street lighting, traffic signals within the City, and funding towards the debt service of the Senior Center bond issue. The Senior Center bond issue was paid off in Fiscal Year 2017-18, thus the City wide street maintenance for a single family home was reduced by $5.84.

The voters on November 5, 1996 voted to adopt Proposition 218. Proposition 218 has the potential to have a great impact upon the way special assessments are used and assessed. The City Council has determined that the portion of the assessment devoted to street maintenance and the payment of the Senior Center bond is exempt from Prop. 218. In 1997, by majority vote of the property owners of all single family and condominiums within the City, it was determined to levy a park assessment of $59.42 against single family and condominium units within the City.

SECTION 2. PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

The plans and specifications for the irrigation, landscaping and lighting of streets, traffic signals and easements and authorized improvements within the City are on file in the Department of Community Development. The lighting locations and specifications for Edison-owned lights are on file with Southern California Edison Company. Reference is hereby made to said plans and specifications for the exact location and nature of the landscape and lighting of park improvements. Said plans and specifications by reference are hereby made a part of this report.

SECTION 3. ESTIMATE OF COST OF IMPROVEMENT

The cost of the initial improvements of median island landscaping, street landscaping, traffic signals, street lighting, parking lot lighting, and bike paths were paid for from capital improvement funds, special grants, gas tax, prior assessment districts, subdividers, and general City revenues. The City Council in 1991 and 1992, as a result of two public hearings, determined to fund a portion of the Senior Center construction from the landscape assessment in accordance with the Act. With the Senior Center bond issue being paid off, no facilities are proposed to be funded from the district.

SECTION 4. CITYWIDE STREET AND SIDEWALK LANDSCAPING

The cost to maintain street landscaping and parkway trees as described in this section. The following is a general description of the areas being maintained:

1. All parkway trees maintained by the City.

2. Trees adjacent to Caltrans right-of-way on Evergreen Avenue, Flower Avenue to Brightside Avenue, Central Avenue, Buena Vista Street to Santo Domingo Avenue and Evergreen Street east of Mountain Avenue.

3. Street Landscaping
   A. Duarte Road – Highland Avenue to Mountain Avenue hardscape, turf, trees, irrigation and groundcover.
   B. Buena Vista Street – North and south of the 210 freeway turf, irrigation and groundcover.
   C. Mountain Avenue – North and south of the 210 freeway turf, irrigation and groundcover.
   D. Central Avenue – East and west of Buena Vista Street turf, trees, irrigation and groundcover.
   E. Huntington Drive – Mountain Avenue to the east City limits, hardscape, turf, trees, irrigation and groundcover.
   F. Encanto Parkway – Huntington Drive to Markwood, west side landscaping and irrigation. Fifty percent only of landscaping along Zone 5.

The cost to maintain shall include, but not limited to, watering, fertilizing, mowing, weed control, shrubbery, tree removal and pruning, maintenance of irrigation facilities, removal or covering of graffiti and repair and replacement of lighting.

The cost to maintain and construct these facilities is considered a general property benefit and is assessed as a unit cost to each lot within the City, and to each apartment unit, hotel/motel room, trailer park space, and nursing home bed.

SECTION 5. CITYWIDE LANDSCAPING AND PARK COSTS

The cost to maintain parks, landscape area, and recreational facilities is described in this section. The following is a general description of the areas, parks and related landscaped areas being maintained as approved in the special
Assessment vote:

<u>*Parks*</u>

A. Bike Trail – Turf, trees, groundcover, asphalt and irrigation.
B. Thorsen Park – Turf, trees, groundcover and irrigation.
C. Moore Park – Turf, trees, groundcovers, playground and irrigation.
D. Entrance Park – Turf, trees, groundcover and irrigation.
E. Encanto Park – Turf, trees, groundcover, irrigation, tennis courts, basketball courts, athletic courts, restrooms and parking areas.
F. Beardslee Park – Turf, trees, groundcover, irrigation, hardscape and playground.
G. Duarte Park – Turf, trees, groundcovers, irrigation, hardscape, recreation building, playground and athletic courts.
H. Royal Oaks Park and Extension – Turf, trees, groundcover, irrigation, hardscape, recreation building, tennis courts, playgrounds and parking area.
I. Glenn Miller Park – Turf, trees, groundcover, irrigation, hardscape and playgrounds.
J. Hacienda Park – Turf, trees, groundcover, irrigation and playground.
K. Orange Blossom Park – Turf, trees, groundcovers, irrigation, and playground.
L. Town Center – Turf, trees, groundcover, irrigation, hardscape, swimming pool, recreation building, and parking area.
M. Northview Park – Turf and irrigation.
N. Senior Center – Turf, trees, groundcover, irrigation hardscape, recreation area and parking lot.
O. Otis Gordon Park
P. Lena Valenzuela Park

The cost to maintain shall include, but not limited to, watering, fertilizing, mowing, weed control, shrubbery, tree removal and pruning, maintenance of irrigation facilities, maintenance of park building and equipment, maintenance and replacement of recreation equipment, removal or covering of graffiti and repair and replacement of lighting.

SECTION 6. SENIOR CENTER

In Fiscal Year 2017/18 the bond issue was paid off, thus there will be no assessment.

SECTION 7. LIGHTING MAINTENANCE

The cost to maintain shall include, but not limited to, electrical service for all public lighting including parking lighting, repair and replacement of City-owned lights within public right-of-way, servicing of Southern California Edison owned lights as defined by the Act, repair and replacement of traffic signals.

The net amount to be assessed upon lands within the Assessment District in accordance with this Report is apportioned by a formula and method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each lot or parcel from the improvements, namely the maintenance and servicing or public lighting facilities within such District. The maintenance and servicing of public lighting facilities installed and constructed in public places provides a special benefit which is received by each and every assessed lot or parcel within the District, tending to enhance their value. The streets within the District improve access to all lots or parcels assessed. Street lighting also provides advertising visibility for business and commercial establishments. The intensity or degree of illumination provided can have a bearing on the benefits of street lighting. Thus, primary benefits of street lighting are for the convenience, safety, security, and protection of people. Secondary benefits are security or protection to property, property improvements and goods as set forth below:

1. Improvement to traffic circulation.
2. Reduction in night accidents and attendant human misery and economic loss.
3. Less vulnerability to criminal assault at night.
4. Promotion of business during nighttime hours for commercial properties.
5. Increased nighttime safety on roads and highways.
6. Improved ingress and egress to lots and parcels.
7. Reduction in vandalism and other criminal acts.
8. Reduction in burglaries.
9. The enhancement to the value of property which results from the foregoing benefits.

Intensity or degree of illumination provided on streets varies with the type of street, date of installation and the use of the property adjacent thereto.

The majority of parcels within the Lighting District are residential properties. A value of one (1) basis unit has been assigned to a residential unit. A residential unit is defined as a single-family unit, condominium unit, rental unit or apartment unit. Parcels in other land use categories, not used as residential, were than evaluated and rated by comparison with the basis unit.

Each land use evaluation takes into consideration – foot traffic, vehicular traffic, and hours of occupancy. Commercial and industrial properties have been assigned additional units based on the comparative benefits, number of people that would be expected to benefit from the lighting, security and intensity of the lights provided. The average light intensities and energy consumption for commercial areas is greater than that required for residential areas.

SECTION 8. GRAFFITI REMOVAL

The cost for graffiti removal shall include, but not limited to, the cost of cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti. Graffiti removal is considered a general property benefit and is assessed in the same manner and is included in the Street and Sidewalk Landscape Assessment.

SECTION 9. TRAFFIC SIGNALS

The following traffic signals are entirely or partially maintained by the City.

* Mountain Avenue at Huntington Drive.
* Mountain Avenue at Central Avenue.
* Mountain Avenue at Evergreen Street.
* Mountain Avenue at Best Buy
* Buena Vista Street at Huntington Drive.
* Buena Vista Street at Central Avenue.
* Buena Vista Street at Evergreen Street.
* Buena Vista Street at Duarte Road.
* Buena Vista Street at Village Road.
* Central Avenue at 210 Freeway Exit.
* Duarte Road at Circle Drive.
* Duarte Road at Hope Drive.
* Duarte Road at Village Road.
* Highland Avenue at Business Center Drive.
* Highland Avenue at Central Avenue.
* Huntington Drive at Highland Avenue.
* Huntington Drive at Mount Olive.
* Huntington Drive at Las Lomas Road.
* Huntington Drive at Crestfield Road.
* Huntington Drive at Mountain Vista Plaza.
* Huntington Drive at Pops Road.
* Huntington Drive at Brycedale Avenue.
* Royal Oaks Drive at Royal Oaks School.

SECTION 10. DIAGRAM FOR THE ASSESSMENT DISTRICT

A copy of the proposed assessment diagram is on file in the City Clerk's office, and includes all the property within the City limits of the City of Duarte. Reference is made to the Los Angeles County Assessor Maps as to parcel location and dimensions. The City Council, at the time of formation of the District of 1978, determined that the public utilities right-of-ways should be assessed based upon the actual benefit to the public utility right-of-ways.

SECTION 11. ASSESSMENT ZONES

<u>Zone 1</u> <u>All the Property within the City except those Properties in Zones 2 through 18</u>

All properties that are not in a special zone are assessed within this zone. Assessment for areas without street lighting are reduced to reflect the cost component of the City's budget. Areas with street lighting are assessed based upon a unit basis for single family zoned property and residentially used property. Commercial, industrial and multi-residential zone properties are assessed based upon lot size and street frontage.

All of the properties in Zones 3 through 18 are assessed their share of the citywide lighting, street, sidewalk and park maintenance in addition to special maintenance assessment. Zone 2 is assessed specifically for their gas lights.

<u>Street Lighting</u>

The cost for street lighting <u>in all zones</u> is assessed to all residential lots based upon the special benefit and to commercial and industrial based upon frontage and area benefit.

<u>Citywide Park Maintenance</u>

The cost of park maintenance determined as a direct benefit is assessed to all single-family units and all condominium units based upon a unit assessment.

<u>Citywide Street Maintenance Cost</u>

The cost in all zones is assessed to all lots on a unit cost per lot, and to each apartment unit, hotel/motel room, trailer park space, and nursing home bed.

<u>Zone 2</u> *<u>Mesa Area Gaslights</u>*

This area is served by gaslights. There are no "electric" street lights on the Mesa. Only the intersection lighting component of the street lighting cost is included in this zone. The cost of gas lighting is assessed equally to all lots. The cost to maintain the Rim Road slope constructed in 2008, which was a general fund expense is no longer included in this report. A capital improvement project resulting in the replacement of all the gas lighting fixtures was completed in FY 20-21 which utilized available reserves.

<u>Zone 3</u> *<u>Emblem House Tract 33532</u>*

This zone was created at the request of the Developer (Emblem Homes), in lieu of a homeowner's association. The Developer installed sprinkler guns to irrigate the natural area north of the homes for fire protection. The maintenance of the sprinkler guns is a special benefit to all lots within the subdivision. The areas adjacent to the landscaping are given a benefit of 30% greater than the remainder of the lots.

Lots 1, 2, 18-119 are not adjacent to landscape areas
Lots 3-17 are assessed a 30% surcharge.

As in previous years, the City's General Fund has paid for this fire protection.

Zone 4 *Las Lomas Villas Tracts 33964, 34892 & 35709*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The Developer, for the benefit of all lots, installed the landscaping as a special benefit to all lots, within the tract and is assessed equally to all lots. The assessment is based on a voter-approved formula, which provides for an annual C.P.I. increase not to exceed 3%. The C.P.I. for the year ending December 31, 2023 was 3.5%. The maximum allowable C.P.I. increase of 3% would allow for an assessment increase of $13.91 per parcel to $477.63 per parcel. The levy is proposed to increase to $456.35 to balance the budget. The levy is still below the maximum assessment of $477.63.

Zone 5 *Kaufman and Broad Development Phase 1 – Tract 35415(Encanto Parkway)*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The entrance landscaping on Encanto Parkway was installed by the Developer, as a special benefit to all lots, within the tract and is assessed equally to all lots. Since the extension landscaping along Encanto Parkway is also being considered a Citywide benefit, a portion of the budget has been moved to the Citywide Street portion of the Assessment District. The resulting contribution to the zone amounts to $7,532.00, an equal portion of the total zone assessment levied on the respective parcels.

An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 218 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. Consequently, the level of maintenance was reduced to balance the expenditures with the assessment. For this Fiscal Year, reserves will be held to fund future improvements focusing on enhancing water efficacy.

Zone 6 *Kaufman and Broad Development Phase II – Tracts 35631 and 41717 (Rancho Verde)*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. There was a significant increase in water usage the "system" is being reevaluated.

Zone 7 *Amberwood Tract 35711*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending December 31, 2023 was 3.5%. The maximum allowable C.P.I. increase of 3% would allow for an assessment increase of $15.56 per parcel to a maximum of $534.33 per parcel. For Fiscal Year 2024-25, the levy is proposed be at $525.50, which is below the maximum allowable levy.

Zone 8		*Village at Windsor Tract 39457*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending December 31, 2023 was 3.5%. A maximum allowable C.P.I. increase of 3% would allow for an assessment increase of $12.41 per parcel to a maximum of $426.12 per parcel. For Fiscal Year 2024-25, the levy is proposed be at the maximum assessment of $426.12.

Zone 9		*Tract 32993 (Kendrick Tract) and Tracts 35135, 35136, 35137 (Hearthstone Homes)*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 218 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. While the level of maintenance was reduced, increases to water costs are contributing to the annual budget exceeding revenue from assessments.

Zone 10		*Tracts 35138, 35139, 38393 & 39932 (Hearthstone Del Norte)*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The tracts are specially benefited equally by the landscaping installed by the Developer except for the lots adjacent to that landscaping maintained by the district, which has an additional special benefit of 10%. A major brush clearing project is proposed for this fiscal year using previous years surpluses.

Total lot count not assessed the additional 10% = 170 lots
Lots assessed 10% additional benefit:
(2)	Lots 18, 20 (Tract 35139)
(4)	Lots 25-28 (Tract 39932)
(11)	Lots 10, 11, 17-20, 31-34, 39 (Tract 38393)

Zone 11		*Tract 42150 (TKI Townhomes)*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots. The Board of Directors of the Home Owners Association in 2004 requested that the City allow the Home Owners Association to maintain the landscaping. The request was approved. A zero assessment for the landscaping within this zone has thus been shown.

Zone 12		*Tract 33704 (Benchmark Homes)*

This zone has been eliminated.

Zone 13 *Mike's Center*

This zone was created, at the request of the property owners, to maintain improvements installed by the City and financed by the property owners with assistance from Community Development Block Grant Funds. The lighting and landscaping was installed as a special benefit to all lots and is assessed based on lot area.

Zone 14 *Tract 51911 (Las Brisas Development)*

This zone was created upon the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed on a per lot basis. This zone was formed in 1995. At the time of the formation of this zone, the assessment was based upon a formula, which recognized the increase of inflation. The C.P.I. for the year ending December 31, 2023 was 3.5%. A 3% C.P.I. would allow for an assessment increase of $17.92 per parcel to $615.16 per parcel. For Fiscal Year 2024-25, the levy of $579.84 is required to balance the expenses.

Zone 15 *Tracts 52121 and 52255 (Las Posadas Development)*

This zone was created in 1997 upon the request of the developer in lieu of a homeowners association maintaining the landscaping. The landscaping was installed by the developer, for the special benefit to all lots, and is assessed on a per lot basis. At the time of formation of the zone, the assessment was based upon a formula which allows for an assessment increase of up to 3% per year. The C.P.I. for the year ending December 31, 2023 was 3.5%. The maximum allowable C.P.I. increase of 3% would allow for an assessment increase of $16.69 per parcel to $572.90 per parcel. The maximum assessment of $572.90 is proposed for Fiscal Year 2024-25.

Zone 16 *Tract 52337 (Buena Vista Villas)*

This zone was created upon the request of the developer and a vote of the property owner in 1998. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. This zone was created in 1998. The assessment is based upon a formula which provides for an assessment increase of up to 3% per year. The C.P.I. for the year ending December 31, 2023 was 3.5%. The maximum allowable C.P.I. increase of 3% raises the maximum assessment by $17.78 per parcel from $592.64 to $610.42 per parcel. For Fiscal Year 2024-25, the maximum levy of $610.42 per parcel is required, with the utilization of reserves to balance expenses.

Zone 17 *Tract 52704 (Citrus Collection)*

This zone was created upon the request of the developer and a vote of the property owner in 2000. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase of up to 3% per year. The C.P.I. for the year ending December 31, 2023 was 3.5%. The maximum allowable C.P.I. increase of 3% raises the maximum assessment by $25.34 per parcel from $844.55 to $869.89 per parcel. For Fiscal Year 2024-25, a levy of $695.00 per parcel is required to balance expenses and contribute to the fund reserve which is less than the maximum allowed assessment of $869.89 per parcel.

Zone 18 *Tract 52867(Ridgecrest Estates)*

This zone was created upon the request of the developer and a vote of the property owners in 2011. The developer installed all the landscaping to specially benefit all lots equally and the drainage improvements to benefit the development specifically and the City generally equally. The development share of the drainage improvements benefits all the lots equally. The assessment is levied thus on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase based on the CPI with a maximum of 3% per year. The special assessment was approved on December 13, 2011 per Resolution 11-49. The CPI for the year ending December 31, 2023 was 3.5%. The maximum allowable C.P.I. increase of 3% raises the maximum assessment by $52.57 per parcel from $1,752.48 to $1,805.05. For Fiscal Year 2024-25, a maximum levy of $1,805.05 per parcel is required to balance expenses with the application of reserves. A general benefit contribution from the City in the amount of $2,000.00 is applied to cover half of the annual maintenance cost for the debris basin and storm drain system in this Zone. As in past years, a brush clearance and replanting project will occur again in Fiscal Year 2024-25.

2024-25 CITYWIDE DISTRICT AND SPECIAL BENEFIT ZONE CALCULATIONS

Citywide Parks, Lighting and Street

Parks, Lighting, & Street	$1,485,400.00
General Fund Contribution (Deficit)	$ (787,155.00)
Total Citywide Assessment for 2024-2025	**$ 698,245.00**

Parks

Park Maintenance*	$ 805,782.00
General Fund Contribution (Deficit)	$ (470,772.00)
Total Parks Assessment	$ 335,010.00

Street Lighting

Lighting Maintenance	$ 424,900.00
General Fund Contribution (Deficit)	$ (244,806.00)
Total Citywide Lighting Assessments	$ 180,094.00

Citywide Street

Street Maintenance Cost	$ 254,718.00
General Fund Contribution (Deficit)	$ (71,577.00)
Total Citywide Street Assessments	$ 183,141.00

Special Benefit Zone Maintenance Cost

Maintenance Expenses & Transfers to Reserve Funds	$ 376,763.00
Transfers From Reserves ***	$ (45,743.00)
Transfers from General Fund	$ (0.00)
General Fund Obligated Expenses **	$ (15,932.00)
Total Special District Assessments for 2024-2025	**$ 315,088.00**

Grand Total Citywide and Special Benefit Zones Assessments for 2024-25	**$ 1,013,333.00**

* This does not include the sports park maintenance costs which cannot be included in the District.

** Includes $6,400.00 (Emblem Homes Zone 3), $7,532.00 (Encanto Parkway Zone 5), and $2,000.00 (Ridgecrest Estates Zone 18).

*** Includes $7,000 (Zone 2 Mesa Area), $5,636 (Zone 5 Encanto Parkway), $2,054 (Zone 6 Rancho Verde), $1,381 (Zone 8 Windsor), $5,338 (Zone 9 Kendrick), $15,724 (Zone 10 Hearthstone Del Norte), $1,472 (Zone 13 Mike's Center), $47 (Zone 15 Las Posadas), $5,567 (Zone 16 Buena Vista), $1,524 (Zone 18 Ridgecrest). In instances where a zone balance is in a deficit, reserves applied to the annual budget will be an obligation of the respective zone unless otherwise approved by the City.

2024-25 CITYWIDE STREET LIGHTING
AND SPECIAL BENEFIT ZONE CALCULATIONS

ZONE	DISTRICT	2022-23	2023-24	2024-25
1	Lighting	$30.44	$30.44	$30.44
	Street Maintenance	$15.74	$15.74	$15.74
	Parks	$59.42	$59.42	$59.42
	(Average Single Family)			
	Sub-Total	$105.60	$105.60	$105.60
2	Mesa Area	$218.38	$218.38	$218.38
3	Emblem Homes			
	Base Cost	$105.60	$105.60	$105.60
	Surcharge Lots	$105.60	$105.60	$105.60
4	Las Lomas Villas	$538.94	$542.10	$561.95
5	Encanto Parkway	$167.34	$167.34	$167.34
6	Rancho Verde	$324.10	$324.10	$324.10
7	Amberwood	$609.26	$624.37	$631.10
8	Windsor	$507.25	$519.31	$531.72
9	Kendrick, Hearthstone	$139.05	$139.05	$139.05
10	Hearthstone			
	Base Cost	$251.59	$251.59	$251.59
	Surcharge Lots	$267.81	$267.81	$267.81
11	T.K.I. Townhomes	$105.60	$105.60	$105.60
12	Benchmark Homes	$105.60	$105.60	$105.60

2024-25 CITYWIDE STREET AND
SPECIAL DISTRICT ASSESSMENT COMPARISON

ZONE	DISTRICT	2022-23	2023-24	2024-25
13	Mike's Center			
	8530-018-027	$2,249.29	$2,249.29	$2,249.29
	8530-018-028	$1,107.02	$1,107.02	$1,107.02
	8530-018-029	$1,151.32	$1,151.32	$1,151.32
	8530-018-030	$ 525.08	$ 525.08	$525.08
	8530-018-031	$ 525.08	$ 525.08	$525.08
	8530-018-032	$ 525.08	$ 525.08	$525.08
	8530-018-033	$2,318.65	$2,318.65	$2,318.65
	8530-018-034	$2,907.77	$2,907.77	$2,907.77
	8530-018-054	$1,810.27	$1,810.27	$1,810.27
	8530-018-055	$8,813.93	$8,813.93	$8,813.93
		$21,933.49	$21,933.49	$21,933.49
14	Las Brisas	$685.44	$685.44	$685.44
15	Las Posadas	$645.60	$661.81	$678.50
16	Buena Vista Villas	$680.98	$698.24	$716.02
17	Citrus Collection	$701.05	$773.78	$800.60
18	Ridgecrest Estates	$1,065.60	$1,858.08	$1,886.65

*Citywide only within this Special Benefit Zone.

ZONE 2 – MESA AREA
(FUND 2430)

ESTIMATED EXPENSES 2024-25

Gas	$15,000.00	
Repairs	$ 1,000.00	
Capital Improvements (Replacement)	$ 0.00	
Personnel	$ 3,800.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$19,800.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$12,800.00	
Transfer From Reserve	$ 7,000.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$19,800.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	**$22,356.00**
2021	**($3,208.00)**
2022	**($6,857.00)**
2023	**($12,089.00)**
2024	**($14,320.00) Estimated**

*Estimated Year End Balance

Zone 2 Information

Number of lots to be assessed	100
GAS LIGHTING – COST PER LOT	$ 128.00
Intersection Only Lighting – Cost Per Lot	$ 15.22
Citywide Street Maintenance - Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 218.38**

ZONE 3 – EMBLEM HOMES
(FUND 2429)

ESTIMATED EXPENSES 2024-25

Water	$ 4,000.00	
Electric	$ 300.00	
Repairs and Replacement	$ 1,000.00	
Personnel	$ 1,100.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$6,400.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 0.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund (Obligation)**	$ 6,400.00	
Total Revenue		**$6,400.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$0
2021	$0
2022	$0
2023	$0
2024	$0

Zone 3 Information

Number of lots to be assessed	121
LANDSCAPE COST PER LOT	
Base Cost 100	$ 0
Surcharge Lots 19 + 30%	$ 0
Street Lighting Cost Per Lot	$ 30.44
City-Wide Street Maintenance Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	
Base Cost	**$ 105.60**
Surcharge	**$ 105.60**

ZONE 4 – LAS LOMAS VILLAS
(FUND 2421)

ESTIMATED EXPENSES 2024-25

Water	$ 20,000.00	
Electric	$ 500.00	
Repairs and Replacement	$ 5,000.00	
Landscape Maintenance	$ 17,000.00	
Personnel	$ 10,000.00	
Tree Trimming within Landscape Area	$ 5,000.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$57,500.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 57,500.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$57,500.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$13,401.00
2021	$15,767.00
2022	$18,719.00
2023	$28,740.00
2024	$33,430.00 (Estimated)

Zone 4 Information

Number of lots to be assessed	126
Landscape Per Lot	$ 456.35
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 561.95**

ZONE 5 – ENCANTO PARKWAY
(FUND 2422)

ESTIMATED EXPENSES 2024-25

Water	$ 5,300.00	
Electric	$ 1,100.00	
Repairs and Replacement	$ 2,500.00	
Landscape Maintenance	$ 5,800.00	
Tree Replanting Project	$ 2,600.00	
Personnel	$ 3,400.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$20,700.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 7,532.00	
Transfer From Reserve	$ 5,636.00	
Transfer From General Fund (Citywide Benefit)**	$ 7,532.00	
Total Revenue		**$20,700.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$0.00
2021	$7,884.00
2022	$9,494.00
2023	$8,592.00
2024	$6,209.00 (Estimated)

Zone 5 Information

Number of lots to be assessed	122
Landscape Per Lot	$ 61.74
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 167.34**

ZONE 6 – RANCHO VERDE
(FUND 2427)

ESTIMATED EXPENSES 2024-25

Water	$ 9,000.00	
Electric	$ 600.00	
Repairs and Replacement	$ 1,200.00	
Landscape Maintenance	$10,700.00	
Personnel	$ 5,900.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$27,400.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 25,346.00	
Transfer From Reserve	$ 2,054.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$27,400.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	($9,506.00)
2021	($15,052.00)
2022	($20,002.00)
2023	($19,590.00)
2024	($22,024.00) Estimated

Zone 6 Information

Number of lots to be assessed	116
Special Landscape Per Lot	$ 218.50
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42

TOTAL COST PER LOT	**$ 324.10**

ZONE 7 – AMBERWOOD
(FUND 2423)

ESTIMATED EXPENSES 2024-25

Water	$ 9,300.00	
Electric	$ 300.00	
Repairs and Replacement	$ 1,500.00	
Landscape Maintenance	$13,500.00	
Personnel	$ 2,200.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$26,800.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 26,800.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$26,800.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$17,879.00
2021	$20,809.00
2022	$22,877.00
2023	$23,936.00
2024	$28,094.00 (Estimated)

Zone 7 Information

Number of lots to be assessed	51
Landscape Per Lot	$ 525.50
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 631.10**

ZONE 8 – WINDSOR
(FUND 2424)

ESTIMATED EXPENSES 2024-25

Water	$ 4,000.00	
Electric	$ 300.00	
Repairs and Replacement	$ 1,600.00	
Landscape Maintenance	$ 9,300.00	
Personnel	$ 2,800.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$18,000.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$16,618.68	
Transfer from Reserve	$ 1,381.32	
Transfer from General Fund	$ 0.00	
Total Revenue		**$18,000.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$3,432.00
2021	$4,805.00
2022	$7,140.00
2023	$9,377.00
2024	$10,690.00 (Estimated)

Zone 8 Information

Number of lots to be assessed	39
Special Landscape per Lot	$ 426.12
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
CITYWIDE ONLY COST PER LOT	**$ 531.72**

ZONE 9 – KENDRICK (TRACT 32993)
HEARTHSTONE (TRACTS 35135, 35136, 35137)
(FUND 2420)

ESTIMATED EXPENSES 2024-25

Water	$ 5,000.00	
Repairs and Replacement	$ 500.00	
Landscape Maintenance	$ 5,900.00	
Personnel	$ 2,200.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$13,600.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 8,262.00	
Transfer From Reserve	$ 5,338.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$13,600.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	($1,884.00)
2021	($3,599.00)
2022	$2,522.00
2023	($149.00)
2024	($2,638.00) (Estimated)

Zone 9 Information

Number of lots to be assessed	247
Special Landscape Per Lot	$ 33.45
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance – Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 139.05**

ZONE 10 – HEARTHSTONE DEL NORTE
(TRACTS 35128, 35139, 38393, 39932)
(FUND 2425)

ESTIMATED EXPENSES 2024-25

Other Services	$ 2,000.00	
Water	$ 15,000.00	
Electric	$ 3,600.00	
Repairs and Replacements	$ 500.00	
Landscape Maintenance	$ 5,000.00	
Brush Clearance & Related Maintenance	$14,000.00	
Personnel	$ 3,200.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$43,300.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 27,576.00	
Transfer From Reserve	$ 15,724.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$43,300.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$15,230.00
2021	$8,843.00
2022	$2,969.00
2023	($ 5,563.00)
2024	($ 15,814.00) (Estimated)

Zone 10 Information

Number of lots to be assessed	187
LANDSCAPE COST PER LOT	
Base Cost (170)	$ 145.99
Surcharge Lots (17)	$ 162.21
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42

ZONE 10 – HEARTHSTONE DEL NORTE
(TRACTS 35128, 35139, 38393, 39932)
(FUND 2425)

TOTAL COST PER LOT

Base Cost	**$**	**251.59**
Surcharge Lots	**$**	**267.81**

ZONE 11 – T.K.I. TOWNHOMES
(FUND 2428)

ESTIMATED EXPENSES 2024-25	**$0**
ESTIMATED REVENUE 2024-25	**($0)**

<u>Zone 11 Information</u>

Number of lots to be assessed	<u>17</u>
LANDSCAPE COST PER LOT	$ 0
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance Cost Per Lot	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 105.60**

ZONE 13 – MIKE'S CENTER
(FUND 2426)

ESTIMATED EXPENSES 2024-25

Parking Lot Sweeping	$ 9,500.00	
Water	$ 800.00	
Electric	$ 4,500.00	
Repairs and Replacements	$ 700.00	
Landscape Maintenance	$ 4,000.00	
Personnel	$ 2,600.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$22,100.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$20,628.00	
Transfer From Reserve	$ 1,472.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$22,100.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$8,080.00
2021	$11,535.00
2022	$14,824.00
2023	$17,169.00
2024	$16,685.00 (Estimated)

Zone 13 Information

Number of lots to be assessed 10
LANDSCAPE COST PER LOT

TOTAL COST PER AREA: $0.09503/sq. ft.

ZONE 13 – MIKE'S CENTER
(FUND 2426)

Parcel Number	Square Feet	2024/25 Landscape Assessment	Frontage Feet	2024/25 Citywide Street Maintenance	2024/25 Total Assessment
8530-018-027	22,216	$2,111.24	89.21	$138.05	$2,249.29
8530-018-028	10,890	1,034.90	43.92	72.12	1,107.02
8530-018-029	11,325	1,076.24	46.08	75.08	1,151.32
8530-018-030	5,125	487.04	20.50	38.04	525.08
8530-018-031	5,125	487.04	20.50	38.04	525.08
8530-018-032	5,125	487.04	20.50	38.04	525.08
8530-018-033	23,087	2,194.01	80.00	124.64	2,318.65
8530-018-034	28,750	2,732.18	115.00	175.59	2,907.77
8530-018-054	17,860	1,697.28	72.00	112.99	1,810.27
8530-018-055	87,560	8,321.03	333.00	492.90	8,813.93
	217,063	**$20,628.00**	**840.71**	**$1,305.49**	**$21,933.49**

ZONE 14 – LAS BRISAS HOMES
(FUND 2431)

ESTIMATED EXPENSES 2024-25

Water	$ 5,000.00	
Electric	$ 300.00	
Repairs and Replacements	$ 2,700.00	
Landscape Maintenance	$10,700.00	
Personnel	$ 3,500.00	
Transfer to Reserve	$ 1,573.00	
Total Expenses		**$23,773.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 23,773.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$23,773.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$3,187.00
2021	$4,173.00
2022	$5,859.00.
2023	$9,386.00
2024	$10,591.00 (Estimated)

Zone 14 Information

Number of lots to be assessed	41
Landscape Per Lot	$ 579.84
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 685.44**

ZONE 15 – LAS POSADAS HOMES
(FUND 2432)

ESTIMATED EXPENSES 2024-25

Water	$ 5,000.00	
Electric	$ 300.00	
Repairs and Replacements	$ 500.00	
Landscape Maintenance	$ 14,100.00	
Personnel	$ 6,500.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$26,400.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 26,353.00	
Transfer From Reserve	$ 47.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$26,400.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	($539.00)
2021	($3,495.00)
2022	($2,281.00)
2023	($662.00)
2024	($1,119.00) (Estimated)

Zone 15 Information

Number of lots to be assessed	46
LANDSCAPE COST PER LOT	$ 572.90
Street Lighting Cost Per Lot	$ 30.44
City-wide Street Maintenance	$ 15.74
Park Assessment Per Lot	$ 59.42

TOTAL COST PER LOT $ 678.50

ZONE 16 – BUENA VISTA VILLAS
(FUND 2433)

ESTIMATED EXPENSES 2023-2024

Water	$ 7,200.00	
Electric	$ 300.00	
Repairs and Replacements	$ 4,900.00	
Landscape Maintenance	$ 9,000.00	
Personnel	$ 3,700.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$25,100.00**

Estimated Revenue 2024-25

Special Zone Assessment 2024-25	$ 19,533.00	
Transfer From Reserve	$ 5,567.00	
Transfer From General Fund	$ 0.00	
General Revenue		**$25,100.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$12,956.00
2021	$7,407.00
2022	$7,492.00
2023	$9,613.00
2024	$13,286.00 (Estimated)

Zone 16 Information

Number of lots to be assessed	32
LANDSCAPE COST PER LOT	$ 610.42
Street Lighting Cost per Lot	$ 30.44
Citywide Street Maintenance	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 716.02**

ZONE 17 – CITRUS COLLECTION
(FUND 2434)

ESTIMATED EXPENSES 2024-25

Water	$ 5,000.00
Electric	$ 300.00
Repairs and Replacements	$ 500.00
Landscape Maintenance	$ 6,000.00
Personnel	$ 2,900.00
Transfer to Reserve	$ 590.00
Total Expenses	**$15,290.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$ 15,290.00
Transfer From Reserve	$ 0.00
Transfer From General Fund	$ 0.00
Total Revenue	**$15,290.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2020	$5,444.00
2021	$6,100.00
2022	$7,735.00
2023	$7,439.00
2024	$7,582.00 (Estimated)

Zone 17 Information

Number of lots to be assessed	22
LANDSCAPE COST PER LOT	$ 695.00
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 800.60**

ZONE 18 – RIDGECREST ESTATES
(FUND 2435)

ESTIMATED EXPENSES 2024-25

Fuel Modification	$ 9,000.00	
Water	$ 6,000.00	
Electric	$ 400.00	
Repairs and Replacements	$ 1,200.00	
Landscape Maintenance	$ 8,500.00	
Debris Basins/Storm Drain System**	$ 4,000.00	
Personnel	$ 1,500.00	
Reserve/Contingency (15% max)	$ 0.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$30,600.00**

ESTIMATED REVENUE 2024-25

Special Zone Assessment 2024-25	$27,075.75	
Transfer From Reserve	$ 1,524.25	
Transfer From General Fund**	$ 2,000.00	
Total Revenue		**$30,600.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND***

Fiscal Year Ending	Balance
2020	$30,602.00
2021	$18,361.00
2022	$7,125.00
2023	$20,444.00
2024	$18,527.00 (Estimated)

Zone 18 Information

Number of lots to be assessed	15
LANDSCAPE COST PER LOT	$1,805.05
Street Lighting Cost per Lot	$ 30.44
Citywide Street Maintenance	$ 15.74
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 1,910.65**

*Previously approved by Resolution 11-49.

** City general fund contributing one half of estimated cost for the purpose of addressing the General benefit.

***Reserve Fund necessary for extraordinary debris removal from debris basins resulting from high intensity storms.

ITEM: 14.A

Exclusive Negotiating Agreement between the City of Duarte, acting as the Duarte Housing Authority, and Jamboree Housing Corporation for the property at 2400 Huntington Drive

Recommended Action:

Approve, and authorize the City Manager to sign, an Exclusive Negotiating Agreement with Jamboree Housing Corporation to negotiate the terms of a property sale and development.

Attachments:

14.A - Exclusive Negotiating Agreement between the City of Duarte, acting as the Duarte Housing Authority, and Jamboree Housing Corporation for the property at 2400 Huntington Drive.pdf

Agenda Item: 14A

CM Review: Scv
Fiscal Review: av

City of Duarte

AGENDA REPORT

MEETING DATE:	May 14, 2024
TO:	Mayor and Members of the City Council
FROM:	Craig Hensley, Community Development Director
SUBJECT:	Exclusive Negotiating Agreement between the City of Duarte, acting as the Duarte Housing Authority, and Jamboree Housing Corporation for the property at 2400 Huntington Drive
RECOMMENDATION:	That the City Council approve, and authorize the City Manager to sign, an Exclusive Negotiating Agreement with Jamboree Housing Corporation to negotiate the terms of a property sale and development
FISCAL IMPACT:	The purpose of the Exclusive Negotiating Agreement process is to develop a purchase, sale and development agreement which will determine fiscal impact. There is no direct fiscal impact from approving the Exclusive Negotiating Agreement

BACKGROUND

The Duarte Housing Authority owns the 20,167 square foot property at 2400 Huntington Drive. This property was purchased in 2003 by the Redevelopment Agency and was designated for affordable housing. It has been designated in the past three housing elements as a location for affordable housing and in the most recent housing element, the City agreed to market the property for development.

The 2021-2029 Housing Element, certified by the California Housing and Community Development Department (HCD), requires the City to begin the process of marketing this site for development in 2023. So, last year Staff began the process. The San Gabriel Valley Regional Housing Trust (SGVRHT) agreed to assist the City in the development of the site. The SGVRHT funded a concept plan process that provided the City with a concept development plan and a financial analysis to determine development feasibility. It also assisted the City in a Request for Proposal (RFP) process.

The concept development plan process was important in helping to set a high standard for development of the site. In addition to providing housing that is in the affordable category, the goal for the site is to promote a development that provides outstanding architectural design and blends well with the area. The goal was also to focus on family affordable housing where the majority of the units have two and three bedrooms.

An RFP was issued last November and three developers responded with proposals. A review panel made up of City Staff and SGVRHT representatives reviewed proposals and unanimously recommended Jamboree Housing Corporation as the developer that would be best to move forward in the process. Jamboree is an Orange County based firm that has developed over 10,000 units in more than 100 communities across California. Staff has met with Jamboree representatives to discuss the goals for site development and the importance of providing a top quality development and believes that they are fully committed to meeting the City's needs.

DISCUSSION/ANALYSIS

The proposed Exclusive Negotiating Agreement (ENA) is attached as Exhibit A. The ENA period allows Jamboree the time to work out a development plan, to meet with neighboring properties that could be acquired to improve the development site, to seek funding sources to finance a development, to formulate its opinion of the property value, to develop a development pro forma and to prepare a final offer to the City for purchase and development.

The draft ENA sets a 12 month negotiating period which is typical for developments that need outside funding and where property assembly is one of the goals. During the negotiating period the City will have a financial consultant independently review Jamboree's pro forma.

The ENA period will result in the development of a purchase, sale and development agreement (PSDA) for the sale and development of the site. The PSDA will come back to the City Council for review and action.

RECOMMENDATION

That the City Council approve, and authorize the City Manager to sign, an Exclusive Negotiating Agreement with Jamboree Housing Corporation to negotiate the terms of a property sale and development.

FISCAL IMPACT

The purpose of the Exclusive Negotiating Agreement process is to develop a purchase, sale and development agreement which will determine fiscal impact. There is no direct fiscal impact from approving the Exclusive Negotiating Agreement.

ATTACHMENTS

Exclusive Negotiating Agreement

EXCLUSIVE NEGOTIATING AGREEMENT

THIS EXCLUSIVE NEGOTIATING AGREEMENT ("**Agreement**") is made and entered into as of _____________, 2024, by and between the **CITY OF DUARTE**, a public body corporate and politic ("**Duarte City**"), the City of Duarte Housing Authority, a public body, corporate and politic ("**Duarte Housing Authority**" and collectively with Duarte City referred to in this Agreement as the "**City**"), and**, JHC Acquisitions LLC, a California limited liability company** ("**Developer**"). City and Developer are sometimes referred to in this Agreement, each individually, as a "**Party**," or, collectively, as the "**Parties**." City and Developer enter into this Agreement with reference to the following recited facts (each a "**Recital**")

RECITALS

The following recitals are a substantive part of this Agreement:

A. Developer desires to develop the following properties owned by the City, through the Duarte Housing Authority, located at 2400-2402 Huntington Drive, Duarte, CA, with APNs 8604-012-910 & 911, identified in Exhibit A attached hereto and incorporated herein by this reference (the "**City Property**").

B. Developer desires to negotiate the terms and provisions of a Purchase, Sale and Development Agreement or other similar master agreement (referred to herein as the "**PSDA**") with the City to acquire the City Property for the purpose of developing a project consisting generally of an affordable housing development ("**Project**").

C. Developer has expressed interest in negotiating in good faith to acquire adjacent properties owned by a third party(ies), located immediately to the west of the City Property with addresses at 2408-2422 Huntington Drive, Duarte, CA, with APNs 8604-012-014, 015, 016 & 017 (the "**Adjacent Properties**"). The City Property and Adjacent Properties are identified on and collectively referred to herein as the "**Site**" and shown on the "**Site Map**," which is attached hereto as Exhibit B and incorporated herein by reference

D. Developer has expressed interest in acquiring the Adjacent Properties to assemble a larger development site that could, upon acquisition, be integrated with the use of the City Property for the Project. While Developer shall continue to negotiate and act independently from the City in connection with the possible acquisition of the Adjacent Properties, Developer intends to and will notify the City if Developer acquires a legal or equitable ownership interest (such as an option to purchase) all or any of the Adjacent Properties, as more particularly set forth in this Agreement.

E. Depending on Developer's ability to acquire a legal or equitable ownership interest in the Adjacent Properties, the Parties may by mutual agreement adjust the size and scope of the Project; provided, however, that the City, in its sole and absolute discretion, may adjust the scope of the proposed Project to include only the City Property, as more particularly set forth in this Agreement.

F. The Parties agree and acknowledge that the purpose of this Agreement is to establish a period during which the Developer shall have the exclusive right to negotiate with the City for the terms and conditions of the PSDA that will include, among other mutually agreed upon terms and conditions: (i) the acquisition and development of City Property, and (ii) the application for permits and other related matters that will be necessary or proper for the development of the City Property, and, to the extent Developer acquires a legal or equitable ownership interest in the Adjacent Properties, the development of those Adjacent Properties, for the Project.

G. The Parties intend that during the Negotiating Period (as the term is hereinafter defined) each will perform certain actions and responsibilities under this Agreement.

NOW, THEREFORE, the Parties mutually agree as follows

1. **Negotiating Period.** For the purposes herein, the City agrees to negotiate in good faith exclusively with the Developer regarding the City Property and Adjacent Properties, and the Developer similarly agrees to negotiate with the City, for a period of twelve (12) months from the date of this Agreement (the "**Negotiating Period**"). If needed to finalize the PSDA and/or negotiations of the Adjacent Properties, the Negotiating Period shall be extended for two-three months periods (up to six months), to be approved and not unreasonably withheld by the City. The City agrees for the duration of the Negotiating Period not to negotiate with any other person or entity to enter into any agreement regarding the acquisition, disposition or development of the City Property or Adjacent Properties. "Good faith negotiations" shall mean that the Developer and the City shall use their reasonable best efforts to communicate frequently and expeditiously, and in general to follow reasonable negotiation procedures to develop a PSDA. The exact terms and conditions of a PSDA, including the scope of the Project and (specifically) which, if any, Adjacent Properties are within the scope of the Project, shall be determined during the course of these negotiations. Nothing in this Agreement shall be interpreted or construed to be a representation or agreement by either the City or Developer that a mutually acceptable PSDA will be produced from negotiations under this Agreement. Nothing in this Agreement shall impose any obligation on either Party to agree to a definitive PSDA in the future. Nothing in this Agreement shall be interpreted or construed to be a guaranty, warranty or representation that any proposed PSDA that may be negotiated by City staff and Developer will be approved by the governing body (City Council) of the City. The Developer acknowledges and agrees that the City's considerations of any PSDA is subject to the sole and absolute discretion of their City Council and all legally required public hearings, public meetings, notices, factual findings and other determinations required by law. Except as provided in this Agreement, each of the Parties shall bear its own costs and expenses, including, but not limited to, attorneys' fees, incurred or to be incurred in connection with negotiating and preparing this Agreement and carrying out the obligations under this Agreement.

2. **Termination.** City and Developer shall negotiate diligently in good faith to carry out all the obligations of this Agreement on or before the times established in this Agreement, to establish development plans and concepts for the Project, and to establish the fair market value of the City Property and (as applicable) Adjacent Properties. Except as the Negotiating Period is extended pursuant to this Section 2 of this Agreement, if at the end of the Negotiating Period,

the Parties have not completed the negotiations of the terms and provisions of the PSDA, including the scope of the Project and final developable Site comprised of the City Property and all or part of the Adjacent Properties, then this Agreement shall automatically terminate without further written notice. Upon such automatic termination of this Agreement and expiration of the Negotiating Period, both Parties knowingly agree that neither Party shall have any further rights or remedies as against the other, except to the extent of City's obligation to return to Developer those amounts of the Deposit (referenced in Section 3 below) City is required by this Agreement to return to Developer. If, by or prior to the end of the term of the Negotiating Period, a form of the PSDA is mutually agreed upon between the City Staff and Developer, and the City Manager or authorized designee delivers to Developer a writing that informs Developer City Staff will recommend approval of the PSDA to the City Council, then this Agreement shall not automatically terminate, but shall be extended for forty-five (45) days to enable the City Council to take the actions necessary to (i) duly notice and hold public meetings, as legally required; (ii) consider the PSDA, (iii) take action to approve, modify, or disapprove the PSDA; and (iv) if approved, execute the PSDA and deliver it to Developer. Notwithstanding anything to the contrary set forth herein, Developer may elect to terminate this Agreement at any time upon written notice delivered to City pursuant to this Agreement.

3. Deposit. Within fifteen (15) days of the date of this Agreement, the Developer shall deliver to the City by federal wire transfer, or a cashier's or certified check, the amount of Thirty Thousand Dollars ($30,000) (the "Deposit") as a good faith deposit. The Deposit shall be immediately available to City, and may be drawn down and used by the City for any of its costs associated with financial analysis and related studies associated with the development of the City Property and (as applicable) Adjacent Properties, including third party costs for real property valuation studies and related consulting and legal services undertaken at the direction of the City. The City has advised Developer that the City intends to hire a housing consultant to analyze the economic factors associated with a potential development of the Project, including but not limited to land value(s) for the City Property and Adjacent Properties, a proposed City subsidy, funding strategy, developer proforma, and the affordability levels of a proposed development. In the event that the Parties enter into a mutually acceptable PSDA, the full amount of the Deposit, without deductions for City expenditures, shall be applied in the PSDA as a good faith deposit toward the purchase price of the City Property.

4. Developer's Negotiators. The Developer represents to the City that Roger Kinoshita and Tish Kelly are the team with whom the City staff shall work on a day-to-day basis concerning the negotiations toward the execution of the PSDA. If the Developer desires to designate other individuals as the lead negotiators on its behalf, then Developer shall provide written notification to the City in a timely manner. During the Negotiation Period, the Developer shall also keep City Staff advised on the progress of the Developer in performing its obligations under this Agreement, on a regular basis or as requested by City Staff including, without limitation, having one or more of the Developer's employees or consultants who are knowledgeable regarding this Agreement, the design and planning of the Project and the progress of negotiation of a PSDA, such that such person(s) can meaningfully respond to inquiries from City regarding the progress of the design and planning of the Project or the negotiations, attend meetings with City Staff, as reasonably scheduled by City Staff during the Negotiation Period.

5. Developer Actions. Developer shall, within one hundred fifty (150) days following the date of this Agreement, submit to the City the following documents, reports, and information, in a form reasonably satisfactory to the City and consistent with City's development entitlement application requirements, that will provide the City with the following information (the "**Developer Submissions**"):

(a) A preliminary plan that indicates the general lay-out of the Project (the "**Preliminary Plan**"). The Preliminary Plan shall include proposed uses for the City Property and any and all Adjacent Properties for which Developer has a legal or equitable ownership interest by the date of submittal of the Preliminary Plan. Furthermore, as long as Developer can represent to the City in good faith that Developer is continuing negotiations with the third party(ies) to acquire a legal or equitable ownership interest in any remaining Adjacent Properties, the Preliminary Plan shall include proposed uses for those Adjacent Properties as well. To the maximum extent possible, Developer shall submit a Preliminary Plan similar to the concept design attached hereto as Exhibit B ("**Concept Design**"), but the Parties understand and agree that Developer has the entire obligation to obtain the legal or equitable ownership interest in the Adjacent Properties, which may affect the development of some or all of the Adjacent Properties. During the Negotiation Period, the City may consider a development with additional density beyond that shown in the Concept Design if the changes in density result in a development that better meets the City's objectives with the development, which shall be determined in the City's sole and absolute discretion.

(b) Evidence that the Developer has obtained legal or equitable ownership interests in the Adjacent Properties, which may include copies of any executed purchase and sale, option, or other real property ownership agreements conveying title or interest to title in the Adjacent Properties. For any Adjacent Properties that Developer has not yet obtained a legal or equitable ownership interest, Developer shall submit written evidence that Developer continues to have good faith negotiations with the third party(ies) that own the Adjacent Properties for the acquisition of those Adjacent Properties. The City understands and agrees that Developer does not need to have full fee title ownership of any or all of the Adjacent Properties as of the date of the Developer Submissions, but Developer shall have an obligation to provide evidence of the status of Developer's legal or equitable ownership interests.

(c) A project description that includes, at a minimum, the estimated residential unit count or possible range of unit count, number of parking spaces proposed, general building information and affordability information, and other related material sufficient to conduct a valid initial evaluation of the Project to comply with the California Environmental Quality Act, Public Resources Code section 21000 *et seq.* ("**CEQA**").

(d) A draft schedule for development of the Project according to the Preliminary Plan.

(e) Preliminary estimates of the income from the development of the Project according to the Preliminary Plan, and a proforma statement of the return on investment in the development of the Project adequate to enable the City to evaluate the economic feasibility of the proposed development of the Project, including, without limitation, the proposed purchase price and other economic terms for the acquisition of the City Property to be conveyed to the Developer under the PSDA, and the purchase price(s) for the acquisition of the Adjacent Properties. The economic proforma shall be in a form typically submitted to a construction lender and shall include, without limitation, hard and soft costs relating to construction and development, and shall clearly and separately identify any proposed Developer/entrepreneurial profit margins or assumptions. This shall also include affordability information adequate to allow the City's housing consultant to fully analyze the property sale information so that a final report can be completed;

(f) Descriptions of the proposed equity and debt and method of construction financing for the Project.

(g) A Phase 1 environmental assessment, to be paid for at Developer's sole expense, for the City Property and Adjacent Properties.

6. City Analysis. The City shall conduct a financial analysis of the proposed Project as proposed in the Preliminary Plan to determine the development feasibility of the Project. At the request of Developer, the City will attempt to contact the owners of the Adjacent Properties with Developer, where such owner's cooperation may be preferred for purposes of potential acquisition by Developer of that owner's interest in one or more of the Adjacent Properties.

Additionally, the City agrees that any trade secrets and other confidential and proprietary information, including economic information specific to Developer (the "**Developer Confidential Information**"), submitted by Developer to City in order to conduct its financial analysis will be treated as confidential and as proprietary to the to the maximum extent permitted by law and in accordance with the California Public Records Act (Gov. Code, § 7290.000 *et seq.*) ("**PRA**"), and the Developer Confidential Information will not be disclosed to the public unless consented to by the Developer in writing or required to be treated as a public record by applicable law, including the PRA. City shall advise Developer promptly of any PRA request which might include Developer Confidential Information, and ,to the extent feasible and consistent with applicable law and time limitations, City Staff and the City Attorney may consult with Developer and Developer's legal counsel prior to disclosing any such information. Nothing in this Section 6 or Agreement does or shall be deemed as creating or placing any obligation on the City to litigate or defend either the City or Developer in any legal dispute, in any proceeding before an administrative tribunal, judicial court, or other dispute-resolution tribunal, based on the alleged disclosure or withholding from disclosure of any information (including Developer Confidential Information) submitted by Developer to the City; provided, however, that Developer reserves and shall have the right, at its sole cost and expense, to litigate or defend the disclosure or withholding from disclosure of any information (including Developer Confidential Information) submitted to the City pursuant to this Agreement or the PSDA; additionally, Developer shall defend (with counsel of City's choosing), indemnify, and hold harmless the City for any and all claims or causes of action based on the alleged or actual violation of any law (including the PRA) arising from the disclosure or withholding from disclosure of any information (including Developer Confidential Information) submitted by Developer to the City pursuant to this Agreement or the PSDA.

7. City Cooperation. During the Negotiating Period, the City agrees to consider providing a financial subsidy for affordable housing units at the City Property, and, only if and to the extent Developer acquires a legal or equitable ownership interest in the Adjacent Properties, the City agrees to consider providing a financial subsidy for affordable housing units at the Adjacent Properties as well (provided, however, that nothing in this Agreement does or may be deemed to create any commitment by the City to provide a financial subsidy, as any such subsidy may be negotiated and included in the PSDA). Additionally, City agrees to cooperate with the San Gabriel Valley Regional Housing Trust and other organizations that may provide additional development subsidy. Additionally, City agrees to cooperate with Developer in supplying financial institutions with appropriate information, if available and not otherwise privileged, to facilitate the obtaining of financing for the development of the Project (without cost to the City and subject to reimbursement from the Deposit). Additionally, the City agrees to cooperate with Developer's professional consultants and associates in providing them with information and assistance reasonably within the capacity of the City to provide (without cost to the City and subject to reimbursement from the Deposit) in connection with the preparation of the Developer's submissions to the City pursuant to this Agreement, PSDA, or as required by state or local laws and regulations. Additionally , City agrees to cooperate with and assist Developer in negotiations to obtain a reciprocal access agreement(s) as may be necessary or proper for the Project from any adjacent property owner (without cost to the City and subject to reimbursement from the Deposit); provided, however, City makes no warranty or guarantee that any reciprocal access agreement will be obtained from any adjacent property owner. Notwithstanding any of the preceding sentences in this Section 7, Developer shall assume the full and complete responsibility to make all investigations of surface and subsurface conditions as may be necessary or appropriate, and to evaluate the suitability of the Site, for the proposed Project. The City makes no representations or warranties concerning the City Property or the Adjacent Properties, their respective suitability for the use intended by the Developer, or the surface or subsurface conditions of the Site.

8. Design and Development Objectives. The design and development objectives for the development of the Project shall be specified in the PSDA and the actual development shall be in conformity therewith. All design, architectural, and building plans for development of the Project shall be subject to review and approval of the City. The City's overall goal for the Project is to provide a 100% affordable development with a focus on high quality design that provides a product and living environment that blends and benefits the surrounding neighborhood and the City. Further, the City desires a focus on family housing, with a majority of the units being two and three bedroom units.

9. Change in Developer. The qualifications of the Developer are of particular value and interest to the City. It is in part because of such qualifications that the City has entered into this Agreement with the Developer. Consequently, no person or entity, whether a voluntary or an involuntary successor of Developer, shall acquire any rights or powers under this Agreement, nor shall the Developer assign all or any part of this Agreement without prior written City approval. Any purported transfer, voluntary or involuntary or by operation of law, without prior written City approval, shall be null and void and shall confer no rights whatsoever under this Agreement or relating in any respect the purchase and sale of the City Property and/or development of the Project on the City Property (and, if and to the extent Developer acquires a legal or equitable ownership interest in the Adjacent Properties, the development of the Project on the Adjacent Properties as well) to any purported assignee or transferee. Notwithstanding anything in this Agreement, including this Section 9, to the contrary, Developer may assign its rights, obligations, and interests in this Agreement to a single-purpose limited liability company specifically for the development and/or ownership of the Project, where said limited liability company is an affiliate of Developer in which Developer maintains both a majority interest and management control, and Developer obtains the prior written consent from the City for such assignment to such an affiliated entity.

10. Non-Discrimination. Developer shall not discriminate against nor segregate any person or group of persons on account of sex, sexual preference, age, race, color, marital status, religion, creed, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the development of the Site, nor shall the Developer establish or permit any such practice or practices of discrimination or segregation in the selection, location, number, use, or occupancy of tenants, lessees, subtenants, subleases or vendees of the properties.

11. No Predetermination of City Discretion. The Parties agree and acknowledge that nothing in this Agreement in any respect does or shall be construed to affect or prejudge the exercise of the City's and/or the City's legislative and quasi-adjudicatory discretion concerning consideration of any CEQA analysis, consideration, review and potential approval of the Project (including any conditions or exactions thereon), conveyance of the City Property to Developer or terms thereof, or any submittal by the Developer that would be for the purpose of permitting and developing the Project. Further, nothing in this Agreement in any respect does or shall be construed to affect or prejudge the City's legislative and quasi-adjudicatory discretion to consider, negotiate, or undertake the acquisition, disposition, and/or development of any portion of the Site, or shall affect or inhibit the City's compliance with the laws, rules, and regulations governing the acquisition and disposition of the City Property (or any other portion of the Site), the consideration or review of development entitlements for the Project, the conditions thereof, or any matter vested in the legislative or quasi-adjudicatory discretion of the City. Furthermore, and in amplification of the foregoing, nothing in this Agreement does or shall be construed to affect or apply to the Adjacent Properties unless (a) Developer acquires a legal or equitable ownership interest in the Adjacent Properties during the Negotiating Period, and (b) Developer delivers to City evidence that the Developer has obtained legal or equitable ownership interests in the Adjacent Properties in accordance with this Agreement.

12. Agreement Does Not Constitute Development Approval. The City reserves full and final discretion as to the ultimate terms and approval of any PSDA and all proceedings and decisions in connection therewith. This Agreement is solely an exclusive agreement to negotiate, and is not, and shall not be construed as, a grant of any type of development rights or land use entitlements to develop the Site or any project. All design, architectural, and building plans for the development of the Site shall be subject to the full review and approval of the City. By its execution of this Agreement, the City is not committing itself to nor agreeing to undertake the acquisition, disposition, and/or development of any portion of the Site (including the City Property) or other real property to the Developer, or any other acts or activities requiring any subsequent independent exercise of discretion by the City or any agency or department thereof. Furthermore, and in amplification of the foregoing, nothing in this Agreement does or shall be construed to affect or apply to the Adjacent Properties unless (a) Developer acquires a legal or equitable ownership interest in the Adjacent Properties during the Negotiating Period, and (b) Developer delivers to City evidence that the Developer has obtained legal or equitable ownership interests in the Adjacent Properties in accordance with this Agreement.

13. Address for Notices. Any notices pursuant to this Agreement shall be in writing and sent by (a) Federal Express (or other established express delivery services which maintains delivery records); or (b) by hand delivery; or (c) by certified or registered mail postage prepaid, return receipt requested, to the following addresses:

To City:	Craig Hensley City of Duarte 1600 Huntington Drive Duarte, California 91010
To Developer:	Roger Kinoshita Jamboree Housing Corporation 17701 Cowan Avenue, Suite 200 Irvine, California 92614

Notices delivered by delivery service or hand delivered shall be effective upon receipt. Mailed notices shall be effective upon the earlier of actual receipt or the third business day following deposit with the United States Postal Service.

14. Default. Failure by either Party to negotiate in good faith or to perform any other of its duties as provided in this Agreement shall constitute an event of default under this Agreement. The non-defaulting Party shall give written notice of a default to the defaulting Party, specifying the nature of the default and the action required to cure the default. If the default remains uncured fifteen (15) days after the date of such notice, the non-defaulting Party may exercise the remedies set forth in Section 15 of this Agreement.

15. Remedies for Breach of Agreement. In the event of an uncured default under this Agreement, the nondefaulting Party may terminate this Agreement. The Developer knowingly agrees that it shall have no right to specific performance for conveyance of the City Property or any portion of the Site, nor any claim to estoppel or any other right to approval of any type of development entitlement application for the City Property and all or any portion of the Site, nor any right to claim any right of title or interest in the City Property or any portion of the Site, nor to claim any right to any damages or any other type of financial recovery whatsoever, except for the return of all or a portion of the Deposit as provided in this Agreement. City, in the event of a default by Developer, shall not have any right to claim any loss, except for the amount of the Deposit and any interest accrued thereon that may be retained by the City pursuant to this Agreement.

16. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the Parties, integrates all the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the Parties or their predecessors in interest with respect to all or any part of the subject matter hereof.

17. Time of Essence. Time is of the essence of every portion of this Agreement in which time is a material part.

18. Governing Law; Construction. This Agreement shall be construed in accordance with the laws of the State of California, without regard to conflict of law principles and without regard to rules of construction based on draftsmanship. Both parties acknowledge they had full access to counsel in the negotiation and drafting of this Agreement, and that it has been freely entered into, without coercion or duress.

19. Broker's Commission. Each Party represents that it has not engaged any broker, agency, or finder in connection with this Agreement, and agrees to indemnify and hold the other Party harmless from any claim by any broker, agent, or finder retained by the Party making the above representation.

20. 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.

21. Days. The term "days" means calendar days. The term "business days" means days that Duarte City Hall is open for business to the general public. Developer acknowledges that Duarte City Hall is closed on Fridays, weekends (Saturdays and Sundays), and for holidays designated by the State of California or by ordinance or resolution of the City Council of the City. If the date on which City or Developer are required to take any action pursuant to the terms of this Agreement is not a business day, the action shall be taken on the next succeeding business day.

22. No Third-Party Beneficiaries. None of the terms or provisions of this Agreement are intended to benefit any person or entity other than City, City, or Developer. Except as otherwise provided in this Agreement, no affiliate, joint venturer, or partner of Developer has any rights pursuant to this Agreement.

23. Corporate Authority. The person(s) executing on behalf of each of the Parties hereto 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) the entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year first appearing above.

CITY:

CITY OF DUARTE, a public body,
corporate and politic

By:______________________________
Brian Villalobos, City Manager

ATTEST:

____
City Clerk

APPROVED AS TO FORM:

____
Thai Phan, City Attorney

DEVELOPER:
JHC Acquisitions LLC
a California limited liability company

Jamboree Housing Corporation
a California nonprofit mutual benefit corporation,
as sole member

By: ______________________________

Its ______________________________

EXHIBIT "A"

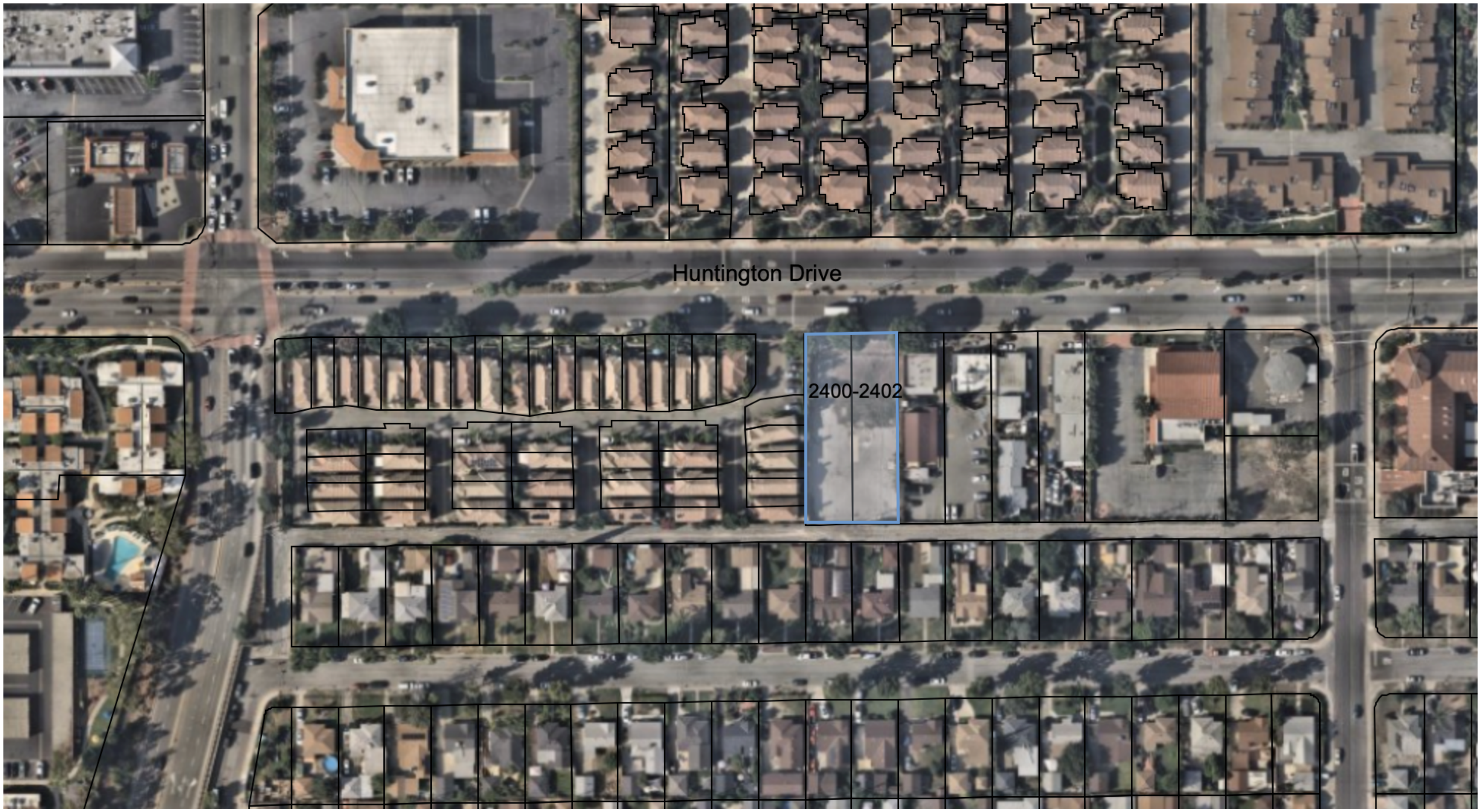

EXHIBIT “B”

VICINITY MAP

PROJECT SUMMARY

AREA:	±1.384 AC (GROSS)
ZONE:	R-3 MF RESIDENTIAL (MEDIUM DENSITY)
UNITS:	36 DU TOTAL
DENSITY:	26.0 DU/AC (GROSS)
NRSF:	±31,200 SF (±866 SF/DU AVG.)
BLDG.:	3 STORY ON GRADE

UNIT MIX

FAMILY AFFORDABLE

1BR + 1BA	(±600 SF)	3	(8 %)
2BR + 1BA	(±800 SF)	18	(50 %)
3BR + 2BA	(±1000 SF)	15	(42 %)
TOTAL		36	(100 %)

PARKING SUMMARY

PARKING REQUIRED (AB 2345)

1BR	X 1.0	3 STALLS
2BR	X 1.5	27 STALLS
3BR	X 1.5	23 STALLS
TOTAL		53 STALLS

PARKING PROVIDED

OPEN STANDARD:	34 STALLS
COVERED STANDARD:	37 STALLS
TOTAL:	71 STALLS
(RATIO	1.97 STALLS/DU)

0 25 50 100

23009 DUARTE AFFORDABLE HOUSING
DUARTE, CA

GOSGV | City of Duarte | Harris & Associates | adc architecture design collaborative | 2023-06-09

CONCEPTUAL SITE PLAN 01

23009 DUARTE AFFORDABLE HOUSING
DUARTE, CA

GOSGV | City of Duarte | Harris & Associates | adc architecture design collaborative | 2023-06-09

CONCEPTUAL PERSPECTIVE IMAGERY 02

ITEM: 14.B

Lease Agreement with Envision Ford for the construction of a new freeway sign, including City use of the sign and City share of sign cost

Recommended Action:

Authorize the City Manager to sign a lease agreement between the City and Envision Ford that includes City use of the sign and City payment of $500,000 toward the cost of the sign.

Attachments:

14.B - Staff Report - Lease Agreement with Envision Ford .pdf

City of Duarte

Agenda Item: 14B

CM Review: BCV
Fiscal Review: [illegible]

AGENDA REPORT

MEETING DATE:	May 14, 2024
TO:	Mayor and Members of the City Council
FROM:	Craig Hensley, Community Development Director
SUBJECT:	Lease Agreement with Envision Ford for the construction of a new freeway sign, including City use of the sign and City share of sign cost
RECOMMENDATION:	That the City Council authorize the City Manager to sign a lease agreement between the City and Envision Ford that includes City use of the sign and City payment of $500,000 toward the cost of the sign
FISCAL IMPACT:	There will be a direct impact to the General Fund of $500,000 associated with the lease agreement. If approved, this would be included in the 2024-2025 Fiscal Year budget. However, this cost is expected to be balanced by permit costs for the sign and in future years permit costs and increased sales tax resulting from a proposed site rebuild at the location

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BACKGROUND

Envision Motors recently purchased the Ford Lincoln dealership at 1031 Central Avenue. The company owns several dealerships throughout California and has optimistic expansion plans for the Duarte location.

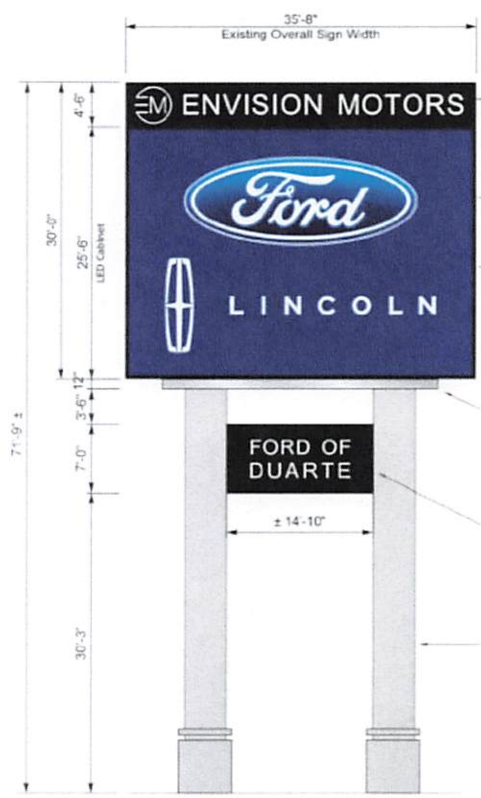
One of the first steps in the expansion plan is the installation of a new freeway oriented sign. Envision Motors hired Electra-Media, Inc (EMI), Southern California's largest digital reader board maintenance and installation company, to develop a plan for a new sign. The proposed sign will use the current sign structure and will be approximately the same size as the existing sign but will have a new high-resolution reader board.

Envision Motors is requesting that Duarte lease message space on the sign and assist in the cost of sign installation. The proposed lease agreement would allow the City 15% of the hourly message time. The lease agreement will be for a 10 year period. In emergency events, the City would receive an additional 5% of time each hour. The proposed City financial assistance is $500,000. The total cost of the new sign is $833,532.

DISCUSSION/ANALYSIS

Envision Motors and EMI estimate that the new sign will generate an immediate increase in sales as a result of improved visibility. In addition to this, Envision Motors plans to completely renovate the site with new buildings. The proposed expansion is estimated at approximately $40 million in construction value. The City should expect a significant increase in sales at the dealership as a result of the new expanded operation.

The proposed lease calls for the City to pay $500,000 within 45 days of the completion of the sign. Envision Motors will be responsible for pulling building permits for the sign. Envision Motors is also required to submit plans for the building expansion by October 1, 2024 and obtain permits for the building expansion by May 1, 2025. The plan is to start on the sign construction within the next few months.



Concept Sign Elevation

While there is no guarantee that sales will increase, Envision Motors believes that the new building will provide an improved sales and service area and the ability to store more vehicles which will result in a significant increase in sales.

Lease agreements that associate City financial assistance for auto dealer and auto center signs and City advertisement time on the signs are not uncommon. In the past few years, EMI has developed similar leases in: Cerritos, Ontario, West Covina, Industry and Buena Park. The City's advertisement period will be for City of Duarte use only and will give the City the ability to advertise City sponsored events and information with Freeway visibility. The City can also use this time for messages that help promote Duarte to Freeway users. The sign will operate from 5 a.m. to midnight. The City will be responsible for providing content to Envision Motors at least seven days in advance of the desired posting date.

While the lease agreement for City time on the freeway sign and payment is the primary issue, the proposed expansion will be a financial advantage to the City. The revenue generated from permits for the sign and the proposed new building and expected increase in sales taxes in the future will far exceed the proposed $500,000 in assistance.

Approval of this lease agreement is not an approval of the proposed freeway sign. The Duarte Development Code requires Site Plan and Design Review approval by the Architectural Review Board. Envision Motors will also need to get entitlement approval of the proposed building expansion which requires Site Plan and Design Review approval from the Planning Commission.

Concept Elevation for Renovation

RECOMMENDATION

That the City Council authorize the City Manager to sign a lease agreement between the City and Envision Ford that includes City use of the sign and City payment of $500,000 toward the cost of the sign.

FISCAL IMPACT

There will be a direct impact to the General Fund of $500,000 associated with the lease agreement. If approved, this would be included in the 2024-2025 Fiscal Year budget. However, this cost is expected to be balanced by permit costs for the sign and in future years permit costs and increased sales tax resulting from a proposed site rebuild at the location.

ATTACHMENTS

Lease Agreement

LEASE AGREEMENT

This LEASE AGREEMENT ("Agreement") is dated as of ________________, 2024, ("Effective Date") by and between the CITY OF DUARTE, a California municipal corporation (the "City") and ENVISION FORD, a California corporation ("Ford") (each individually a "Party," and collectively the "Parties"), and is made with reference to the following facts:

RECITALS

A. Ford seeks to replace buildings on certain real property located at 1031 Central Avenue, California, ("Property"), which Property is further described in Exhibit A attached to this Agreement and incorporated herein by this reference. The estimated cost of the construction on the Property is forty million dollars ($40,000,000.00).

B. Ford further owns and operates one electronic sign ("Old Sign") which displays advertisements for Ford vehicle sales at the Property.

C. Ford desires, and the City agrees, for Ford to replace the Old Sign on the Property, which will include installation of a new electronic sign ("Sign") and other related work designed in a manner consistent with the City's standard, as further described in Exhibit B attached to this Agreement and incorporated herein by this reference.

D. Entitlement plan(s) and application(s) required for the new building construction on the Property, discussed in Recital A, shall be submitted to the City approval prior to October 1, 2024. Plan Check plans shall be submitted within 120 days of the approval of entitlement plan(s). Building permits shall be obtained and construction shall start no later than May 1, 2025, subject to any written extensions approved by the City Manager or their designee.

E. Ford estimates that the construction of the Sign will increase sales of a minimum of twenty-five percent (25%) by 2026, based on the average annual sales for the 2022 and 2023 calendar years.

F. Ford anticipates the costs to replace the Old Sign is approximately **Eight Hundred Thirty Three Thousand Five Hundred Thirty Two Dollars ($833,532.00)**.

G. Ford and the City each desire to pay a portion of the cost to construct the Sign. Within forty-five (45) days of the filing of the Notice of Completion for the Sign, the City shall make a payment in the amount of **Five Hundred Thousand Dollars ($500,000.00)**. Upon such payment, the City will obtain a leasehold interest to display certain messages as provided for hereunder on the Sign.

H. Obtaining a leasehold interest of the Sign will help Ford maintain operations once construction on the Property is complete and help to ensure that the City is able to enhance its communication of important public information with the community.

AGREEMENT

NOW, THEREFORE, IN CONSIDERATION OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT, CITY AND AUTO CENTER AGREE, AS FOLLOWS:

1. Recitals. The Recitals above are true and correct and are hereby incorporated as part of this Agreement.

2. Lease. For a period of ten (10) years from the filing of a Notice of Completion for the refurbishment of the Sign (the "Term"), Ford hereby leases to the City, and the City hereby leases from Ford, fifteen percent (15%) of the Sign's operating time each hour ("City Operating Time") for purposes of displaying the City's Permitted Messages (as defined in Section 4 below) prepared by the City, which message content shall not be subject to edit or modification by Ford ("Lease"). Additionally, the City has the option to increase the City's Lease usage by five percent (5%) ("Emergency Operating Time") for a total of twenty percent (20%) for each hour in the event of and for the duration of an emergency pursuant to Section 2.1 below. Upon the expiration of the Term, unless extended by mutual written

agreement of the Parties, this Agreement shall automatically terminate and no additional instrument, consent, or action by either Party shall be required to terminate this Agreement. Upon the termination of this Agreement, the City shall execute any document and take any action as may be reasonably necessary to evidence such termination.

2.1 EDIS Service Messages. In addition to City Operating Time the City may elect to initiate Emergency Operating Time for an additional five percent (5%) of the Sign's operating time each hour to publish messages from the State of California's Emergency Digital Information Service ("EDIS") and/or local emergencies as may be declared by the City Council or City Manager. The Emergency Operating Time is separate and in addition to City Operating Time and in no event shall be deducted from City Operating Time. Ford agrees to work cooperatively and in good faith with the City by providing reasonable technical assistance in the event that the City desires to publish EDIS messages and/or City messages during the Emergency Operating Time.

3. Consideration. In consideration for the Lease, and subject to the City's confirmation that the Sign is in conformance with: (i) the Sign design as described in Exhibit B; (ii) all statutes, regulations, and ordinances, as defined in Section 12 herein, the City shall pay to Ford **Five Hundred Thousand Dollars ($500,000.00)** ("City Payment") as noted in recital F, which shall be paid in one lump sum no later than forty-five (45) days after filing of the Notice of Completion. "Actual Costs" shall mean the direct cost to replace the Old Sign and build the Sign, including, without limitation, any payments to a third party licensed contractor to build the Sign, but excluding Ford overhead and/or profit.

3.1 Nissan Dealership Property. As part of the inducement for the City to enter into this Agreement is Ford's agreement that if the Nissan Dealership located at 1434 Buena Vista Street ("Nissan Property") is purchased by Ford or used by Ford during construction on the Property and construction of the Sign, Ford shall work in good faith with the City to: (i) bring in another new car dealership with a commercial component on the corner to the Nissan Property; and (ii) collaborate with the City to bring in tax-producing uses to the Nissan Property.

3.2 Refund of the City Payment by Ford to the City. Should Ford fail to obtain the necessary permits for new building construction on the Property by May 1, 2025, or by an extension date approved in writing by the City Manager or their designee, Ford shall refund the City Payment ($500,000) to the City no later than June 1, 2025, or 30 days after the extension date approved by the City Manager or their designee. All other provisions of this agreement other than those related to the City Payment shall remain in full force and effect.

4. City Use of Sign. The Sign shall be operative 5 a.m. to midnight every calendar day of each year during the Term, except when inoperative due to mechanical or electrical failure and/or required maintenance. The City shall be responsible for providing notice of the City's desired message content for the Sign to Ford or its designee at least seven (7) business days in advance of the date and time for publication ("Notice of Content"), except in the case of an emergency; provided, however, that the City's message content shall only pertain to, as determined at the City's sole discretion: (i) events in which the City is a sponsor, partner, or collaborator; (ii) events held at City facilities; (iii) City recreation programs, including programs held at the Duarte Library; or (iv) public service announcements (including EDIS messages); and provided further that no City message content shall relate to any auto sales, auto services, or auto products (the message content permitted hereunder is referred to herein as "Permitted Messages"). If the Notice of Content is timely provided by City, Ford shall endeavor to provide timely publication of the Permitted Messages at the City designated date, time and period of publication ("Publication Time"), subject to: (i) Ford's consent to the Publication Time, which shall not be unreasonably withheld in light of the City's targeted audience and purposes for publication; and (ii) Ford's determination that the message content contained in the Notice of Content are Permitted Messages. In the event that Ford does not consent to the City's proposed Publication Time or the message content, Ford shall provide written notice to the City, stating the reasons for withholding

consent ("Notice of Refusal"), within three (3) business days of receiving the City's Notice of Content.

5. Maintenance and Repair. Ford shall maintain the Sign in good and operable condition during the Term and any authorized extension thereto. The City shall have no obligation to maintain and/or repair, or cause the maintenance and/or repair of, the Sign. Any period during which the Sign is inoperative, including any inoperative periods during maintenance and/or repair, shall not be considered as City Operating Time.

6. Installation, Construction, and Removal. The City shall bear no responsibility for installation, construction, and/or removal of the Sign and/or Old Sign. Ford shall be responsible for obtaining and/or complying with all regulations, approvals, and/or permits required by any government agency having jurisdiction therefore ("Required Approvals"), including any permits and/or regulations required by the Outdoor Advertising Act (California Business and Professions Code Sections 5200-5231). Ford understands and agrees that the City's approval of this Agreement shall not constitute a Required Approval and Ford's failure to obtain all Required Approvals shall constitute a default hereunder.

7. Costs and Expenses. Ford shall be responsible for installing and/or providing all utility services for operation of the Sign in accordance with this Agreement. Except for the City Payment, the City shall not be responsible for any costs or expenses associated with the Sign or the surrounding property including, without limitation, installing and/or providing utility services for operation of the Sign and any and all real or personal property taxes and other charges (including any increase caused by a change in the tax rate or by a change in assessed valuation) of any description levied or assessed on or against the Property or the Sign.

8. Content. Except for the Permitted Messages granted to the City in Section 4 herein, content displayed on the Sign shall be limited to on-premises advertising of Ford and its products and services located at the Property.

9. Assignment.

9.1 Assignment by Ford. Ford shall not assign any rights under this Agreement to any individual, partnership, limited partnership, trust, estate, association, corporation, limited liability company, or other entity, domestic or foreign (collectively, "Person") without the prior written consent of the City or authorized designee. In the event that Ford is permitted to assign this Agreement (or any portion hereof), the City may require the assignee to enter into an assignment and assumption agreement.

9.2 Assignment by City. City shall not assign, license, lease, sell, or otherwise transfer any rights under this Agreement to any Person. Without limiting the generality of the forgoing, this Section 9.2 shall be deemed to prohibit City from, in any manner: (i) assigning, licensing, leasing, selling or otherwise transferring the City Operating Time, and any portion thereof, to any Person; and (ii) including in any Notice of Content any message content prepared or requested by any Person other than the Parties to this Agreement or for which the City will receive any consideration of any kind whatsoever from any Person other than the Parties to this Agreement.

10. Indemnification.

10.1 Ford shall defend, indemnify, and hold harmless (collectively, "Indemnify") the City and its officers, employees, contractors, representatives, volunteers, and agents (collectively, "City Indemnitees") from and against all claims, liability, loss, damage, costs, or expenses (including attorneys' fees and court costs) (collectively, "Claims") arising from the acts or omissions of Ford, its officers, employees, contractors, representatives, and agents (collectively, "Ford Indemnitors") in connection with Ford's use, repair, maintenance, and refurbishing of the Sign, provided, however, that Ford shall have no duty to Indemnify the City Indemnitees against any Claims arising from any act or omission of the City Indemnitees.

10.2 Ford's insurance or indemnification obligations under this Agreement are independent of each other and shall not in any way satisfy restrict, limit, or modify the other obligation.

10.3 The obligation of Ford to Indemnify the City pursuant to this Agreement shall survive the termination of this Agreement, until any and all actual or prospective claims regarding any matter subject to such obligation to Indemnify the City pursuant to this Agreement are fully, finally, absolutely, and completely barred by applicable statutes of limitations.

11. Insurance. During the Term, and without diminishing its responsibilities to Indemnify the City Indemnitees, Ford shall obtain and maintain the following insurance coverage:

11.1 Liability Insurance. Commercial general liability insurance insuring against claims for bodily injury, personal injury, death, or property damage occurring upon, on or about the Sign at least as broad as Insurance Services Office Occurrence Form CG000l, with a minimum liability limit of Two Million Dollars ($2,000,000) for any one occurrence and Four Million Dollars ($4,000,000) aggregate ("Liability Insurance Policy").

11.2 Property Insurance. Insurance providing coverage for the Sign insuring against loss, damage, or destruction by fire or other hazards encompassed under the broadest form of property insurance coverage then customarily used for like properties in Los Angeles County, in an amount equal to one hundred percent (100%) of the replacement value (without deduction for depreciation) of the Sign (excluding excavations and foundations) and in any event sufficient to avoid co-insurance and with no co-insurance penalty provision, with "ordinance or law" coverage ("Property Insurance Policy"). To the extent customary for like properties in Los Angeles County at the time, such insurance shall include an "increased cost of construction" endorsement and an endorsement covering demolition and cost of debris removal.

11.3 Ford may provide any insurance required hereunder through a "blanket" or "umbrella" insurance policy. All insurance obtained and maintained by Ford in satisfaction of the requirements of this Agreement shall be fully paid for and non-assessable. The Property Insurance Policy shall name the City as a "loss payee." The Liability Insurance Policy shall name the City Indemnities as "additional insured." The coverage afforded to the City Indemnities shall be at least as broad as that afforded to Ford and may not contain any terms, conditions, exclusions, or limitations applicable to the City Indemnitees that do not apply to Ford. Any insurance or self-insurance maintained by the City Indemnitees shall be excess of all insurance required to be maintained by Ford under this Agreement and shall not contribute with any insurance required to be maintained by Ford under this Agreement. Ford shall furnish, or cause to be furnished, to the City evidence of the insurance required to be maintained by Ford under this Agreement.

12. Compliance with Law. Ford shall erect, re-erect, construct, enlarge, alter, repair, move, improve, convert, equip, use, operate, and/or maintain the Sign in compliance with all applicable laws, rules, and regulations, including, but not limited to, all applicable federal and state labor laws (collectively, "Regulations"). Ford hereby expressly acknowledges and agrees that the City has never previously affirmatively represented to Ford or its contractor for the Sign, in writing or otherwise, in a call for bids or otherwise, that the work to be covered by the bid or contract for installation of the Sign is not a "public work," as defined in Section 1720 of the Labor Code. Ford hereby agrees that Ford shall have the obligation to provide any and all disclosures, representations, statements, rebidding, and/or identifications which may be required by Labor Code Sections 1726 and 1781, as the same may be enacted, adopted, or amended from time to time, or any other provision of law. Ford hereby agrees that Ford shall have the obligation to provide and maintain any and all bonds to secure the payment of contractors (including the payment of wages to workers performing any public work) which may be required by Labor Code Section 1781 as the same may be enacted, adopted, or amended from time to time, or any other provision of law. Ford shall defend, hold harmless and indemnify the City and its respective officials, officers, employees, contractors and agents, from and against any

and all loss, liability, damage, claim, cost, expense, and/or "increased costs" (including labor costs, penalties, reasonable attorney's fees, court and litigation costs, and fees of expert witnesses) which, in connection with the reconstruction of the Sign, including, without limitation, any and all public works (as defined by applicable law), results or arises in any way from any of the following: (i) the noncompliance by Ford of any applicable local, state, and/or federal law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, if applicable, the requirement to pay state prevailing wages); (ii) the implementation of Sections 1726 and 1781 of the Labor Code, as the same may be enacted, adopted, or amended from time to time, or any other similar law; (iii) failure by Ford to provide any required disclosure representation, statement, rebidding, and/or identification which may be required by Labor Code Sections 1726 and 1781, as the same may be enacted, adopted or amended from time to time, or any other provision of law; and/or (iv) failure by Ford to provide and maintain any and all bonds to secure the payment of contractors (including the payment of wages to workers performing any public work) which may be required by Labor Code Section 1781, as the same may be enacted, adopted or amended from time to time, or any other provision of law. It is agreed by the Parties that, in connection with the refurbishing of the Sign, including, without limitation, any public work (as defined by applicable law), Ford shall bear all risk of payment or non-payment of state prevailing wages and/or the implementation of 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. "Increased costs" as used in this Section shall have the meaning ascribed to it in Labor Code Section 1781, as the same may be enacted, adopted, or amended from time to time.

13. No Encumbrances. Ford shall pay any mechanics', materialmen's, contractors', or subcontractors' liens or any claim for damage arising from Ford's use of the Signs.

14. Notices. Any notice to be given or other document to be delivered by either Party to the other may be delivered in person or may be deposited in the United States mail, with first class postage prepaid, and addressed as follows:

Ford:
Envision Motors
2010 E. Garvey Ave S
West Covina, CA 91791
Attn: Andrew Baeza, VP of Operations and General Counsel

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

With a Copy to:
Rutan & Tucker, LLP
18575 Jamboree Rd., 9th Floor
Irvine, CA, 92612
Attn: Thai Viet Phan, City Attorney

15. City Default. Failure or delay by City to perform or comply with any term or provision of this Agreement constitutes a default under this Agreement. In the event of any failure or delay by City to make payment when due, Ford may immediately seek any available remedy. With respect to any other default, the following shall apply: Ford shall give written notice of default to the City in the event of such default by the City, specifying the default complained of by Ford. If the default is reasonably capable of being cured

within thirty (30) days after such notice is received or deemed received, City shall have such period to effect a cure prior to exercise of remedies by Ford. If the default is such that it is not reasonably capable of being cured within thirty (30) days, and the City (a) initiates corrective action within said 30-day period, and (b) diligently, continually, and in good faith works to effect a cure as soon as possible, then City shall have such additional time as is reasonably necessary to cure the default prior to exercise of any remedies by Ford, provided, however, in no event shall Ford be precluded from exercising remedies if the event of default is not cured within ninety (90) days or Ford's rights under this Agreement or otherwise become or are about to become materially jeopardized by any failure to cure a default. In the event that the City fails to cure a default (other than any failure or delay by City to make payment when due) in accordance with the provisions of this Section 15, Ford may exercise any or all of the following remedies: (i) institute a legal action to seek specific performance of City's obligations under this Agreement; or (ii) terminate this Agreement.

16. Ford Default. Failure or delay by Ford to perform or comply with any term or provision of this Agreement constitutes a default under this Agreement. The City shall give written notice of default to Ford, specifying the default complained of by the City. If the default is reasonably capable of being cured within thirty (30) days after such notice is received or deemed received, Ford shall have such period to effect a cure prior to exercise of remedies by the City. If the default is such that it is not reasonably capable of being cured within thirty (30) days, and Ford (a) initiates corrective action within said 30-day period, and (b) diligently, continually, and in good faith works to effect a cure as soon as possible, then Ford shall have such additional time as is reasonably necessary to cure the default prior to exercise of any remedies by the City; provided, however, in no event shall the City be precluded from exercising remedies if the event of default is not cured within ninety (90) days or the City's rights under this Agreement or otherwise become or are about to become materially jeopardized by any failure to cure a default. In the event that Ford fails to cure a default in accordance with the provisions of this Section 16, the City may exercise any or all of the following remedies: (i) institute a legal action to seek specific performance of Ford's obligations under this Agreement; or (ii) terminate this Agreement. Such remedies shall be in addition all other applicable legal and equitable remedies available to the City.

17. Waiver of Certain Damages. The Parties hereby agree to waive the right to lost profits, speculative, consequential, special, and punitive damages.

18. Ford's Duty of Restoration. Ford shall be responsible for the restoration of the Sign in accordance with the damage and destruction clauses in this Section 18.

18.1 In case of any damage to or destruction of the Sign, or any part thereof, Ford shall commence the restoration, replacement, or rebuilding of the Sign with such alterations and additions as may be approved by the City Manager or their designee (such restoration, replacement, rebuilding alterations and additions, together with any temporary repairs and property protection pending completion of the work being herein called "Restoration") within thirty (30) days of such damage or destruction or such longer time as may be reasonably approved, in writing, by the City Manager or their designee, plus any additional period reasonably determined by the City Manager or their designee to be required to obtain any Net Insurance Proceeds, as hereinafter defined, to be used to pay all or a portion of the cost of such Restoration, and shall complete such Restoration within a reasonable period of time thereafter. As used herein, the term "Net Insurance Proceeds" means the gross insurance proceeds paid by an insurer to Ford for loss or damage to the Sign, less any and all costs and expenses (including, but not limited to reasonable attorney's fees) incurred to recover said proceeds. Ford agrees to promptly commence and prosecute to completion the settlement of insurance proceeds with respect to any event of damage or destruction of the Sign.

18.2 Ford agrees that notwithstanding any other provision of this Agreement, upon any event of damage to or destruction of the Sign, Ford shall, at its sole cost and expense, immediately take or cause to be taken such actions and to complete such work as is necessary to reasonably minimize further damage to the Sign pending the ultimate disposition of the Sign.

18.3 Insurance proceeds which are received on account of any damage to or destruction of the Sign, or any portion thereof (less the costs, fees, and expenses incurred in the collection thereof, including without limitation attorneys' fees and expenses) shall be applied as follows:

18.3.1 Within a reasonable time and in any event within 180 days after the damage to or destruction of the Sign, Ford shall furnish, or cause to be furnished, to the City evidence reasonably satisfactory to City (a) of the total cost of Restoration of the damaged or destroyed Sign and (b) that the total amount of money available will, when added to the Net Insurance Proceeds received and available to pay for the Restoration, be sufficient to pay the cost of such Restoration.

18.3.2 Net Insurance Proceeds received on account of any damage to or destruction of the Sign, or any part thereof, shall be paid to Ford or as Ford may direct from time to time, as Restoration progresses, solely to pay or reimburse Ford for the cost of Restoration.

19. City Contract Administration and Implementation. City shall implement this Agreement through its City Manager. The City Manager is hereby authorized by the City to enter into agreements and sign documents referenced in this Agreement or reasonably required to implement this Agreement on behalf of the City Council, issue approvals, interpretations or waivers and enter into amendments to this Agreement on behalf of City. All other actions shall require the consideration and approval of the City Council, unless expressly provided otherwise by action of the City Council.

20. Further Documents. The Parties hereby agree to execute such other documents and to take such other action as may be reasonably necessary to further the purposes of this Agreement.

21. Time of the Essence. Time is of the essence in this Agreement.

22. Governing Law and Venue. This Agreement shall be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California. The Parties each acknowledge and agree that this Agreement is entered into and is to be fully performed in the City of Duarte, County of Los Angeles, State of California, and that all legal actions arising from this Agreement shall be filed in the Superior Court of the State of California in and for the County of Los Angeles, California, or the United States District Court with jurisdiction in the County of Los Angeles, California.

23. No Limitation on City Authority. Nothing in this Agreement shall be deemed to limit, modify. or abridge the governmental police power or other legal authority (whether direct or delegated) of the City regarding the Property, the Sign, or Ford.

24. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their permitted successors and assigns.

25. Third Party Beneficiaries. The Parties to this Agreement acknowledge and agree that the provisions of this Agreement are for the sole benefit of the City and Ford, and not for the benefit, directly or indirectly, of any other person or entity.

26. Severance. If any provision of this Agreement is determined by a court of competent jurisdiction to be illegal, invalid, or unenforceable, such provision will be deemed to be severed and deleted from this Agreement as a whole and neither such provision, nor its severance and deletion shall in any way affect the validity of the remaining provisions of this Agreement.

27. Counterparts. This Agreement may be executed in counterparts and when so executed, each such counterpart will constitute an original document and such counterparts will constitute one and the same agreement.

IN WITNESS WHEREOF, the City and Ford have executed and entered into this Agreement as of the date first written above.

[Signatures on the next page.]

CITY OF DUARTE

____
Brian Villalobos, City Manager

Date: ______________________________

ATTEST

____
Annette Juarez, City Clerk

Date: ______________________________

APPROVED AS TO FORM
RUTAN & TUCKER, LLP

____
Thai Viet Phan, City Attorney

Date: ______________________________

ENVISION FORD

____
____

By: ________________________________

Its: ________________________________

Date: ______________________________

EXHIBIT "A" TO

LEASE AGREEMENT

(Envision Ford)

Property Description

1031 Central Avenue

EXHIBIT "B"

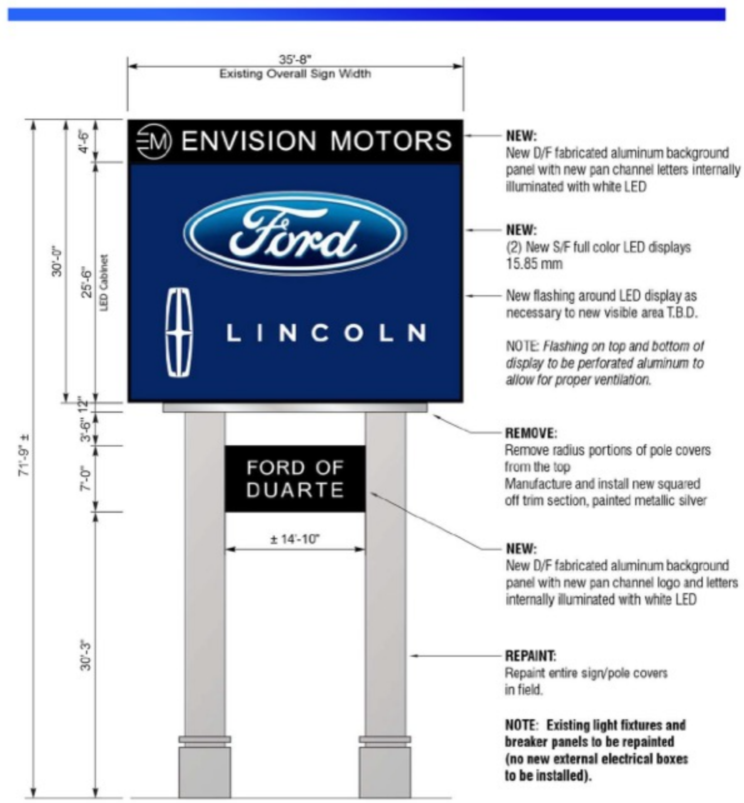
TO

LEASE AGREEMENT

(Envision Ford)

Sign Proposal

EXHIBIT A: RENDERING



- 15.85mm LED Resolution
- 480 Pixels High x 675 Pixels Wide
- 12,000 Nits Brightness

ITEM: 14.C

Award of Contract - Beardslee Park Restroom Replacement Project, Site Work (24-10)

Recommended Action:

1) Award the construction contract for the Beardslee Park Restroom Replacement Project, Site Work, to Golden Sun Enterprise, Inc., as the lowest responsive and responsible bidder in the amount of $149,777, in addition to a ten percent contingency and 2) Approve a total project budget amendment of $164,755 from the General Fund.

Attachments:
14.C - Staff Report - Award of Contract - Beardslee Park Restroom Replacement Project, Site Work (24-10).pdf

Agenda Item: 14C

CM Review: JCV
Fiscal Review: AL

City of Duarte

AGENDA REPORT

MEETING DATE:	May 14, 2024
TO:	Mayor and Members of the City Council
FROM:	Manuel Enriquez, Director of Parks and Recreation
SUBJECT:	Award of Contract – Beardslee Park Restroom Replacement Project, Site Work (24-10)
RECOMMENDATION:	Staff recommends City Council 1) award the construction contract for the Beardslee Park Restroom Replacement Project, Site Work, to Golden Sun Enterprise, Inc., as the lowest responsive and responsible bidder in the amount of $149,777, in addition to a ten percent contingency and 2) approve a total project budget amendment of $164,755 from the General Fund.
FISCAL IMPACT:	Increased expenses in the General Fund (100-1610-8100) of $164,755.

BACKGROUND

Back in November of 2023, the City Council approved the purchase of a new prefabricated restroom building for Beardslee Park. As detailed by staff then, separate from the cost of the prefabricated restroom building and prior to the delivery of the unit from the Public Restroom Company, the City would be responsible for securing a general contractor, through its formal public bidding process, to demolish the existing restroom building in the park-site, prepare the foundation/pad, pull wire, complete all final tie-ins to the electrical panel, and make all final plumbing connections.

DISCUSSION/ANALYSIS

The Beardslee Park Restroom Replacement Project, Site Work project consists of furnishing all labor, material, equipment, services, and incidentals required to demolish and remove the existing restroom structure at Beardslee Park, prepare the site pad for the installation of a prefabricated restroom building per provided specifications, provide utility point of connections 6' from the foundation, make the final plumbing connections at the 6' POC locations after the new restroom building is installed by the manufacturer, and pull wire and make the final tie-in to the electrical panel from the 6' POC location after the new restroom building is installed by the manufacturer.

On March 28, 2024, the City published an invitation to bid on the Beardslee Park Restroom Replacement Project, Site Work – Project 24-10, in accordance with Duarte Municipal Code

(DMC) Section 2.36.060. On April 22, 2024, the City received five (5) bids for the subject project. However, on April 24, 2024, the original lowest bidder, Amazing Electric, Inc., withdrew their bid, citing that they missed critical line items in their bid form. Therefore, the remaining four (4) bids were reviewed for responsiveness to the bid specification requirements.

The following results were determined to be in conformance with the bid documents and specifications. Therefore, staff recommends that the bid be awarded to the lowest responsive and responsible bidder.

Responsive and responsible bidder results:

1. Golden Sun Enterprise, Inc. .... $ 149,777.00
2. Corner Keystone Construction Corporation .... $ 188,000.00
3. Williamson Development Grp. .... $ 188,000.00
4. Leonida Builders, Inc. .... $ 194,000.00

RECOMMENDATION

Staff recommends City Council 1) award the construction contract for the Beardslee Park Restroom Replacement Project, Site Work, to Golden Sun Enterprise, Inc., as the lowest responsive and responsible bidder in the amount of $149,777, in addition to a ten percent contingency and 2) approve a total project budget amendment of $164,755 from the General Fund.

FISCAL IMPACT

Increased expenses in the General Fund (100-1610-8100) of $164,755.

ATTACHMENT

Attachment A: Agreement for Construction or Maintenance Services

CITY OF DUARTE
AGREEMENT FOR CONSTRUCTION OR MAINTENANCE SERVICES

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

1. RECITALS.

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

A. That City desires to obtain through Contractor the work set forth and described in the Scope of Work attached hereto as Exhibit A and incorporated herein by this reference ("**Contractor Services**").

B. That Contractor represents to the City that Contractor is well qualified to perform the Contractor Services by reason of Contractor's training, expertise, experience, and background.

C. That the public interest, convenience, and necessity require that City obtain the Contractor Services upon the terms and conditions set forth herein.

D. That City and Contractor mutually desire to enter into this Agreement for the provision of the Contractor Services by Contractor for and on behalf of City, in accordance with the terms and conditions set forth herein.

2. SERVICES AND WORK

A. Provision of Contractor Services. During the term of this Agreement, Contractor shall provide the Contractor Services as set forth in Exhibit A. Time is of the essence for this Agreement.

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

C. Standard of Performance. In performing the Contractor Services, Contractor shall use the skill and care that a highly specialized professional with significant expertise in the field would use under similar circumstances. To the extent that Contractor retains subcontractors to perform any portion of any of the Contractor Services, Contractor has a duty to City to ensure that the tasks, work, and services performed by such subcontractors meet the same highly specialized professional level, skill, and expertise expected of Contractor.

D. Labor, Equipment, Materials. Contractor shall equip itself with all necessary labor, equipment, and materials to perform the Contractor Services specified in this Agreement. Contractor represents that the Contractor Services will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable Federal, State, and local laws to perform the Contractor Services. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of the Contractor Services and as required by law. Contractor ensures that all goods, materials, equipment, or personal property included within the Contractor Services shall be of good quality and fit for the purpose intended.

E. Work Site. Contractor has or will investigate the work site and is or will be fully acquainted with the conditions there existing, prior to commencement of the Contractor Services. Should Contractor discover any conditions, including any latent or unknown conditions, which will materially affect the performance of the Contractor Services, Contractor shall immediately inform City of such fact in writing and shall not proceed except at Contractor's risk until written instructions are received from the City Representative (as defined below).

F. Independent Contractor. All Contractor Services, and all work, services, labor, equipment, and materials furnished in conjunction therewith shall be furnished by Contractor as an independent contractor, subject to the inspection and approval of City, or the City Representative (as defined below). City shall have the right to control Contractor only as to results of the Contractor Services rendered pursuant to this Agreement. Neither City nor any of its officers, officials, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner. No City-provided employee benefits shall be available to the Contractor or any of Contractor's employees in connection with this Agreement. Except for the fees paid to Contractor as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing Contractor

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

3. AUTHORITY OF THE CITY REPRESENTATIVE

A. City Representative. The "**City Representative**" shall be the Director of Parks & Recreation of City of Duarte, acting personally or through their duly authorized agents, each agent acting only within the scope of authority delegated to them.

B. Scope of Authority. The City Representative shall convey to Contractor the decision of City regarding any and all questions which may arise as to the quality or acceptability of materials furnished and work performed, and as to the manner of performance and rate of progress of the work. The City Representative shall further convey to Contractor the decision of City regarding all questions which may arise as to the acceptable fulfillment of this Agreement on the part of Contractor; and all questions as to claims and compensations. The City Representative's communicated decisions shall be final, and the City Representative shall have authority to enforce and make effective such communicated decisions so that Contractor can carry out such decisions promptly.

4. TERM OF AGREEMENT

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

5. SUSPENSION OR TERMINATION OF AGREEMENT

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

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

6. COMPENSATION

A. Amount of Compensation. Compensation will be determined according to the Budget and Fee Schedule set forth in Exhibit B.

B. Invoices. Contractor shall invoice City monthly for all work performed by Contractor under this Agreement. Invoices shall include billings for all charges, including authorized direct costs incurred by Contractor during the month covered by the invoice. All charges for labor, work, or services shall describe with specificity the services rendered and shall set forth the number of hours worked and hourly rates in accordance with Exhibit B. Within thirty (30) days of receipt of an invoice, and upon determination by City that the invoice is in order and that Contractor has performed all requested or required work or services in a timely and competent manner, City shall pay such invoice.

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

7. LICENSES, PERMITS, APPROVALS, FEES

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

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

8. INSURANCE AND LIABILITY

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

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

9. INDEMNIFICATION

A. Contractor shall indemnify, defend (with legal counsel approved by City), and hold harmless City and City Personnel from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation) of every nature ("**Claims**") arising out of or in connection with Contractor's negligence, recklessness, or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of City. Should conflict of interest principles preclude a single legal counsel from representing both City and Contractor, or should City otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse City its costs of defense, including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation. Contractor shall promptly pay any final judgment rendered against City and City Personnel with respect to Claims determined by a trier of fact to have been the result of Contractor's negligent, reckless, or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive the expiration or termination of this Agreement.

B. Contractor's obligations under this Section 9 apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by City or City Personnel. However, without affecting the rights of City under any provision of this Agreement, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the Parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

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

10. OBSERVING LAWS AND ORDINANCES

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

11. NON-DISCRIMINATION

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

12. PATENTED AND COPYRIGHTED MATERIALS

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

13. PREVAILING WAGE REQUIREMENTS

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

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

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

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

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

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

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

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

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

C. <u>Bidding Eligibility</u>. 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. <u>DIR Monitoring</u>. 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 or by e-mailing the notice to the e-mail addresses as set forth below:

If to City:	City of Duarte 1600 Huntington Drive Duarte, CA 91010 Attn: **Director of Parks & Recreation**
If to Contractor:	Golden Sun Enterprise, Inc. 6732 White Oak Avenue Van Nuys, CA 91406 Attn: Mohammad Elikaee, President, Secretary, & Treasurer

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 <u>Exhibit A</u> 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

____
City Manager

Date: ____________________________

ATTEST

____
City Clerk

Date: ____________________________

APPROVED AS TO FORM
RUTAN & TUCKER, LLP

____
City Attorney, City of Duarte

Date: ____________________________

CONTRACTOR

Golden Sun Enterprise, Inc.

By: Elikaee

Mohammad Elikaee

Its: President

Date: 05/01/2024

By: ____________________________

____

Its: ____________________________

Date: ____________________________

EXHIBIT A

Scope of Work

PROJECT DESCRIPTION: The general nature of the work consists of furnishing all labor, material, equipment, services, and incidentals required to demolish and remove the existing restroom structure at Beardslee Park, prepare the site pad for the installation of a prefabricated restroom building per provided specifications, provide utility point of connections 6’ from the foundation, make the final plumbing connections at the 6’ POC locations after the new restroom building is installed by the manufacturer, and pull wire and make the final tie-in to the electrical panel from the 6’ POC location after the new restroom building is installed by the manufacturer.

1. Removal and Disposal of Existing Restroom

The work included in this item shall consist of providing the necessary labor, equipment, and machinery to demo/remove, haul away, and properly dispose of the current restroom structure.

2. Site Pad Preparation

The work included in this item includes preparing the site pad for the installation of a prefabricated restroom building, per the attached subgrade pad specifications.

3. Installation of Utility point of Connections

The work included in this item includes providing the utility point of connections 6’ from the foundation.

4. Final Plumbing and Electrical Connections

The work in this item includes making the final plumbing connections at the 6’ POC locations and pulling wire and making the final tie-in to the electrical panel from the 6’ POC location after the new restroom building is installed by the manufacturer.

5. Commissioning of the Building

The work in this item includes commissioning the building once final utility connections are made. This includes flushing & testing all water service lines before final startup.

PERFORMANCE SCHEDULE:

Construction shall be completed within 60 working days after the date stipulated on the Notice to Proceed.

EXHIBIT B

Budget and Fee Schedule

BASE BID FOR BEARDSLEE PARK RESTROOM REPLACEMENT					
Line Item	**Bid Items**	**UofM**	**Quantity**	**Unit Price**	**Extension**
1	Removal and disposal of existing restroom	Each	1	$50,000.00	$50,000.00
2	Site pad preparation	Each	1	$60,000.00	$60,000.00
3	Installation of utility point of connections	Each	1	$20,000.00	$20,000.00
4	Final plumbing and electrical connections	Each	1	$15,000.00	$15,000.00
5	Commissioning of the building	Each	1	$4,777.00	$4,777.00
				Total Base Bid	$149,777.00

EXHIBIT C

Insurance Requirements

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

(i) Commercial General Liability Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $5,000,000 per occurrence, $10,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.

(ii) Automobile Liability (including owned, non-owned, leased, and hired autos): Five Million Dollars ($5,000,000.00), combined single limit, per occurrence for bodily injury, death, and property damage.

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

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

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

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

(C) 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. <u>Contractor's Insurance General Requirements</u>.

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

ITEM: 14.D

Job Description and Salary Schedule for Recreation Manager

Recommended Action:

Approve the job description and salary schedule for the position of Recreation Manager, amend the City-Wide Salary Schedule and include funding for the position in the 2024/25 budget.

Attachments:

14.D - Staff Report - Job Description and Salary schedule for Recreation Manager.pdf

Agenda Item:	14D
CM Review:	BCV
Fiscal Review:	JL

City of Duarte

AGENDA REPORT

MEETING DATE: May 14, 2024

TO: Mayor and Members of the City Council

FROM: Kristen Petersen, Director of Administrative Services

SUBJECT: Job Description and Salary Schedule for Recreation Manager

RECOMMENDATION: It is recommended that the City Council approve the job description and salary schedule for the position of Recreation Manager, amend the City-Wide Salary Schedule and include funding for the position in the 2024/25 budget.

FISCAL IMPACT: The fiscal impact is approximately $150,000 per year.

BACKGROUND

The City of Duarte has a full-time position called Recreation Superintendent that has been vacant since 2012. The Parks and Recreation Department would like to fill this position but would like to revise the title to Recreation Manager and reevaluate the salary range.

DISCUSSION/ANALYSIS

The Parks and Recreation Department mission is about providing high quality, innovative programming that meets the needs of the community, rooted in services that are affordably priced, safe, and presented in a healthy and wholesome environment. This strategic mission and focus are alive and well today, as over the course of the last five years specifically, staff has worked tirelessly to deliver better programs, classes, and spaces, respond to community challenges, and create new hallmark city-wide special events for the entire community. As the Department continues to reshape and grow its programs, services, and events, it's become apparent that the Parks and Recreation Department needs additional support to help manage the day-to-day operations and can no longer be the sole department exclusive of a manager position in its organizational structure. Filling this manager position after being vacant for 12 years and given the reduction of a full-time Recreation Supervisor for the last three years, will enable the department to be more creative and innovative in its work and reach its very ambitious goals for the Duarte of the future.

Based on a review of surrounding cities, changing the title to Recreation Manager is more in line with industry standards. In looking at our existing salary table and the salaries for recreation managers in surrounding cities we are recommending a salary range of $9,100-$11,122. Funding for the position would be the General Fund and if approved, we would hope to open the recruitment immediately and fill the position in July 2024.

The Union has reviewed the job title, description and salary range and did not have any comments or changes. This position will be a member of the SEIU Management & Professional Unit.

RECOMMENDATION

It is recommended that the City Council approve the job description and salary schedule for the position of Recreation Manager, amend the City-Wide Salary Schedule and include funding for the position in the 2024/25 budget.

FISCAL IMPACT

The fiscal impact is approximately $150,000 per year.

ATTACHMENTS

Exhibit A – Recreation Manager job description

Exhibit B - Citywide Salary Schedule

Exhibit A

RECREATION MANAGER

Definition:

Under the administrative direction of the Director of Parks and Recreation, organizes, administers, and directs the daily operations for multiple recreation divisions within the department and assists with the development of plans, goals, and objectives to ensure a comprehensive recreational department for the community.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Works closely with Director of Parks and Recreation to establish and implement goals, policies, and initiatives consistent with the Department's mission and service values.
2. Plans, directs, and coordinates recreation activities, events, services, and volunteer opportunities across the department including parks, facilities, and open spaces for the community at large.
3. Oversees the recruitment, hiring, training, and supervision of full-time, temporary recreation personnel, independent contractors, contracted vendors, and volunteers.
4. Evaluates the Department's staffing levels, and work assignments; sets performance standards for staff and evaluates performance.
5. Assists with annual budget process including the City's Capital Improvement Plan, as it relates to parks and recreation, and city facilities.
6. Ensures all department activities/services are conducted in accordance with applicable laws, ordinances, rules, and regulations.
7. Conducts studies and surveys on complex operational and administrative issues; analyzes findings and prepares reports of practical solutions for review by the Director of Parks and Recreation.
8. Prepares and makes presentations to City Council, Parks and Recreation Commission, and other boards and organizations as needed.
9. Assists with the implementation of the department's recreation registration software system, marketing/social media campaigns, website content, and production of quarterly City News publication.
10. Maintains effective relations with other City departments, community groups, school districts, library, public safety, and the public.
11. Responds to, and resolves, difficult situations and sensitive public inquiries and complaints.
12. Acts as a department liaison with federal, state, county and local agencies, school districts, community-based organizations, networks, commissions, and committees.
13. Serves as the Director of Parks and Recreation in their absence.
14. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Recreational, cultural, and educational activities for all ages.
- Principles, techniques, operations, maintenance, and equipment of public recreation programs and community services including specific knowledge and skills in public swimming pool administration.
- Principles and methods of program development, implementation and promotion.
- Record keeping, reporting procedures, and principles of budgeting.
- First aid practices and techniques including specific knowledge to water safety.
- Principles of supervision, training, performance, and appraisal.
- Principles of organization and management.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions, and professional writing techniques.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Develop and administer business and recreation programs directed to the needs and desire of the community.
- Create and implement new concepts in programs and activities.
- Plan, organize, supervise, and direct the activities of personnel and volunteers involved in conducting recreation and community services programs with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Initiate effective communication skills in a written and/or verbal format. Prepare detailed reports and other written material.
- Analyze problems quickly and draw logical conclusions. Plan and implement an effective and efficient course of action.
- Provide input and analysis as it relates to recreation programming, facility development and design as well as park development and design.
- Provide good customer service to both internal and external customers, maintaining positive and effective working relationships with all City employees.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.
- Keep abreast of laws and standards in recreation related services and maintain current knowledge of job requirements and responsibilities within the division.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a B.A./B.S. degree from an accredited college or university with major course work in leisure studies, recreation administration, physical education, or a related field, and at least five (5) years of increasingly responsible administration and management of recreation/community services programs. Additional years of increasingly responsible and directly relevant experience may substitute for college credits on a year-for-year basis.

Licenses and Certificates:

Possession of a valid California driver's license and current First Aid/CPR certification is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Subject to inside and outside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings, weekends and holidays.
- Requires the ability to lift, push, and/or pull items not exceeding 75 pounds.

Exhibit B

CITY OF DUARTE CITY-WIDE SALARY AND PAY SCHEDULE

Effective May 14, 2024 unless otherwise stated

POSITION	Hourly	Monthly	Annually
City Councilmember		$ 550.00	$ 6,600
City Manager	$ 107.14	$ 18,571	$ 222,852

DEPARTMENT HEAD / DIVISION MANAGER - UNREPRESENTED

	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
POSITION	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant City Manager	$ 81.25	$ 14,084	$ 84.15	$ 14,586	$ 87.04	$ 15,088	$ 89.92	$ 15,586	$ 92.79	$ 16,083	$ 95.68	$ 16,584	$ 98.56	$ 17,083
Human Resources Manager	$ 43.77	$ 7,587	$ 45.42	$ 7,872	$ 47.05	$ 8,156	$ 48.67	$ 8,437	$ 50.32	$ 8,722	$ 51.94	$ 9,003	$ 53.59	$ 9,288

MANAGEMENT & PROFESSIONAL EMPLOYEES - SEIU LOCAL 721

	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
POSITION	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant Civil Engineer	$ 39.57	$ 6,859	$ 40.84	$ 7,079	$ 42.08	$ 7,295	$ 43.34	$ 7,513	$ 44.59	$ 7,729	$ 45.86	$ 7,949	$ 47.11	$ 8,166
Assistant to the City Manager	$ 52.19	$ 9,046	$ 53.72	$ 9,311	$ 55.24	$ 9,575	$ 56.78	$ 9,841	$ 58.31	$ 10,107	$ 59.85	$ 10,374	$ 61.40	$ 10,643
Associate Civil Engineer (Y)	$ 44.35	$ 7,687	$ 45.97	$ 7,969	$ 47.59	$ 8,250	$ 49.23	$ 8,533	$ 50.84	$ 8,812	$ 52.48	$ 9,096	$ 54.10	$ 9,378
Associate Planner	$ 41.34	$ 7,165	$ 42.73	$ 7,406	$ 44.13	$ 7,649	$ 45.54	$ 7,893	$ 46.94	$ 8,136	$ 48.35	$ 8,380	$ 49.76	$ 8,626
City Clerk	$ 49.63	$ 8,602	$ 51.07	$ 8,852	$ 52.50	$ 9,100	$ 53.95	$ 9,351	$ 55.37	$ 9,597	$ 56.82	$ 9,849	$ 58.27	$ 10,099
Deputy City Manager	$ 57.40	$ 9,950	$ 59.10	$ 10,244	$ 60.77	$ 10,533	$ 62.46	$ 10,827	$ 64.14	$ 11,118	$ 65.84	$ 11,413	$ 67.54	$ 11,707
Director of Community Development	$ 73.88	$ 12,805	$ 76.74	$ 13,301	$ 79.58	$ 13,794	$ 82.44	$ 14,290	$ 85.30	$ 14,785	$ 88.14	$ 15,278	$ 91.00	$ 15,774
Director of Parks & Recreation	$ 70.02	$ 12,136	$ 72.29	$ 12,531	$ 74.57	$ 12,925	$ 76.85	$ 13,320	$ 79.12	$ 13,715	$ 81.40	$ 14,109	$ 83.68	$ 14,504
Director of Public Safety Services	$ 70.02	$ 12,136	$ 72.29	$ 12,531	$ 74.57	$ 12,925	$ 76.85	$ 13,320	$ 79.12	$ 13,715	$ 81.40	$ 14,109	$ 83.68	$ 14,504
Facilities Maintenance Supervisor	$ 36.90	$ 6,396	$ 38.31	$ 6,641	$ 39.74	$ 6,888	$ 41.15	$ 7,132	$ 42.56	$ 7,377	$ 43.98	$ 7,624	$ 45.39	$ 7,868
Field Services Manager	$ 55.03	$ 9,539	$ 56.91	$ 9,864	$ 58.77	$ 10,187	$ 60.65	$ 10,512	$ 62.51	$ 10,834	$ 64.38	$ 11,160	$ 66.26	$ 11,486
Financial Services Manager	$ 52.75	$ 9,143	$ 54.38	$ 9,426	$ 56.06	$ 9,717	$ 57.80	$ 10,018	$ 59.58	$ 10,328	$ 61.43	$ 10,647	$ 63.32	$ 10,976
Planning Manager	$ 58.97	$ 10,221	$ 60.84	$ 10,546	$ 62.71	$ 10,870	$ 64.59	$ 11,195	$ 66.47	$ 11,521	$ 68.34	$ 11,845	$ 70.21	$ 12,170
Public Safety Manager	$ 58.97	$ 10,221	$ 60.84	$ 10,546	$ 62.71	$ 10,870	$ 64.59	$ 11,195	$ 66.47	$ 11,521	$ 68.34	$ 11,845	$ 70.21	$ 12,170
Public Works Manager	$ 55.70	$ 9,654	$ 57.45	$ 9,958	$ 59.20	$ 10,261	$ 60.97	$ 10,568	$ 62.72	$ 10,871	$ 64.48	$ 11,177	$ 66.25	$ 11,483
Recreation Manager	$ 52.50	$ 9,100	$ 54.28	$ 9,409	$ 56.13	$ 9,729	$ 58.04	$ 10,060	$ 60.01	$ 10,402	$ 62.05	$ 10,756	$ 64.17	$ 11,122
Recreation Supervisor	$ 36.90	$ 6,396	$ 38.31	$ 6,641	$ 39.74	$ 6,888	$ 41.15	$ 7,132	$ 42.57	$ 7,379	$ 43.98	$ 7,624	$ 45.40	$ 7,869
Senior Planner	$ 51.56	$ 8,937	$ 53.19	$ 9,219	$ 54.82	$ 9,502	$ 56.46	$ 9,786	$ 58.08	$ 10,067	$ 59.71	$ 10,350	$ 61.35	$ 10,633
Transportation Supervisor	$ 40.21	$ 6,970	$ 41.80	$ 7,246	$ 43.42	$ 7,527	$ 45.02	$ 7,804	$ 46.63	$ 8,082	$ 48.25	$ 8,363	$ 49.85	$ 8,641

GENERAL EMPLOYEES - SEIU LOCAL 721

	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
POSITION	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**
Accountant	$ 34.92	$ 6,052	$ 36.00	$ 6,240	$ 37.11	$ 6,433	$ 38.26	$ 6,631	$ 39.45	$ 6,837	$ 40.66	$ 7,049	$ 41.92	$ 7,266
Accounting Specialist (Y)	$ 28.92	$ 5,014	$ 29.91	$ 5,184	$ 30.91	$ 5,357	$ 31.90	$ 5,530	$ 32.89	$ 5,701	$ 33.89	$ 5,874	$ 34.87	$ 6,044
Administrative Secretary	$ 27.32	$ 4,736	$ 28.37	$ 4,918	$ 29.42	$ 5,100	$ 30.47	$ 5,282	$ 31.52	$ 5,464	$ 32.56	$ 5,644	$ 33.61	$ 5,826
Assistant Planner	$ 32.90	$ 5,703	$ 34.18	$ 5,924	$ 35.47	$ 6,148	$ 36.76	$ 6,372	$ 38.04	$ 6,593	$ 39.32	$ 6,815	$ 40.61	$ 7,038
Building Permit Technician	$ 27.32	$ 4,736	$ 28.37	$ 4,918	$ 29.42	$ 5,100	$ 30.47	$ 5,282	$ 31.52	$ 5,464	$ 32.56	$ 5,644	$ 33.61	$ 5,826
Civil Engineering Technician	$ 29.61	$ 5,133	$ 30.85	$ 5,348	$ 32.09	$ 5,563	$ 33.32	$ 5,775	$ 34.57	$ 5,992	$ 35.81	$ 6,207	$ 37.05	$ 6,422
Clerk/Typist Receptionist	$ 22.53	$ 3,905	$ 23.35	$ 4,048	$ 24.16	$ 4,188	$ 24.97	$ 4,328	$ 25.79	$ 4,471	$ 26.61	$ 4,613	$ 27.45	$ 4,758
Code Compliance / Animal Control Officer (Y)	$ 30.75	$ 5,330	$ 32.04	$ 5,553	$ 33.31	$ 5,774	$ 34.60	$ 5,998	$ 35.88	$ 6,219	$ 37.17	$ 6,443	$ 38.45	$ 6,664
Community Development Technician	$ 26.97	$ 4,675	$ 27.94	$ 4,843	$ 28.90	$ 5,009	$ 29.87	$ 5,178	$ 30.83	$ 5,344	$ 31.80	$ 5,512	$ 32.76	$ 5,678
Crime Prevention Specialist	$ 33.15	$ 5,747	$ 34.37	$ 5,957	$ 35.62	$ 6,174	$ 36.90	$ 6,396	$ 38.16	$ 6,615	$ 39.44	$ 6,837	$ 40.71	$ 7,056
Custodian	$ 22.63	$ 3,923	$ 23.49	$ 4,072	$ 24.35	$ 4,221	$ 25.24	$ 4,374	$ 26.10	$ 4,523	$ 26.98	$ 4,677	$ 27.84	$ 4,826
Deputy City Clerk	$ 27.32	$ 4,736	$ 28.37	$ 4,918	$ 29.42	$ 5,100	$ 30.47	$ 5,282	$ 31.52	$ 5,464	$ 32.56	$ 5,644	$ 33.61	$ 5,826
Field Services Supervisor	$ 35.44	$ 6,144	$ 37.20	$ 6,448	$ 38.97	$ 6,755	$ 40.74	$ 7,062	$ 42.52	$ 7,369	$ 44.30	$ 7,679	$ 46.07	$ 7,985
Human Resources Specialist (Y)	$ 29.96	$ 5,193	$ 31.21	$ 5,410	$ 32.46	$ 5,627	$ 33.72	$ 5,844	$ 34.96	$ 6,059	$ 36.21	$ 6,276	$ 37.46	$ 6,493
Maintenance Technician	$ 23.15	$ 4,013	$ 24.12	$ 4,181	$ 25.08	$ 4,347	$ 26.05	$ 4,515	$ 27.01	$ 4,681	$ 27.98	$ 4,849	$ 28.94	$ 5,015
Management Aide	$ 30.06	$ 5,211	$ 30.99	$ 5,372	$ 31.95	$ 5,538	$ 32.94	$ 5,709	$ 33.96	$ 5,887	$ 35.01	$ 6,068	$ 36.09	$ 6,256
Management Analyst - City Manager's Office	$ 33.10	$ 5,737	$ 34.47	$ 5,976	$ 35.91	$ 6,225	$ 37.41	$ 6,484	$ 38.97	$ 6,755	$ 40.59	$ 7,036	$ 42.28	$ 7,329
Outreach Coordinator - Public Safety	$ 26.73	$ 4,633	$ 27.74	$ 4,808	$ 28.75	$ 4,984	$ 29.76	$ 5,159	$ 30.79	$ 5,337	$ 31.80	$ 5,512	$ 32.83	$ 5,690
Payroll Technician	$ 27.69	$ 4,800	$ 28.52	$ 4,944	$ 29.38	$ 5,092	$ 30.26	$ 5,245	$ 31.17	$ 5,402	$ 32.10	$ 5,565	$ 33.46	$ 5,800
Recreation Coordinator	$ 26.73	$ 4,633	$ 27.74	$ 4,808	$ 28.75	$ 4,984	$ 29.76	$ 5,159	$ 30.79	$ 5,337	$ 31.80	$ 5,512	$ 32.83	$ 5,690
Senior Code Compliance / Animal Control Officer (Y)	$ 33.48	$ 5,804	$ 34.87	$ 6,044	$ 36.26	$ 6,284	$ 37.65	$ 6,527	$ 39.07	$ 6,771	$ 40.46	$ 7,014	$ 41.85	$ 7,254
Senior Custodian	$ 27.46	$ 4,760	$ 28.52	$ 4,944	$ 29.59	$ 5,129	$ 30.65	$ 5,313	$ 31.73	$ 5,499	$ 32.79	$ 5,683	$ 33.86	$ 5,870
Senior Maintenance Technician	$ 27.16	$ 4,708	$ 28.20	$ 4,887	$ 29.23	$ 5,067	$ 30.27	$ 5,247	$ 31.32	$ 5,429	$ 32.37	$ 5,611	$ 33.40	$ 5,788

PART-TIME HOURLY EMPLOYEES

	Hourly Pay Rate						
POSITION	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**	**Step G**
Aerobics Instructor	$ 16.00	$ 16.40	$ 17.82	$ 19.73	$ 21.66	$ 23.58	$ 25.47
Animal Control Officer	$ 22.13	$ 22.99	$ 23.85	$ 24.71	$ 25.57	$ 26.43	$ 27.29
Assistant Boxing Trainer	$ 16.00	$ 16.51	$ 17.04	$ 17.59	$ 18.15	$ 18.73	$ 19.33
Boxing Trainer	$ 21.81	$ 22.51	$ 23.23	$ 23.97	$ 27.74	$ 25.53	$ 26.35
Certified Aerobics Instructor	$ 25.03	$ 26.28	$ 27.76	$ 29.24	$ 30.72	$ 32.21	$ 33.69
College Intern	$ 16.00	$ 16.30	$ 16.86	$ 18.49	$ 20.30	$ 22.28	$ 24.45
Community Services Officer	$ 22.13	$ 22.99	$ 23.85	$ 24.71	$ 25.57	$ 26.43	$ 27.29
Computer Lab Technician	$ 16.00	$ 16.10	$ 16.25	$ 16.49	$ 16.93	$ 17.36	$ 17.80
Custodian	$ 18.17	$ 18.88	$ 19.57	$ 20.27	$ 20.97	$ 21.67	$ 22.36
Dance Instructor				$50.00			
Lifeguard	$ 16.50	$ 16.83	$ 17.17	$ 17.51	$ 17.86	$ 18.22	$ 18.58
Lifeguard/Instructor	$ 17.80	$ 18.33	$ 18.88	$ 19.45	$ 20.03	$ 20.64	$ 21.25
Pool Manager	$ 20.11	$ 20.71	$ 21.33	$ 21.97	$ 22.63	$ 23.31	$ 24.01
Recreation Leader	$ 16.00	$ 16.51	$ 17.04	$ 17.58	$ 18.14	$ 18.72	$ 19.32
Recreation Specialist	$ 18.00	$ 18.53	$ 19.07	$ 19.62	$ 20.20	$ 20.79	$ 21.40
Senior Custodian	$ 26.40	$ 27.42	$ 28.44	$ 29.46	$ 30.49	$ 31.51	$ 32.55
Trail Maintenance Crew	$ 16.00	$ 16.96	$ 17.37	$ 19.11	$ 21.02	$ 23.13	$ 25.44

ITEM: 14.E

Discussion of Los Angeles County Chief Executive Office Pathway Home Program

Recommended Action:
Receive and file the report regarding the Los Angeles County Chief Executive Office Pathway Home Program.

Attachments:
14.E - Staff Report - Discussion of LA County Pathway Home Program.pdf

Agenda Item: 14 E

CM Review: BV
Fiscal Review: ab

City of Duarte

AGENDA REPORT

MEETING DATE:	May 14, 2024
TO:	Mayor and Members of the City Council
FROM:	Brian Villalobos, City Manager
SUBJECT:	Discussion of Los Angeles County Chief Executive Office Pathway Home Program
RECOMMENDATION:	It is Recommended that the City Council Receive and File the Report Regarding the Los Angeles County Chief Executive Office Pathway Home Program
FISCAL IMPACT:	None

BACKGROUND

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

Pathway Home begins with outreach teams developing trusting relationships with people at an encampment, helping them get treatment for immediate medical needs, and offering them immediate and diverse options for interim housing, including partnerships with partner hotels.
Once at interim housing, participants receive supportive services such as on-site case management and connections to physical and mental healthcare, substance use disorder treatment, benefits enrollment, life skills development, and more.

To facilitate their transition to permanent housing, the County will connect them with housing navigation to help them throughout the lease-up process and time-limited subsidies for individuals whose income is insufficient to cover the rent. Once permanently housed in their own apartment, they can continue to receive supportive services.

The Pathway Home program is overseen by the Los Angeles County Chief Executive Office (CEO) and was formally launched on August 9, 2023. Since the launch date, the program has cleaned up 14 encampments, temporarily housed 562 individuals, removed 302 recreational vehicles, and has permanently housed 95 individuals.

The CEO directly enters into a lease agreement with hotel/motel owners and works closely with cities to identify candidates within the city to be housed. The site provides 24/7 wrap around services, on site nursing services, and private security.

DISCUSSION/ANALYSIS

The CEO has identified a potential Pathway Home location in the City of Monrovia, located at 1125 Huntington Drive, Monrovia, otherwise known as the "Quality Inn." The locations on site provider will be Volunteers of America Los Angeles which will have on site 24/7 services. Additionally, the owner of the hotel and his family will be living on site and plan to retain their staff to clean the rooms and the property. The owner of the hotel is entering into this agreement for two reasons. First, he is terminating his agreement with "Quality Inn" and plans to rebrand and open up as a boutique hotel and this agreement with Pathway Home will allow him the time to complete this transition. Second, the owner refused to participate in Project Room Key in 2020 and stated that he opted into Pathway Home because it offered wrap-around services with the goal of permanent housing.

Garda security services will provide on site security and any incidents occurring on the site will be handled by the Monrovia Police Department (MPD) and the Monrovia Fire Department. MPD and the Sheriff's Department will conduct frequent patrol checks of the front of the location along Huntington Drive.

This site will house 10 people experiencing homelessness (PEH) from the City of Monrovia, 10 PEH from the City of Duarte, and 10 PEH from the Monrovia, Arcadia, and Duarte unincorporated areas. The 10 PEH from Duarte will be selected with the input of Outreach Coordinator Tony Hadloc.

This agreement would be for two years with an option for two 6 month extensions.

RECOMMENDATION

It is recommended that the City Council receive and file the report regarding the Los Angeles County Chief Executive Office Pathway Home Program.

FISCAL IMPACT

None.

ATTACHMENTS

None.