



**CITY OF DUARTE
AGENDA
REGULAR JOINT MEETING OF THE
CITY COUNCIL/HOUSING AUTHORITY/DUARTE
COMMUNITY FACILITIES FINANCING
AUTHORITY**

**CITY COUNCIL CHAMBERS
1600 HUNTINGTON DRIVE, DUARTE, CA 91010
Tuesday, November 11, 2025
7:00 PM**

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.

Cesar A. Garcia, Mayor
Tera Martin Del Campo, Mayor Pro Tem
Margaret Finlay, Councilmember
Samuel Kang, Councilmember
Toney Lewis, Councilmember
Vinh Truong, Councilmember
Martin Calderon, Councilmember

City/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
Frances Jimenez, City Clerk

ADA ACCESSIBILITY NOTICE:

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

Notice:

Any documents distributed by the City/Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall,

1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

Notice:

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

Members of the public may livestream the City Council meeting broadcast on the City's website. To access the meeting, log onto <https://www.cityofduarte.ca.gov/home>, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link.

Public comment:

In-Person: Members of the public may provide in-person comments at the podium in the Council Chamber. Speakers who wish to address the Council must do so by submitting a speaker card **prior to the start of Closed Session for Closed Session items and prior to the start of the Regular Meeting for all other designated public comment periods as listed below.** Comments for public hearings will take place after the hearing is opened. Cards will not be accepted after the start of the meeting without the permission of the presiding chair. **Speakers shall be limited to three (3) minutes per person per designated public comment period.** At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

Written: Members of the public may submit written comment by emailing duarteinfo@cityofduarte.ca.gov, prior to 4:00 p.m. on the day of the meeting. The subject line of your public comment email must contain the Agenda item number or title. Public comments, including personal contact information, are considered public record. Please do not provide any personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published. Comments will be distributed to the City Council and made available for public review.

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. PLEDGE TO THE FLAG
4. ORAL COMMUNICATIONS - SPECIAL ITEMS

Members of the public may address the City Council on agenda items listed under

Special Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

5. SPECIAL ITEMS

- A. Recognition of Patsy Bartoli
- B. Community Development Department Update
- C. Parks and Recreation Department Update

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Members of the public may address the City Council on matters which are not on the agenda but are within the subject matter jurisdiction of the City Council. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

Members of the public may address the City Council on agenda items listed on the Consent Calendar. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

9. 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 - October 28, 2025 Regular Meeting (CC/HA/FA)
Recommended Action: Approve the minutes of October 28, 2025.
- D. Approval of Warrants - November 11, 2025 (CC/HA/FA)
Recommended Action: Approve the warrants of November 11, 2025.
- E. Monthly Financial Report

Recommended Action: Receive and File the Monthly Financial Report for the month

of September 2025.

F. Community Development Department Update

Recommended Action: Receive and File the Community Development Department Update.

G. Parks and Recreation Department Update

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

H. Salary Increase Adjusting the Hourly Rate Schedule for Compliance with New Minimum Wage Requirements effective January 1, 2025

Recommended Action: Approve Resolution No. 25-27 adjusting the hourly rate schedule for compliance with the new minimum wage requirements as shown on the attached Citywide Salary and Pay Schedule that is attached as Exhibit A.

I. Approval of Recreation Software Services Agreement with Kaizen Laboratories Inc. ("Kaizen") for a Three-Year Term

Recommended Action: 1) Authorize the City Manager to execute this three-year Recreation Software Service Agreement with Kaizen and 2) approve a budget amendment of \$15,825 from the General Fund.

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

Members of the public may address the City Council on agenda items listed under Business Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

13. BUSINESS ITEMS

A. Amendments to the City of Duarte City Council and Employee Expense Reimbursement Policies

Recommended Action: Amend the Expense Reimbursement and Employee Expense Reimbursement Policies.

B. Establishment of an Ad Hoc Committee to Review and Make Recommendations Relating to the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup

Recommended Action: Adopt a Resolution of the City Council of the City of Duarte,

California, establishing an Ad Hoc Committee to identify and make recommendations relating to activating the City for the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup.

C. City Councilmember Speaking Time Limits

Recommended Action: Discuss and consider findings made by staff regarding time limits on City Councilmember comments and discussion during City Council meetings.

D. Adoption of the Duarte Ten Year Strategic Plan

Recommended Action: Adopt the Duarte 2035 Ten Year Strategic Plan.

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

15. ADJOURNMENT

AFFIDAVIT OF POSTING

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

Dated this 5th day of November 2025.

Frances Jimenez
City Clerk



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: November 4, 2025
SUBJECT: Comments on Agenda Items, Meeting of November 11, 2025

ITEM 5.A. (Special Items). Recognition of Patsy (Pat) Bartoli for his courage on September 11, 2001. His actions as a New York firefighter stands as a testament to the strength and selflessness of those who run toward danger when others flee.

ITEM 5.B. (Special Items). Community Development Department update - Community Development Director Hensley will provide an update for the council.

ITEM 5.C. (Special Items). Parks and Recreation Department update - Parks and Recreation Director Enriquez will provide an update for the council.

ITEM 9.E. (Consent Calendar). The Finance Department has submitted the monthly report for September of 2025 for review.

ITEM 9.F. (Consent Calendar). The Community Development Department has submitted the monthly report for November 2025 for review.

ITEM 9.G. (Consent Calendar). The Parks and Recreation Department has submitted the monthly report for November 2025 for review.

ITEM 9.H. (Consent Calendar). Resolution No. 25-27 - Adjusting the Hourly Rate Schedule for Compliance with the New Minimum Wage Requirements - In May 2016, the California legislature passed an unprecedented statewide minimum wage hike plan that took place over a six year span to increase minimum wage to \$15.00 per hour, which went into effect on January 1, 2022. After this initial six year increase, the wage adjusts annually for inflation based on the national consumer price index for urban wage earners and clerical workers (CPI-W) with the highest raise allowed in any one year being 3.5 percent. On August 1, 2025, the Director of the Department of Finance for the State of California Department of Industrial Relations certified that based on the annual inflation rate from 7/1/2024-6/30/2025 the State hourly minimum wage must be increased to \$16.90 per hour, effective January 1, 2026. Resolution No. 25-27 adjusts the hourly rate schedule for eleven part time positions on the City-Wide Salary and Pay Schedule. The new schedule will go into effect on January 1, 2026.

ITEM 9.I. (Consent Calendar). Professional Services Agreement with Kaizen Laboratories Inc. - Since 2016, the Parks & Recreation Department has utilized ACTIVENet, a membership and activity management software, for selected department program and event registrations (contracted classes, youth sports, swim lessons, excursions, and gazebo reservations). While the ACTIVENet software was instrumental in moving the majority of the Department's paper-based registration online, in recent years, City staff has experienced some challenges and limitations with the software meeting our operational and administrative needs. Given that the City's contractual agreement with ACTIVENet now renews every April, staff began exploring the recreation software market at the beginning of the calendar year and based on that preliminary research, invited and conducted in-depth demonstrations with four reputable registration platforms including RecDesk, CivicRec, Xplor, and Kaizen. Representatives from the Parks and Recreation Department, Administrative Services Department, and Information and Technology comprised the selection team. They attended each software's demo mode presentation and evaluated the system using pre-established criteria of 187

and scripted questions. After thorough demonstrations, extensive feedback from the selection team, reference checks, and contract review, staff has identified Kaizen as the software solution best suited to meet the Department's current and future needs. City staff is recommending purchasing Kaizen software through their Sourcewell contract, #022525-KZN, at an annual subscription fee of \$24,500. Sourcewell contracts are competitively solicited on behalf of Sourcewell and its participating agencies, including the City of Duarte. The proposed contract with Kaizen includes a three-year service term, with the option to renew for two additional years, at an annual subscription fee of \$24,500. Funds were budgeted for the annual cost of ACTIVENet in Fiscal Year 2025/26 under the General Fund (100-1605-7653). While a portion of those funds will be available, a budget amendment of \$15,825 is required to cover the balance of the annual upfront cost for Kaizen software to launch with the City in April of 2026.

ITEM 13.A. (Business Items). Amendments to the City of Duarte City Council and Employee Expense Reimbursement Policies - The amended Expense Reimbursement Policy (applicable to the City Council only) changes the time required to submit Expense Reimbursement forms from thirty (30) days to ninety (90) days. With the exception of any expenses incurred in the months of May or June, which must be submitted by July 31 in order to be included in the current fiscal year. Additional changes to the Expense Reimbursement Policy and the Employee Expense Reimbursement Policy include an amendment to the daily meal reimbursement total to align with the U.S. General Services Administration's Meal and Incidental Expense per diem (GSA M&IE rates). The attached meal reimbursement city survey shows that several surrounding cities have adopted the proposed GSA M&IE rates of \$22.00 for breakfast, \$23.00 for lunch, and \$36.00 for dinner for a total of \$81 per day. Finally, the amended Expense Reimbursement Policy and Employee Expense Reimbursement Policy reduces the number of miles requiring prior City Council approval for overnight lodging from fifty (50) to thirty (30) miles.

ITEM 13.B. (Business Items). Resolution No. 25-28 - Establishment of an Ad Hoc Committee to Review and Make Recommendations Relating to the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup - At its October 14, 2025 Regular City Council Meeting, the City Council requested that staff explore opportunities to activate the City for the 2028 Los Angeles Summer Olympics ("Olympics"). At the October 25th Regular City Council Meeting, staff recommended the formation of an Olympics Ad Hoc Committee to explore opportunities to activate the City in preparation for the upcoming Summer Olympics. The City Council directed staff to expand the scope of the Committee to include exploring ways to activate the City for the 2026 FIFA World Cup ("World Cup").

ITEM 13.C. (Business Items). City Councilmember Speaking Time Limits - At the regular City Council meeting held on October 14, 2025, Councilmember Margaret Finlay requested that City staff gather information on whether other cities limit the amount of time a Councilmember may speak during City Council meetings. In response, staff conducted outreach to several Southern California cities to identify existing policies, resolutions, or practices related to time limits for Councilmember comments/reports or discussion on agenda items.

Additionally, this item was brought before the City Council at the regularly scheduled meeting held on October 28, 2025. The City Council tabled this item until the November 11, 2025, meeting for further discussion and direction to staff.

ITEM 13.D. (Business Items). Adoption of the Duarte Ten Year Strategic Plan - On February 11, 2025, the City awarded a contract to MIG Inc. to develop its Duarte 2035 Ten Year Strategic Plan ("Strategic Plan"). The planning process took place between March through September and consisted of the strategic planning team engaging with community members, the City Council, and City department leaders to provide input regarding City strengths, challenges, and goals it anticipates in the next ten years. The Strategic Plan serves as the City's roadmap for the next ten years. In addition to memorializing the City's mission, vision, and community values, the Plan also identifies seven goals reflective of the input that was received during the community engagement portion of the process. The seven identified goals are the

following: Economic Development and Activation; Engagement, Outreach, and Communication; Community Safety; Financial Sustainability; Organizational Excellence; Community Vitality; and Infrastructure and Beautification. Moreover, associated with each goal are action items staff recommends are needed to complete each goal, along with a timeline of when each action item should be completed within the scope of the Plan, as well as identifying the lead department to ensure the item is completed. Upon implementation, the City will track completion progress through various channels such as an online dashboard that will be available online for public view, monthly City Manager progress reports to City Council, and an annual reassessment of the Plan to ensure that goals are still relevant to Duarte.

**Minutes of the REGULAR JOINT MEETING OF THE
CITY COUNCIL/HOUSING AUTHORITY/DUARTE COMMUNITY FACILITIES
FINANCING AUTHORITY**

7:00 PM OPEN SESSION

Mayor Garcia called the open session to order at 7:03 p.m.

2. ADOPTION OF THE AGENDA

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

The flag salute was led by Jessy Vergara.

Mark Montgomery recognized Jason Golding for helping the community for over 27 years.

Steve Hernandez thanked Jason Golding for his help and patience with the community.

A. Recognition of Jason Golding's 27 Years of Service

City Manager Villalobos congratulated him on his retirement; highlighted the fact that he grew up in the City; and dedicated 27 years to giving back to his community.

Community Development Director Hensley spoke on Planning Manager, Jason Golding's years of service; commended his outstanding work in architecture and design; presented him with a commemorative sign; and expressed that Jason will be deeply missed for his exceptional character, dedication to customer service and lasting legacy through the many complex projects he contributed to within the City.

Jason Golding accepted the commemorative sign and thanked his family, friends, coworkers and the city Council for their support for his 27 years of service. He also reflected on his journey since first moving to Duarte, the positive changes that have made the city safer, and the shared dedication of staff who made a lasting difference in the community.

The City Council recognized Planning Manager, Jason Golding for his 27 years of service to the City of Duarte and community; they highlighted his professionalism, kindness, and passion for his hometown; shared personal memories of his support and collaboration; commended his lasting impact on the city's growth and character; and presented him with a plaque of recognition of his years of service.

B. National Magic Week Proclamation

John Ingman gave a short magic show.

The City Council proclaimed October 25th–31, 2025, as National Magic Week.

Kimberly Hallinger, President of the Society of American Magicians, spoke about the history of the organization and invited the community to future events.

C. Filipino American Heritage Month Proclamation

Jo-Ann Oloteo, Public Safety Commission Chair, accepted the proclamation in memory of former Councilmember Tzeitel Paras-Caracci who inspired her to be part of the community and to apply to be a part of the Public Safety Commission; she thanked the City Council for the proclamation and for recognizing the Filipino American Community.

The City Council proclaimed October 2025 as Filipino American History Month.

Mayor Garcia spoke about the hard work she has done as the Public Safety Commission chair.

D. Public Safety Department Update

Public Safety Manager Ariizumi, shared information on behalf of Public Safety Director Breceda and reported that there has been a decline in part 1 crimes by 14.8%; shared that there has been a notable reduction in robberies by 13% and burglaries by 32%; highlighted recent work done by the special assignment team. He also praised Outreach Coordinator Erika Ramos's outreach work and shared information regarding upcoming events the Public Safety team will be attending.

The City Council praised Outreach Coordinator Ramos for helping the homeless community; mentioned to be aware of the rising temperatures.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

Herman Rojas spoke about his wife, Public Safety Commission Chair Oloteo's work and dedication to the community.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Victoria Ramirez reported on upcoming events and the Mayor's Youth Council's participation at the Halloween Howl event to raise funds for student scholarships.

City Manager Villalobos introduced the new Deputy City Clerk, Patricia Alcala Aparicio.

Steve Hernandez requested that the City Council adjourn the meeting on behalf of San Bernardino County Deputy Andrew Nunez and on behalf of the Friends of Duarte Library, he made an announcement regarding memberships.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

None.

9. 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. City Councilmember Speaking Time Limits

City Manager Villalobos presented the staff report for councilmember speaking time limits; detailed the option to limit councilmember comments; thanked Management Analyst Albert Nunez for researching in surrounding cities; and cited that there is no set standard for this decision, rather it is at Council's discretion.

The City Council discussed setting speaking time limits on Council comments; raised some concerns when deliberating on certain business items; suggested only having some limitations on closing comments; spoke on preparedness of the City Council before the meeting and therefore suggested limiting the speaking time limits to five minutes or at the discretion of the mayor.

After deliberation, the City Council decided to table the item to the November 11, 2025, Council meeting.

Moved by Mayor Garcia, seconded by Councilmember Kang, and carried by the following vote of the City Council to table the Council member speaking time limits.

AYES: FINLAY, KANG, LEWIS, TUONG, CALDERON, MARTIN DEL CAMPO, GARCIA
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

D. Establishment of an Ad Hoc Committee to Review and Make Recommendations Relating to the 2028 Los Angeles Summer Olympics

Assistant to the City Manager Rangel presented a staff report regarding the establishment of an Ad Hoc committee for the 2029 Los Angeles Summer Olympics. The tasks of the committee include, but not limited to, the establishment of analysts to recruit a NOC (National Olympic Committee) and the opportunity to create fan zones and viewing parties. Staff recommended that the committee consist of three City Council members, two Duarte unified school board members, a CS Arts representative and a City of Hope representative.

After discussion, Mayor Garcia, Councilmember Truong and Finlay expressed interest in being part of the Ad Hoc committee. The City Council discussed the cost of establishing an Ad Hoc Committee for the 2028 Olympics and the possibility of collaborating with other cities to incur potential costs.

Mayor Garcia suggested making an amendment to the resolution to include the 2026 FIFA World Cup and also include a member of the Chamber of Commerce representative and a member of the Duarte Community Coordinating Council.

Moved by Mayor Garcia, seconded by Mayor Pro Tem Martin Del Campo, and carried by the following vote of the City Council to amend the Ad Hoc Committee to include the 2026 FIFA World Cup along with the 2028 Los Angeles Summer Olympics.

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

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

Mayor Pro Tem Martin Del Campo reported that she attended the Utility Box Art Ad Hoc Committee and shared appreciation for the new ideas they bring to the table.

Councilmember Calderon shared that he also attended the Utility Box Art Ad Hoc Committee meeting. He also attended Westminster Gardens at their 75th Anniversary Celebration; and encouraged people to vote.

Councilmember Finlay shared she attended the Red Ribbon Week March and congratulated LA County Sheriff Deputy Art Valenzuela for being recognized at the Kiwanis Club Installation Ceremony for his work and being selected as the Community Service Award Honoree.

Councilmember Lewis wished everyone a good night.

Councilmember Kang encouraged everyone to vote.

Councilmember Truong reported he attended the SGVCOG LA 28 meeting; expressed interest in being part of the 2028 Olympics Ad Hoc Committee; and raised concerns over the number of travelers expected but expressed reassurance that Public Safety departments throughout LA County will be prepared.

Mayor Garcia stated he also attended the Red Ribbon Week March and shared appreciation for the turnout of the events; mentioned the upcoming Chamber's Mayor's Prayer Breakfast at City of Hope; and shared he attended the Kiwanis Installation Dinner. He also gave an update regarding the Foothill Transit meeting and the Rotary Breakfast he attended and invited residents to attend upcoming community events.

Councilmember Lewis suggested adding a MAD member to the Olympics Ad Hoc committee. City Attorney Phan suggested bringing forward the idea when the item comes back to the City Council.

Mayor Garcia wished a happy birthday to Albert Nunez, Angela Chiaromonte, and Councilmember Lewis Toney.

15. ADJOURNMENT

At 9:15 p.m., the City Council adjourned the meeting in memory of Bernardino County Sheriff's Deputy Andrew Nunez.

Cesar A. Garcia, Mayor

Frances Jimenez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-2120	KEVIN SMITH	ROP Bldg Rent Deposit Refund 8/10/2025	221565		150.00
100-4404	KEVIN SMITH	ROP Bldg Rent Extra Hour 8/10/2025	221565		-35.00
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	6550		448.65
100-1025-7701	AREA D CIVIL DEFENSE/DISAS...	FY26 Area D Membership Dues	221539		1,823.68
100-1205-7615	HOME DEPOT CREDIT SERVICES	Emergency Supplies	BD26-0530		22.78
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 9/2025	6505		188.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	CC/FS/PS Repairs/Supplies	BD26-0530		126.25
100-1610-7618	HOME DEPOT CREDIT SERVICES	Safety Supplies/Filter	BD26-0530		97.01
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	BD26-0530		76.03
100-1610-7652	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	BD26-0530		148.42
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	BD26-0530		26.50
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools & Supplies	BD26-0530		552.09
100-1610-7618	HOME DEPOT CREDIT SERVICES	TC/FC Office Paint	BD26-0530		109.44
100-1610-7618	HOME DEPOT CREDIT SERVICES	Encanto Pk Restroom Baseboard Repairs	BD26-0530		67.53
100-1605-7732	HOME DEPOT CREDIT SERVICES	City Picnic Supplies	BD26-0530		61.48
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies/Repairs	BD26-0530		77.84
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP Bldg & PS Repairs	BD26-0530		172.23
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 9/14/25 - 9/27/25	6491		7,734.96
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 9/2025	221566		1,692.33
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 9/2025	221548		2,374.60
100-1205-7655	COUNTY OF LOS ANGELES DE...	FY25 SNS Replacement @ Signaled Intersection	221548		7,342.65
100-1405-7801	COUNTY OF LOS ANGELES DE...	SSMP Update 9/2025	221548		2,959.04
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts & Supplies	BD26-0530		214.67
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 9/2025	6494		224.00
100-1605-7002	PAMELA ROMERO	CPR Stipend	6533		76.92
100-1205-7780	CALIFORNIA ANIMAL WELFARE...	Juan Oseguera Report Writing Workshop	221542		25.00
100-1205-7612	CALIFORNIA ASSOCIATION OF...	PSM Ariizumi Membership Dues	221541		100.00
100-1610-7652	AIR-TRO INC	Public Safety HVAC Routin...	6490		168.00
100-1605-7739	THE SAUCE CREATIVE SERVICE...	Dia de los Muertos Flyers	6542		491.80
100-1610-7618	HOME DEPOT CREDIT SERVICES	Fitness Ctr Restroom Hooks	BD26-0530		32.53
100-1610-7618	HOME DEPOT CREDIT SERVICES	Fitness Ctr Shower Liners	BD26-0530		86.06
100-1010-7965	MOORE IACOFANO GOLTSMA...	Strategic Planning Services 8/2025	221557		1,985.00
100-1805-7653	SECTRAN SECURITY INC	October 2025 Courier Pick-up	6535		343.61
100-1405-7965	LDM ASSOCIATES INC	FY26 Federal Grant Administration 9/2025	6521		123.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Hitch Pin	BD26-0530		10.71
100-1205-8100	DR OFFICE WORKS INC	Delivery & Installation	221550		397.80
100-1205-8100	DR OFFICE WORKS INC	Pacific Loveseat Chrome Finish Legs	221550		1,522.69
100-1205-8100	DR OFFICE WORKS INC	8 Foot Conference Table, Java	221550		442.00
100-1205-8100	DR OFFICE WORKS INC	Pacific Arm Chair Chrome Finish Legs	221550		1,058.59
100-1205-8100	DR OFFICE WORKS INC	Stack Chair Black	221550		442.00

Council Warrant Register By Account

Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7980	SHAFFER AWARDS	Aida Torres Years of Service Plaque	221562		109.34
100-1405-7980	RAYCOM DATA TECHNOLOGIE...	CMO/CMD First Round Scanning/Indexing	221561		1,219.92
100-1405-7980	RAYCOM DATA TECHNOLOGIE...	Dept Wide Scanning Project- 2nd Round	221561		11,635.06
100-1020-7724	SOUTHERN CALIFORNIA EDIS...	PO Pkg Lot Lease 11/01/2025 - 01/31/2026	6538		2,541.75
100-1610-8100	JJJ FLOOR COVERING INC	Royal Oaks Park Flooring Replacement	221554	202313/100-1610-8100-Parks...	18,050.00
100-1205-7761	DATA TICKET INC	Admin Citation Processing 9/2025	6501		427.94
100-1205-7761	DATA TICKET INC	Parking Citation Processing 9/2025	6501		1,443.75
100-1605-7733	ACTION DESIGNZ LLC	Dia de los Muertos Shirts	221537		532.22
100-1605-7733	SMART & FINAL	SC Halloween Treats	6537		102.87
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	6497		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	6497		4.15
100-1605-7733	THEODORE SIEGEL	SC "Arthur" Screening & Presentation	221563		150.00
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Brisas Sweeping 10/2025	6489		66.00
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Posadas Sweeping 10/2025	6489		66.00
100-1415-7907	WEST COAST ARBORISTS INC	Tree and Stump Removals	6551		702.95
100-1815-7980	THE TECHNOLOGY DEPOT INC	SC Elevator Phone Line Repair	6541		882.50
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	6537		157.71
100-1605-7733	SMART & FINAL	Wellness Expo Refreshments	6537		43.87
100-1610-7618	GRAINGER	Fitness Ctr Light Fixture Covers	6510		329.03
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	6536		1,414.52
100-1610-7616	SCP DISTRIBUTORS LLC	Vinyl Coated Cable	6534		214.57
100-1610-7616	SCP DISTRIBUTORS LLC	Lane Line Hardware	6534		443.66
100-1205-7614	STAPLES	Refund Item (Inv #6044956872)	6539		-20.52
100-1610-7652	CHARLIE'S FENCE CO	Teen Ctr North Patio Gate Repair	221564		985.00
100-1815-7965	MAXTREME SERVICES	IT Helpdesk 10/2025	6524		12,500.00
100-1205-7612	CALIFORNIA ASSOCIATION OF...	CC/ACO Hadloc Membership Dues	221541		100.00
100-1605-7750	INLAND EMPIRE TOURS & TR...	Adult Excursion Transportation 10/17/2025	221553		1,057.92
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 11/2025	221556		1,750.00
100-2126	JOYCE WEN TSEN CHEN	Const/Demo Deposit Refund (Pmt#2025-261)	221546		800.00
100-5004	JOYCE WEN TSEN CHEN	Administrative Fee (Pmt#2025-261)	221546		-125.00
100-1805-7965	WILLDAN FINANCIAL SERVICES	Cost Allocation Plan & User Fee Study 10/3/25	6552		2,552.00
100-1205-7761	SUPERIOR CT OF CAL CO OF L...	Citation Revenue Tax 9/2025	221538		5,857.40
100-1020-7716	CALIFORNIANS ORGANIZED F...	Veteran's Day Event Trumpeter	221543		100.00
100-1610-7652	CONDOR INC	Contingency	6498		2,461.00
100-1610-7652	CONDOR INC	Labor	6498		3,176.00
100-1610-7652	CONDOR INC	Jandy Pump Replacement	6498		13,233.00
100-1020-7712	BAKERS MAN PRODUCTIONS L...	Route 66 Parade & City Picnic Production Services	6492		1,600.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	6497		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	6497		4.15
100-1810-7611	KRISTEN PETERSEN	Supervisor Training Expense Reimbursement	6528		35.96
100-1205-7787	MOUNTAIN VISA PLAZA	Public Safety Lease	6525		14,391.00
100-1405-7980	CALIFORNIA STREET LIGHTING	Lena Valenzuela Park Lighting Project	6495		7,550.00
100-1605-7730	SMART & FINAL	Pet Costume Dog Contest Winner Prize	6537		25.00
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	6537		113.18

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100-1605-7614	STAPLES	Document Retention Boxes	6539		60.97
100-1605-7735	SMART & FINAL	Teen Ctr Spooky Tailgate	6537		39.66
100-1605-7733	SMART & FINAL	Senior Ctr Halloween Snacks	6537		60.27
100-1825-7630	QUADIENT LEASING USA INC	CH Postage Machine Lease 11/23/25 - 2/22/26	221559		579.09
100-1605-7733	SMART & FINAL	SC Monthly Dance Snacks	6537		104.23
100-1205-7779	AIDA TORRES	DART Council Meeting Meal Reimbursement	6543		228.64
100-1205-7980	AIDA TORRES	Red Ribbon Week Event Craft Reimbursement	6543		114.50
100-1825-7630	CANON FINANCIAL SERVICES I...	(3)CH/PS/SC/TC Copier Lease 11/2025	221544		1,641.70
100-1825-7631	CANON FINANCIAL SERVICES I...	(3)CH/PS/SC/TC Copier Maint 7/2025 - 9/2025	221544		2,493.27
100-1825-7631	CANON SOLUTIONS AMERICA ...	Finance Mgr Printer Maint 9/23/25 - 10/22/25	221545		41.55
100-1605-7736	PEREZ DANCE & TUMBLING A...	Dance Technique 9/29/25 - 10/20/25	6527		112.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Tiny Tumblers 10/2/25 - 10/23/25	6527		672.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Dance Gymnastics 10/2/25 - 10/23/25	6527		252.00
100-1605-7730	CURO MANAGED PRINT PRO...	Halloween Howl Signage	221549		99.23
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	6508		665.40
100-2121	RINCON CONSULTANTS INC	Andres Duarte School EIR 9/1/25-10/15/25	6531	202424- 100-2121/1433 Crestf..	10,755.36
100-1825-7626	FEDEX	Document Delivery 10/16/2025	221552		61.32
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Youth Tennis 10/3/25 - 10/24/25	6515		700.70
100-1815-7980	THE TECHNOLOGY DEPOT INC	PS Spectrum Internet Outage Support	6541		486.25
100-1815-7980	THE TECHNOLOGY DEPOT INC	New VLAN Network for CH & TC (New Cameras)	6541		1,752.50
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Cleaning 10/25/2025	6514		165.00
100-1610-7652	INX BUILDING MAINTENANCE	Senior Ctr Cleaning 10/11/25 & 10/25/25	6514		330.00
100-1810-7980	RALPHS	Dept Carving Contest Pumpkins	221560		31.90
100-1010-7610	FRANCES JIMENEZ	Municipal Clerks Institute Training Reimbursement	6517		191.66
100-1005-7650	TONEY LEWIS	League of CA Cities Conference Reimbursement	6522		211.94
100-1005-7643	U.S. BANK	Vinh Truong JPIA Conf Hotel (Omni La Costa)	6549		299.97
100-1010-7610	U.S. BANK	Brian V Annual CCCA City Managers Meeting	6549		100.00
100-1010-7610	U.S. BANK	Brian V League of CA Cities Conf Registration	6549		775.00
100-1010-7610	U.S. BANK	Frances J CMCA MCI Institute Hotel (Fairfield Inn)	6549		602.76
100-1010-7610	U.S. BANK	Brian Villalobos CJPIA Conf Hotel (Omni La Costa)	6549		299.97
100-1010-7610	U.S. BANK	Brian V Meeting w/Union Board (Domenicos)	6549		164.21
100-1010-7610	U.S. BANK	Brian V Mtg w/Interim Super Crosby (Mikomi Sushi)	6549		61.81
100-1010-7610	U.S. BANK	Brian V CCCA City Mgr Summit Transportation (USC)	6549		12.50
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	6549		18.00
100-1010-7612	U.S. BANK	Albert Nunez MMASC Membership Through 10/28/2026	6549		125.00

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100-1010-7980	U.S. BANK	CMO Breakfast Mtg 9/30/25 (DoorDash)	6549		87.09
100-1010-7980	U.S. BANK	Quarterly CMO Meeting 10/21/25 (Panera Bread)	6549		134.56
100-1010-7980	U.S. BANK	Deputy City Clerk Interview Panel Lunch (1913Rest)	6549		132.71
100-1010-7980	U.S. BANK	DashPass 10/5/2025 - 11/5/2025 (DoorDash)	6549		9.99
100-1010-7980	U.S. BANK	Community Clean-up Lunch (Dominos)	6549		87.22
100-1010-7980	U.S. BANK	Community Clean-up Refreshments (InstaCart-S&F)	6549		39.92
100-1020-7712	U.S. BANK	Spotify Membership	6549		19.99
100-1020-7712	U.S. BANK	Hootsuite 10/1/2025 - 10/31/2025	6549		149.00
100-1020-7712	U.S. BANK	Canva Membership	6549		119.40
100-1405-7610	U.S. BANK	Craig Hensley CalAPA Conf Meal (Monterey Fish)	6487		34.90
100-1405-7610	U.S. BANK	Craig Hensley CalAPA Conf Meal (Lalla Grill)	6487		43.96
100-1405-7610	U.S. BANK	Craig Hensley CalAPA Conf Hotel (Hilton Garden)	6487		845.61
100-1410-7610	U.S. BANK	Gerard Batista MSA Conferene Hotel (Marriott)	6487		986.15
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 10/4/2025 - 11/3/2025	6488		8.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 10/4/2025 - 11/3/2025	6488		9.00
100-1805-7610	U.S. BANK	Kristen Petersen Mtg w/Staff 10/7/25 (Jakes)	6488		64.93
100-1805-7610	U.S. BANK	KP CJPIA Conf Hotel/Meals (Omni La Costa)	6488		727.27
100-1805-7610	U.S. BANK	Angela C 2026 CSMFO Conference Registration	6488		625.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 10/13/25-11/12/25	6488		884.67
100-1815-7632	U.S. BANK	accessduarte.com 3Yr Renewal (NetworkSolutions)	6488		142.96
100-1815-7632	U.S. BANK	accessduarte.online 1Yr Renewal (NetworkSolutions)	6488		78.17
100-1815-7632	U.S. BANK	Finance Webinar 10/7/2025 - 11/6/2025 (Zoom)	6488		96.00
100-1205-7610	U.S. BANK	Larry Breceda Conf Parking 10/9/25 (Ace Parking)	6545		15.00
100-1205-7610	U.S. BANK	Larry Breceda Conference Parking (LAZ Parking)	6545		9.00
100-1205-7610	U.S. BANK	Larry Breceda TAP Card Fare (LA metro Mobile App)	6545		5.00
100-1205-7610	U.S. BANK	Larry Breceda Conf Parking 10/10/25 (Ace Parking)	6545		15.00
100-1205-7610	U.S. BANK	Larry Breceda Meeting w/ Aida Torres (Max's)	6545		53.07
100-1205-7610	U.S. BANK	Credit-LB League of CA Cities Hotel (Courtyard)	6545		-201.00
100-1205-7610	U.S. BANK	Larry Breceda League of CA Cities Hotel (Hyland)	6545		218.76
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	6545		75.41
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	6545		33.01
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	6545		31.50
100-1205-7614	U.S. BANK	Office Supplies (Target)	6545		11.97
100-1205-7615	U.S. BANK	Emergency Supplies (Amazon)	6545		16.78
100-1205-7615	U.S. BANK	SC Emergency Preparedness Raffle Prize (Amazon)	6545		28.70

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100-1205-7615	U.S. BANK	EOC Portable Radio Power Supply/Cable (Amazon)	6545		51.22
100-1205-7615	U.S. BANK	EOC Hard Drive (Amazon)	6545		132.59
100-1205-7980	U.S. BANK	CSO Interview Panel Lunch (BJS Restaurant)	6545		82.33
100-1205-7980	U.S. BANK	Red Ribbon Week Supplies (Amazon)	6545		35.96
100-1205-7980	U.S. BANK	Office Cleaning Supplies (Target)	6545		43.72
100-1205-7980	U.S. BANK	PS Staff Body Camera Mounts (Amazon)	6545		293.86
100-1205-8100	U.S. BANK	PS Blue Office Trash Can (Amazon)	6545		109.38
100-1205-8100	U.S. BANK	PS TV Antenna (Amazon)	6545		72.79
100-1205-8100	U.S. BANK	PS Trash Cans (Amazon)	6545		308.98
100-1205-8100	U.S. BANK	Cable Protectors (Amazon)	6545		50.72
100-1205-8100	U.S. BANK	Cable Protectors (Amazon)	6545		35.24
100-1205-8100	U.S. BANK	PS Kitchen Items (Amazon)	6545		32.97
100-1205-8100	U.S. BANK	White Board Supplies (Amazon)	6545		8.00
100-1205-8100	U.S. BANK	PS Break Room Sink Supplies (Amazon)	6545		7.72
100-1205-8100	U.S. BANK	PS Kitchen Sink Supplies (Amazon)	6545		52.51
100-1605-7610	U.S. BANK	P&R Staff Breakfast Meeting 10/1/25 (T Burgers)	6546		92.19
100-1605-7614	U.S. BANK	Office Paper Goods (Hobby Lobby)	6546		51.00
100-1605-7614	U.S. BANK	Marker/Misc Supplies (Hobby Lobby)	6546		39.72
100-1605-7614	U.S. BANK	Mechanical Pencils/Refills (Amazon)	6546		22.38
100-1605-7614	U.S. BANK	Batteries (Amazon)	6546		18.94
100-1605-7614	U.S. BANK	Markers (Amazon)	6546		9.93
100-1605-7614	U.S. BANK	Glue Dots (Amazon)	6546		8.39
100-1605-7614	U.S. BANK	Markers (Amazon)	6546		16.65
100-1605-7614	U.S. BANK	Craft Wire (Amazon)	6546		7.72
100-1605-7730	U.S. BANK	Halloween Supplies (Hobby Lobby)	6546		6.61
100-1605-7730	U.S. BANK	Halloween Howl Prizes (Walmart.com)	6546		234.48
100-1605-7730	U.S. BANK	Dia de los Muertos Event Craft Supplies (Michaels)	6546		259.99
100-1605-7730	U.S. BANK	Halloween Howl Candy (Walmart.com)	6546		53.45
100-1605-7730	U.S. BANK	Halloween Supplies (Winner Party)	6546		69.68
100-1605-7730	U.S. BANK	Halloween Costumes (Temu.com)	6546		41.54
100-1605-7730	U.S. BANK	Halloween Howl Candy (Costco)	6546		1,125.94
100-1605-7730	U.S. BANK	Dia de los Muertos Fiesta Flags (Etsy Inc)	6546		326.98
100-1605-7730	U.S. BANK	City Picnic Twine/Mason Jars (Amazon)	6546		35.99
100-1605-7730	U.S. BANK	Halloween Howl Supplies (Amazon)	6546		189.48
100-1605-7730	U.S. BANK	City Picnic Sensory Items (Amazon)	6546		191.30
100-1605-7730	U.S. BANK	Return-Dia de los Muertos Crafts (Michaels)	6546		-82.78
100-1605-7730	U.S. BANK	Return-Dia de los Muertos Crafts (Michaels)	6546		-66.20

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100-1605-7730	U.S. BANK	Halloween Howl Supplies (Amazon)	6546		408.06
100-1605-7730	U.S. BANK	Halloween Decorations (Amazon)	6546		20.92
100-1605-7730	U.S. BANK	Return-City Picnic Mason Jars (Amazon)	6546		-29.37
100-1605-7730	U.S. BANK	City Picnic DART Volunteer Lunch (Dominos)	6546		60.72
100-1605-7730	U.S. BANK	Halloween Supplies (Amazon)	6546		15.74
100-1605-7730	U.S. BANK	Halloween Decorations (Amazon)	6546		14.31
100-1605-7730	U.S. BANK	Halloween Howl Balloons/Supplies (SP Premium)	6546		94.61
100-1605-7730	U.S. BANK	Halloween Howl Supplies (Target)	6546		714.90
100-1605-7730	U.S. BANK	Dia de los Muertos Supplies (Michaels)	6546		405.07
100-1605-7733	U.S. BANK	SC Halloween Supplies (Amazon)	6546		118.41
100-1605-7733	U.S. BANK	Senior Ctr Supplies (Amazon)	6546		86.15
100-1605-7733	U.S. BANK	Wellness Expo Supplies (Amazon)	6546		22.50
100-1605-7733	U.S. BANK	SC Chair Volleyball Supplies (Amazon)	6546		35.65
100-1605-7733	U.S. BANK	SC Wellness Expo Goodie Bags (4Imprint)	6546		491.73
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Straw Bales (Kruse Feed)	6546		302.40
100-1605-7734	U.S. BANK	FC Protective Earmuffs (Amazon)	6546		70.70
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Event Supplies (Amazon)	6546		401.91
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Supplies (Walmart.com)	6546		133.82
100-1605-7734	U.S. BANK	FC Exercise Room Gym Equipment (Rogue)	6546		1,250.49
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Snacks (California Snack)	6546		135.00
100-1605-7735	U.S. BANK	TC Crock Pot Liner/Ping Pong Net/Misc (Amazon)	6546		141.05
100-1605-7735	U.S. BANK	TC Crock Pot & air Fryer (Amazon)	6546		206.63
100-1605-7735	U.S. BANK	Teen Ctr Paper (Amazon)	6546		64.53
100-1605-7735	U.S. BANK	TC Snack Bar Supplies (Costco)	6546		82.94
100-1605-7735	U.S. BANK	TC Dance Uniforms (Amazon)	6546		101.60
100-1605-7735	U.S. BANK	Teen Ctr Supplies (Amazon)	6546		58.54
100-1605-7735	U.S. BANK	TC 11x17 Copier Paper (Amazon)	6546		57.92
100-1605-7735	U.S. BANK	Teen Ctr Supplies (Amazon)	6546		37.46
100-1605-7735	U.S. BANK	TC Craft Supplies (Amazon)	6546		30.34
100-1605-7737	U.S. BANK	Deposit-The Wiz Musical Excursion (Segerstrom)	6546		225.00
100-1605-7737	U.S. BANK	Excursion Balance (Oak Tree Mountain)	6546		1,759.50
100-1605-7741	U.S. BANK	Youth Sports Whistles (Amazon)	6546		41.54
100-1605-7741	U.S. BANK	Youth Sports Volleyball Flags (Amazon)	6546		26.06
100-1605-7980	U.S. BANK	Holiday Supplies/Candy (Target)	6546		159.50
100-1605-7980	U.S. BANK	Return-Holiday Supplies (Target)	6546		-9.94

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100-1610-7618	U.S. BANK	CC Restroom Floor Tile (Ferguson Home)	6546		63.73
100-1610-7650	U.S. BANK	Van #30 Car Wash (Fast 5 Xpress)	6546		10.00
100-1810-7671	U.S. BANK	Coordinator Interviewer Lunch (Hope Village)	6546		207.70
100-1810-7671	U.S. BANK	Interview Panel Thank You Gift (NothingBundtCake)	6546		22.11
100-1020-7712	GRANICUS INC	Customization to Mobile Website	6511		2,500.00
100-1825-7630	CANON FINANCIAL SERVICES I...	(3)CH/PS/SC/TC Copier Lease 10/2025	221544		1,641.70
100-1405-7980	DLT SOLUTIONS LLC	AutoCAD (3) Annual Subscriptions 11/24/25-11/23/26	6486		3,477.35
100-1825-7631	CANON SOLUTIONS AMERICA ...	CMD-Permit Tech Printer Maint 9/27/25 - 10/26/25	221545		104.74
100-1605-7733	HEULYN REGINA DUMAS-JOH...	SC Sewing Lessons 10/2025	6502		132.00
100-1410-7636	HUGO PULIDO	Safety Boot Reimbursement	221558		400.00
100-1825-7626	POSTMASTER	FY26 Annual Permit #33 Bulk Mailing License	221567		370.00
100-1605-7741	CURO MANAGED PRINT PRO...	Field Closure Lawn Signs	221549		341.78
100-1605-7736	DANCEFIT LLC	Folklorico/Baby Ballet/Jazz/Hip-hop 9/30...	6499		571.20
100-1815-7980	THE TECHNOLOGY DEPOT INC	Add'l labor for VLAN Network Set-up	6541		97.50
100-1020-7726	BAKERS MAN PRODUCTIONS L...	Live-Switching & Recording of CC Mtg 9/25 & 10/25	6492		1,200.00
100-1605-7735	GEORGE DANG	TC Spooky Tailgate Halloween Event Reimbursement	6500		289.38
100-1205-8100	LONG VALLEY SOLAR SHADES ...	Balance-PS Office Window Shades	221555		2,035.04
100-4806	WALLY ZIMMERL	Oak Tree Mountain Excursion Refund 10/17/25	221569		45.00
100-4812	SERGIO WITRAGO	Community Yard Sale 10/18/2025 Refund	221568		30.00
100-4808	BRAYAN ONOFRE-ESQUIVEL	Level 1 Swim Refund (Jewlyanie Onofre-Esquivel)	221518		11.25
100-4808	BRAYAN ONOFRE-ESQUIVEL	Level 1 Swim Refund (Brayan Onofre-Esquivel)	221518		11.25
100-4808	BRAYAN ONOFRE-ESQUIVEL	Level 1 Swim Refund (Edgar Onofre-Esquivel)	221518		11.25
100-4808	MYRA ISLAS	Level 1 Swim Refund (Aria Banuelos)	221512		14.00
100-4808	VIVIAN REYES	Level 1 Swim Refund (Leah Reyes)	221525		11.25
100-4808	FRANCES BARBOZA	Level 1 Swim Refund (Rea Barboza)	221499		11.25
100-4808	ANDREA RODRIGUEZ	Level 1 Swim Refund (Roman Aldana)	221526		11.25
100-4808	MARYAM SANCHEZ	Level 1 Swim Refund (Mihran Sanchez)	221528		11.25
100-4808	M CRISTINA NANDINO HUNG	Level 2 Swim Refund (Rex Hung)	221511		14.00
100-4808	SHUO GUO	Level 2 Swim Refund (Caroline Ji)	221506		14.00
100-4808	ANDREA RODRIGUEZ	Level 2 Swim Refund (Noah Rodriguez)	221526		11.25
100-4808	KARI CHAN	Level 2 Swim Refund (Breeze Wong)	221502		11.25
100-4808	CARA REYES	Level 3/4 Swim Refund (Mila Reyes)	221524		11.25
100-4808	MAURA SOLIS	Level 3/4 Swim Refund (Armando Osorio)	221530		11.25

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100-4808	MAURA SOLIS	Level 3/4 Swim Refund (Maurico Osorio)	221530		11.25
100-4808	ANDREA RODRIGUEZ	Level 3/4 Swim Refund (Jacob Rodriguez)	221526		11.25
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Madeline Godoy)	221531		11.25
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Nicholas Godoy)	221531		11.25
100-4808	ROSARIO HERRERA	Level 3/4 Swim Refund (Simona Herrera)	221510		11.25
100-4808	SHUO GUO	Level 5/6 Swim Refund (Winston Ji)	221506		14.00
100-4808	ALONDRA VILLA	Level 5/6 Swim Refund (Luis Piedra Villa)	221533		11.25
100-4808	MARIA CULVER	Level 5/6 Swim Refund (Kirana Culver)	221503		11.25
100-4808	FLOR ESCALANTE	Level 5/6 Swim Refund (Lennox Antunez)	221505		14.00
100-4808	KARI CHAN	Level 5/6 Swim Refund (Brandon Wong)	221502		11.25
100-4808	TINGJUAN YUE	Level 5/6 Swim Refund (Zifan Yuan)	221535		11.25
100-4808	CHARLES PATRONILO	Parent and Me Swim Refund (Alyzabeth Patronilo)	221520		14.00
100-4808	JOCELYN AMARO	Parent and Me Swim Refund (Abigail Amaro)	221497		11.25
100-4808	ALEXANDRA CABRERA	Partn and Me Swim Refund (Antonio Cruz)	221500		11.25
100-4808	MELODY SANCHEZ	Parent and Me Swim Refund (Donatello Cartagena)	221529		11.25
100-4808	MEGAN DUARTE	Parent and Me Swim Refund (Mateo Duarte)	221504		11.25
100-4808	VANESSA PEREZ-RIGOR	Parent and Me Swim Refund (Jonah Rigor)	221523		11.25
100-4808	ARIEL HERNANDEZ	Parent and Me Swim Refund (Liam Hernandez)	221508		11.25
100-4808	SUSANA OLIVER	Parent and Me Swim Refund (Itzel Urquizo)	221517		11.25
100-4808	DAVID HERRERA	Parent and Me Swim Refund (Benjamin Herrera)	221509		11.25
100-4808	SANDY ANGELES	Tiny Tots Swim Refund (Bella Angeles)	221498		14.00
100-4808	ENRIQUE SALDANA	Tiny Tots Swim Refund (Santiago Saldana)	221527		11.25
100-4808	ALONDRA VILLA	Advanced Tiny Tots Swim Refund (Lucca Covarrubias)	221533		11.25
100-4808	NATHALY JACOME	Advanced Tiny Tots Swim Refund (Elena Arevalo)	221513		11.25
100-4808	ANDREA RODRIGUEZ	Advanced Tiny Tots Swim Refund (Ethan Rodriguez)	221526		11.25
100-4808	VANESSA PEREZ-RIGOR	Advanced Tiny Tots Swim Refund (Layla Rigor)	221523		11.25
100-4808	SANNE LY	Advanced Tiny Tots Swim Refund (Alden Yang)	221514		11.25
100-4808	AMANDA CABRERA	Level 1 Swim Refund (Gabriel Quintero)	221501		11.25
100-4808	CHRISTOPHER PEREZ	Level 1 Swim Refund (Matthew Perez)	221521		11.25
100-4808	MARIBEL PEREZ	Level 1 Swim Refund (Leilani Perez)	221522		11.25
100-4808	VERONICA NUNEZ	Level 1 Swim Refund (Alejandro Nunez)	221516		11.25
100-4808	VERONICA NUNEZ	Level 1 Swim Refund (Yannet Nunez)	221516		11.25

Council Warrant Register By Account

Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-4808	LETICIA PASILLAS	Level 1 Swim Refund (Eliza Fernandez)	221519		11.25
100-4808	SANNE LY	Level 1 Swim Refund (Royce Yang)	221514		11.25
100-4808	WENDY MORENO	Level 1 Swim Refund (Ruby Mejia)	221515		11.25
100-4808	JUANA TORRES	Private Swim Lessons Refund (Natalie Torres)	221532		70.00
100-4808	ESTHER HATHAWAY	Private Swim Lessons Refund (Josephine Hathaway)	221507		70.00
100-4808	ESTHER HATHAWAY	Private Swim Lessons Refund (Maribel Hathaway)	221507		70.00
100-4808	NAN WEI	Private Swim Lessons Refund (Nan Wei)	221534		70.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #9903098)	BD26-0530		-1.56
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #8884879)	BD26-0530		-0.19
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #9903092)	BD26-0530		-0.59
100-2120	JOANA ACEVEDO	ROP Bldg Rent Deposit Refund 10/25/25	221536		150.00
100-2121	CITY OF HOPE	COH NEPS Landscape Plan Review Refund	221547	202113-Pass Thru Dep-COH (N..	390.00
100-1805-7965	HDL COREN & CONE	Property Tax Audit Oct 2025 - Dec 2025	6513		3,662.01
100-1005-7641	TERA MARTIN DEL CAMPO	Equipment for Council Work	6523		502.24
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	6509		75.00
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	6523		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	6507		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	6544		75.00
100-1005-7647	MARTIN CALDERON RIOS	Council Vehicle Allowance	6532		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	6518		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	6522		75.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	6493		218.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	6496		566.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	6506		435.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	6530		566.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	6540		435.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	6504		435.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	6519		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	221540		435.00
100-1825-7626	POSTMASTER	CMD Bulk Mailing 10/28/2025	221567		107.00
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	221551		165.00
Fund 100 - GENERAL FUND Total:					207,777.94
Fund: 220 - GAS TAX FUN					
220-2210-7890	COUNTY OF LOS ANGELES DE...	KITS Monitoring & Reports 9/2025	221548		399.80
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 9/2025	221548		4,387.18
220-2225-7965	KREUZER CONSULTING GROUP	Huntington Dr Street Improvements PS&E 9/2025	6529	202415-Prof Svcs-Huntington ...	40,993.00
220-2210-7813	JCL TRAFFIC SERVICES	Duarte Wilderness Preserve Sign	6516		143.65

Council Warrant Register By Account

Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
220-2210-7813	JCL TRAFFIC SERVICES	Street Name Sign	6516		93.93
Fund 220 - GAS TAX FUN Total:					46,017.56
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
225-2127	ONYX PAVING COMPANY INC	Retention-FY25 Street Rehabilitation Project	6526	202506-Retention-FY25 St Re...	17,836.41
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					17,836.41
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repair	6520		489.21
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repair	6520		3.20
240-2426-7810	A-1 MAINTENANCE SERVICES ...	Grocery Outlet Ctr Sweeping 10/2025	6489		843.00
240-2410-7906	WEST COAST ARBORISTS INC	Tree and Stump Removals	6551		702.95
240-2410-7909	WEST COAST ARBORISTS INC	Tree and Stump Removals	6551		5,204.60
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					7,242.96
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-7965	LDM ASSOCIATES INC	FY26 CDBG ADA Curb Ramps Project 9/2025	6521	202610-Prof Svc-CDBG-ADA C...	861.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					861.00
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 9/2025	221566		114.09
440-4405-7788	INLAND EMPIRE TOURS & TR...	Adult Excursion Transportation 10/17/2025	221553		1,000.00
Fund 440 - PROPOSITION A TRANSIT FUND Total:					1,114.09
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 9/2025	221566		95.08
Fund 460 - PROPOSITION C TRANSIT FUND Total:					95.08
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-2127	ONYX PAVING COMPANY INC	Retention-FY25 Street Rehabilitation Project	6526	202506-Retention-FY25 Street...	15,427.30
Fund 470 - MEASURE R LR TRANSIT FUND Total:					15,427.30
Fund: 475 - MEASURE M LR TRANSIT FUND					
475-2127	ONYX PAVING COMPANY INC	Retention-FY25 Street Rehabilitation Project	6526	202506-Retention -FY25 Street..	18,250.00
475-4750-7965	ELIE FARAH INC	FY25 Street Rehab Project Design	6503	202506- Prof Svc-St Rehab Des..	1,400.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					19,650.00
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-2127	GREEN GIANT LANDSCAPE INC	Retention-Highland Promenade Project	6512	202106-Retention-620-2127-H..	-12,019.40
620-6225-8100	GREEN GIANT LANDSCAPE INC	Highland Promenade Project	6512	202106-Other Cap-620-6225-H..	240,388.05
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					228,368.65
Grand Total:					544,390.99

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	207,777.94
220 - GAS TAX FUN	46,017.56
225 - SB-1, Road Maintenance/Rehab Fund	17,836.41
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	7,242.96
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	861.00
440 - PROPOSITION A TRANSIT FUND	1,114.09
460 - PROPOSITION C TRANSIT FUND	95.08
470 - MEASURE R LR TRANSIT FUND	15,427.30
475 - MEASURE M LR TRANSIT FUND	19,650.00
620 - COMMUNITY IMPROVEMENT FUND	228,368.65
Grand Total:	544,390.99

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del...	577.24
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	374.97
100-1005-7647	Travel & Exp - Calderon	75.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	286.94
100-1010-7610	Travel, Mtgs & Conf	2,207.91
100-1010-7612	Publications and Dues	143.00
100-1010-7965	Professional Services	1,985.00
100-1010-7980	Other Expenses	491.49
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7712	Community Information ...	4,388.39
100-1020-7716	Special Community Even...	100.00
100-1020-7724	Post Office Parking	2,541.75
100-1020-7726	Council Cablecasting	1,200.00
100-1025-7701	Area D Civil Defense	1,823.68
100-1205-7610	Travel, Mtgs & Conf	114.83
100-1205-7612	Publications and Dues	200.00
100-1205-7614	Office Supplies	131.37
100-1205-7615	Emergency Supplies	252.07
100-1205-7655	Emergency Services	7,342.65
100-1205-7761	Parking Ticket Collect	7,729.09
100-1205-7779	Youth Programs	228.64
100-1205-7780	Animal Control	25.00
100-1205-7782	Crossing Guard Contract...	7,734.96
100-1205-7787	Public Safety Cntr Lease	14,391.00
100-1205-7980	Other Expenses	679.71
100-1205-8100	Other Capital Acquisitions	6,576.43
100-1405-7610	Travel, Mtgs & Conf	924.47
100-1405-7801	Industrial Waste Inspect...	5,333.64
100-1405-7965	Professional Services	123.00
100-1405-7980	Other Expenses	23,882.33
100-1410-7610	Travel, Mtgs & Conf	986.15
100-1410-7636	Uniforms	400.00
100-1410-7810	Street Sweeping	132.00
100-1410-7814	Graffiti Removal	1,692.33
100-1410-7980	Other Expenses	766.76
100-1415-7907	Tree Trim-Sports Park	702.95
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	92.19
100-1605-7614	Office Supplies	235.70
100-1605-7730	Special Events	4,215.65

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7732	City Picnic	61.48
100-1605-7733	Senior Center	2,053.89
100-1605-7734	Fitness Center	2,294.32
100-1605-7735	Teen Center	1,119.05
100-1605-7736	Youth & Adult Recreatio...	2,307.90
100-1605-7737	Adult Excursions	1,984.50
100-1605-7739	Publicity	491.80
100-1605-7741	Sports/Playground Progr...	409.38
100-1605-7750	Bus Rentals	1,057.92
100-1605-7980	Other Expenses	149.56
100-1610-7616	Pool Supplies	658.23
100-1610-7617	Pool Chemicals	665.40
100-1610-7618	Building Supplies	3,406.61
100-1610-7636	Uniforms	61.70
100-1610-7650	Vehicle Maintenance	10.00
100-1610-7652	Building Maint Services	20,862.72
100-1610-8100	Other Capital Improvem...	18,050.00
100-1805-7610	Travel, Mtgs & Conf	1,417.20
100-1805-7653	Bank Charges	343.61
100-1805-7965	Professional Services	6,214.01
100-1810-7611	Training	35.96
100-1810-7660	Other Services	224.00
100-1810-7671	Recruiting	229.81
100-1810-7980	Other Expenses	31.90
100-1815-7632	Software	1,201.80
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	3,218.75
100-1825-7626	Postage	538.32
100-1825-7630	Equipment Lease	3,862.49
100-1825-7631	Equipment Maintenance	2,639.56
100-1825-7674	Retiree Health Insurance	3,525.00
100-2120	Refundable Deposits	300.00
100-2121	Pass Through Deposits	11,145.36
100-2126	Construction and Demoli...	800.00
100-4404	Other Building Rentals	-35.00
100-4806	Excursion Fees	45.00
100-4808	Swim Lesson Fees	850.50
100-4812	Senior Center Fees	30.00
100-5004	Other Revenue	-125.00
220-2210-7813	Regulatory Signs	237.58
220-2210-7890	Repairs-Traffic Signal	4,786.98
220-2225-7965	Professional Services	40,993.00
225-2127	Retention Payable	17,836.41
240-2410-7891	Repairs-Medians	492.41
240-2410-7906	Tree Trim-Citywide	702.95
240-2410-7909	Tree Trim-Residential	5,204.60
240-2426-7810	Street Sweeping	843.00
260-2605-7965	Professional Services	861.00
440-4405-7788	Shuttle Services	1,000.00
440-4405-7814	Graffiti Removal	114.09
460-4605-7814	Graffiti Removal	95.08
470-2127	Retention Payable	15,427.30
475-2127	Retention Payable	18,250.00
475-4750-7965	Professional Services	1,400.00
620-2127	Retention Payable	-12,019.40
620-6225-8100	Other Capital Improvem...	240,388.05
Grand Total:		544,390.99

Project Account Summary

Project Account Key	Payment Amount
None	192,059.27
202106-Other Cap-620-6225-Highland Promenade-Msr M	240,388.05
202106-Retention-620-2127-Highland Promenade-Msr M	-12,019.40
202113-Pass Thru Dep-COH (N.E) Parking Structure	390.00
202313/100-1610-8100-Parks Other Cap Improvement	18,050.00
202415-Prof Svcs-Huntington Dr Street Improvements	40,993.00
202424- 100-2121/1433 Crestfield(Andres Duarte)	10,755.36
202506- Prof Svc-St Rehab Design-FY24-25	1,400.00
202506-Retention -FY25 Street Rehab Project	18,250.00
202506-Retention-FY25 St Rehab Project	17,836.41
202506-Retention-FY25 Street Rehab Project	15,427.30
202610-Prof Svc-CDBG-ADA Curb Ramps	861.00
Grand Total:	544,390.99



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 6801 - ACTION DESIGNZ LLC					
100-1605-7733	ACTION DESIGNZ LLC	Dia de los Muertos Shirts	21714		532.22
Vendor 6801 - ACTION DESIGNZ LLC Total:					532.22
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	DART Council Meeting Meal Reimbursement	10/14/2025		228.64
100-1205-7980	AIDA TORRES	Red Ribbon Week Event Craft Reimbursement	10/20/2025		114.50
Vendor 1388 - AIDA TORRES Total:					343.14
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	Public Safety HVAC Routin...	460232		168.00
Vendor 2061 - AIR-TRO INC Total:					168.00
Vendor: T5027 - ALEXANDRA CABRERA					
100-4808	ALEXANDRA CABRERA	Partn and Me Swim Refund (Antonio Cruz)	2000912.004		11.25
Vendor T5027 - ALEXANDRA CABRERA Total:					11.25
Vendor: 3661 - ALHAMBRA SUPERIOR COURT					
100-1205-7761	SUPERIOR CT OF CAL CO OF L...	Citation Revenue Tax 9/2025	10212025		5,857.40
Vendor 3661 - ALHAMBRA SUPERIOR COURT Total:					5,857.40
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 9/14/25 - 9/27/25	103751		7,734.96
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					7,734.96
Vendor: T5053 - ALONDRA VILLA					
100-4808	ALONDRA VILLA	Level 5/6 Swim Refund (Luis Piedra Villa)	2000905.004		11.25
100-4808	ALONDRA VILLA	Advanced Tiny Tots Swim Refund (Lucca Covarrubias)	2000921.004		11.25
Vendor T5053 - ALONDRA VILLA Total:					22.50
Vendor: T5028 - AMANDA CABRERA					
100-4808	AMANDA CABRERA	Level 1 Swim Refund (Gabriel Quintero)	2000926.004		11.25
Vendor T5028 - AMANDA CABRERA Total:					11.25
Vendor: T5049 - ANDREA RODRIGUEZ					
100-4808	ANDREA RODRIGUEZ	Level 1 Swim Refund (Roman Aldana)	2000891.004		11.25
100-4808	ANDREA RODRIGUEZ	Level 2 Swim Refund (Noah Rodriguez)	2000895.004		11.25
100-4808	ANDREA RODRIGUEZ	Level 3/4 Swim Refund (Jacob Rodriguez)	2000900.004		11.25
100-4808	ANDREA RODRIGUEZ	Advanced Tiny Tots Swim Refund (Ethan Rodriguez)	2000923.004		11.25
Vendor T5049 - ANDREA RODRIGUEZ Total:					45.00
Vendor: 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT					
100-1025-7701	AREA D CIVIL DEFENSE/DISAS...	FY26 Area D Membership Dues	2508		1,823.68
Vendor 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT Total:					1,823.68
Vendor: T5033 - ARIEL HERNANDEZ					
100-4808	ARIEL HERNANDEZ	Parent and Me Swim Refund (Liam Hernandez)	2000916.004		11.25
Vendor T5033 - ARIEL HERNANDEZ Total:					11.25

Council Warrant Register By Vendor

Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6653 - BAKERS MAN PRODUCTIONS LLC					
100-1020-7712	BAKERS MAN PRODUCTIONS L...	Route 66 Parade & City Picnic Production Services	408676		1,600.00
100-1020-7726	BAKERS MAN PRODUCTIONS L...	Live-Switching & Recording of CC Mtg 9/25 & 10/25	408682		1,200.00
Vendor 6653 - BAKERS MAN PRODUCTIONS LLC Total:					2,800.00
Vendor: T5042 - BRAYAN ONOFRE-ESQUIVEL					
100-4808	BRAYAN ONOFRE-ESQUIVEL	Level 1 Swim Refund (Jewlyanie Onofre-Esquivel)	2000885.004		11.25
100-4808	BRAYAN ONOFRE-ESQUIVEL	Level 1 Swim Refund (Brayan Onofre-Esquivel)	2000886.004		11.25
100-4808	BRAYAN ONOFRE-ESQUIVEL	Level 1 Swim Refund (Edgar Onofre-Esquivel)	2000887.004		11.25
Vendor T5042 - BRAYAN ONOFRE-ESQUIVEL Total:					33.75
Vendor: 3981 - CACEO					
100-1205-7612	CALIFORNIA ASSOCIATION OF...	PSM Ariizumi Membership Dues	300022518		100.00
100-1205-7612	CALIFORNIA ASSOCIATION OF...	CC/ACO Hadloc Membership Dues	300022604		100.00
Vendor 3981 - CACEO Total:					200.00
Vendor: 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION					
100-1205-7780	CALIFORNIA ANIMAL WELFARE...	Juan Oseguera Report Writing Workshop	200008512		25.00
Vendor 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION Total:					25.00
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 9/2025	848539		224.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					224.00
Vendor: 5869 - CALIFORNIA STREET LIGHTING					
100-1405-7980	CALIFORNIA STREET LIGHTING	Lena Valenzuela Park Lighting Project	1418		7,550.00
Vendor 5869 - CALIFORNIA STREET LIGHTING Total:					7,550.00
Vendor: 6127 - CALIFORNIANS ORGANIZED FOR POLICE SUPPORT					
100-1020-7716	CALIFORNIANS ORGANIZED F...	Veteran's Day Event Trumpeter	11/11/2025		100.00
Vendor 6127 - CALIFORNIANS ORGANIZED FOR POLICE SUPPORT Total:					100.00
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I...	(3)CH/PS/SC/TC Copier Lease 11/2025	42050947		1,641.70
100-1825-7631	CANON FINANCIAL SERVICES I...	(3)CH/PS/SC/TC Copier Maint 7/2025 - 9/2025	42050947		2,493.27
100-1825-7630	CANON FINANCIAL SERVICES I...	(3)CH/PS/SC/TC Copier Lease 10/2025	42070497		1,641.70
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					5,776.67
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA ...	Finance Mgr Printer Maint 9/23/25 - 10/22/25	6013685755		41.55
100-1825-7631	CANON SOLUTIONS AMERICA ...	CMD-Permit Tech Printer Maint 9/27/25 - 10/26/25	6013729507		104.74
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					146.29
Vendor: T3641 - CARA REYES					
100-4808	CARA REYES	Level 3/4 Swim Refund (Mila Reyes)	2000897.004		11.25
Vendor T3641 - CARA REYES Total:					11.25
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	11/2025		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00

Council Warrant Register By Vendor

Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	11/2025		75.00
Vendor 6340 - CESAR A GARCIA Total:					75.00
Vendor: T5044 - CHARLES PATRONILO					
100-4808	CHARLES PATRONILO	Parent and Me Swim Refund (Alyzabeth Patronilo)	2000910.004		14.00
Vendor T5044 - CHARLES PATRONILO Total:					14.00
Vendor: 2025 - CHARLES R SIMPSON					
100-1610-7652	CHARLIE'S FENCE CO	Teen Ctr North Patio Gate Repair	05671290		985.00
Vendor 2025 - CHARLES R SIMPSON Total:					985.00
Vendor: T5046 - CHRISTOPHER PEREZ					
100-4808	CHRISTOPHER PEREZ	Level 1 Swim Refund (Matthew Perez)	2000927.004		11.25
Vendor T5046 - CHRISTOPHER PEREZ Total:					11.25
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4246538789		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4246538789		4.15
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4247209875		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4247209875		4.15
Vendor 5140 - CINTAS CORPORATION #693 Total:					70.00
Vendor: T2336 - CITY OF HOPE					
100-2121	CITY OF HOPE	COH NEPS Landscape Plan Review Refund	R91100	202113-Pass Thru Dep-COH (N..	390.00
Vendor T2336 - CITY OF HOPE Total:					390.00
Vendor: 5537 - CONDOR INC					
100-1610-7652	CONDOR INC	Jandy Pump Replacement	11249		13,233.00
100-1610-7652	CONDOR INC	Contingency	11249		2,461.00
100-1610-7652	CONDOR INC	Labor	11249		3,176.00
Vendor 5537 - CONDOR INC Total:					18,870.00
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 9/2025	25100601837		2,374.60
100-1205-7655	COUNTY OF LOS ANGELES DE...	FY25 SNS Replacement @ Signaled Intersection	25100601895		7,342.65
100-1405-7801	COUNTY OF LOS ANGELES DE...	SSMP Update 9/2025	25100601939		2,959.04
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					12,676.29
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7730	CURO MANAGED PRINT PRO...	Halloween Howl Signage	104260		99.23
100-1605-7741	CURO MANAGED PRINT PRO...	Field Closure Lawn Signs	104273		341.78
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					441.01
Vendor: 6650 - DANCEFIT LLC					
100-1605-7736	DANCEFIT LLC	Folklorico/Baby Ballet/Jazz/Hip-hop 9/30...	14		571.20
Vendor 6650 - DANCEFIT LLC Total:					571.20
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 9/2025	184743		427.94
100-1205-7761	DATA TICKET INC	Parking Citation Processing 9/2025	185457		1,443.75
Vendor 5501 - DATA TICKET INC Total:					1,871.69
Vendor: T5034 - DAVID HERRERA					
100-4808	DAVID HERRERA	Parent and Me Swim Refund (Benjamin Herrera)	2000918.004		11.25
Vendor T5034 - DAVID HERRERA Total:					11.25
Vendor: T5052 - DIANE SOTO					
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Madeline Godoy)	2000901.004		11.25

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Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Nicholas Godoy)	2000902.004		11.25
Vendor T5052 - DIANE SOTO Total:					22.50
Vendor: 4576 - DLT SOLUTIONS LLC					
100-1405-7980	DLT SOLUTIONS LLC	AutoCAD (3) Annual Subscriptions 11/24/25- 11/23/26	5353271A		3,477.35
Vendor 4576 - DLT SOLUTIONS LLC Total:					3,477.35
Vendor: 6807 - DR OFFICE WORKS INC					
100-1205-8100	DR OFFICE WORKS INC	Stack Chair Black	137321		442.00
100-1205-8100	DR OFFICE WORKS INC	Pacific Arm Chair Chrome Finish Legs	137321		1,058.59
100-1205-8100	DR OFFICE WORKS INC	Pacific Loveseat Chrome Finish Legs	137321		1,522.69
100-1205-8100	DR OFFICE WORKS INC	8 Foot Conference Table, Java	137321		442.00
100-1205-8100	DR OFFICE WORKS INC	Delivery & Installation	137321		397.80
Vendor 6807 - DR OFFICE WORKS INC Total:					3,863.08
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY					
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	11/2025		165.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY Total:					165.00
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	11/2025		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00
Vendor: T5050 - ENRIQUE SALDANA					
100-4808	ENRIQUE SALDANA	Tiny Tots Swim Refund (Santiago Saldana)	2000920.004		11.25
Vendor T5050 - ENRIQUE SALDANA Total:					11.25
Vendor: T5032 - ESTHER HATHAWAY					
100-4808	ESTHER HATHAWAY	Private Swim Lessons Refund (Josephine Hathaway)	2000935.004		70.00
100-4808	ESTHER HATHAWAY	Private Swim Lessons Refund (Maribel Hathaway)	2000936.004		70.00
Vendor T5032 - ESTHER HATHAWAY Total:					140.00
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 9/2025	1083699		188.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					188.00
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery 10/16/2025	9-041-21867		61.32
Vendor 0087 - FEDEX Total:					61.32
Vendor: T3668 - FLOR ESCALANTE					
100-4808	FLOR ESCALANTE	Level 5/6 Swim Refund (Lennox Antunez)	2000907.004		14.00
Vendor T3668 - FLOR ESCALANTE Total:					14.00
Vendor: T5026 - FRANCES BARBOZA					
100-4808	FRANCES BARBOZA	Level 1 Swim Refund (Rea Barboza)	2000890.004		11.25
Vendor T5026 - FRANCES BARBOZA Total:					11.25
Vendor: 6680 - FRANCES JIMENEZ					
100-1010-7610	FRANCES JIMENEZ	Municipal Clerks Institute Training Reimbursement	10/21/25 - 10/22/25		191.66
Vendor 6680 - FRANCES JIMENEZ Total:					191.66
Vendor: 1570 - FRIEDRICH ENTERPRISES INC					
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Brisas Sweeping 10/2025	210877		66.00
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Posadas Sweeping 10/2025	210878		66.00
Vendor 1570 - FRIEDRICH ENTERPRISES INC Total:					132.00

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Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	154292		665.40
Vendor 4690 - FULLER ENGINEERING INC Total:					665.40
Vendor: 2614 - GEORGE DANG					
100-1605-7735	GEORGE DANG	TC Spooky Tailgate Halloween Event Reimbursement	10/22/2025		289.38
Vendor 2614 - GEORGE DANG Total:					289.38
Vendor: 1092 - GRAINGER					
100-1610-7618	GRAINGER	Fitness Ctr Light Fixture Covers	9676155477		329.03
Vendor 1092 - GRAINGER Total:					329.03
Vendor: 5347 - GRANICUS INC					
100-1020-7712	GRANICUS INC	Customization to Mobile Website	216909		2,500.00
Vendor 5347 - GRANICUS INC Total:					2,500.00
Vendor: 3570 - HDL COREN & CONE					
100-1805-7965	HDL COREN & CONE	Property Tax Audit Oct 2025 - Dec 2025	SIN055795		3,662.01
Vendor 3570 - HDL COREN & CONE Total:					3,662.01
Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON					
100-1605-7733	HEULYN REGINA DUMAS-JOH...	SC Sewing Lessons 10/2025	SC-10/2025		132.00
Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:					132.00
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1205-7615	HOME DEPOT CREDIT SERVICES	Emergency Supplies	4521309		22.78
100-1610-7618	HOME DEPOT CREDIT SERVICES	CC/FS/PS Repairs/Supplies	1041390		126.25
100-1610-7618	HOME DEPOT CREDIT SERVICES	Safety Supplies/Filter	1801955		97.01
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	904689		76.03
100-1610-7652	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	9140235		148.42
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	9754624		26.50
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools & Supplies	5514887		552.09
100-1610-7618	HOME DEPOT CREDIT SERVICES	TC/FC Office Paint	5515017		109.44
100-1610-7618	HOME DEPOT CREDIT SERVICES	Encanto Pk Restroom Baseboard Repairs	3307747		67.53
100-1605-7732	HOME DEPOT CREDIT SERVICES	City Picnic Supplies	3307748		61.48
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies/Repairs	3515406		77.84
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP Bldg & PS Repairs	8030060		172.23
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts & Supplies	2532212		214.67
100-1610-7618	HOME DEPOT CREDIT SERVICES	Fitness Ctr Restroom Hooks	9903092		32.53
100-1610-7618	HOME DEPOT CREDIT SERVICES	Fitness Ctr Shower Liners	9903098		86.06
100-1610-7618	HOME DEPOT CREDIT SERVICES	Hitch Pin	8884879		10.71
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #8884879)	2096496		-0.19
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #9903092)	2096496		-0.59
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv #9903098)	2096496		-1.56
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					1,879.23
Vendor: 6707 - HUGO PULIDO					
100-1410-7636	HUGO PULIDO	Safety Boot Reimbursement	10/12/2025		400.00
Vendor 6707 - HUGO PULIDO Total:					400.00
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
100-1605-7750	INLAND EMPIRE TOURS & TR...	Adult Excursion Transportation	64480		1,057.92
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					1,057.92
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Cleaning	10/25/2025	997310	165.00

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7652	INX BUILDING MAINTENANCE	Senior Ctr Cleaning 10/11/25 & 10/25/25	997311		330.00
Vendor 6309 - INX BUILDING MAINTENANCE Total:					495.00
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	11/2025		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 6271 - JAVIER DJEU TENNIS					
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Youth Tennis 10/3/25 - 10/24/25	102525		700.70
Vendor 6271 - JAVIER DJEU TENNIS Total:					700.70
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	11/2025		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00
Vendor: 6494 - JJJ FLOOR COVERING INC					
100-1610-8100	JJJ FLOOR COVERING INC	Royal Oaks Park Flooring Replacement	1026507	202313/100-1610-8100-Parks...	18,050.00
Vendor 6494 - JJJ FLOOR COVERING INC Total:					18,050.00
Vendor: T5056 - JOANA ACEVEDO					
100-2120	JOANA ACEVEDO	ROP Bldg Rent Deposit Refund 10/25/25	R109909		150.00
Vendor T5056 - JOANA ACEVEDO Total:					150.00
Vendor: T5024 - JOCELYN AMARO					
100-4808	JOCELYN AMARO	Parent and Me Swim Refund (Abigail Amaro)	2000911.004		11.25
Vendor T5024 - JOCELYN AMARO Total:					11.25
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	11/2025		435.00
Vendor 0086 - JOHN FASANA Total:					435.00
Vendor: T5023 - JOYCE WEN TSEN CHEN					
100-2126	JOYCE WEN TSEN CHEN	Const/Demo Deposit Refund (Pmt#2025-261)	R108987		800.00
100-5004	JOYCE WEN TSEN CHEN	Administrative Fee (Pmt#2025-261)	R108987		-125.00
Vendor T5023 - JOYCE WEN TSEN CHEN Total:					675.00
Vendor: T3772 - JUANA TORRES					
100-4808	JUANA TORRES	Private Swim Lessons Refund (Natalie Torres)	2000934.004		70.00
Vendor T3772 - JUANA TORRES Total:					70.00
Vendor: T5029 - KARI CHAN					
100-4808	KARI CHAN	Level 2 Swim Refund (Breeze Wong)	2000896.004		11.25
100-4808	KARI CHAN	Level 5/6 Swim Refund (Brandon Wong)	2000908.004		11.25
Vendor T5029 - KARI CHAN Total:					22.50
Vendor: T5008 - KEVIN SMITH					
100-2120	KEVIN SMITH	ROP Bldg Rent Deposit Refund 8/10/2025	R108958		150.00
100-4404	KEVIN SMITH	ROP Bldg Rent Extra Hour 8/10/2025	R108958		-35.00
Vendor T5008 - KEVIN SMITH Total:					115.00
Vendor: 1592 - KRISTEN PETERSEN					
100-1810-7611	KRISTEN PETERSEN	Supervisor Training Expense Reimbursement	10/21/2025		35.96
Vendor 1592 - KRISTEN PETERSEN Total:					35.96

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Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5438 - LDM ASSOCIATES INC					
100-1405-7965	LDM ASSOCIATES INC	FY26 Federal Grant Administration 9/2025	8774		123.00
Vendor 5438 - LDM ASSOCIATES INC Total:					123.00
Vendor: T5043 - LETICIA PASILLAS					
100-4808	LETICIA PASILLAS	Level 1 Swim Refund (Eliza Fernandez)	2000931.004		11.25
Vendor T5043 - LETICIA PASILLAS Total:					11.25
Vendor: 6812 - LONG VALLEY SOLAR SHADES OF CALIFORNIA					
100-1205-8100	LONG VALLEY SOLAR SHADES ...	Balance-PS Office Window Shades	1684		2,035.04
Vendor 6812 - LONG VALLEY SOLAR SHADES OF CALIFORNIA Total:					2,035.04
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 11/2025	huntplaz-1735-1125		1,750.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,750.00
Vendor: T5036 - M CRISTINA NANDINO HUNG					
100-4808	M CRISTINA NANDINO HUNG	Level 2 Swim Refund (Rex Hung)	2000893.004		14.00
Vendor T5036 - M CRISTINA NANDINO HUNG Total:					14.00
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	11/2025		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: T5030 - MARIA CULVER					
100-4808	MARIA CULVER	Level 5/6 Swim Refund (Kirana Culver)	2000906.004		11.25
Vendor T5030 - MARIA CULVER Total:					11.25
Vendor: T5047 - MARIBEL PEREZ					
100-4808	MARIBEL PEREZ	Level 1 Swim Refund (Leilani Perez)	2000928.004		11.25
Vendor T5047 - MARIBEL PEREZ Total:					11.25
Vendor: 6695 - MARTIN CALDERON RIOS					
100-1005-7647	MARTIN CALDERON RIOS	Council Vehicle Allowance	11/2025		75.00
Vendor 6695 - MARTIN CALDERON RIOS Total:					75.00
Vendor: T5051 - MARYAM SANCHEZ					
100-4808	MARYAM SANCHEZ	Level 1 Swim Refund (Mihran Sanchez)	2000892.004		11.25
Vendor T5051 - MARYAM SANCHEZ Total:					11.25
Vendor: T3691 - MAURA SOLIS					
100-4808	MAURA SOLIS	Level 3/4 Swim Refund (Armando Osorio)	2000898.004		11.25
100-4808	MAURA SOLIS	Level 3/4 Swim Refund (Maurico Osorio)	2000899.004		11.25
Vendor T3691 - MAURA SOLIS Total:					22.50
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME SERVICES	IT Helpdesk 10/2025	13830		12,500.00
Vendor 4286 - MAXTREME INC Total:					12,500.00
Vendor: T4740 - MEGAN DUARTE					
100-4808	MEGAN DUARTE	Parent and Me Swim Refund (Mateo Duarte)	2000914.004		11.25
Vendor T4740 - MEGAN DUARTE Total:					11.25
Vendor: T4444 - MELODY SANCHEZ					
100-4808	MELODY SANCHEZ	Parent and Me Swim Refund (Donatello Cartagena)	2000913.004		11.25
Vendor T4444 - MELODY SANCHEZ Total:					11.25

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Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	11/2025		435.00
Vendor 1042 - MICHAEL TARR Total:					435.00
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-1010-7965	MOORE IACOFANO GOLTSMA...	Strategic Planning Services 8/2025	0093445		1,985.00
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					1,985.00
Vendor: 2461 - MVP, LLC					
100-1205-7787	MOUNTAIN VISA PLAZA	Public Safety Lease	11/2025		14,391.00
Vendor 2461 - MVP, LLC Total:					14,391.00
Vendor: T5037 - MYRA ISLAS					
100-4808	MYRA ISLAS	Level 1 Swim Refund (Aria Banuelos)	2000888.004		14.00
Vendor T5037 - MYRA ISLAS Total:					14.00
Vendor: T5054 - NAN WEI					
100-4808	NAN WEI	Private Swim Lessons Refund (Nan Wei)	2000937.004		70.00
Vendor T5054 - NAN WEI Total:					70.00
Vendor: T5038 - NATHALY JACOME					
100-4808	NATHALY JACOME	Advanced Tiny Tots Swim Refund (Elena Arevalo)	2000922.004		11.25
Vendor T5038 - NATHALY JACOME Total:					11.25
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	11/2025		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 6176 - QUADIENT LEASING USA INC					
100-1825-7630	QUADIENT LEASING USA INC	CH Postage Machine Lease 11/23/25 - 2/22/26	Q2068070		579.09
Vendor 6176 - QUADIENT LEASING USA INC Total:					579.09
Vendor: 0768 - RALPHS GROCERY COMPANY					
100-1810-7980	RALPHS	Dept Carving Contest Pumpkins	012999		31.90
Vendor 0768 - RALPHS GROCERY COMPANY Total:					31.90
Vendor: 6788 - RAYCOM DATA TECHNOLOGIES INC					
100-1405-7980	RAYCOM DATA TECHNOLOGIE...	CMO/CMD First Round Scanning/Indexing	238453		1,219.92
100-1405-7980	RAYCOM DATA TECHNOLOGIE...	Dept Wide Scanning Project- 2nd Round	238454		11,635.06
Vendor 6788 - RAYCOM DATA TECHNOLOGIES INC Total:					12,854.98
Vendor: 6591 - RINCON CONSULTANTS INC					
100-2121	RINCON CONSULTANTS INC	Andres Duarte School EIR 9/1/25-10/15/25	69703	202424- 100-2121/1433 Crestf..	10,755.36
Vendor 6591 - RINCON CONSULTANTS INC Total:					10,755.36
Vendor: T5035 - ROSARIO HERRERA					
100-4808	ROSARIO HERRERA	Level 3/4 Swim Refund (Simona Herrera)	2000903.004		11.25
Vendor T5035 - ROSARIO HERRERA Total:					11.25
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	11/2025		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: T5025 - SANDY ANGELES					
100-4808	SANDY ANGELES	Tiny Tots Swim Refund (Bella Angeles)	2000919.004		14.00
Vendor T5025 - SANDY ANGELES Total:					14.00
Vendor: T5039 - SANNE LY					
100-4808	SANNE LY	Advanced Tiny Tots Swim Refund (Alden Yang)	2000925.004		11.25

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Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-4808	SANNE LY	Level 1 Swim Refund (Royce Yang)	2000932.004		11.25
Vendor T5039 - SANNE LY Total:					22.50
Vendor: 4909 - SCP DISTRIBUTORS LLC					
100-1610-7616	SCP DISTRIBUTORS LLC	Vinyl Coated Cable	71688681		214.57
100-1610-7616	SCP DISTRIBUTORS LLC	Lane Line Hardware	71688681		443.66
Vendor 4909 - SCP DISTRIBUTORS LLC Total:					658.23
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	October 2025 Courier Pick-up	25100688		343.61
Vendor 6277 - SECTRAN SECURITY INC Total:					343.61
Vendor: T5057 - SERGIO WITRAGO					
100-4812	SERGIO WITRAGO	Community Yard Sale 10/18/2025 Refund	2000698.005		30.00
Vendor T5057 - SERGIO WITRAGO Total:					30.00
Vendor: 0202 - SHAFFER AWARDS					
100-1205-7980	SHAFFER AWARDS	Aida Torres Years of Service Plaque	0008981		109.34
Vendor 0202 - SHAFFER AWARDS Total:					109.34
Vendor: T5031 - SHUO GUO					
100-4808	SHUO GUO	Level 2 Swim Refund (Caroline Ji)	2000894.004		14.00
100-4808	SHUO GUO	Level 5/6 Swim Refund (Winston Ji)	2000904.004		14.00
Vendor T5031 - SHUO GUO Total:					28.00
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	151645		1,414.52
Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:					1,414.52
Vendor: 0209 - SMART & FINAL					
100-1605-7733	SMART & FINAL	SC Halloween Treats	315922		102.87
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	509311		157.71
100-1605-7733	SMART & FINAL	Wellness Expo Refreshments	909311		43.87
100-1605-7730	SMART & FINAL	Pet Costume Dog Contest Winner Prize	409500		25.00
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	478144		113.18
100-1605-7735	SMART & FINAL	Teen Ctr Spooky Tailgate	863488		39.66
100-1605-7733	SMART & FINAL	Senior Ctr Halloween Snacks	981422		60.27
100-1605-7733	SMART & FINAL	SC Monthly Dance Snacks	087511		104.23
Vendor 0209 - SMART & FINAL Total:					646.79
Vendor: T4691 - SOFIA A PEREZ					
100-1605-7736	PEREZ DANCE & TUMBLING A...	Tiny Tumblers 10/2/25 - 10/23/25	007		672.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Dance Technique 9/29/25 - 10/20/25	007		112.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Dance Gymnastics 10/2/25 - 10/23/25	007		252.00
Vendor T4691 - SOFIA A PEREZ Total:					1,036.00
Vendor: 5447 - SOUTHERN CALIFORNIA EDISON					
100-1020-7724	SOUTHERN CALIFORNIA EDIS...	PO Pkg Lot Lease 11/01/2025 - 01/31/2026	7701280690		2,541.75
Vendor 5447 - SOUTHERN CALIFORNIA EDISON Total:					2,541.75
Vendor: 2688 - STAPLES CONTRACT & COMMERCIAL INC					
100-1205-7614	STAPLES	Refund Item (Inv #6044956872)	6045367463		-20.52
100-1605-7614	STAPLES	Document Retention Boxes	6045678532		60.97
Vendor 2688 - STAPLES CONTRACT & COMMERCIAL INC Total:					40.45

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	11/2025		435.00
Vendor 0083 - STEVE ESBENSHADE Total:					435.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 9/2025	18545		1,692.33
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,692.33
Vendor: 5951 - SUSANA OLIVER					
100-4808	SUSANA OLIVER	Parent and Me Swim Refund (Itzel Urquizo)	2000917.004		11.25
Vendor 5951 - SUSANA OLIVER Total:					11.25
Vendor: 6457 - TERA MARTIN DEL CAMPO					
100-1005-7641	TERA MARTIN DEL CAMPO	Equipment for Council Work	10282025		502.24
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	11/2025		75.00
Vendor 6457 - TERA MARTIN DEL CAMPO Total:					577.24
Vendor: 3904 - TERESA RENTERIA					
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	11/2025		566.00
Vendor 3904 - TERESA RENTERIA Total:					566.00
Vendor: 4241 - THE SAUCE CREATIVE SERVICES CORP					
100-1605-7739	THE SAUCE CREATIVE SERVICE...	Dia de los Muertos Flyers	7840		491.80
Vendor 4241 - THE SAUCE CREATIVE SERVICES CORP Total:					491.80
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7980	THE TECHNOLOGY DEPOT INC	SC Elevator Phone Line Repair	29502		882.50
100-1815-7980	THE TECHNOLOGY DEPOT INC	PS Spectrum Internet Outage Support	29548		486.25
100-1815-7980	THE TECHNOLOGY DEPOT INC	New VLAN Network for CH & TC (New Cameras)	29549		1,752.50
100-1815-7980	THE TECHNOLOGY DEPOT INC	Add'l labor for VLAN Network Set-up	29565		97.50
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					3,218.75
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC "Arthur" Screening & Presentation	11/13/2025		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: T5055 - TINGJUAN YUE					
100-4808	TINGJUAN YUE	Level 5/6 Swim Refund (Zifan Yuan)	2000909.004		11.25
Vendor T5055 - TINGJUAN YUE Total:					11.25
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	League of CA Cities Conference Reimbursement	10/8/25 - 10/10/25		211.94
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	11/2025		75.00
Vendor 6100 - TONEY LEWIS Total:					286.94
Vendor: 4484 - U.S. BANK					
100-1005-7643	U.S. BANK	Vinh Truong JPIA Conf Hotel (Omni La Costa)	10272025BV		299.97
100-1010-7610	U.S. BANK	Brian V Meeting w/Union Board (Domenicos)	10272025BV		164.21
100-1010-7610	U.S. BANK	Brian V Mtg w/Interim Super Crosby (Mikomi Sushi)	10272025BV		61.81
100-1010-7610	U.S. BANK	Brian V League of CA Cities Conf Registration	10272025BV		775.00
100-1010-7610	U.S. BANK	Brian V CCCA City Mgr Summit Transportation (USC)	10272025BV		12.50
100-1010-7610	U.S. BANK	Frances J CMCA MCI Institute Hotel (Fairfield Inn)	10272025BV		602.76
100-1010-7610	U.S. BANK	Brian V Annual CCCA City Managers Meeting	10272025BV		100.00

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1010-7610	U.S. BANK	Brian Villalobos CJPIA Conf Hotel (Omni La Costa)	10272025BV		299.97
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	10272025BV		18.00
100-1010-7612	U.S. BANK	Albert Nunez MMASC Membership Through 10/28/2026	10272025BV		125.00
100-1010-7980	U.S. BANK	Quarterly CMO Meeting 10/21/25 (Panera Bread)	10272025BV		134.56
100-1010-7980	U.S. BANK	Deputy City Clerk Interview Panel Lunch (1913Rest)	10272025BV		132.71
100-1010-7980	U.S. BANK	Community Clean-up Lunch (Dominos)	10272025BV		87.22
100-1010-7980	U.S. BANK	CMO Breakfast Mtg 9/30/25 (DoorDash)	10272025BV		87.09
100-1010-7980	U.S. BANK	Community Clean-up Refreshments (InstaCart-S&F)	10272025BV		39.92
100-1010-7980	U.S. BANK	DashPass 10/5/2025 - 11/5/2025 (DoorDash)	10272025BV		9.99
100-1020-7712	U.S. BANK	Hootsuite 10/1/2025 - 10/31/2025	10272025BV		149.00
100-1020-7712	U.S. BANK	Spotify Membership	10272025BV		19.99
100-1020-7712	U.S. BANK	Canva Membership	10272025BV		119.40
100-1405-7610	U.S. BANK	Craig Hensley CalAPA Conf Meal (Monterey Fish)	10272025CH		34.90
100-1405-7610	U.S. BANK	Craig Hensley CalAPA Conf Meal (Lalla Grill)	10272025CH		43.96
100-1405-7610	U.S. BANK	Craig Hensley CalAPA Conf Hotel (Hilton Garden)	10272025CH		845.61
100-1410-7610	U.S. BANK	Gerard Batista MSA Conferene Hotel (Marriott)	10272025CH		986.15
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 10/4/2025 - 11/3/2025	10272025KP		8.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 10/4/2025 - 11/3/2025	10272025KP		9.00
100-1805-7610	U.S. BANK	KP CJPIA Conf Hotel/Meals (Omni La Costa)	10272025KP		727.27
100-1805-7610	U.S. BANK	Angela C 2026 CSMFO Conference Registration	10272025KP		625.00
100-1805-7610	U.S. BANK	Kristen Petersen Mtg w/Staff 10/7/25 (Jakes)	10272025KP		64.93
100-1815-7632	U.S. BANK	Finance Webinar 10/7/2025 - 11/6/2025 (Zoom)	10272025KP		96.00
100-1815-7632	U.S. BANK	accessduarte.com 3Yr Renewal (NetworkSolutions)	10272025KP		142.96
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 10/13/25-11/12/25	10272025KP		884.67
100-1815-7632	U.S. BANK	accessduarte.online 1Yr Renewal (NetworkSolutions)	10272025KP		78.17
100-1205-7610	U.S. BANK	Larry Breceda Conf Parking 10/9/25 (Ace Parking)	10272025LB		15.00
100-1205-7610	U.S. BANK	Larry Breceda Conf Parking 10/10/25 (Ace Parking)	10272025LB		15.00
100-1205-7610	U.S. BANK	Larry Breceda Conference Parking (LAZ Parking)	10272025LB		9.00
100-1205-7610	U.S. BANK	Larry Breceda League of CA Cities Hotel (Hyland)	10272025LB		218.76
100-1205-7610	U.S. BANK	Larry Breceda TAP Card Fare (LA metro Mobile App)	10272025LB		5.00
100-1205-7610	U.S. BANK	Credit-LB League of CA Cities Hotel (Courtyard)	10272025LB		-201.00
100-1205-7610	U.S. BANK	Larry Breceda Meeting w/ Aida Torres (Max's)	10272025LB		53.07
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	10272025LB		33.01

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	10272025LB		75.41
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	10272025LB		31.50
100-1205-7614	U.S. BANK	Office Supplies (Target)	10272025LB		11.97
100-1205-7615	U.S. BANK	Emergency Supplies (Amazon)	10272025LB		16.78
100-1205-7615	U.S. BANK	EOC Hard Drive (Amazon)	10272025LB		132.59
100-1205-7615	U.S. BANK	SC Emergency Preparedness Raffle Prize (Amazon)	10272025LB		28.70
100-1205-7615	U.S. BANK	EOC Portable Radio Power Supply/Cable (Amazon)	10272025LB		51.22
100-1205-7980	U.S. BANK	PS Staff Body Camera Mounts (Amazon)	10272025LB		293.86
100-1205-7980	U.S. BANK	Red Ribbon Week Supplies (Amazon)	10272025LB		35.96
100-1205-7980	U.S. BANK	Office Cleaning Supplies (Target)	10272025LB		43.72
100-1205-7980	U.S. BANK	CSO Interview Panel Lunch (BJS Restaurant)	10272025LB		82.33
100-1205-8100	U.S. BANK	PS Kitchen Items (Amazon)	10272025LB		32.97
100-1205-8100	U.S. BANK	White Board Supplies (Amazon)	10272025LB		8.00
100-1205-8100	U.S. BANK	Cable Protectors (Amazon)	10272025LB		35.24
100-1205-8100	U.S. BANK	PS Break Room Sink Supplies (Amazon)	10272025LB		7.72
100-1205-8100	U.S. BANK	Cable Protectors (Amazon)	10272025LB		50.72
100-1205-8100	U.S. BANK	PS Trash Cans (Amazon)	10272025LB		308.98
100-1205-8100	U.S. BANK	PS TV Antenna (Amazon)	10272025LB		72.79
100-1205-8100	U.S. BANK	PS Blue Office Trash Can (Amazon)	10272025LB		109.38
100-1205-8100	U.S. BANK	PS Kitchen Sink Supplies (Amazon)	10272025LB		52.51
100-1605-7610	U.S. BANK	P&R Staff Breakfast Meeting 10/1/25 (T Burgers)	10272025ME		92.19
100-1605-7614	U.S. BANK	Craft Wire (Amazon)	10272025ME		7.72
100-1605-7614	U.S. BANK	Glue Dots (Amazon)	10272025ME		8.39
100-1605-7614	U.S. BANK	Markers (Amazon)	10272025ME		9.93
100-1605-7614	U.S. BANK	Office Paper Goods (Hobby Lobby)	10272025ME		51.00
100-1605-7614	U.S. BANK	Markers (Amazon)	10272025ME		16.65
100-1605-7614	U.S. BANK	Batteries (Amazon)	10272025ME		18.94
100-1605-7614	U.S. BANK	Mechanical Pencils/Refills (Amazon)	10272025ME		22.38
100-1605-7614	U.S. BANK	Marker/Misc Supplies (Hobby Lobby)	10272025ME		39.72
100-1605-7730	U.S. BANK	Halloween Supplies (Winner Party)	10272025ME		69.68
100-1605-7730	U.S. BANK	City Picnic DART Volunteer Lunch (Dominos)	10272025ME		60.72
100-1605-7730	U.S. BANK	Halloween Howl Candy (Walmart.com)	10272025ME		53.45
100-1605-7730	U.S. BANK	Halloween Decorations (Amazon)	10272025ME		20.92
100-1605-7730	U.S. BANK	City Picnic Twine/Mason Jars (Amazon)	10272025ME		35.99
100-1605-7730	U.S. BANK	Halloween Supplies (Amazon)	10272025ME		15.74
100-1605-7730	U.S. BANK	Halloween Decorations (Amazon)	10272025ME		14.31
100-1605-7730	U.S. BANK	Halloween Supplies (Hobby Lobby)	10272025ME		6.61
100-1605-7730	U.S. BANK	Return-City Picnic Mason Jars (Amazon)	10272025ME		-29.37
100-1605-7730	U.S. BANK	Halloween Costumes (Temu.com)	10272025ME		41.54

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7730	U.S. BANK	Halloween Howl Balloons/Supplies (SP Premium)	10272025ME		94.61
100-1605-7730	U.S. BANK	Return-Dia de los Muertos Crafts (Michaels)	10272025ME		-66.20
100-1605-7730	U.S. BANK	Dia de los Muertos Supplies (Michaels)	10272025ME		405.07
100-1605-7730	U.S. BANK	Dia de los Muertos Fiesta Flags (Etsy Inc)	10272025ME		326.98
100-1605-7730	U.S. BANK	Dia de los Muertos Event Craft Supplies (Michaels)	10272025ME		259.99
100-1605-7730	U.S. BANK	Halloween Howl Supplies (Amazon)	10272025ME		408.06
100-1605-7730	U.S. BANK	City Picnic Sensory Items (Amazon)	10272025ME		191.30
100-1605-7730	U.S. BANK	Halloween Howl Supplies (Amazon)	10272025ME		189.48
100-1605-7730	U.S. BANK	Return-Dia de los Muertos Crafts (Michaels)	10272025ME		-82.78
100-1605-7730	U.S. BANK	Halloween Howl Supplies (Target)	10272025ME		714.90
100-1605-7730	U.S. BANK	Halloween Howl Candy (Costco)	10272025ME		1,125.94
100-1605-7730	U.S. BANK	Halloween Howl Prizes (Walmart.com)	10272025ME		234.48
100-1605-7733	U.S. BANK	SC Wellness Expo Goodie Bags (4Imprint)	10272025ME		491.73
100-1605-7733	U.S. BANK	Senior Ctr Supplies (Amazon)	10272025ME		86.15
100-1605-7733	U.S. BANK	Wellness Expo Supplies (Amazon)	10272025ME		22.50
100-1605-7733	U.S. BANK	SC Chair Volleyball Supplies (Amazon)	10272025ME		35.65
100-1605-7733	U.S. BANK	SC Halloween Supplies (Amazon)	10272025ME		118.41
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Supplies (Walmart.com)	10272025ME		133.82
100-1605-7734	U.S. BANK	FC Exercise Room Gym Equipment (Rogue)	10272025ME		1,250.49
100-1605-7734	U.S. BANK	FC Protective Earmuffs (Amazon)	10272025ME		70.70
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Event Supplies (Amazon)	10272025ME		401.91
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Snacks (California Snack)	10272025ME		135.00
100-1605-7734	U.S. BANK	Floating Pumpkin Patch Straw Bales (Kruse Feed)	10272025ME		302.40
100-1605-7735	U.S. BANK	TC Craft Supplies (Amazon)	10272025ME		30.34
100-1605-7735	U.S. BANK	Teen Ctr Supplies (Amazon)	10272025ME		37.46
100-1605-7735	U.S. BANK	TC Crock Pot Liner/Ping Pong Net/Misc (Amazon)	10272025ME		141.05
100-1605-7735	U.S. BANK	TC 11x17 Copier Paper (Amazon)	10272025ME		57.92
100-1605-7735	U.S. BANK	Teen Ctr Supplies (Amazon)	10272025ME		58.54
100-1605-7735	U.S. BANK	Teen Ctr Paper (Amazon)	10272025ME		64.53
100-1605-7735	U.S. BANK	TC Dance Uniforms (Amazon)	10272025ME		101.60
100-1605-7735	U.S. BANK	TC Crock Pot & air Fryer (Amazon)	10272025ME		206.63
100-1605-7735	U.S. BANK	TC Snack Bar Supplies (Costco)	10272025ME		82.94
100-1605-7737	U.S. BANK	Excursion Balance (Oak Tree Mountain)	10272025ME		1,759.50
100-1605-7737	U.S. BANK	Deposit-The Wiz Musical Excursion (Segerstrom)	10272025ME		225.00
100-1605-7741	U.S. BANK	Youth Sports Whistles (Amazon)	10272025ME		41.54

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7741	U.S. BANK	Youth Sports Volleyball Flags (Amazon)	10272025ME		26.06
100-1605-7980	U.S. BANK	Return-Holiday Supplies (Target)	10272025ME		-9.94
100-1605-7980	U.S. BANK	Holiday Supplies/Candy (Target)	10272025ME		159.50
100-1610-7618	U.S. BANK	CC Restroom Floor Tile (Ferguson Home)	10272025ME		63.73
100-1610-7650	U.S. BANK	Van #30 Car Wash (Fast 5 Xpress)	10272025ME		10.00
100-1810-7671	U.S. BANK	Coordinator Interviewer Lunch (Hope Village)	10272025ME		207.70
100-1810-7671	U.S. BANK	Interview Panel Thank You Gift (NothingBundtCake)	10272025ME		22.11
Vendor 4484 - U.S. BANK Total:					20,110.21
Vendor: 0231 - US POSTAL SERVICE					
100-1825-7626	POSTMASTER	FY26 Annual Permit #33 Bulk Mailing License	10282025		370.00
100-1825-7626	POSTMASTER	CMD Bulk Mailing 10/28/2025	675926836		107.00
Vendor 0231 - US POSTAL SERVICE Total:					477.00
Vendor: T5045 - VANESSA PEREZ-RIGOR					
100-4808	VANESSA PEREZ-RIGOR	Parent and Me Swim Refund (Jonah Rigor)	2000915.004		11.25
100-4808	VANESSA PEREZ-RIGOR	Advanced Tiny Tots Swim Refund (Layla Rigor)	2000924.004		11.25
Vendor T5045 - VANESSA PEREZ-RIGOR Total:					22.50
Vendor: T5041 - VERONICA NUNEZ					
100-4808	VERONICA NUNEZ	Level 1 Swim Refund (Alejandro Nunez)	2000929.004		11.25
100-4808	VERONICA NUNEZ	Level 1 Swim Refund (Yannet Nunez)	2000930.004		11.25
Vendor T5041 - VERONICA NUNEZ Total:					22.50
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	11/2025		75.00
Vendor 6196 - VINH TRUONG Total:					75.00
Vendor: T5048 - VIVIAN REYES					
100-4808	VIVIAN REYES	Level 1 Swim Refund (Leah Reyes)	2000889.004		11.25
Vendor T5048 - VIVIAN REYES Total:					11.25
Vendor: T5058 - WALLY ZIMMERL					
100-4806	WALLY ZIMMERL	Oak Tree Mountain Excursion Refund 10/17/25	2000696.005		45.00
Vendor T5058 - WALLY ZIMMERL Total:					45.00
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	83454622		448.65
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					448.65
Vendor: T5040 - WENDY MORENO					
100-4808	WENDY MORENO	Level 1 Swim Refund (Ruby Mejia)	2000933.004		11.25
Vendor T5040 - WENDY MORENO Total:					11.25
Vendor: 1521 - WEST COAST ARBORISTS INC					
100-1415-7907	WEST COAST ARBORISTS INC	Tree and Stump Removals	235424		702.95
Vendor 1521 - WEST COAST ARBORISTS INC Total:					702.95
Vendor: 5015 - WILLDAN FINANCIAL SERVICES					
100-1805-7965	WILLDAN FINANCIAL SERVICES	Cost Allocation Plan & User Fee 010-63794 Study 10/3/25			2,552.00
Vendor 5015 - WILLDAN FINANCIAL SERVICES Total:					2,552.00
Fund 100 - GENERAL FUND Total:					207,777.94

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 220 - GAS TAX FUN					
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
220-2210-7890	COUNTY OF LOS ANGELES DE...	KITS Monitoring & Reports 9/2025	25100601942		399.80
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 9/2025	25100602210		4,387.18
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					4,786.98
Vendor: 3957 - JCL BARRICADE					
220-2210-7813	JCL TRAFFIC SERVICES	Duarte Wilderness Preserve Sign	131551		143.65
220-2210-7813	JCL TRAFFIC SERVICES	Street Name Sign	131552		93.93
Vendor 3957 - JCL BARRICADE Total:					237.58
Vendor: 6779 - RAK DEVELOPMENT INC					
220-2225-7965	KREUZER CONSULTING GROUP	Huntington Dr Street Improvements PS&E 9/2025	25-136	202415-Prof Svcs-Huntington ...	40,993.00
Vendor 6779 - RAK DEVELOPMENT INC Total:					40,993.00
Fund 220 - GAS TAX FUN Total:					46,017.56
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
Vendor: 6380 - ONYX PAVING COMPANY INC					
225-2127	ONYX PAVING COMPANY INC	Retention-FY25 Street Rehabilitation Project	25-017-R	202506-Retention-FY25 St Re...	17,836.41
Vendor 6380 - ONYX PAVING COMPANY INC Total:					17,836.41
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					17,836.41
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - FRIEDRICH ENTERPRISES INC					
240-2426-7810	A-1 MAINTENANCE SERVICES ...	Grocery Outlet Ctr Sweeping 10/2025	210876		843.00
Vendor 1570 - FRIEDRICH ENTERPRISES INC Total:					843.00
Vendor: 3968 - LANDSCAPE WAREHOUSE III					
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repair	2510-535816		489.21
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repair	2510-535942		3.20
Vendor 3968 - LANDSCAPE WAREHOUSE III Total:					492.41
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7906	WEST COAST ARBORISTS INC	Tree and Stump Removals	235424		702.95
240-2410-7909	WEST COAST ARBORISTS INC	Tree and Stump Removals	235424		5,204.60
Vendor 1521 - WEST COAST ARBORISTS INC Total:					5,907.55
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					7,242.96
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-7965	LDM ASSOCIATES INC	FY26 CDBG ADA Curb Ramps Project 9/2025	8775	202610-Prof Svc-CDBG-ADA C...	861.00
Vendor 5438 - LDM ASSOCIATES INC Total:					861.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					861.00
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
440-4405-7788	INLAND EMPIRE TOURS & TR...	Adult Excursion Transportation 10/17/2025	64480		1,000.00
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					1,000.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 9/2025	18545		114.09
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					114.09
Fund 440 - PROPOSITION A TRANSIT FUND Total:					1,114.09

Council Warrant Register By Vendor

Payment Dates: 10/30/2025 - 11/12/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 9/2025	18545		95.08
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					95.08
Fund 460 - PROPOSITION C TRANSIT FUND Total:					95.08
Fund: 470 - MEASURE R LR TRANSIT FUND					
Vendor: 6380 - ONYX PAVING COMPANY INC					
470-2127	ONYX PAVING COMPANY INC	Retention-FY25 Street Rehabilitation Project	25-017-R	202506-Retention-FY25 Street...	15,427.30
Vendor 6380 - ONYX PAVING COMPANY INC Total:					15,427.30
Fund 470 - MEASURE R LR TRANSIT FUND Total:					15,427.30
Fund: 475 - MEASURE M LR TRANSIT FUND					
Vendor: 5873 - ELIE FARAH INC					
475-4750-7965	ELIE FARAH INC	FY25 Street Rehab Project Design	3-DUA24-28	202506- Prof Svc-St Rehab Des..	1,400.00
Vendor 5873 - ELIE FARAH INC Total:					1,400.00
Vendor: 6380 - ONYX PAVING COMPANY INC					
475-2127	ONYX PAVING COMPANY INC	Retention-FY25 Street Rehabilitation Project	25-017-R	202506-Retention -FY25 Street..	18,250.00
Vendor 6380 - ONYX PAVING COMPANY INC Total:					18,250.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					19,650.00
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
Vendor: 6749 - GREEN GIANT LANDSCAPE INC					
620-2127	GREEN GIANT LANDSCAPE INC	Retention-Highland Promenade Project	1202-04	202106-Retention-620-2127-H..	-12,019.40
620-6225-8100	GREEN GIANT LANDSCAPE INC	Highland Promenade Project	1202-04	202106-Other Cap-620-6225-H..	240,388.05
Vendor 6749 - GREEN GIANT LANDSCAPE INC Total:					228,368.65
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					228,368.65
Grand Total:					544,390.99

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	207,777.94
220 - GAS TAX FUN	46,017.56
225 - SB-1, Road Maintenance/Rehab Fund	17,836.41
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	7,242.96
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	861.00
440 - PROPOSITION A TRANSIT FUND	1,114.09
460 - PROPOSITION C TRANSIT FUND	95.08
470 - MEASURE R LR TRANSIT FUND	15,427.30
475 - MEASURE M LR TRANSIT FUND	19,650.00
620 - COMMUNITY IMPROVEMENT FUND	228,368.65
Grand Total:	544,390.99

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del...	577.24
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	374.97
100-1005-7647	Travel & Exp - Calderon	75.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	286.94
100-1010-7610	Travel, Mtgs & Conf	2,207.91
100-1010-7612	Publications and Dues	143.00
100-1010-7965	Professional Services	1,985.00
100-1010-7980	Other Expenses	491.49
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7712	Community Information ...	4,388.39
100-1020-7716	Special Community Even...	100.00
100-1020-7724	Post Office Parking	2,541.75
100-1020-7726	Council Cablecasting	1,200.00
100-1025-7701	Area D Civil Defense	1,823.68
100-1205-7610	Travel, Mtgs & Conf	114.83
100-1205-7612	Publications and Dues	200.00
100-1205-7614	Office Supplies	131.37
100-1205-7615	Emergency Supplies	252.07
100-1205-7655	Emergency Services	7,342.65
100-1205-7761	Parking Ticket Collect	7,729.09
100-1205-7779	Youth Programs	228.64
100-1205-7780	Animal Control	25.00
100-1205-7782	Crossing Guard Contract...	7,734.96
100-1205-7787	Public Safety Cntr Lease	14,391.00
100-1205-7980	Other Expenses	679.71
100-1205-8100	Other Capital Acquisitions	6,576.43
100-1405-7610	Travel, Mtgs & Conf	924.47
100-1405-7801	Industrial Waste Inspect...	5,333.64
100-1405-7965	Professional Services	123.00
100-1405-7980	Other Expenses	23,882.33
100-1410-7610	Travel, Mtgs & Conf	986.15
100-1410-7636	Uniforms	400.00
100-1410-7810	Street Sweeping	132.00
100-1410-7814	Graffiti Removal	1,692.33
100-1410-7980	Other Expenses	766.76
100-1415-7907	Tree Trim-Sports Park	702.95
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	92.19
100-1605-7614	Office Supplies	235.70
100-1605-7730	Special Events	4,215.65

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7732	City Picnic	61.48
100-1605-7733	Senior Center	2,053.89
100-1605-7734	Fitness Center	2,294.32
100-1605-7735	Teen Center	1,119.05
100-1605-7736	Youth & Adult Recreatio...	2,307.90
100-1605-7737	Adult Excursions	1,984.50
100-1605-7739	Publicity	491.80
100-1605-7741	Sports/Playground Progr...	409.38
100-1605-7750	Bus Rentals	1,057.92
100-1605-7980	Other Expenses	149.56
100-1610-7616	Pool Supplies	658.23
100-1610-7617	Pool Chemicals	665.40
100-1610-7618	Building Supplies	3,406.61
100-1610-7636	Uniforms	61.70
100-1610-7650	Vehicle Maintenance	10.00
100-1610-7652	Building Maint Services	20,862.72
100-1610-8100	Other Capital Improvem...	18,050.00
100-1805-7610	Travel, Mtgs & Conf	1,417.20
100-1805-7653	Bank Charges	343.61
100-1805-7965	Professional Services	6,214.01
100-1810-7611	Training	35.96
100-1810-7660	Other Services	224.00
100-1810-7671	Recruiting	229.81
100-1810-7980	Other Expenses	31.90
100-1815-7632	Software	1,201.80
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	3,218.75
100-1825-7626	Postage	538.32
100-1825-7630	Equipment Lease	3,862.49
100-1825-7631	Equipment Maintenance	2,639.56
100-1825-7674	Retiree Health Insurance	3,525.00
100-2120	Refundable Deposits	300.00
100-2121	Pass Through Deposits	11,145.36
100-2126	Construction and Demoli...	800.00
100-4404	Other Building Rentals	-35.00
100-4806	Excursion Fees	45.00
100-4808	Swim Lesson Fees	850.50
100-4812	Senior Center Fees	30.00
100-5004	Other Revenue	-125.00
220-2210-7813	Regulatory Signs	237.58
220-2210-7890	Repairs-Traffic Signal	4,786.98
220-2225-7965	Professional Services	40,993.00
225-2127	Retention Payable	17,836.41
240-2410-7891	Repairs-Medians	492.41
240-2410-7906	Tree Trim-Citywide	702.95
240-2410-7909	Tree Trim-Residential	5,204.60
240-2426-7810	Street Sweeping	843.00
260-2605-7965	Professional Services	861.00
440-4405-7788	Shuttle Services	1,000.00
440-4405-7814	Graffiti Removal	114.09
460-4605-7814	Graffiti Removal	95.08
470-2127	Retention Payable	15,427.30
475-2127	Retention Payable	18,250.00
475-4750-7965	Professional Services	1,400.00
620-2127	Retention Payable	-12,019.40
620-6225-8100	Other Capital Improvem...	240,388.05
Grand Total:		544,390.99

Project Account Summary

Project Account Key	Payment Amount
None	192,059.27
202106-Other Cap-620-6225-Highland Promenade-Msr M	240,388.05
202106-Retention-620-2127-Highland Promenade-Msr M	-12,019.40
202113-Pass Thru Dep-COH (N.E) Parking Structure	390.00
202313/100-1610-8100-Parks Other Cap Improvement	18,050.00
202415-Prof Svcs-Huntington Dr Street Improvements	40,993.00
202424- 100-2121/1433 Crestfield(Andres Duarte)	10,755.36
202506- Prof Svc-St Rehab Design-FY24-25	1,400.00
202506-Retention -FY25 Street Rehab Project	18,250.00
202506-Retention-FY25 St Rehab Project	17,836.41
202506-Retention-FY25 Street Rehab Project	15,427.30
202610-Prof Svc-CDBG-ADA Curb Ramps	861.00
Grand Total:	544,390.99



City of Duarte

MONTHLY FINANCIAL REPORT

**Month Ended September 30, 2025
(25.0% of FY 2025-26 Completed)**

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Treasury Report

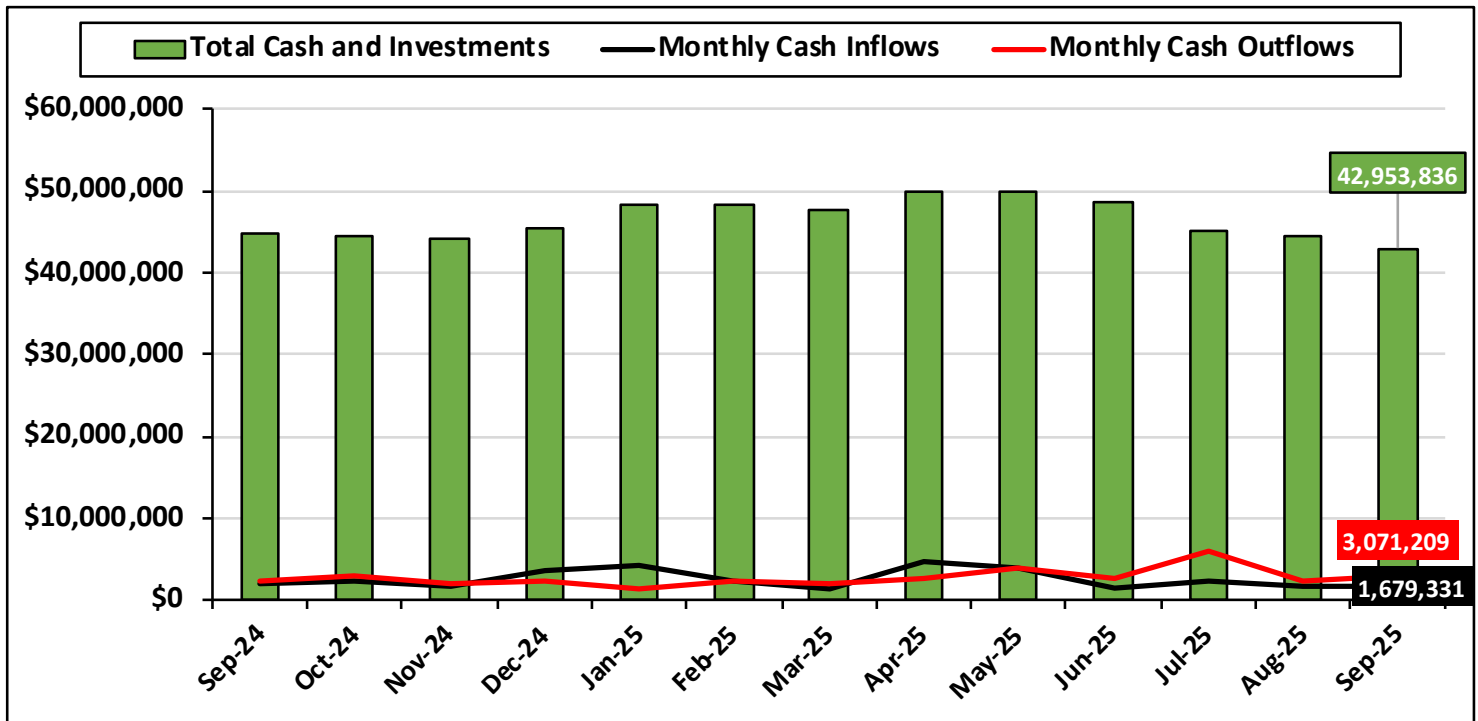
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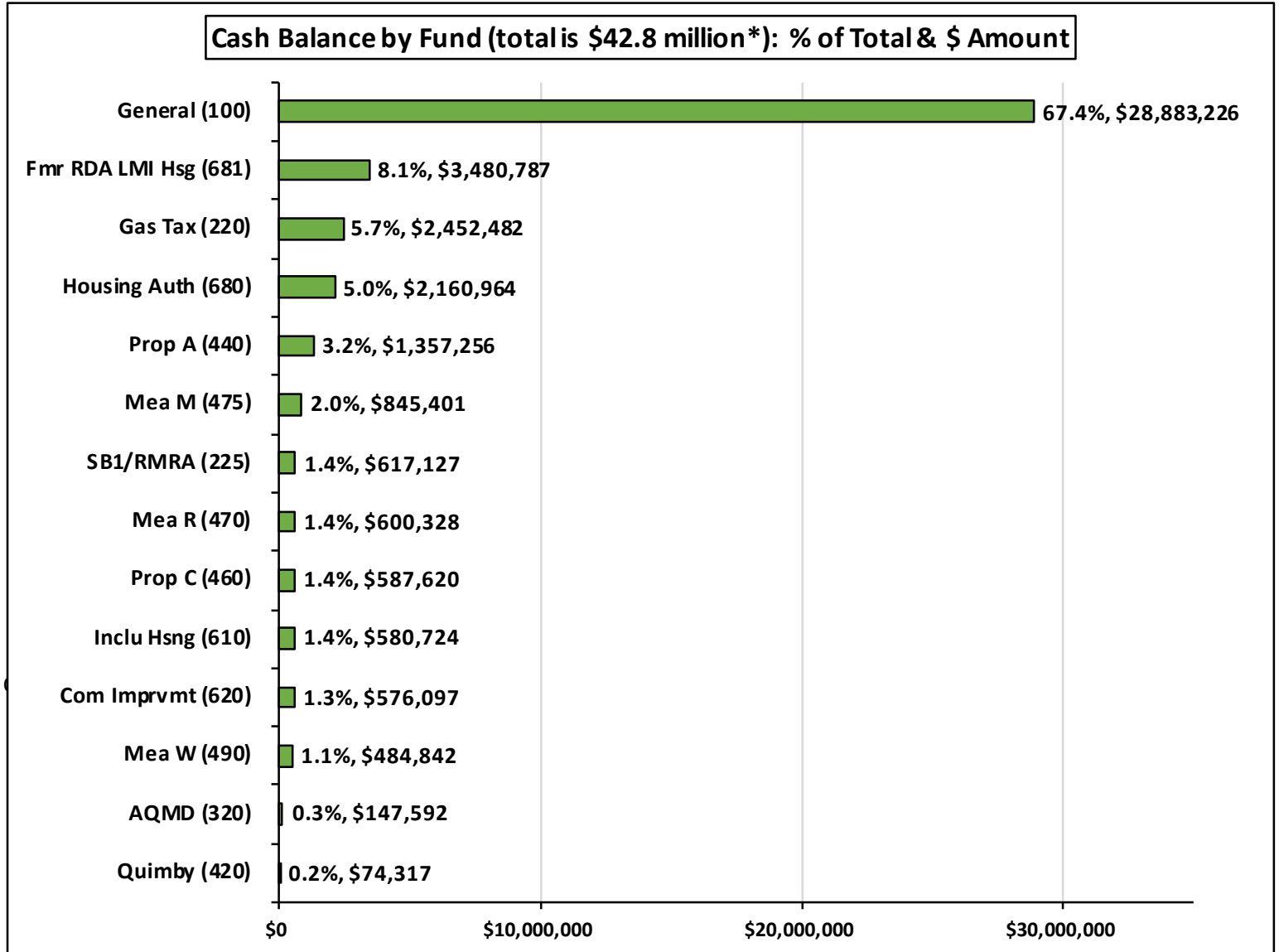
CITY OF DUARTE
Treasury Report - Monthly Activity & Balances
Month Ended September 30, 2025

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (9/01/2025)	\$3,670,226	\$40,675,489	\$44,345,714
Cash Inflows			
Receipts	\$1,679,331	\$0	\$1,679,331
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,679,331	\$0	\$1,679,331
Cash Outflows			
Disbursements	\$3,071,209	\$0	\$3,071,209
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$3,071,209	\$0	\$3,071,209
Net Activity	(\$1,391,878)	\$0	(\$1,391,878)
Ending Balance (9/30/2025)	\$2,278,348	\$40,675,489	\$42,953,836



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

CITY OF DUARTE
Treasury Report - Cash Balance by Fund
Month Ended September 30, 2025

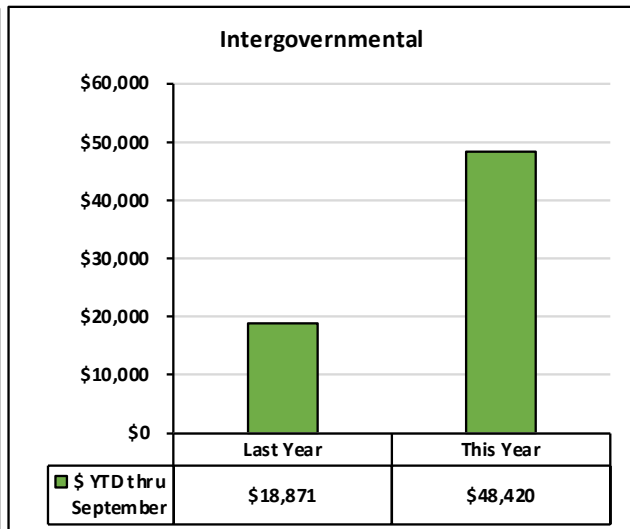
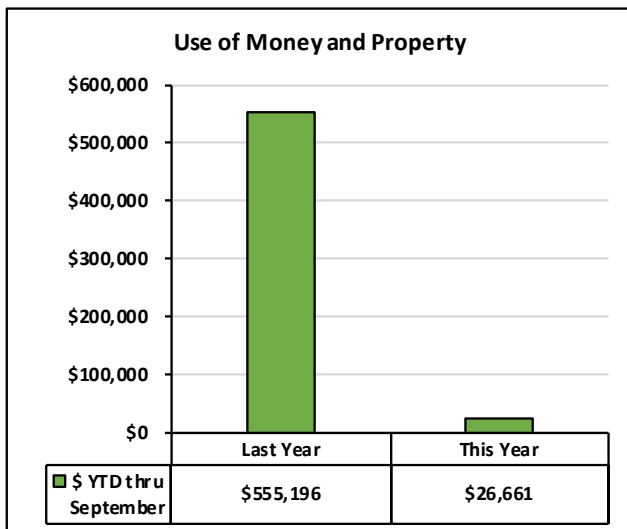
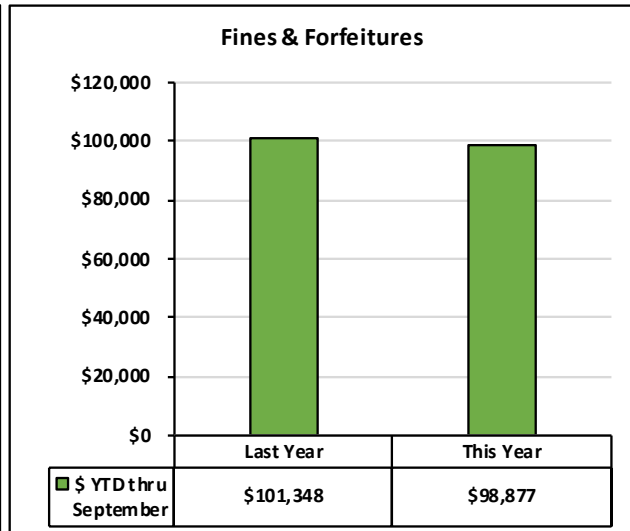
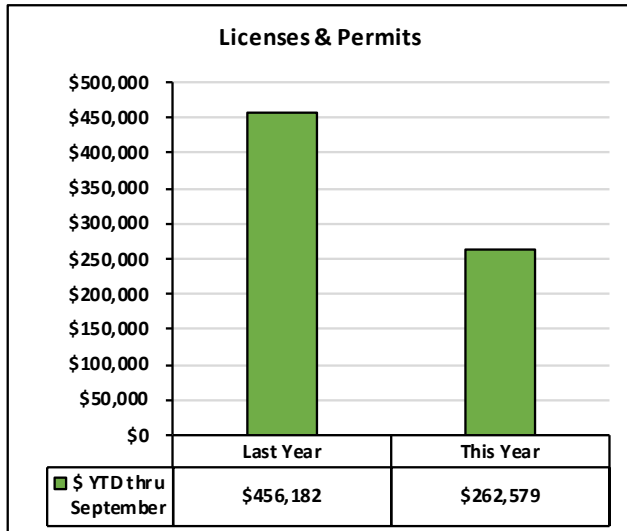
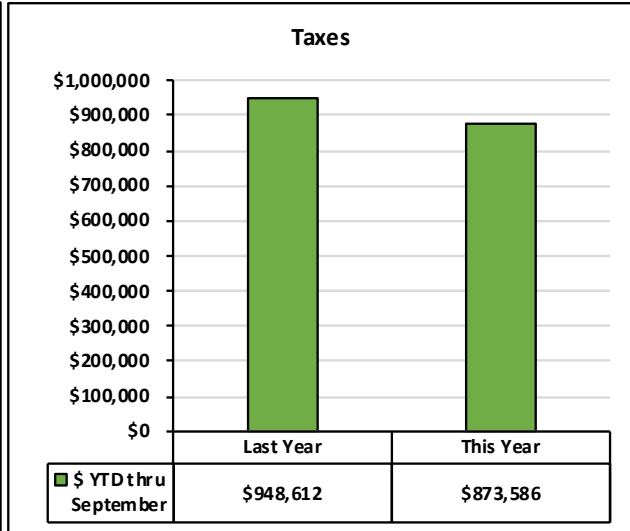
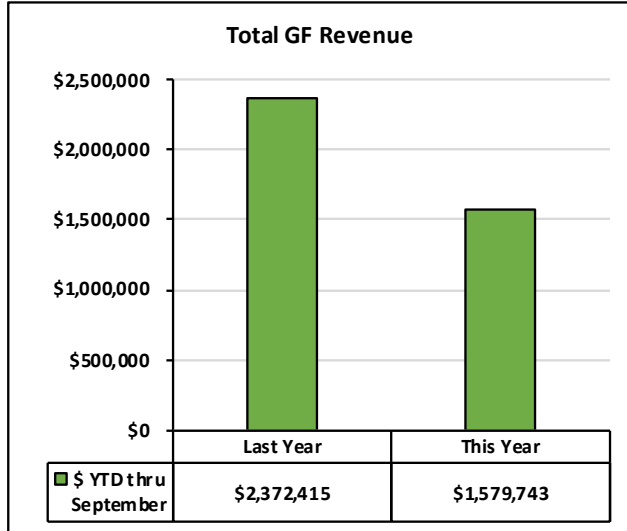


*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger is not equal to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to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

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

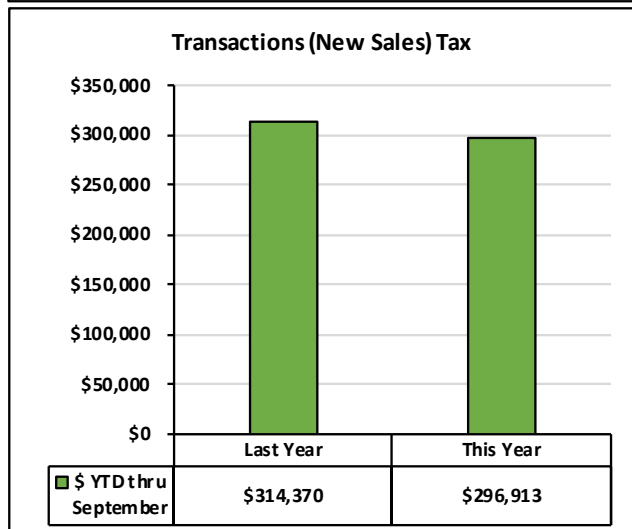
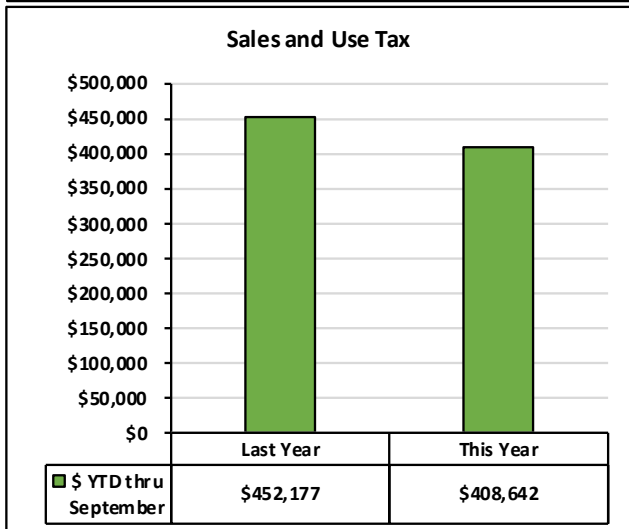
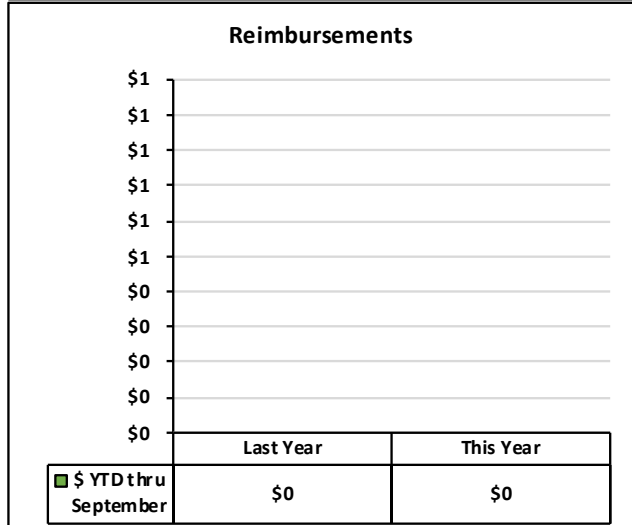
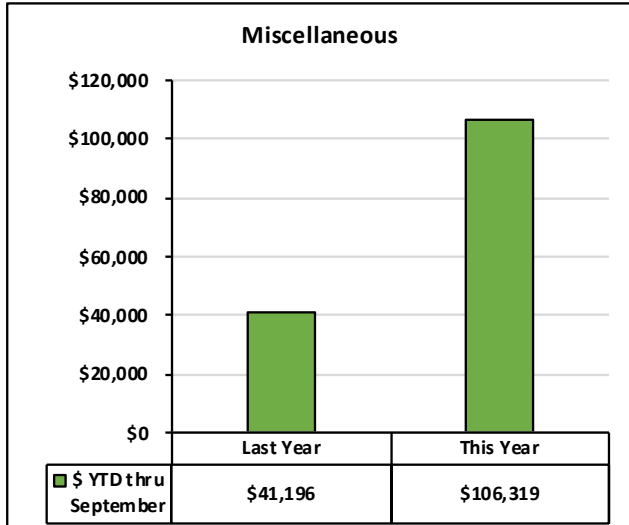
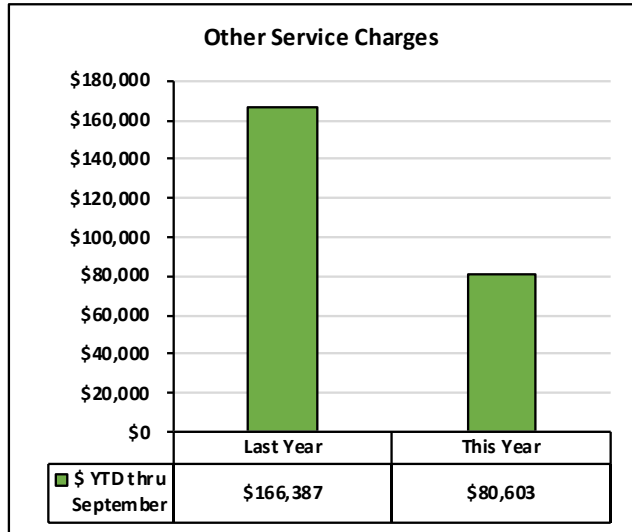
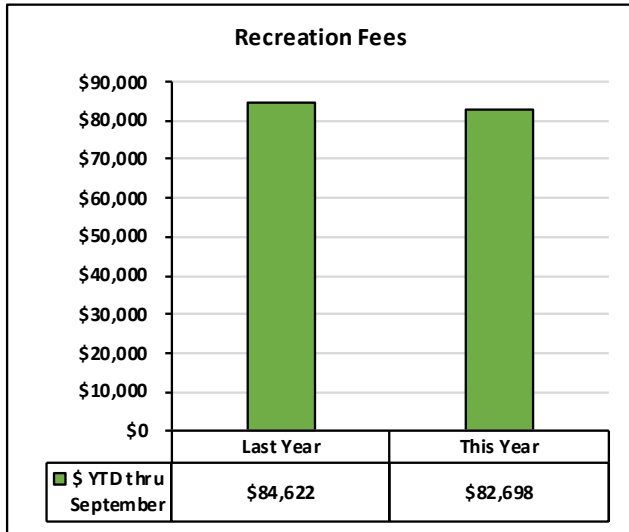
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2025-26 Year-to-Date Through September versus Prior Year



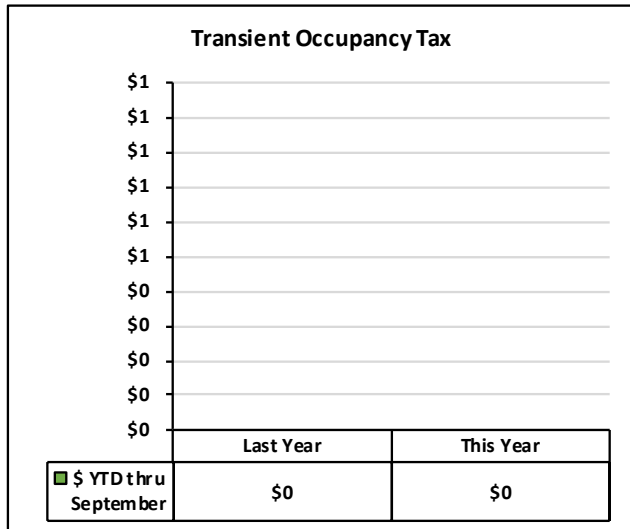
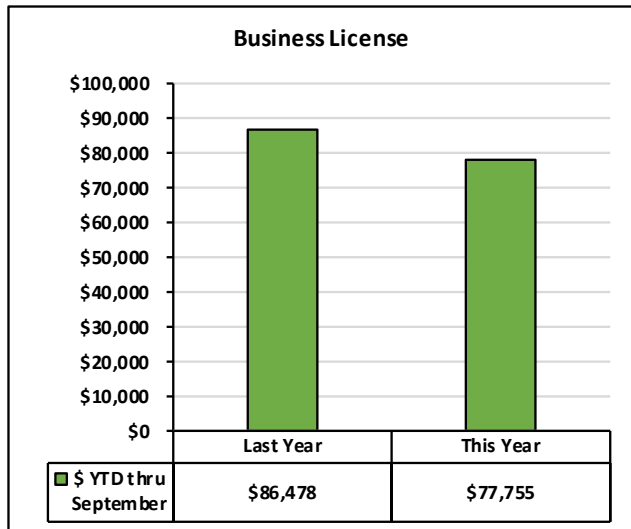
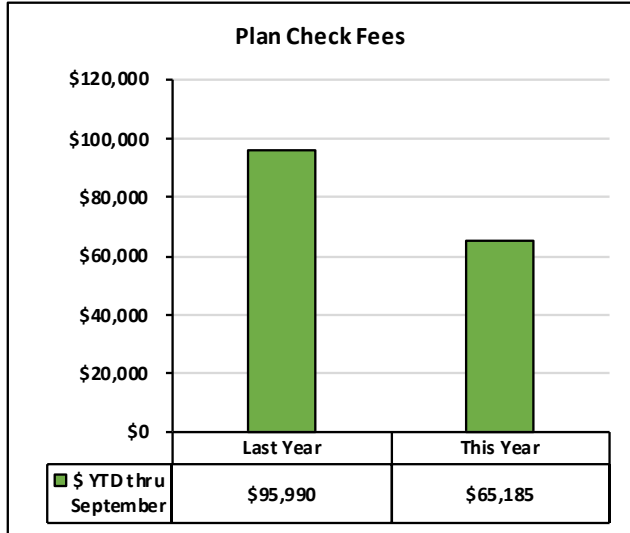
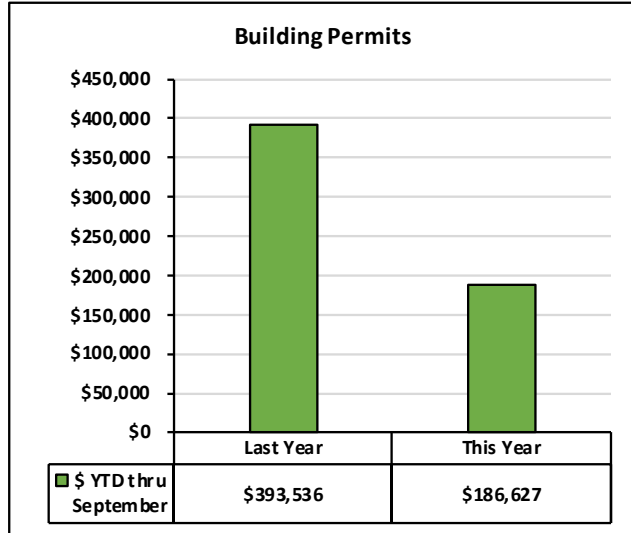
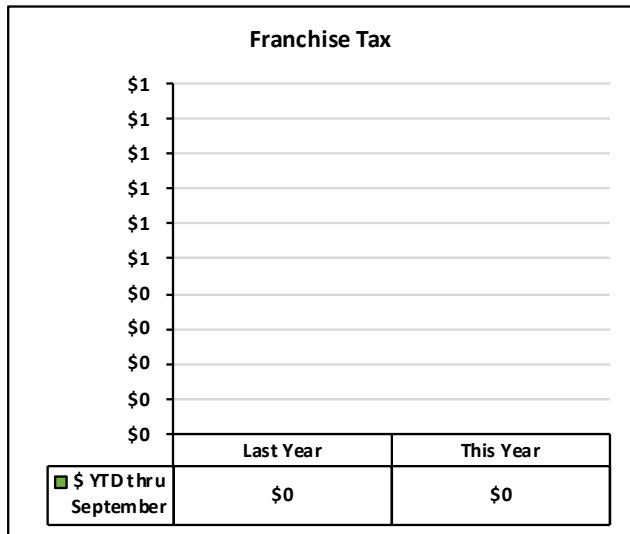
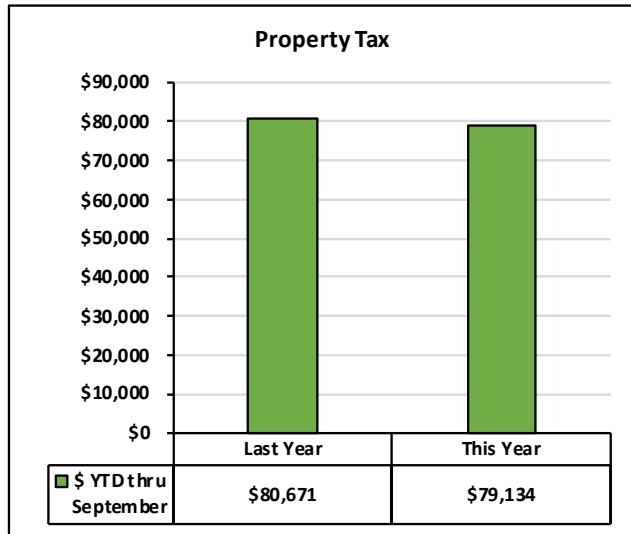
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2025-26 Year-to-Date Through September versus Prior Year



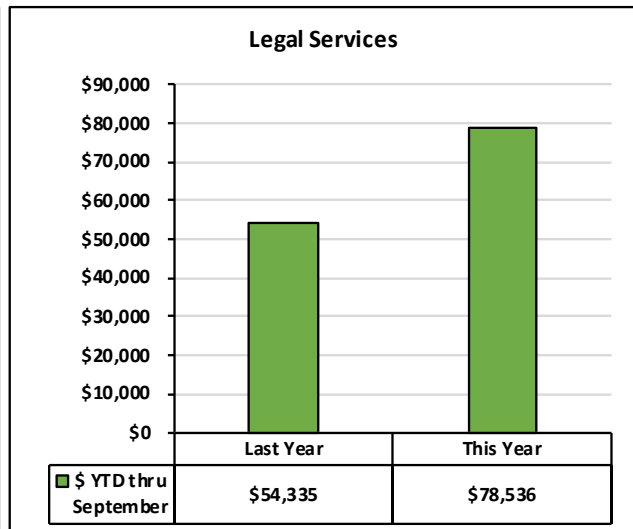
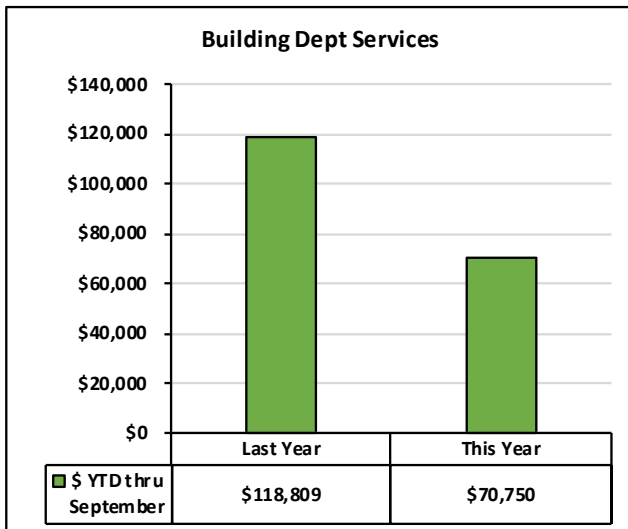
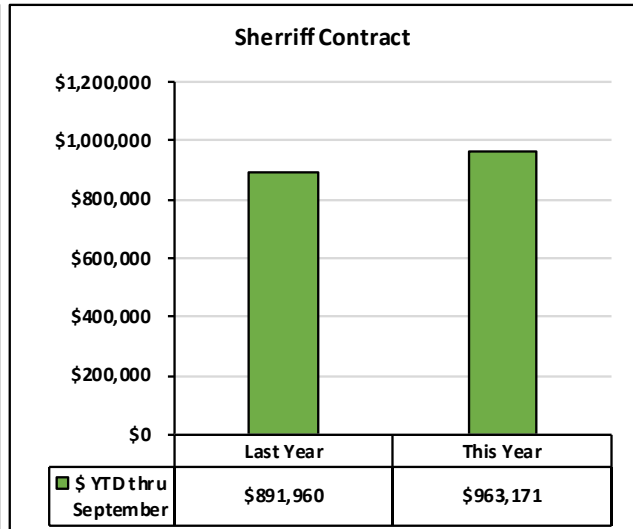
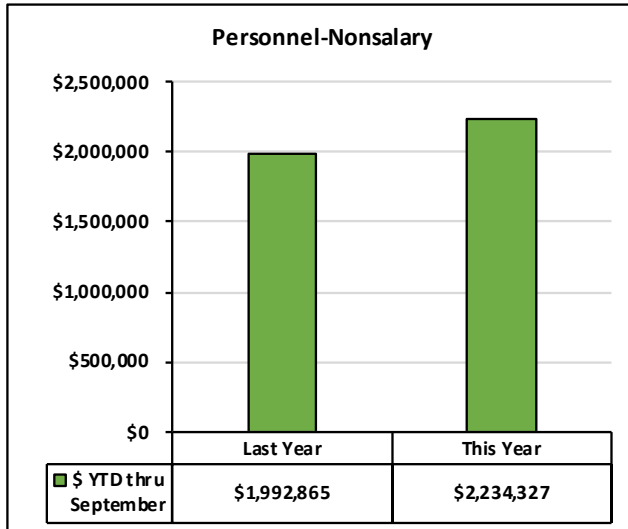
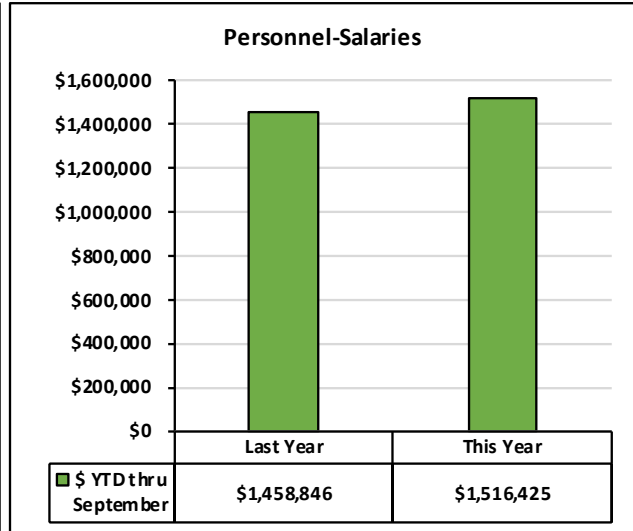
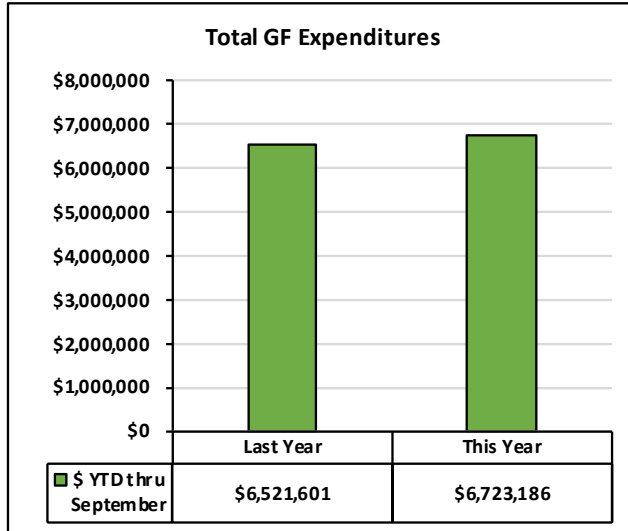
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2025-26 Year-to-Date Through September versus Prior Year



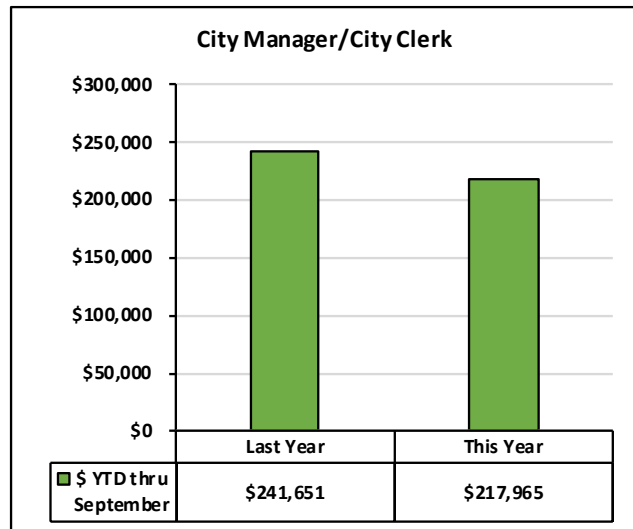
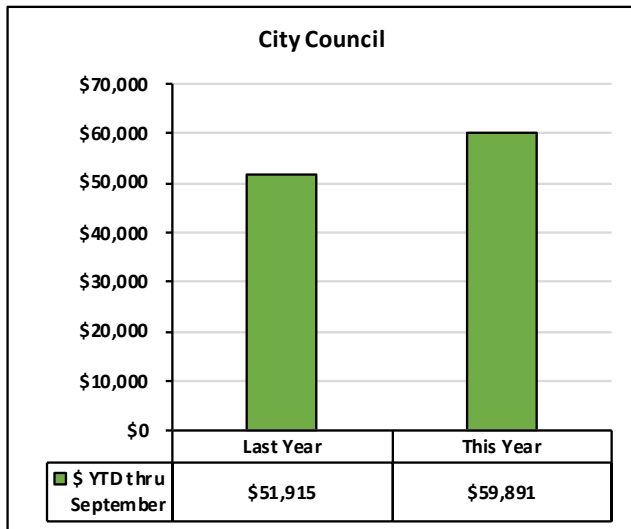
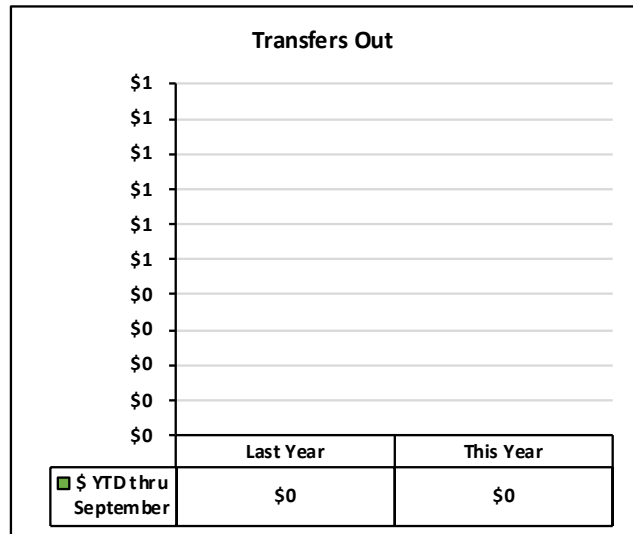
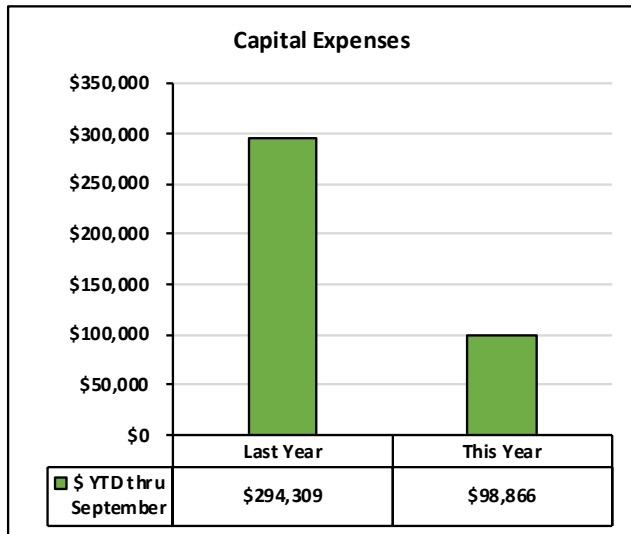
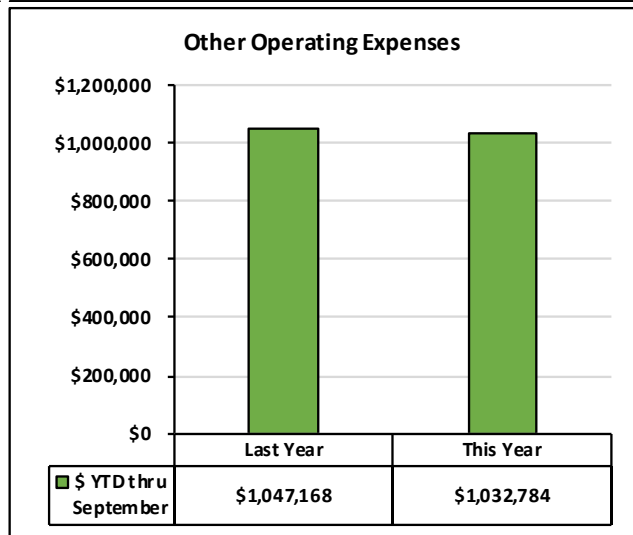
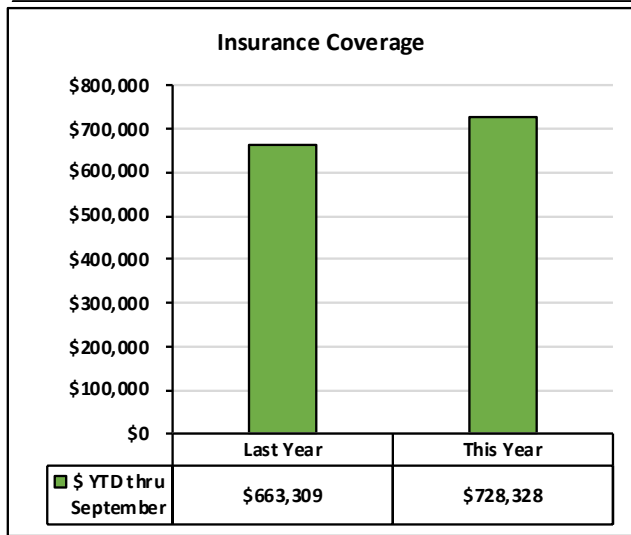
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2025-26 Year-to-Date Through September versus Prior Year



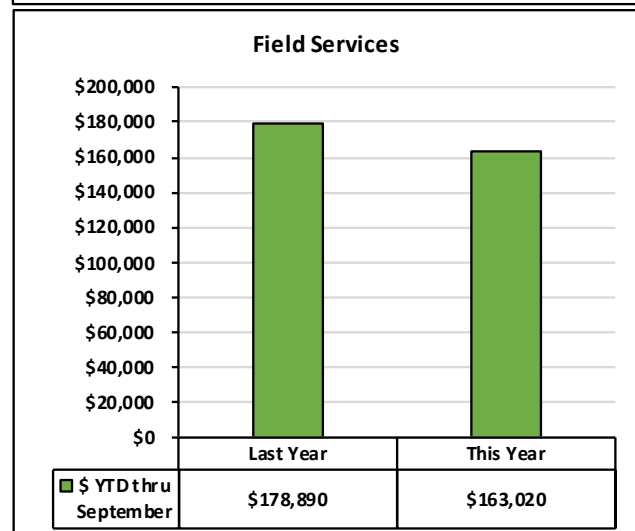
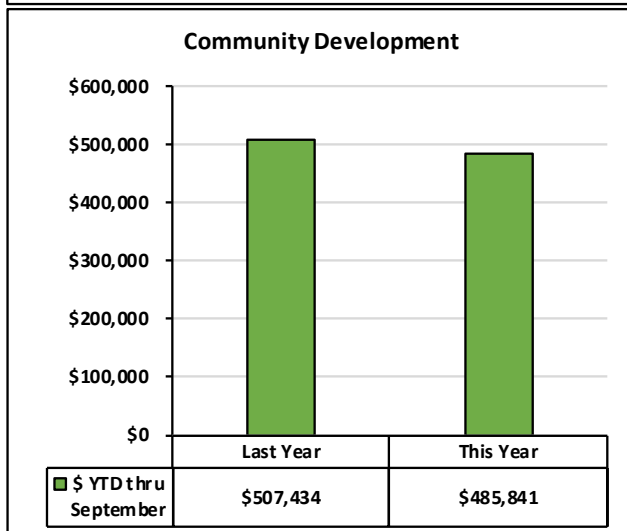
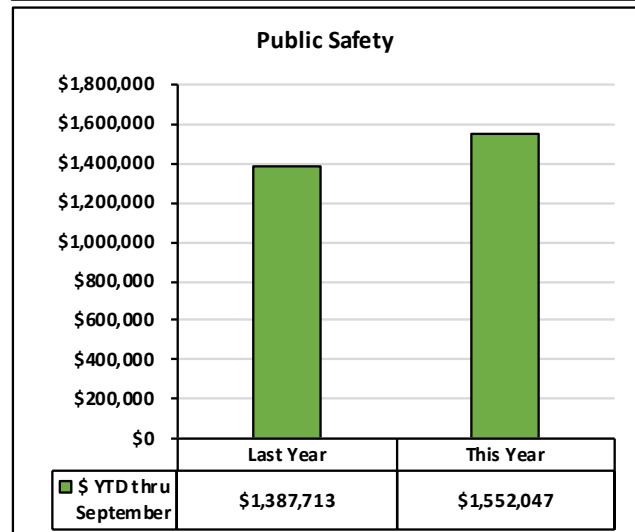
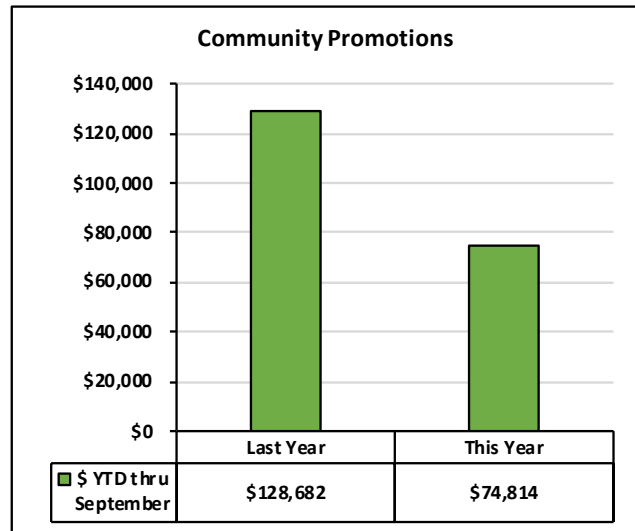
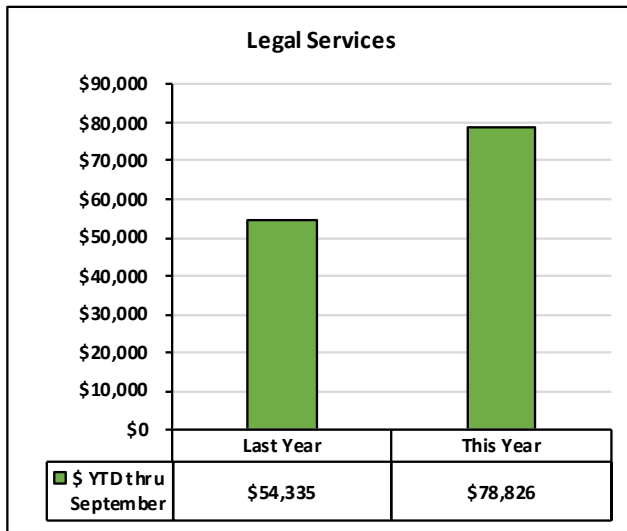
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2025-26 Year-to-Date Through September versus Prior Year



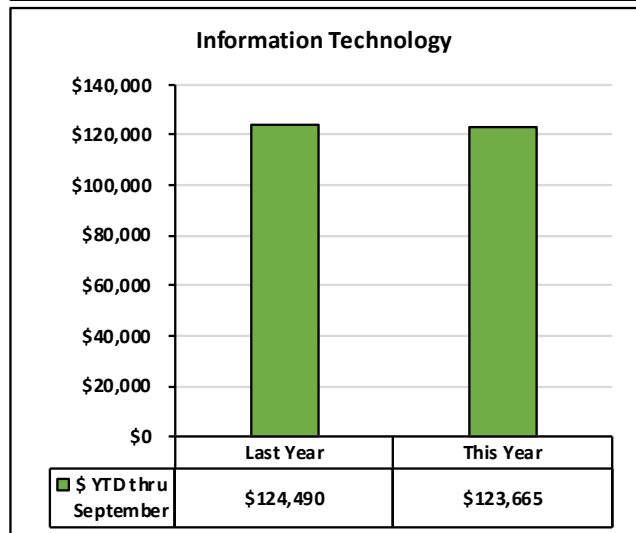
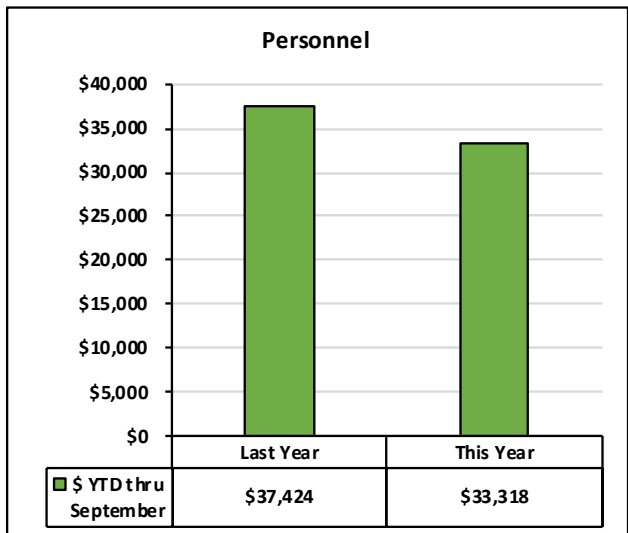
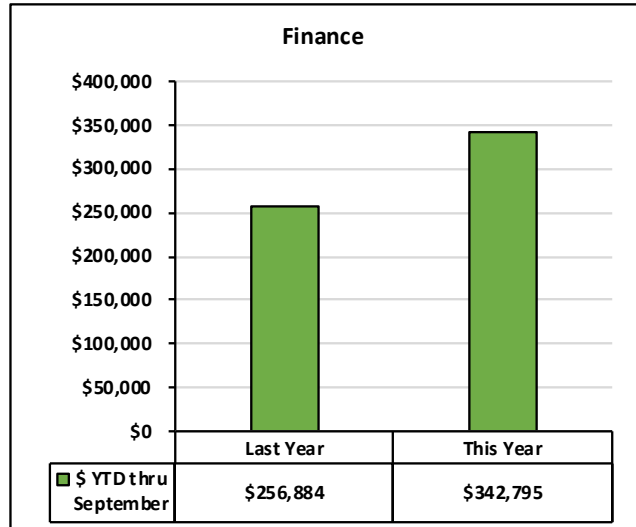
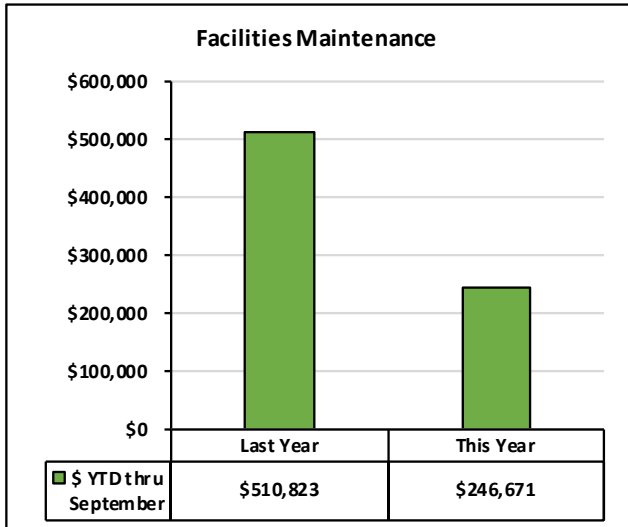
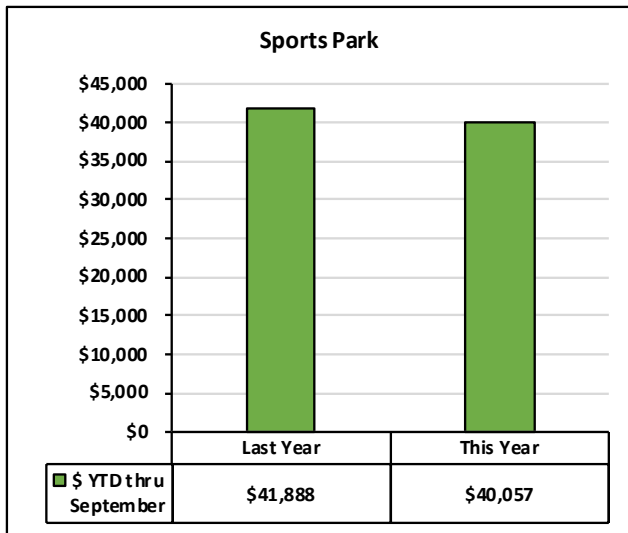
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2025-26 Year-to-Date Through September versus Prior Year



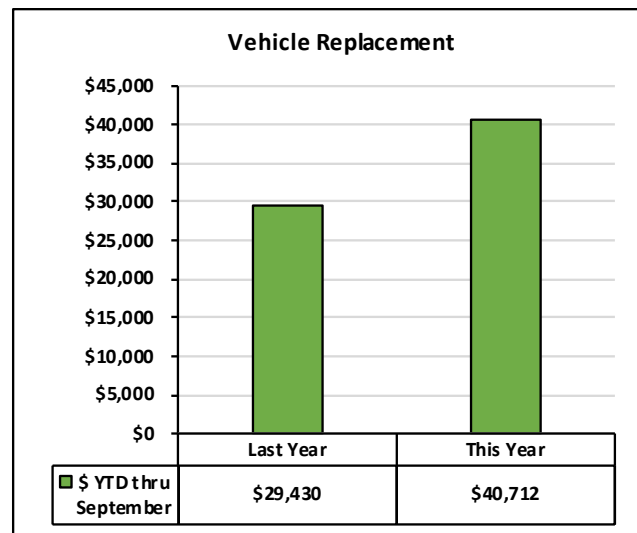
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2025-26 Year-to-Date Through September versus Prior Year



CITY OF DUARTE

General Fund Expenditures by Category & Division *FY 2025-26 Year-to-Date Through September versus Prior Year*



CITY OF DUARTE

Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2025-26 Year-to-Date Through September

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	24,640,481	1,579,743	0	6,723,186	0	(5,143,443)	19,497,037
220	Gas Tax	2,149,582	116,655	0	22,247	0	94,408	2,243,990
225	SB1/RMRA	842,668	52,514	0	0	0	52,514	895,182
240	Lghtng & Lndscpng	71,945	0	0	294,715	0	(294,715)	(222,770)
260	CDBG	0	0	0	0	0	0	0
270	PAEG	41,268	0	0	0	0	0	41,268
290	Supp Law Enfrmnt	0	0	0	45,970	0	(45,970)	(45,970)
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	150,835	8,234	0	9,285	0	(1,051)	149,784
400	Park Development	(18,808)	0	0	19,988	0	(19,988)	(38,796)
420	Quimby	68,861	0	0	0	0	0	68,861
440	Prop A	948,893	163,169	0	88,816	0	74,354	1,023,247
460	Prop C	260,957	135,323	0	69,954	0	65,368	326,325
470	Mea R	652,248	100,349	0	6,660	0	93,689	745,936
475	Mea M	1,081,960	113,809	0	0	0	113,809	1,195,769
490	Mea W	342,985	0	0	1,530	0	(1,530)	341,454
520	Town Cntr Debt Serv	0	0	0	0	0	0	0
521	Infra Mod Debt Srv	0	0	0	220,837	0	(220,837)	(220,837)
610	Inclusionary Hsng	538,092	0	0	0	0	0	538,092
620	Community Impr	811,851	311,308	0	398,885	0	(87,577)	724,274
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	2,053,300	0	0	12,384	0	(12,384)	2,040,916
681	Fmr RDA L/M Hsg	4,100,079	0	0	4,845	0	(4,845)	4,095,234
Total - All Funds		38,737,195	2,581,105	0	7,919,302	0	(5,338,197)	33,398,998



**COMMUNITY DEVELOPMENT
STATUS REPORT
November 2025**

PROJECT/PROGRAM	STATUS
DEVELOPMENT	
Vallarta Supermarket (1740 Mountain Ave.)	Vallarta Supermarket has signed a lease with the property owner to move into the former Best Buy building. Vallarta has over 60 supermarkets in California and is expanding quickly. The process of opening the new store will take several months because major internal improvements are needed. Permits have been issued for upgrades to the building shell that includes a façade change. A tenant improvement plan for interior upgrades is being developed by Vallarta. Staff is working closely with the construction team to ensure a smooth process.
Andres Duarte School	The project was approved at the September 23 City Council meeting. It includes construction of 169 townhomes and renovation of Otis Gordon Park. The next steps include the builder submitting plans for plan check. This process will take several months.
805 Highland Ave.	Permits have been issued for a renovation and earthquake retrofit of the historic building at 805 Highland Avenue. This is a complicated project and may take some time, but it will preserve a local historic resource.
1501-1525 Huntington Dr.	The development plan for the properties is moving forward. The Town Center Specific Plan requires that these properties be developed together and that requirement has proven to be successful. The developer plans for some type of mixed use product for the property and is now considering various options. Staff has met with the development team to discuss development options and the City process. The developer plans to move forward in the next few months with an application for development.
Former Nissan Dealership	The Nissan dealership on the northeast corner of Buena Vista Street and Central Avenue has permanently closed. Staff has met with the new owner to discuss possible development of the site. The owner is in the process of hiring a Broker team to market the property for development.
2400 Huntington Drive	The City's Housing Authority owns the property at 2400 Huntington Drive and has been working with Jamboree Housing

PROJECT/PROGRAM	STATUS
	to work on a plan for property sale and development. Jamboree has purchased the adjacent property and is developing a revised concept plan. City Staff is working with the San Gabriel Valley Regional Housing Trust on possible financial assistance for the development. When a concept plan is completed, the purchase and sale process will move forward.
1404-1414 Royal Oaks Drive	Shuorung Properties LLC filed an application to construct 11 townhomes on the property at 1404-1414 Royal Oaks Drive, currently two single family homes. This requires environmental, a general plan amendment, zone change and design review. This item is scheduled for the November Planning Commission meeting.
1401 Santo Domingo	A 20-unit townhome development was approved for the property. The property was sold to a new owner that plans to develop the site. Plans are currently in plan check.
Metro Parking Lot	Staff has been working with Metro for the past several years on the development of the Metro parking lot as part of the Duarte Station Specific Plan. The intent is to replace the Metro parking into a parking structure and construct workforce housing along Fasana Road at Highland Avenue. Metro has awarded an Exclusive Negotiating Agreement to Jamboree Housing. The plan is for a development with between 100-120 units of multi-generation housing. There is currently no schedule for development.
Town Center North	Staff has been meeting with property owners to develop a proposal for a complete center rehabilitation that includes new, upgraded facades, an upgraded parking lot and related improvements. Staff has been working with a commercial broker team with the goal of spurring activity. The City has hired an Architect and Engineer to develop a detailed concept plan for façade and parking lot upgrades to the center. The City has approved an Exclusive Negotiating Agreement with Red Mountain, one of the owners in the center, to work toward the sale of the City's corner property. The goal is for the owner to assist the City in coordinating all the property owners to participate in a comprehensive improvement of the entire center as a part of the development plan.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: The PRO (pathology, radiology and oncology) building was recently approved. It is in the central portion of the campus to the east of the former Heritage Park. As a part of construction, the campus circulation plan that as a part of the

PROJECT/PROGRAM	STATUS
	specific plan will also be completed. The Specific Plan requires that a Parking Analysis be completed every five years and that analysis is currently in process. Fehr & Peers a traffic and parking consultant is working with the City to complete that analysis. It should be completed by the end of the year. The results will be used to determine the on-site parking requirements.
Westminster Gardens	Human Good, the owner, plans for a major campus expansion and has recently filed an application. The City hired MIG to assist in the preparation of the specific plan amendment and EIR. The request is for this expansion to accommodate up to 600 total units; this includes assisted living and memory care units, and mixed use. This project will take 12+ months, but Staff has had kick off meetings with the consultant and HumanGood and there is positive progress.
928 Huntington Dr.	A 16-unit apartment development has been approved for the property. Permits have been issued. Grading started but the project was put on hold by the owner.
<u>PUBLIC WORKS</u>	
Highland Promenade	This project is funded by a Measure M Grant. It is for an expanded right of way along the west side of Highland Ave. that would have a park-like pedestrian walkway. Construction began in late June and was expected to take about three months. However, the project recently slowed because of unexpected delays in working with Metro.
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. The appropriation is managed by Cal Trans and the bid package is being reviewed. Cal Trans must give final approval of the funding agreement before the project can go out to bid.
Huntington Drive Greening and Traffic Calming Project	The City has recently been awarded a \$2.1 million Metro Active Transport Program (MAT) grant to complete the project. This plan is in the CIP but had not yet been funded. The Huntington Drive Greening and Traffic Calming plan was approved by the Council in 2019 and was an implementation item from the Town Center Specific Plan. The project includes completing bulb outs, parking space marking, pedestrian lighting and sidewalk improvements on Huntington Drive between Buena Vista and Highland. It also includes pedestrian lighting and

PROJECT/PROGRAM	STATUS
	sidewalk improvements on the west side of Highland from Huntington Drive to the Freeway.
Encanto Park Infiltration Project	As a member of the Rio Hondo/San Gabriel River Watershed Management JPA a water infiltration project is being proposed at Encanto Park. The plan is to locate the structure in the park area under the soccer field. The design is at about 90% and the JPA is working on developing a budget. The JPA presented the project to the City Council on September 9 and had a booth at the City Picnic to inform the public. The JPA will provide a presentation at an upcoming Parks & Recreation Commission meeting. Because of the funding process, construction will not start until late 2026 at the earliest.
Pops Road Parking Lot	The first phase of the Pops Road parking lot upgrade is mostly completed. The second phase will include landscaping and parking lot lighting.
Lena Valenzuela Park	Security lighting upgrades are in process at the park was recently completed.
Buena Vista Street Banner Pole Replacement	The replacement of the street banner poles has been approved. The poles are on order and will be installed when they are delivered. The estimated delivery date is December.
Citywide Striping Project	The current plan is for a bid award on November 25. This project includes lane striping, crosswalks and pavement markings at various locations in the city.
Annual Curb Ramp Project	The annual curb ramp project, funded by CDBG funds, is out for bid. Award of contract is scheduled for December.
Annual Concrete Repair Project	The annual project of repairing sidewalks and curbs throughout the city, will start in the next two weeks.
Kellwil Traffic Signal	The new traffic signal is currently out to bid. Award of contract is scheduled for December.



**PARKS AND RECREATION
STATUS REPORT
November 2025**

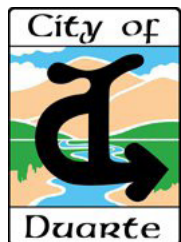
PROJECT/PROGRAM	STATUS
<u>SPECIAL EVENTS</u>	
Senior Center Thanksgiving Dinner	On Friday, November 21, from 5 to 7 PM, individuals 55+ are encouraged to join us for a heartwarming evening of gratitude at the Senior Center! You'll enjoy a fully catered meal, including dessert, and live entertainment. Preregistration is required, \$25 Resident / \$30 Non-Resident, and you can register in-person at the Senior Center or online at CITYORDUARTE.CA.GOV .
Holiday Decorating Contest	It's time! Get your holiday lights ready and dust off your decorations to participate in the City's annual Holiday Decorating Contest. To qualify, entries must be located within the incorporated area of Duarte, and you'll need to email duarteparksactive@cityofduarte.ca.gov by Sunday, December 7. Judging will take place during the week of December 8 and contest winners will be announced on the City's website and social media platforms on Monday, December 15.
Santa's Duarte Mailbox	The Department is once again monitoring Santa's Mailbox this season! From December 21 to December 17, you can find St. Nick's mailbox at City Hall, available during regular operating hours. Remember to include your address and phone number, as all letters will be sent to the North Pole, and Santa will write back to Duarte residents!
Holiday Tree Lighting Ceremony: Featuring Duarte Rotary's Hot Cocoa with Santa!	Join us in the City Hall Courtyard on Tuesday, December 2 for the City's Holiday Tree Lighting Ceremony. The holiday cheer starts at 6:30 PM, with festive entertainment, gingerbread house making, crafts, and free hot cocoa and photos with Santa sponsored by the Duarte Rotary Club. At 7:45 PM, we'll count down together and officially light up the City's tree for this holiday season.
Snow Nite	On Sunday, December 7, the Department will host its snowiest event of the year: Snow Nite, at Beardslee Park (2000 Buena Vista Street) from 5 to 8 PM. In addition to snow sledding and play areas, the event will feature live holiday entertainment, Santa's Toy Workshop, photos with Santa, mechanical rides (purchased separately), boutique shopping, and food trucks. Best of all, it's free so bring the whole family for this snowy paradise!

Capital Improvement Projects

Fitness Center Pool
Deck Renovation
Project

The final design and construction documents for the Fitness Center Pool Deck Renovation Project are now complete. The renovation plans address all of the findings identified in the Fitness Center and Swimming Pools Assessments, which the City conducted in Fall of 2023, related to decking, both pools, mechanical equipment, locker rooms, and code related deficiencies. In addition, staff expanded the design scope within the building to enhance accessibility, safety, and for maintenance purposes. The attached presentation shows the final renderings of the construction documents. Note, the final color selections for tile and wall art have not yet been determined, the colors shown are included for visual purposes of this presentation. Based on the final design, the construction cost is estimated at approximately \$5.7M. Staff and the City's contracted grant writing firm are now exploring all grant funding opportunities to secure the funds needed to advance this now shovel-ready project into implementation. Staff will keep the Council abreast of any funding updates in future Parks and Recreation Department Update Reports.

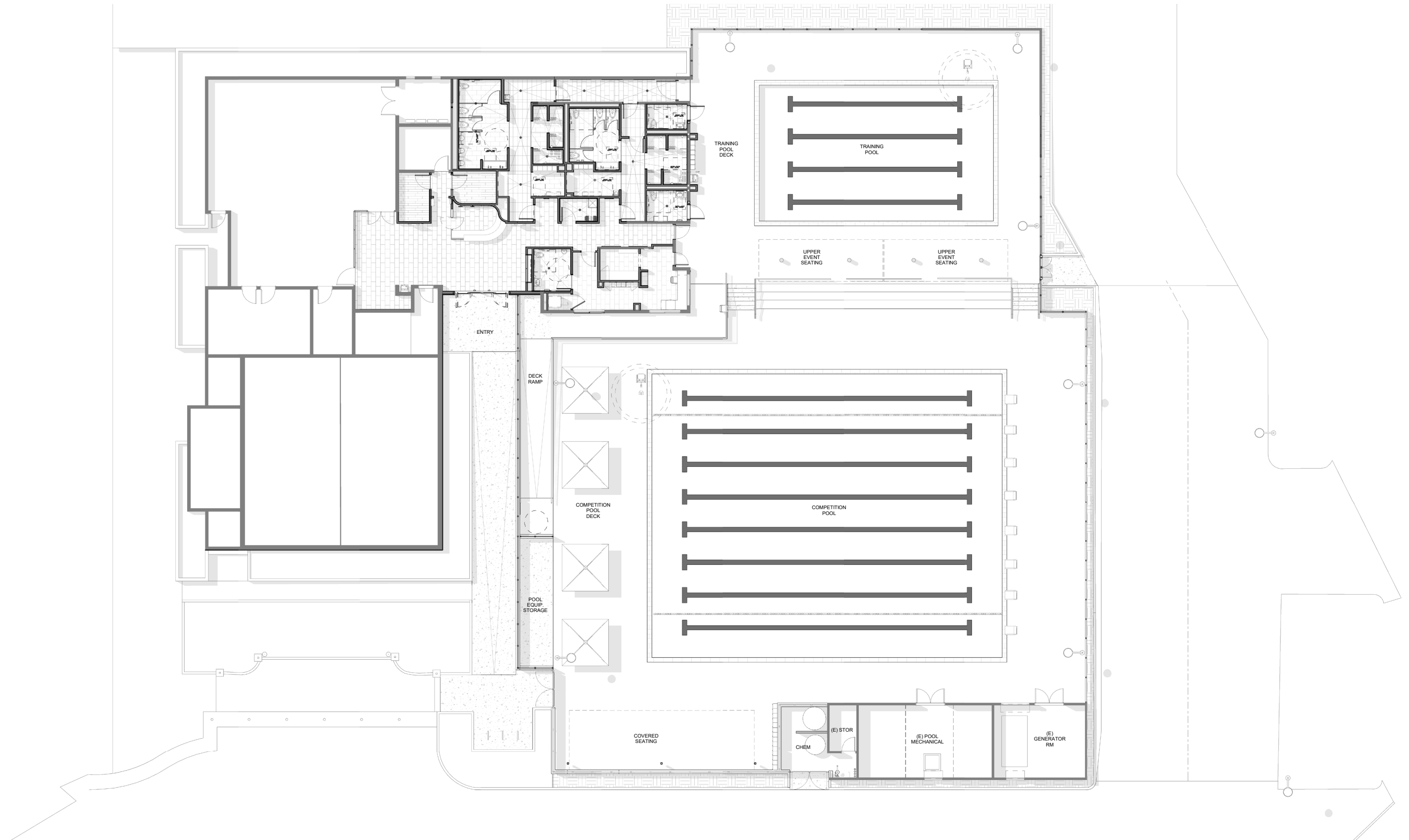
City of Duarte Duarte Fitness Center Pool Deck Renovation





PLAN & SITE PLAN







APPROACH AND LOBBY



FACILITY ENTRY



LOBBY



LOBBY



LOBBY TO DECK



LIFEGUARD



VIEW TO COMP POOL



VIEW TO TRAINING POOL



GUARD DESK



MENS LOCKER







WOMENS LOCKER







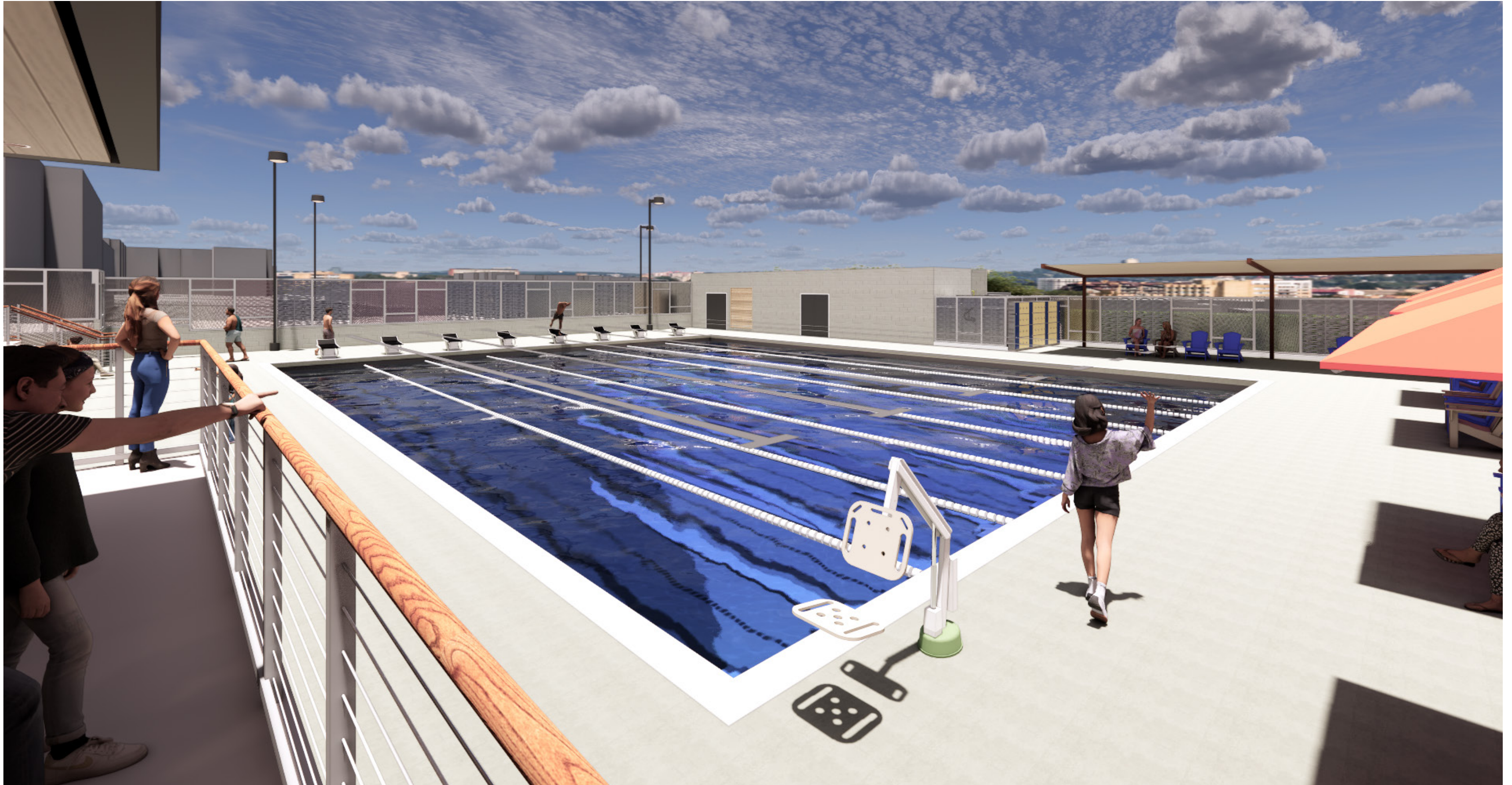
POOL DECKS



LOCKERS TO DECK NORTH



TRAINING POOL



DECK PATH



CONNECTOR RAMP



PATH AND CONNECTOR



DECK STORAGE



COMPETITION DECK



COST ESTIMATE



SUMMARY MATRIX							
	Fitness Center 3,152		Sitework/ Pools 16,580		Overall Totals		
Element	Total	Cost/SF	Total	Cost/SF	Total	Cost/SF	
						Bld'g Area	
01 General Requirements (see below)							
02 Existing Conditions	\$70,449	\$22.35	\$138,130	\$8.33	\$208,579	\$66.17	
03 Concrete	\$49,436	\$15.68	\$204,904	\$12.36	\$254,340	\$80.69	
04 Masonry	\$11,700	\$3.71	\$5,888	\$0.36	\$17,588	\$5.58	
05 Metals	\$31,520	\$10.00	\$141,534	\$8.54	\$173,054	\$54.90	
06 Wood, Plastics, And Composites	\$246,769	\$78.29	\$46,085	\$2.78	\$292,854	\$92.91	
07 Thermal And Moisture Protection	\$36,248	\$11.50	\$37,050	\$2.23	\$73,298	\$23.25	
08 Openings	\$87,950	\$27.90	\$8,050	\$0.49	\$96,000	\$30.46	
09 Finishes	\$324,112	\$102.83	\$444,350	\$26.80	\$768,462	\$243.80	
10 Specialties	\$91,940	\$29.17	\$86,000	\$5.19	\$177,940	\$56.45	
11 Equipment	\$2,350	\$0.75			\$2,350	\$0.75	
12 Furnishings	\$1,250	\$0.40			\$1,250	\$0.40	
13 Special Construction			\$1,212,945	\$73.16	\$1,212,945	\$384.82	
14 Conveying Systems							
21 Fire Suppression	\$26,792	\$8.50			\$26,792	\$8.50	
22 Plumbing	\$361,787	\$114.78	\$32,625	\$1.97	\$394,412	\$125.13	
23 HVAC	\$108,946	\$34.56			\$108,946	\$34.56	
25 Integrated Automation	\$16,009	\$5.08			\$16,009	\$5.08	
26 Electrical	\$277,119	\$87.92	\$14,414	\$0.87	\$291,533	\$92.49	
27 Communications	\$43,615	\$13.84			\$43,615	\$13.84	
28 Electrical Safety And Security	\$35,535	\$11.27			\$35,535	\$11.27	
Subtotal Cost	\$1,823,527	\$578.53	\$2,371,975	\$143.06	\$4,195,501	\$1,331.06	
General Conditions/General Requirements	15.0%	\$273,529	\$86.78	\$355,796	\$21.46	\$629,325	\$199.66
Bonds & Insurance	2.3%	\$48,232	\$15.30	\$62,739	\$3.78	\$110,971	\$35.21
Contractor's Fee	5.0%	\$107,264	\$34.03	\$139,525	\$8.42	\$246,790	\$78.30
Design Contingency	7.5%	\$168,941	\$53.60	\$219,753	\$13.25	\$388,694	\$123.32
Escalation to MOC, 05/02/25	2.0%	\$49,302	\$15.64	\$64,130.41	\$3.87	\$113,433	\$35.99
Total Estimated Construction Cost	\$2,470,796	\$783.88	\$3,213,918	\$1,019.64	\$5,684,714	\$1,803.53	

Prepared by Cumming Group



THANK YOU



AGENDA REPORT

MEETING DATE: November 11, 2025

TO: Mayor and Members of the City Council

FROM: Kristen Petersen, Assistant City Manager/Admin. Serv. Director

BY: Michelle Brown, Human Resources Specialist

SUBJECT: Salary Increase Adjusting the Hourly Rate Schedule for Compliance with New Minimum Wage Requirements effective January 1, 2025

RECOMMENDATION: It is recommended that the City Council approve Resolution No. 25-27 adjusting the hourly rate schedule for compliance with the new minimum wage requirements as shown on the attached Citywide Salary and Pay Schedule that is attached as Exhibit A

FISCAL IMPACT: The fiscal impact is estimated to be approximately \$20,000 and will be included in the Mid-year budget adjustments in February 2026

BACKGROUND

In May 2016, the California legislature passed an unprecedented statewide minimum wage hike plan that took place over a six year span to increase minimum wage to \$15.00 per hour, which went into effect on January 1, 2022. After this initial six year increase, the wage adjusts annually for inflation based on the national consumer price index for urban wage earners and clerical workers (CPI-W) with the highest raise allowed in any one year being 3.5 percent.

On August 1, 2025, the Director of the Department of Finance for the State of California Department of Industrial Relations certified that based on the annual inflation rate from 7/1/2024-6/30/2025 the State hourly minimum wage must be increased to \$16.90 per hour, effective January 1, 2026.

DISCUSSION/ANALYSIS

As part of the progression of wage hikes, as of January 1, 2026, the minimum wage will increase to \$16.90 per hour. Thus, eleven of the City's existing part time positions (Aerobics Instructor, Assistant Boxing Trainer, Boxing Trainer, College Intern, Computer Lab Technician, Custodian, Lifeguard, Pool Manager, Recreation Leader, Recreation Specialist, and Trail Maintenance Crew) need salary adjustments. All affected part time salaries were surveyed by staff and adjusted as needed to meet minimum wage regulations and also remain competitive in the surrounding job market.

Attached please find Resolution No. 25-27 adjusting the hourly rate schedule for eleven part time positions on the City-Wide Salary and Pay Schedule. The new schedule would go into effect on January 1, 2026.

RECOMMENDATION

It is recommended that the City Council approve the attached Resolution No. 25-27, adjusting the hourly rate schedule for compliance with the new minimum wage requirements as shown on the attached City-Wide Salary and Pay Schedule that is attached as Exhibit A.

FISCAL IMPACT

The fiscal impact is estimated to be approximately \$20,000 and will be included in the Mid-year budget adjustments in February 2026.

ATTACHMENTS

- A. Resolution No. 25-27
- B. Exhibit A – Salary Schedule Effective January 1, 2026

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

RESOLUTION NO. 25-27**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
ADJUSTING THE HOURLY RATE SCHEDULE FOR COMPLIANCE
WITH THE NEW MINIMUM WAGE REQUIREMENTS**

BE IT RESOLVED by the City Council of the City of Duarte, County of Los Angeles, State of California, as follows:

Section 1. The City Council of the City approved and adopted one consolidated and comprehensive publicly available pay schedule, containing all established employee positions and pay rates, in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5.

Section 2. On August 1, 2025, the Director of the Department of Finance for the State of California Department of Industrial Relations certified that based on the annual inflation rate from 7/1/2024-6/30/2025, under Labor Code section 1182.12(c)(3)(A), the state hourly minimum wage must be increased, effective January 1, 2025, to \$16.90 per hour. Thus, eleven of the City's existing part time positions (Aerobics Instructor, Assistant Boxing Trainer, Boxing Trainer, College Intern, Computer Lab Technician, Custodian, Lifeguard, Pool Manager, Recreation Leader, Recreation Specialist, and Trail Maintenance Crew) wage ranges and steps are hereby adjusted on the attached Citywide Salary and Pay Schedule as Exhibit A.

Section 3. All resolutions, or portions thereof, previously adopted by the City Council and found to be in conflict with the provisions of this resolution are hereby repealed.

Section 4. This resolution will become effective January 1, 2026. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 11th day of November 2025.

Cesar A. Garcia
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Frances Jimenez
City Clerk

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

I, Frances Jimenez, 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. 25-27 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 11th day of November 2025, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Frances Jimenez
City of Duarte, California

Exhibit A

CITY OF DUARTE CITY-WIDE SALARY AND PAY SCHEDULE

Effective January 1, 2026 unless otherwise stated

POSITION	Hourly	Monthly	Annually
City Councilmember		\$ 995.50	\$ 11,946
City Manager	\$ 131.47	\$ 22,788	\$ 273,459

DEPARTMENT HEAD / DIVISION MANAGER - UNREPRESENTED

POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant City Manager	\$ 90.44	\$ 15,675	\$ 93.99	\$ 16,234	\$ 96.87	\$ 16,793	\$ 100.09	\$ 17,347	\$ 103.28	\$ 17,900	\$ 106.49	\$ 18,458	\$ 106.69	\$ 19,013
Human Resources Manager	\$ 57.03	\$ 9,886	\$ 59.79	\$ 10,191	\$ 60.61	\$ 10,507	\$ 62.49	\$ 10,831	\$ 64.42	\$ 11,116	\$ 66.41	\$ 11,512	\$ 68.47	\$ 11,867

MANAGEMENT & PROFESSIONAL EMPLOYEES - SEIU LOCAL 721

POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant Civil Engineer	\$ 42.79	\$ 7,416	\$ 44.16	\$ 7,654	\$ 45.50	\$ 7,887	\$ 46.86	\$ 8,123	\$ 48.21	\$ 8,356	\$ 49.59	\$ 8,595	\$ 50.94	\$ 8,830
Assistant to the City Manager	\$ 56.42	\$ 9,780	\$ 58.08	\$ 10,067	\$ 59.72	\$ 10,352	\$ 61.39	\$ 10,641	\$ 63.04	\$ 10,928	\$ 64.71	\$ 11,216	\$ 66.39	\$ 11,508
Associate Civil Engineer	\$ 47.95	\$ 8,311	\$ 49.71	\$ 8,616	\$ 51.46	\$ 8,919	\$ 53.23	\$ 9,226	\$ 54.97	\$ 9,528	\$ 56.74	\$ 9,834	\$ 58.50	\$ 10,139
Associate Planner	\$ 44.69	\$ 7,747	\$ 46.20	\$ 8,008	\$ 47.71	\$ 8,270	\$ 49.24	\$ 8,534	\$ 50.75	\$ 8,797	\$ 52.27	\$ 9,061	\$ 53.81	\$ 9,326
City Clerk	\$ 53.66	\$ 9,300	\$ 55.22	\$ 9,571	\$ 56.76	\$ 9,839	\$ 58.33	\$ 10,110	\$ 59.86	\$ 10,376	\$ 61.44	\$ 10,649	\$ 63.00	\$ 10,920
Deputy City Manager	\$ 62.07	\$ 10,758	\$ 63.90	\$ 11,076	\$ 65.70	\$ 11,389	\$ 67.54	\$ 11,706	\$ 69.35	\$ 12,021	\$ 71.19	\$ 12,339	\$ 73.03	\$ 12,658
Director of Community Development	\$ 79.88	\$ 13,845	\$ 82.97	\$ 14,381	\$ 86.05	\$ 14,915	\$ 89.14	\$ 15,451	\$ 92.22	\$ 15,985	\$ 95.30	\$ 16,519	\$ 98.39	\$ 17,055
Director of Parks & Recreation	\$ 75.70	\$ 13,122	\$ 78.16	\$ 13,548	\$ 80.62	\$ 13,975	\$ 83.09	\$ 14,402	\$ 85.55	\$ 14,828	\$ 88.01	\$ 15,255	\$ 90.47	\$ 15,682
Director of Public Safety Services	\$ 75.70	\$ 13,122	\$ 78.16	\$ 13,548	\$ 80.62	\$ 13,975	\$ 83.09	\$ 14,402	\$ 85.55	\$ 14,828	\$ 88.01	\$ 15,255	\$ 90.47	\$ 15,682
Facilities Maintenance Supervisor	\$ 39.89	\$ 6,915	\$ 41.42	\$ 7,180	\$ 42.96	\$ 7,447	\$ 44.49	\$ 7,711	\$ 46.02	\$ 7,976	\$ 47.56	\$ 8,243	\$ 49.08	\$ 8,507
Field Services Manager	\$ 59.50	\$ 10,314	\$ 61.53	\$ 10,665	\$ 63.54	\$ 11,014	\$ 65.57	\$ 11,365	\$ 67.58	\$ 11,714	\$ 69.61	\$ 12,066	\$ 71.64	\$ 12,418
Financial Services Manager	\$ 57.03	\$ 9,886	\$ 58.79	\$ 10,191	\$ 60.61	\$ 10,507	\$ 62.49	\$ 10,831	\$ 64.42	\$ 11,166	\$ 66.41	\$ 11,512	\$ 68.47	\$ 11,867
Planning Manager	\$ 63.75	\$ 11,051	\$ 65.78	\$ 11,402	\$ 67.80	\$ 11,752	\$ 69.83	\$ 12,104	\$ 71.87	\$ 12,457	\$ 73.89	\$ 12,807	\$ 75.91	\$ 13,158
Public Safety Manager	\$ 63.75	\$ 11,051	\$ 65.78	\$ 11,402	\$ 67.80	\$ 11,752	\$ 69.83	\$ 12,104	\$ 71.87	\$ 12,457	\$ 73.89	\$ 12,807	\$ 75.91	\$ 13,158
Public Works Manager	\$ 60.22	\$ 10,438	\$ 62.11	\$ 10,766	\$ 64.01	\$ 11,095	\$ 65.92	\$ 11,426	\$ 67.81	\$ 11,754	\$ 69.72	\$ 12,085	\$ 71.63	\$ 12,416
Recreation Manager	\$ 56.76	\$ 9,839	\$ 58.69	\$ 10,173	\$ 60.69	\$ 10,519	\$ 62.75	\$ 10,877	\$ 64.88	\$ 11,247	\$ 67.09	\$ 11,629	\$ 69.38	\$ 12,025
Recreation Supervisor	\$ 39.89	\$ 6,915	\$ 41.42	\$ 7,180	\$ 42.96	\$ 7,447	\$ 44.49	\$ 7,711	\$ 46.03	\$ 7,978	\$ 47.56	\$ 8,243	\$ 49.09	\$ 8,508
Senior Planner	\$ 55.75	\$ 9,663	\$ 57.51	\$ 9,968	\$ 59.27	\$ 10,274	\$ 61.04	\$ 10,580	\$ 62.79	\$ 10,884	\$ 64.56	\$ 11,190	\$ 66.33	\$ 11,497
Transportation Supervisor	\$ 43.48	\$ 7,536	\$ 45.20	\$ 7,834	\$ 46.95	\$ 8,138	\$ 48.68	\$ 8,437	\$ 50.41	\$ 8,738	\$ 52.16	\$ 9,042	\$ 53.90	\$ 9,343

GENERAL EMPLOYEES - SEIU LOCAL 721

POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Accountant	\$ 37.75	\$ 6,543	\$ 38.92	\$ 6,747	\$ 40.13	\$ 6,955	\$ 41.37	\$ 7,170	\$ 42.65	\$ 7,393	\$ 43.97	\$ 7,621	\$ 45.32	\$ 7,856
Accounting Specialist	\$ 31.27	\$ 5,421	\$ 32.34	\$ 5,605	\$ 33.42	\$ 5,792	\$ 34.49	\$ 5,979	\$ 35.56	\$ 6,164	\$ 36.64	\$ 6,350	\$ 37.70	\$ 6,535
Administrative Secretary	\$ 29.54	\$ 5,121	\$ 30.68	\$ 5,317	\$ 31.81	\$ 5,514	\$ 32.95	\$ 5,711	\$ 34.08	\$ 5,908	\$ 35.20	\$ 6,102	\$ 36.34	\$ 6,299
Assistant Planner	\$ 35.57	\$ 6,166	\$ 36.95	\$ 6,405	\$ 38.35	\$ 6,647	\$ 39.74	\$ 6,889	\$ 41.13	\$ 7,129	\$ 42.51	\$ 7,368	\$ 43.90	\$ 7,610
Building Permit Technician	\$ 29.54	\$ 5,121	\$ 30.68	\$ 5,317	\$ 31.81	\$ 5,514	\$ 32.95	\$ 5,711	\$ 34.08	\$ 5,908	\$ 35.20	\$ 6,102	\$ 36.34	\$ 6,299
Civil Engineering Technician	\$ 32.02	\$ 5,550	\$ 33.36	\$ 5,782	\$ 34.70	\$ 6,014	\$ 36.02	\$ 6,244	\$ 37.38	\$ 6,479	\$ 38.72	\$ 6,711	\$ 40.06	\$ 6,944
Clerk/Typist Receptionist	\$ 24.36	\$ 4,222	\$ 25.25	\$ 4,376	\$ 26.12	\$ 4,528	\$ 27.00	\$ 4,680	\$ 27.89	\$ 4,834	\$ 28.78	\$ 4,988	\$ 29.68	\$ 5,144
Code Compliance / Animal Control Officer	\$ 33.25	\$ 5,763	\$ 34.64	\$ 6,004	\$ 36.02	\$ 6,243	\$ 37.41	\$ 6,485	\$ 38.79	\$ 6,724	\$ 40.19	\$ 6,966	\$ 41.57	\$ 7,205
Community Development Technician	\$ 29.16	\$ 5,055	\$ 30.21	\$ 5,237	\$ 31.25	\$ 5,416	\$ 32.30	\$ 5,598	\$ 33.33	\$ 5,778	\$ 34.38	\$ 5,959	\$ 35.42	\$ 6,139
Crime Prevention Specialist	\$ 35.85	\$ 6,213	\$ 37.16	\$ 6,441	\$ 38.51	\$ 6,676	\$ 39.90	\$ 6,915	\$ 41.26	\$ 7,152	\$ 42.64	\$ 7,392	\$ 44.01	\$ 7,629
Custodian	\$ 24.47	\$ 4,241	\$ 25.40	\$ 4,402	\$ 26.33	\$ 4,563	\$ 27.29	\$ 4,729	\$ 28.22	\$ 4,891	\$ 29.17	\$ 5,057	\$ 30.10	\$ 5,218
Deputy City Clerk	\$ 29.54	\$ 5,121	\$ 30.68	\$ 5,317	\$ 31.81	\$ 5,514	\$ 32.95	\$ 5,711	\$ 34.08	\$ 5,908	\$ 35.20	\$ 6,102	\$ 36.34	\$ 6,299
Field Services Supervisor	\$ 38.32	\$ 6,643	\$ 40.22	\$ 6,972	\$ 42.14	\$ 7,304	\$ 44.05	\$ 7,636	\$ 45.97	\$ 7,968	\$ 47.90	\$ 8,302	\$ 49.81	\$ 8,634
Human Resources Specialist	\$ 32.39	\$ 5,614	\$ 33.75	\$ 5,849	\$ 35.10	\$ 6,084	\$ 36.45	\$ 6,319	\$ 37.79	\$ 6,551	\$ 39.15	\$ 6,786	\$ 40.50	\$ 7,020
Maintenance Lead Worker	\$ 34.13	\$ 5,916	\$ 35.16	\$ 6,095	\$ 36.19	\$ 6,273	\$ 37.22	\$ 6,452	\$ 38.40	\$ 6,656	\$ 39.57	\$ 6,860	\$ 40.60	\$ 7,038
Maintenance Technician	\$ 25.03	\$ 4,339	\$ 26.08	\$ 4,520	\$ 27.12	\$ 4,700	\$ 28.16	\$ 4,882	\$ 29.20	\$ 5,061	\$ 30.25	\$ 5,243	\$ 31.28	\$ 5,423
Management Aide	\$ 32.50	\$ 5,634	\$ 33.51	\$ 5,808	\$ 34.55	\$ 5,988	\$ 35.61	\$ 6,173	\$ 36.72	\$ 6,365	\$ 37.85	\$ 6,561	\$ 39.02	\$ 6,764
Management Analyst - City Manager's Office	\$ 35.78	\$ 6,203	\$ 37.27	\$ 6,461	\$ 38.83	\$ 6,731	\$ 40.45	\$ 7,010	\$ 42.13	\$ 7,303	\$ 43.89	\$ 7,607	\$ 45.71	\$ 7,924
Outreach Coordinator - Public Safety	\$ 28.90	\$ 5,009	\$ 29.99	\$ 5,199	\$ 31.09	\$ 5,388	\$ 32.18	\$ 5,578	\$ 33.29	\$ 5,770	\$ 34.38	\$ 5,960	\$ 35.49	\$ 6,152
Payroll Technician	\$ 29.94	\$ 5,190	\$ 30.84	\$ 5,345	\$ 31.76	\$ 5,506	\$ 32.72	\$ 5,671	\$ 33.70	\$ 5,841	\$ 34.71	\$ 6,016	\$ 36.18	\$ 6,271
Recreation Coordinator	\$ 28.90	\$ 5,009	\$ 29.99	\$ 5,199	\$ 31.09	\$ 5,388	\$ 32.18	\$ 5,578	\$ 33.29	\$ 5,770	\$ 34.38	\$ 5,960	\$ 35.49	\$ 6,152
Senior Code Compliance / Animal Control Officer	\$ 36.20	\$ 6,275	\$ 37.70	\$ 6,535	\$ 39.20	\$ 6,795	\$ 40.71	\$ 7,057	\$ 42.24	\$ 7,321	\$ 43.75	\$ 7,583	\$ 45.25	\$ 7,843
Senior Custodian	\$ 29.69	\$ 5,147	\$ 30.84	\$ 5,346	\$ 31.99	\$ 5,545	\$ 33.14	\$ 5,744	\$ 34.30	\$ 5,946	\$ 35.45	\$ 6,145	\$ 36.61	\$ 6,346
Senior Maintenance Technician	\$ 29.36	\$ 5,090	\$ 30.49	\$ 5,284	\$ 31.61	\$ 5,479	\$ 32.73	\$ 5,673	\$ 33.86	\$ 5,870	\$ 35.00	\$ 6,066	\$ 36.11	\$ 6,259

PART-TIME HOURLY EMPLOYEES

POSITION	Hourly Pay Rate						
	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Aerobics Instructor	\$ 16.90	\$ 18.17	\$ 19.44	\$ 20.71	\$ 21.98	\$ 23.25	\$ 25.47
Animal Control Officer	\$ 22.13	\$ 22.99	\$ 23.85	\$ 24.71	\$ 25.57	\$ 26.43	\$ 27.29
Assistant Boxing Trainer	\$ 20.25	\$ 20.91	\$ 21.57	\$ 22.22	\$ 22.88	\$ 23.54	\$ 24.19
Boxing Trainer	\$ 25.54	\$ 26.22	\$ 26.90	\$ 27.57	\$ 28.25	\$ 28.93	\$ 29.59
Certified Aerobics Instructor	\$ 25.03	\$ 26.28	\$ 27.76	\$ 29.24	\$ 30.72	\$ 32.21	\$ 33.69
College Intern	\$ 16.90	\$ 17.20	\$ 17.76	\$ 19.14	\$ 20.70	\$ 22.68	\$ 24.85
Community Services Officer	\$ 22.13	\$ 22.99	\$ 23.85	\$ 24.71	\$ 25.57	\$ 26.43	\$ 27.29
Computer Lab Technician	\$ 16.90	\$ 17.16	\$ 17.42	\$ 17.68	\$ 17.94	\$ 18.20	\$ 18.45
Custodian	\$ 19.38	\$ 20.07	\$ 20.77	\$ 21.47	\$ 22.17	\$ 22.86	\$ 23.66
Dance Instructor	\$50.00						
Lifeguard	\$ 18.00	\$ 18.33	\$ 18.66	\$ 18.99	\$ 19.32	\$ 19.65	\$ 19.95
Lifeguard/Instructor	\$ 19.50	\$ 20.03	\$ 20.58	\$ 21.15	\$ 21.73	\$ 22.34	\$ 22.95
Pool Manager	\$ 22.47	\$ 22.81	\$ 23.15	\$ 23.49	\$ 23.83	\$ 24.17	\$ 24.51
Recreation Leader	\$ 17.00	\$ 17.67	\$ 18.34	\$ 19.01	\$ 19.68	\$ 20.35	\$ 21.02
Recreation Specialist	\$ 20.12	\$ 20.77	\$ 21.42	\$ 22.07	\$ 22.72	\$ 23.37	\$ 24.00
Senior Custodian	\$ 26.40	\$ 27.42	\$ 28.44	\$ 29.46	\$ 30.49	\$ 31.51	\$ 32.55
Trail Maintenance Crew	\$ 16.90	\$ 17.46	\$ 17.87	\$ 19.61	\$ 21.02	\$ 23.13	\$ 25.44



AGENDA REPORT

MEETING DATE: November 11, 2025

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

BY: Alyssa Rico, Recreation Manager

SUBJECT: Approval of Recreation Software Services Agreement with Kaizen Laboratories Inc. ("Kaizen") for a Three-Year Term

RECOMMENDATION: It is recommended that the City Council 1) authorize the City Manager to execute this three-year Recreation Software Service Agreement with Kaizen and 2) approve a budget amendment of \$15,825 from the General Fund.

FISCAL IMPACT: Funds were budgeted for the annual cost of ACTIVENet in Fiscal Year 2025/26 under the General Fund (100-1605-7653). While a portion of those funds will be available, a budget amendment of \$15,825 is required to cover the balance of the annual upfront cost for Kaizen software to launch with the City in April of 2026.

BACKGROUND

Since 2016, the Parks & Recreation Department has utilized ACTIVENet, a membership and activity management software, for selected department program and event registrations (contracted classes, youth sports, swim lessons, excursions, and gazebo reservations). While the ACTIVENet software was instrumental in moving the majority of the Department's paper-based registration online, in recent years, City staff has experienced some challenges and limitations with the software meeting our operational and administrative needs.

Given that the City's contractual agreement with ACTIVENet now renews every April, staff began exploring the recreation software market at the beginning of the calendar year and based on that preliminary research, invited and conducted in-depth demonstrations with four reputable registration platforms including RecDesk, CivicRec, Xplor, and Kaizen. Representatives from the Parks and Recreation Department, Administrative Services Department, and Information and Technology comprised the selection team. They attended each software's demo mode presentation and evaluated the system using pre-established criteria and scripted questions.

DISCUSSION/ANALYSIS

After thorough demonstrations, extensive feedback from the selection team, reference checks, and contract review, staff has identified Kaizen as the software solution best suited to meet the Department's current and future needs. Kaizen believes in creating digital-first experiences that empower residents to enjoy their surroundings to the fullest and among all that, strengthening their link between communities and local governments. Additionally, Kaizen software offers:

- **Modern Functionality:** A user-friendly interface with support for mobile devices and digital wallet-based memberships.
- **Security and Compliance:** Native HIPAA compliance meeting requirements that ensures the security and privacy of users with secure data management, including electronic waivers and electronic signatures on contracts.
- **Enhanced Communication:** Automatic notifications and language translation capabilities.
- **New Functionality:** Special event permits, sports league management, facility reservation management, and ticketing modules that are integrated into the platform.
- **Proven Performance:** With 24-hour customer support and testimonials from other municipalities, including Pima County, Arizona, and Castle Pines, Colorado, Kaizen is proven to handle more than 10,000 concurrent users without degradation in service.

Contract Details

City staff is recommending purchasing Kaizen software through their Sourcewell contract, #022525-KZN, at an annual subscription fee of \$24,500. Sourcewell contracts are competitively solicited on behalf of Sourcewell and its participating agencies, including the City of Duarte. The proposed contract with Kaizen includes a three-year service term, with the option to renew for two additional years, at an annual subscription fee of \$24,500. Unlike the City's current vendor agreement, which is based on a percentage of revenue collected plus processing fees, staff recommends approving a flat annual rate with Kaizen and passing the processing fees directly along to members of the public. This approach is reflective of the current industry standard, as approximately 85% of Kaizen's municipal clients including Bell, Bellflower, Manhattan Beach, and Monterey Park have implemented the same model. Below are the processing rates comparables between the proposed and current vendors.

Type of Payment	Kaizen Labs	ACTIVENet
In Person/Online Credit Card	2.9% + \$.030	7.1928%
Electronic Check	0.8% (\$5 max)	0.5%
Refund Fee	None	\$0.10
Cash/Check	No Charge	3.2694% "Technology Fee"

In addition, Kaizen includes recurring staff training, hosting, technical support and software maintenance at no additional cost, further reducing long-term operational expenses and enhancing staff productivity.

Implementation Timeline

The Kaizen recreation management system implementation for the City would begin immediately following City Council approval, with a formal project kick-off occurring the week of November 17. Department discovery sessions would take place in early December to better understand

current workflows, followed by core module configuration later that month. In January 2026, Kaizen would conduct staff training and configuration workshops, leading into the setup of development, staging, and production environments in February. A soft launch is planned for late February to test system functionality before the full public go-live in March 2026 and post-launch optimization and support continuing thereafter to refine and enhance system performance. The City would continue to use ACTIVENet until April 2026. Additionally, the Department will begin a robust marketing and education plan to aid our current user base in transitioning to the new software system.

RECOMMENDATION

It is recommended that the City Council 1) authorize the City Manager to execute this three-year Recreation Software Service Agreement with Kaizen and 2) approve a budget amendment of \$15,825 from the General Fund.

FISCAL IMPACT

Funds were budgeted for the annual cost of ACTIVENet in Fiscal Year 2025/26 under the General Fund (100-1605-7653). While a portion of those funds will be available, a budget amendment of \$15,825 is required to cover the balance of the annual upfront cost for Kaizen software to launch with the City in April of 2026.

ATTACHMENTS

A. Kaizen Labs Software Services Agreement

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

ORDER FORM

Kaizen Laboratories Inc.
17 W 20th St Fl 5
New York, NY 10011



CUSTOMER INFORMATION

Bill to: Duarte Parks and Recreation
1600 Huntington Drive Duarte, CA 91010

Primary Contact: Brian Villalobos

Primary Contact Phone:

(626) 357-7931

Primary Contact E-Mail: bvillalobos@accessduarte.com

Effective Date: [date of signing]

Initial Service Term: 3 years

Renewal Term: 2 years

Contract Type: SaaS (Annual License)

Payment Terms:

Transaction - Kaizen manages remittance & invoicing (Net30)

Sourcewell Contract ID: #: 022525-KZN

Sourcewell Customer Number: 124355

SUMMARY OF SERVICES

Services	Qty	Unit Cost	Total Fees
Software Services Modules: ● Facility Reservations – Reservation management for Customer-owned spaces, including pavilions, community centers, courts, athletic fields, and other recreational facilities. ● Point of Sale (POS) – On-site and mobile transaction processing for admissions, merchandise, concessions, and pass sales. ● Memberships – Digital enrollment, tracking, and renewal for community programs, fitness centers, and other recurring access services. ● Programming – Registration and schedule management for classes, camps, leagues, workshops, and other recreational programs. ● Ticketing – Digital or print ticket generation and validation for Customer-operated events, activities, or facility access. ● Payment Processing – Management of digital and in-person payment workflows, including integration with third-party processors, fee calculation, disbursement, refunds, and reconciliation services.	1	\$24,500.00	\$24,500.00 annually
Support and Implementation Services: ● Software Maintenance ● Data Hosting ● Technical Support and Customer Service	1	\$0.00	\$0.00

- Recurring Staff Training - Design updates and user improvements - Kickoff Staff Training			
		Total one-time:	\$ 0.00
		Total annually:	\$ 24,500.00
Hardware			
Stripe S700 Card Reader	1	\$0.00	\$0.00
		Total:	\$ 0.00
		Subtotal:	\$ 24,500.00

Additional Fees	
Payment Processing Fees	The Customer or the End User of the Company Platform will be responsible for all payment processing fees, which at present time, are; - Credit, Debit, Apple/Google Pay 2.9% + \$0.30 per transaction - Bank account/ACH payment 0.8% (capped at \$5 total) - In-person transactions 2.7% + \$0.05 per transaction - Cash and Check - No payment processing fee These rates are subject to change in accordance with the terms and conditions of the Company's third-party payment processor. At any time during the Term, the Customer may modify which party - whether the Customer or the End User - is responsible for the payment of Payment Processing Fees, by providing written notice to the Company. This change will be made within 30 days of such notice. Payment Processing Fees can also be integrated as a standardized price increase on all paid services conducted on the Company Platform. Payment Processing Fees initial responsibility: Paid by Customer

TERMS AND CONDITIONS

1. This Order Form is effective as of the Effective Date listed above and is subject to, and hereby incorporates, the Digital Services Terms and Conditions attached hereto (together with this Order Form, the “**Agreement**”). If there is a conflict between this Order Form and the Agreement, the terms in this Order Form will control.

ORDER FORM VALIDITY

1. This Order Form is valid for execution until the earlier of sixty (60) days from the date of issuance. After that time, the pricing, terms, or availability may be subject to change at Company’s discretion.

ACCEPTANCE

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this Order Form and the Digital Services Terms and Conditions referenced above, including any attached Exhibits and any documents incorporated by reference therein. Together, these constitute the full Agreement between the parties.

(Signature block on next page)

Signature Page to Order Form

IN WITNESS WHEREOF, the parties have caused this Order Form to be executed by their duly authorized representatives as of the Effective date.

Duarte

KAIZEN LABORATORIES INC.

By: _____
Name: Brian Villalobos
Title: City Manager
Date: _____
Billing Address 1600 Huntington Drive Duarte, CA 91010

By: _____
Name: Nikhil Reddy
Title: Co-Founder & CEO
Date: _____
Billing Address 453 S Spring Street
Ste 400 PMB1177
Los Angeles, CA 90013

DIGITAL SERVICES TERMS AND CONDITIONS

These Digital Services Terms and Conditions (the “Terms”) are hereby incorporated into any Order Form (defined below) that references the Terms (the Terms together with the Order Form, the “Agreement”), and set forth the terms and conditions pursuant to which the customer entity identified in the applicable Order Form (the “Customer”) receives the services and materials set forth in the Order Form (collectively, the “Services”) from Kaizen Laboratories Inc. (the “Company”). If there is a conflict between the Terms and an Order Form, the terms of the Order Form will control.

1. DEFINITIONS

- 1.1. **“Authorized User(s)”** means any employee or contractor of Customer that is authorized by Customer to use the Services on its behalf and has created an account in accordance with Section 2.3.
- 1.2. **“Company Platform”** means Company’s proprietary, web-based platform, which provides certain features and functionality relating to administration of municipal spaces.
- 1.3. **“Customer Data”** means any data, content, or information that is uploaded, transmitted, submitted, provided, or otherwise made available on the Company Platform by or on behalf of Customer.
- 1.4. **“Documentation”** means any user documentation, in all forms (e.g., user manuals, on-line help files) provided by Company which relate to the Services.
- 1.5. **“Order Form”** means an order form, quote or other similar document that: (a) sets forth the Services, the pricing therefor, and the Initial Service Term; (b) references these Terms; and (c) is executed by the parties.
- 1.6. **“Scope Limitations”** means the limitations on Customer’s use of the Services specified in the Order Form.
- 1.7. **“Services”** means the services and materials set forth in an Order Form.
- 1.8. **“Usage Data”** means any performance, analytical, or usage information relating to Customer’s and Users’ use of the Services which is generated or otherwise collected by the Services and is in aggregated or deidentified form only.
- 1.9. **“User(s)”** means any individual who uses the Services, including both Authorized Users and End Users.
- 1.10. **“End User”** means any User who is not the Customer or an Authorized User, and who interacts with the Company Platform in a customer-facing capacity, such as a resident, participant, or member of the public submitting payments, registrations, or requests through the Platform.
- 1.11. **“Gross Billing”** means the total dollar value of all payments processed or facilitated through the

Company Platform during the Term, whether by electronic means (including credit card, ACH, or digital wallet) or offline methods (such as cash or check), and inclusive of any applicable payment processing fees.

- 1.12. **“Module(s)”** means a functional component of the Company Platform that enables a specific category of administrative or transactional User workflow. Modules include, but are not limited to: Facility Reservations, Point of Sale, Payment Processing, Memberships, Day-Use Management, Campground Reservations and Management, Programming, Ticketing, Special Events, Access-Based Controls, and other similar services or functional groupings that may be added by mutual agreement or documented in an Order Form or implementation plan.

2. SERVICES

- 2.1. Use of the Services. Subject to the terms and conditions of this Agreement, Company grants to Customer and its Authorized Users a limited, worldwide, non-exclusive, non-transferable (except as permitted in Section 12.4) right during the Term (defined below) to use the Services solely in connection with Customer’s internal business operations. Customer’s and its Authorized Users’ right to use the Services is subject to the Scope Limitations and contingent upon their compliance with the Scope Limitations.
- 2.2. Use of the Documentation. Subject to the terms and conditions of this Agreement, Company grants to Customer and its Authorized Users a limited, worldwide, non-exclusive, non-transferable (except as permitted in Section 12.4) license, without right of sublicense, during the Term to reproduce, without modification, and internally use a reasonable number of copies of the Documentation solely in connection with their use of the Services in accordance with this Agreement.
- 2.3. Authorized Users. To access the Services, Customer and its Authorized Users will be required to register for an account. When registering for an account, Customer and its Authorized Users will be required to provide Company with certain registration information (including, the Customer’s name, email

address, account password, and other contact information). Customer acknowledges and agrees that the information provided to Company is accurate, complete, and not misleading, and that Company will, and will require that its Authorized Users, keep such information accurate and up to date at all times. Each account created by a Authorized User is personal to that specific individual and may not be transferred, sold or otherwise assigned to or shared with any other individual or entity. Customer is primarily responsible for maintaining the confidentiality of its account and password and those of its Authorized Users, and Customer accepts responsibility for all activities that occur under its and its Users' accounts. Customer will immediately notify Company upon becoming aware, or having a reasonable basis to believe, that its or its Users' accounts are no longer secure.

2.4. Use Restrictions. Except as otherwise explicitly provided in this Agreement or as may be expressly permitted by applicable law, Customer will not, and will not permit or authorize third parties or its Users to: (a) rent, lease, or otherwise permit third parties to use the Services or related Documentation; (b) use the Services to provide services to third parties (e.g., as a service bureau); (c) use the Services for any benchmarking activity or in connection with the development of any competitive product; (d) circumvent or disable any security or other technological features or measures of the Services; (e) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know how or algorithms relevant to the Services or any software, Documentation or data related to the Services; or (f) remove any proprietary notices or labels included as part of the Services. Company may immediately suspend access to or use of the Service by Customer and its Authorized Users upon notice to Customer for any breach of this Section 2.4.

2.5. Reservation of Rights. Company grants to Customer a limited right to use the Services and related Documentation under this Agreement. Customer will not have any rights to the Services, related Documentation, or Usage Data except as expressly granted in this Agreement. Customer acknowledges that all right, title and interest in and to all works of authorship, inventions, discoveries, improvements, methods, processes, formulas, designs, techniques, information, and other intellectual property (a) conceived, discovered, developed or otherwise made (as necessary to establish authorship, inventorship, or ownership) by Company, solely or in collaboration with others, in the course of performing the Services; or (b) that form all

or part of a deliverable provided as part of the Services, whether developed as part of the Services or separately, but excluding third party materials, and all derivatives thereof as well as the Documentation and Usage Data is and shall remain exclusively with Company. Company reserves to itself all rights to the Services, related Documentation, and Usage Data not expressly granted to Customer in accordance with this Agreement.

2.6. Feedback. If Customer or any of its Authorized Users provides any feedback to Company concerning the functionality and performance of the Services (including identifying potential errors and improvements), Customer hereby grants Company an unrestricted, perpetual, irrevocable, non-exclusive, fully paid-up, royalty-free license to exploit such feedback in any manner and for any purpose, including to improve the Services and create other products and services. Company will have no obligation to provide Customer or its Authorized Users with attribution for any such feedback.

2.7. Customer Data License. Customer hereby grants Company, during the term of this Agreement, a worldwide, non-exclusive, royalty-free, fully paid-up, irrevocable, non-sublicensable, non-transferable (except as permitted in Section 12.4) license to collect, use, store, modify, disclose, publicly display, reproduce, transmit, and otherwise process Customer Data solely: (1) in connection with the Services and Company's related applications; and (2) as otherwise provided for under this Agreement, including to collect, generate, and derive Usage Data. Company will maintain an industry-standard security program that is designed to prevent unauthorized access to or use of Customer Data. For purposes of this Agreement, confidential information of Customer does not include Customer Data.

2.8. Usage Data. Company and the Services collect, generate, and derive Usage Data for Company's business purposes, including to: (a) track usage for billing purposes; (b) monitor the performance, security, integrity, availability, and stability of the Services; (c) prevent or address technical issues with the Services; and (d) improve the Services and develop derivative and new products and services. Customer will not, and will require that its Authorized Users do not, interfere with the collection of Usage Data. As between the parties, Company owns all right, title, and interest, including all intellectual property rights in and to, the Usage Data, the know-how and analytical results generated in the processing and use of Usage Data, and any new products, services, and developments, modifications, customizations, or improvements to the Services made based on the

Usage Data. Company will not disclose Usage Data externally, including in benchmarks or reports, unless such Usage Data has been (a) de-identified so that it does not individually identify Customer or any User and (b) aggregated with usage data from other Users of the Service.

- 2.9. Maintenance. Company will provide maintenance and support services as described in Exhibit B, which is incorporated by reference and may be updated from time to time. The version in effect as of the Effective Date will govern during the Term, unless otherwise agreed in writing.
- 2.10. Platform Exclusivity. Customer agrees that, within twelve (12) months of the Effective Date, all transactions and service workflows associated with the Modules listed in this Agreement shall be processed exclusively through the Company Platform. Customer shall not implement or maintain duplicative systems, platforms, or third-party vendors for the same functional use cases defined in the applicable Order Form or any associated implementation documentation. This exclusivity is intended to ensure a consistent user experience, accurate reporting, and full realization of the platform's value. Exceptions to this obligation must be agreed to in writing by the Company in advance.

3. CUSTOMER RESPONSIBILITIES

- 3.1. Protection against Unauthorized Use. Customer will, and will require that its Users, use reasonable efforts to prevent any unauthorized use of the Services and related Documentation and will immediately notify Company in writing of any unauthorized use that comes to Customer's attention. If there is unauthorized use by anyone who obtained access to the Services directly or indirectly through Customer or its Users, Customer will take all steps reasonably necessary to terminate the unauthorized use. Customer will cooperate and assist with any actions taken by Company to prevent or terminate unauthorized use of the Services or related Documentation.
- 3.2. Compliance with Laws. Customer will, and will require that its Authorized Users, use the Services and related Documentation only in compliance with all applicable laws and regulations, including but not limited to laws concerning privacy, data protection, accessibility, and digital communications. Customer shall also comply with Company's Privacy Policy, available at <https://www.kaizenlabs.co/privacy-policy/>, which is incorporated by reference and may be updated by Company from time to time in accordance with applicable law. Customer is solely responsible for establishing and maintaining its own

internal policies, practices, and compliance measures regarding the collection, use, and disclosure of data from its End Users, participants, or constituents through the Services. This includes but is not limited to providing any required notices, obtaining valid consents, and responding to data subject requests, where applicable. Company disclaims any responsibility or liability arising from Customer's failure to fulfill such obligations.

- 3.3. Export Controls. Customer will not remove or export from the United States or allow the export or re-export of the Services, or anything related thereto or any direct product thereof, in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. As defined in FAR section 2.101, the Company Platform and Documentation are "commercial items" and according to DFAR section 252.2277014(a)(1) and (5) are deemed to be "commercial computer software" and "commercial computer software documentation." Consistent with DFAR section 227.7202 and FAR section 12.212, any use modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.
- 3.4. Related Equipment. Customer is responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, the "**Equipment**"). Customer is responsible for maintaining the security of the Equipment and related Customer accounts on the Equipment, and for all uses of the Equipment.

4. FEES AND PAYMENT

- 4.1. Fees and Payment Terms. Customer will pay Company the fees and any other amounts owing under this Agreement, as specified in the applicable Order Form. Any additional services or hardware not set forth in an Order Form may be subject to additional fees. Unless otherwise specified in the Order Form, Customer will pay all amounts due within 30 days of the date of the applicable invoice. Any amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable usury law, whichever is less, determined and compounded daily from the date

due until the date paid. Amounts due from Customer under this Agreement may not be withheld or offset by Customer against amounts due to Customer for any reason. All amounts payable under this Agreement are denominated in United States dollars, and Customer will pay all such amounts in United States dollars.

4.2. Fee Disputes. If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company's customer support department.

4.3. Non-Refundability of Transaction Fees. Kaizen's Platform transaction fees are earned at the time of processing and are non-refundable, regardless of whether the underlying payment is later refunded, reversed, canceled, or disputed by the Customer or any End User. Refunds of the underlying service amount may be issued by either the Customer or an End User, for any reason, including service cancellations, schedule changes, or participant withdrawals. However, such refunds do not alter or reverse the Transaction Fees assessed by Kaizen in connection with the original transaction. Responsibility for funding the value of any refund shall depend on the party designated as the payer under the applicable contract structure at the time of the transaction. Where Kaizen manages or administers the underlying payment processing account on the Customer's behalf, Kaizen may process refunds or disbursements of Customer-held funds only upon written instruction from the Customer. In all cases, Kaizen's Transaction Fees will remain due and payable and will not be refunded, offset, or credited.

5. CONFIDENTIALITY

5.1. Definition of Confidential Information. As used herein, "Confidential Information" means all information of a party ("Disclosing Party") which the Disclosing Party designates in writing as being confidential when it discloses such information to the other party ("Receiving Party") or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure including, without limitation, business and marketing plans, technology and technical information, product designs, and business processes (whether in tangible or intangible form, in written or in machine readable form, or disclosed orally or visually). Confidential Information of Company includes the Services, Usage Data, and Documentation. The terms and conditions of this Agreement shall be the Confidential Information of

both parties. Confidential Information shall not include any information that (a) is or becomes generally known to the public without the Receiving Party's breach of any obligation owed to the Disclosing Party; (b) was independently developed by the Receiving Party without the Receiving Party's breach of any obligation owed to the Disclosing Party; or (c) is received from a third party who obtained such Confidential Information without any third party's breach of any obligation owed to the Disclosing Party.

5.2. Confidentiality. The Receiving Party shall not disclose or use any Confidential Information of the Disclosing Party except as reasonably necessary to perform its obligations or exercise its rights under this Agreement. Without limiting the foregoing, the Receiving Party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind, but in no event less than reasonable care. The Receiving Party shall ensure that any employees or any third parties who receive access to the Confidential Information of the Disclosing Party are subject to a written agreement containing terms regarding the use and disclosure of Confidential Information consistent with those herein. Each party agrees to protect the confidentiality of the Confidential Information of the other party in the same manner that it protects the confidentiality of its own proprietary and confidential information of like kind, but in no event shall either party exercise less than reasonable care in protecting such Confidential Information. If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of this Section 5, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the parties that any other available remedies are inadequate.

5.3. Required Disclosures. Nothing in this Agreement prohibits either party from making disclosures, including of Confidential Information, if required by law, subpoena or court order, provided (if permitted by law) it notifies the other party in advance and cooperates in any effort to obtain confidential treatment. The parties acknowledge that Customer may be subject to federal, state, or local laws requiring public disclosure of certain records, including but not limited to the Freedom of Information Act ("FOIA") or applicable state public records laws. If Customer receives a request for records that may include Company's Confidential Information, proprietary information, or trade secrets, Customer agrees to (a) promptly notify Company in writing, to the extent permitted by law, and (b) provide reasonable

cooperation, at Company's expense, in seeking confidential treatment or legal protection of such information. Company acknowledges that final disclosure determinations lie with the Customer, but nothing in this Agreement waives Company's rights to seek protective orders or other remedies under applicable law. The parties further agree that any pricing, platform documentation, technical materials, and non-public Usage Data constitute "Confidential Information" under this Agreement and should be treated as such to the maximum extent permitted by law.

6. TERM AND TERMINATION

6.1. Term. This Agreement will commence on the Effective Date and will remain in effect for the Initial Service Term set forth in the applicable Order Form, unless terminated earlier in accordance with its terms. Thereafter, the Agreement may renew for the Renewal Term specified in the Order Form, unless either party provides written notice of non-renewal at least one hundred eighty (180) days prior to the end of the then-current term. Company reserves the right to adjust its pricing for any Renewal Term. Any such pricing adjustment will be communicated to Customer in writing at least one hundred eighty (180) days before the start of the applicable Renewal Term. Unless otherwise agreed in the Order Form, pricing for any Renewal Term may reflect changes in Company's standard pricing, service features, scope, or third-party costs.

6.2. Termination for Material Breach. Either party may terminate this Agreement (including all Order Forms) if the other party does not cure its material breach of this Agreement within 30 days of receiving written notice of the material breach from the non-breaching party. Termination in accordance with this Section 6.2 will take effect when the breaching party receives written notice of termination from the non-breaching party, which notice must not be delivered until the breaching party has failed to cure its material breach during the 30-day cure period. If Customer fails to timely pay any undisputed fees, Company may, without limitation to any of its other rights or remedies, suspend performance of the Services until it receives all amounts due.

6.3. Termination for Convenience (Only if Requested and Granted in Writing). Customer may terminate this Agreement or any active Order Form for convenience only if: (a) the right to terminate for convenience was specifically requested by Customer and approved by Company in writing during contract negotiations (typically via the applicable Order Form); and (b) Customer provides a second, formal termination

notice in writing at least ninety (90) days prior to the intended termination effective date. This right may only be exercised within the first twelve (12) months following the Effective Date. No termination for convenience will be permitted after the first contract year. If granted, any such termination shall be effective only at the end of the then-current annual contract period and is further conditioned on the following:

(1) If the Customer is on a Revenue Share model: Customer shall pay a Separation Fee equal to the greater of: Fifty percent (50%) of the expected Gross Billing revenue share payable to Company (based on historical usage or Customer-provided budget forecasts); or Fifty percent (50%) of the total annual contract value as defined in the Order Form. If the Customer is on a SaaS annual license model: No refund will be issued for any prepaid annual fees. The Separation Fee reflects a good-faith estimate of Company's reliance interest in entering into this Agreement, including unrecovered implementation, infrastructure, and service delivery costs. It is not a penalty.

(2) Full return of any Company-provided hardware in materially functional condition, or reimbursement of Company's original cost of such hardware if not returned or returned damaged; and

(3) Written certification by an authorized Customer representative confirming that all use of the Company Platform and Services has ceased as of the termination effective date.

6.4. Termination for Non-Appropriation. Customer may terminate this Agreement solely in the event that sufficient funds are not appropriated by its governing body to fulfill its payment obligations for the upcoming fiscal year, and no other legally available funds exist to continue this Agreement. Any such termination shall be effective only at the end of the then-current fiscal year and only upon all of the following conditions being met: (a) At least thirty (30) days' prior written notice to Company, upon becoming aware that future funding will not be appropriated; (b) Written certification by an authorized financial officer of the Customer stating that funding is not available and cannot be lawfully reallocated or otherwise obtained to meet the Customer's obligations under this Agreement; (c) Payment of all fees and amounts properly due for Services rendered through the effective date of termination; and (d) Confirmation that Customer is not reallocating available funds to procure substantially similar services from another vendor during the upcoming fiscal year. Customer shall use reasonable efforts to secure continued funding to support the Agreement and shall promptly notify

Company of any funding risk that may affect ongoing performance.

- 6.5. Post-Termination Obligations. If this Agreement is terminated for any reason, (a) Customer will pay to Company any fees or other amounts that have accrued prior to the effective date of the termination, including any applicable Separation Fee under Section 6.3, if termination was for convenience (b) any and all liabilities accrued prior to the effective date of the termination will survive, and (c) Customer will provide Company with a written certification signed by an authorized Customer representative certifying that all use of the Services and related Documentation by Customer and its Users has been discontinued. All definitions and the following provisions shall survive termination or expiration of this Agreement: Sections 1, 2.6, 4.3, 5, 6.3, 6.4, 7, 10, and 12.

7. WARRANTY AND DISCLAIMER

- 7.1. Mutual Warranties. Each party represents and warrants to the other that: (a) this Agreement has been duly executed and delivered and constitutes a valid and binding agreement enforceable against such party in accordance with its terms; and (b) no authorization or approval from any third party is required in connection with such party's execution, delivery, or performance of this Agreement.
- 7.2. Company Warranties. Company represents and warrants that the Services will perform materially in accordance with its Documentation, and will be provided in a workmanlike manner consistent with applicable laws. The foregoing warranty does not apply to (a) any Services that have been used in a manner other than as set forth in this Agreement, or (b) any pre-release features, functionality, or beta software services that Customer elects to use in the beta phase of development. For any breach of the Services warranty, Company will repair or replace any nonconforming Services so that the affected portion of the Services operates as warranted. If Company is unable to do so, Customer may terminate the Agreement and will be entitled to a refund of the pre-paid, unused portion of the fees from the date of the discovery of the defect. Customer must give written notice of any claim under this warranty to Company within 90 days of Customer discovering the defect to receive such warranty remedies. This Section 7.2 states Company's sole and exclusive liability, and Customer's sole and exclusive remedy, for the actual or alleged breach of warranty.
- 7.3. PCI Compliance. Company maintains compliance with applicable Payment Card Industry Data Security Standards (PCI DSS) for its role in processing payments. All cardholder data is processed through Stripe, Inc., a PCI DSS-validated service provider; Company does not store or transmit cardholder data on its own systems. Company will use commercially reasonable efforts to maintain such compliance and provide confirmation upon Customer's reasonable request.
- 7.4. Customer Warranties. Customer represents and warrants to Company that: (a) it and its Authorized Users will comply with all applicable laws in connection with its obligations under this Agreement and their use of the Services; and (b) it has provided all notices to and obtained all necessary and sufficient rights, permissions, capacity, consents, and authority to fully comply with its obligations under this Agreement without violating applicable laws, infringing, misappropriating, or otherwise diluting any third-party rights (including intellectual property, publicity, privacy, or other proprietary rights), or breaching any terms or conditions in any agreement or privacy policies with a third party.
- 7.5. Disclaimer. EXCEPT FOR THE EXPRESS REPRESENTATIONS AND WARRANTIES STATED IN THIS SECTION 7, COMPANY MAKES NO ADDITIONAL REPRESENTATION OR WARRANTY OF ANY KIND WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY, AS TO ANY MATTER WHATSOEVER. COMPANY EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY, TITLE, AND NON-INFRINGEMENT. COMPANY DOES NOT WARRANT AGAINST INTERFERENCE WITH THE ENJOYMENT OF THE SERVICES. COMPANY DOES NOT WARRANT THAT THE SERVICES ARE ERROR-FREE OR THAT OPERATION OF THE SERVICES WILL BE SECURE OR UNINTERRUPTED. COMPANY DOES NOT WARRANT THAT ANY INFORMATION PROVIDED THROUGH the SERVICES IS ACCURATE OR COMPLETE OR THAT ANY INFORMATION PROVIDED THROUGH THE SERVICES WILL ALWAYS BE AVAILABLE. COMPANY EXERCISES NO CONTROL OVER AND EXPRESSLY DISCLAIMS ANY LIABILITY ARISING OUT OF OR BASED UPON THE RESULTS OF CUSTOMER'S USE OF THE SERVICES.
- ## 8. INTELLECTUAL PROPERTY INFRINGEMENT
- 8.1. Defense of Infringement Claims. Company will, at its expense, either defend Customer from or settle any

claim, proceeding, or suit brought by a third party (“**Claim**”) against Customer alleging that Customer’s use of the Services infringes or misappropriates any patent, copyright, trade secret, trademark, or other intellectual property right during the term of this Agreement if: (a) Customer gives Company prompt written notice of the Claim; (b) Customer grants Company full and complete control over the defense and settlement of the Claim; (c) Customer provides assistance in connection with the defense and settlement of the Claim as Company may reasonably request; and (d) Customer complies with any settlement or court order made in connection with the Claim (e.g., relating to the future use of any infringing Services). Customer will not defend or settle any Claim without Company’s prior written consent. Customer will have the right to participate in the defense of the Claim at its own expense and with counsel of its own choosing, but Company will have sole control over the defense and settlement of the Claim.

8.2. Indemnification of Infringement Claims. Company will indemnify Customer from and pay (a) all damages, costs, and attorneys’ fees finally awarded against Customer in any Claim under Section 8.1; (b) all out-of-pocket costs (including reasonable attorneys’ fees) reasonably incurred by Customer in connection with the defense of a Claim under Section 8.1 (other than attorneys’ fees and costs incurred without Company’s consent after Company has accepted defense of the Claim); and (c) all amounts that Company agrees to pay to any third party to settle any Claim under Section 8.1.

8.3. Exclusions from Obligations. Company will have no obligation under this Section 8 for any infringement or misappropriation to the extent that it arises out of or is based upon (a) use of the Services in combination with other products or services if such infringement or misappropriation would not have arisen but for such combination; (b) the Services are provided to comply with designs, requirements, or specifications required by or provided by Customer, if the alleged infringement or misappropriation would not have arisen but for the compliance with such designs, requirements, or specifications; (c) use of the Services by Customer or its Authorized Users for purposes not intended or outside the scope of the license granted to Customer; (d) Customer’s or its Authorized Users’ failure to use the Services in accordance with instructions provided by Company, if the infringement or misappropriation would not have occurred but for such failure; or (e) any modification of the Services not made or authorized in writing by Company where such infringement or

misappropriation would not have occurred absent such modification.

8.4. Limited Remedy. This Section 8 states Company’s sole and exclusive liability, and Customer’s sole and exclusive remedy, for the actual or alleged infringement or misappropriation of any third-party intellectual property right by the Services.

9. CUSTOMER INDEMNIFICATION

9.1. Defense. Customer will defend Company from any actual or threatened third party Claim arising out of or based upon the Customer Data, Customer’s or its Authorized Users’ use of the Services, or Customer’s or its Authorized Users’ breach of any of the provisions of this Agreement if: (a) Company gives Customer prompt written notice of the Claim; (b) Company grants Customer full and complete control over the defense and settlement of the Claim; (c) Company provides assistance in connection with the defense and settlement of the Claim as Customer may reasonably request; and (d) Company complies with any settlement or court order made in connection with the Claim. Company will not defend or settle any Claim without Customer’s prior written consent. Company will have the right to participate in the defense of the Claim at its own expense and with counsel of its own choosing, but Customer will have sole control over the defense and settlement of the Claim.

10. LIMITATIONS OF LIABILITY

10.1. Disclaimer of Indirect Damages. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS AGREEMENT, NEITHER PARTY WILL, UNDER ANY CIRCUMSTANCES, BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR EXEMPLARY DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LOST PROFITS OR LOSS OF BUSINESS, EVEN IF SUCH PARTY IS APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING.

10.2. Cap on Liability. UNDER NO CIRCUMSTANCES WILL COMPANY’S TOTAL LIABILITY OF ALL KINDS ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT, OR OTHERWISE, EXCEED \$10,000. THE COMPANY RESERVES THE RIGHT TO

REEVALUTE THIS AMOUNT UPON AGREEMENT RENEWAL DATES.

10.3. Independent Allocations of Risk. EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY COMPANY TO CUSTOMER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT. THE LIMITATIONS IN THIS SECTION 10 WILL APPLY NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY IN THIS AGREEMENT.

11. INSURANCE

11.1. During performing services under this Agreement, Company agrees to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$2,000,000; and (d) Workers Compensation complying with applicable statutory requirements. Company will provide Customer with copies of certificates of insurance upon written request.

12. GENERAL

12.1 Relationship. Company will be and act as an independent contractor (and not as the agent or representative of Customer) in the performance of this Agreement.

12.2. Publicity. Company may include Customer and its trademarks in Company's customer lists and promotional materials but will cease further use at Customer's written request.

12.3. Assignability. Neither party may assign its right, duties, and obligations under this Agreement without the other party's prior written consent, which consent will not be unreasonably withheld or delayed, except that Company may assign this Agreement without Customer's consent to a successor (including a successor by way of merger, acquisition, sale of assets, or operation of law) if the successor agrees to assume and fulfill all of the Company's obligations under this Agreement.

12.4. Subcontractors. Company may utilize a subcontractor or other third party to perform its duties

under this Agreement so long as Company remains responsible for all of its obligations under this Agreement.

12.5. Notices. Any notice required or permitted to be given in accordance with this Agreement will be effective if it is in writing and sent by (a) certified or registered mail, or insured courier, return receipt requested, or (b) by email to the appropriate party at the address set forth on the signature page of this Agreement and with the appropriate postage affixed. Either party may change its address for receipt of notice by notice to the other party in accordance with this Section 12.6. Notices are deemed given two business days following the date of mailing or one business day following delivery to a courier.

12.6. Force Majeure. Neither party will be liable for, or be considered to be in breach of or default under this Agreement on account of, any delay or failure to perform as required by this Agreement as a result of any cause or condition beyond its reasonable control, so long as that party uses all commercially reasonable efforts to avoid or remove the causes of non-performance.

12.7 Cooperative Purchasing. As permitted by applicable law, Customer has authorized this Agreement for cooperative procurement purposes. Other eligible public agencies, including cities, counties, and state agencies, may procure services directly from the Company under this Agreement. The terms, scope, and pricing for each such transaction may be adjusted to reflect the specific operational, procurement, or budgetary needs of the participating agency, subject to mutual agreement between the Company and such agency. Company expressly reserves the right to revise pricing, implementation schedules, or legal terms when entering into a separate agreement with any participating public entity. Each participating agency shall be solely responsible for its own contract execution, compliance with applicable procurement laws, acceptance and use of the Services, and payment of any associated fees. Use of this Agreement by other public agencies shall not create any obligation or liability—financial or otherwise—on the part of the originating Customer. The Company shall include in any cooperative use contract a clause indemnifying and holding harmless the originating Customer from any claims, demands, or liabilities arising out of such participation. Company shall maintain a list of public entities utilizing this Agreement and report aggregate annual usage data upon request. Nothing herein guarantees any usage by other public entities or establishes any agency, joint venture, or employment relationship between them and the originating Customer.

12.8. Governing Law. This Agreement shall be governed by the laws of the Customer's jurisdiction, and any legal action concerning the provisions hereof shall be brought in the courts located in the Customer's jurisdiction.

12.9. Waiver. The waiver by either party of any breach of any provision of this Agreement does not waive any other breach. The failure of any party to insist on strict performance of any covenant or obligation in accordance with this Agreement will not be a waiver of such party's right to demand strict compliance in the future, nor will the same be construed as a novation of this Agreement.

12.10 Severability; Counterparts. If any part of this Agreement is found to be illegal, unenforceable, or invalid, the remaining portions of this Agreement will remain in full force and effect. If any material limitation or restriction on the use of the Services under this Agreement is found to be illegal, unenforceable, or invalid, Customer's right to use the Services will immediately terminate. This Agreement may be executed in any number of identical counterparts, notwithstanding that the parties have not signed the same counterpart, with the same effect as if the parties had signed the same document. All counterparts will be construed as and constitute the same agreement. This Agreement may also be executed and delivered by facsimile and such execution and delivery will have the same force and effect of an original document with original signatures.

12.1. Entire Agreement. This Agreement, including all applicable exhibits, is the final and complete expression of the agreement between these parties regarding Customer's and its Users' use of the Services. This Agreement supersedes, and the terms of this Agreement govern, all previous oral and written communications regarding these matters, all of which are merged into this Agreement. No employee, agent, or other representative of Company has any authority to bind Company with respect to any statement, representation, warranty, or other expression unless the same is specifically set forth in this Agreement. No usage of trade or other regular practice or method of dealing between the parties will be used to modify, interpret, supplement, or alter the terms of this Agreement. This Agreement may be changed only by a written mutual agreement signed by an authorized agent of both Parties. Company will not be bound by, and specifically objects to, any term, condition, or other provision that is different from or in addition to this Agreement (whether or not it would materially alter this Agreement) that is proffered by Customer in any receipt, acceptance,

confirmation, correspondence, or otherwise, unless Company specifically agrees to such provision in writing and signed by an authorized agent of Company.

EXHIBIT A

HARDWARE TERMS

The Company and Customer will collaborate to determine the quantity and specifications of hardware required to support the Customer's use of the Company Platform, including but not limited to barcode scanners, self-service kiosks, and physical credit card readers (the "Hardware"). Final Hardware requirements, including quantities, models, locations, and applicable fees, will be defined and agreed upon in the Order Form or a mutually executed amendment referencing this Exhibit.

Unless otherwise specified in the Order Form:

- The Company will source, configure, and ship the Hardware;
- Any applicable Hardware fees will be set forth in the Order Form;
- Title to Hardware for which the Customer pays a listed fee will transfer to the Customer upon delivery and full payment;
- Hardware provided at no cost remains the property of the Company and must be returned in materially functional condition upon request or termination.

The Company may provide additional Hardware during the Term if jointly agreed in writing based on operational need or expansion of Services. Any such additions will be governed by this Exhibit and documented via an updated Order Form or written addendum.

EXHIBIT B

MAINTENANCE AND SUPPORT SERVICES

The Customer's use of the Services is subject to the Company's standard Maintenance and Support Terms, which are incorporated by reference and available at: <https://www.kaizenlabs.co/legal/exhibit-b-maintenance-services/>.

These terms may be updated by the Company from time to time to reflect changes in service levels, support channels, or response times. Any such updates will not materially reduce the level of support provided during the then-current Term without prior written notice to Customer. The version of Exhibit B in effect as of the Effective Date of the applicable Order Form will govern unless otherwise agreed in writing.



AGENDA REPORT

MEETING DATE: November 11, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

SUBJECT: Amendments to the City of Duarte City Council and Employee Expense Reimbursement Policies

RECOMMENDATION: Staff recommends that the City Council amend the Expense Reimbursement and Employee Expense Reimbursement Policies

FISCAL IMPACT: There is no fiscal impact associated with this item

BACKGROUND

The City of Duarte currently has a reimbursement policy related to expenses incurred by Councilmembers and Employees as they carry out their official duties (“Expense Reimbursement Policy”). There have been requests to update sections within the existing policy. The updated Expense Reimbursement Policies would allow the City Council to clarify the parameters of what expenses may be reimbursed by the City pursuant to existing law and provide greater detail regarding the process for reimbursement as well as ramifications for violations of the policy.

DISCUSSION/ANALYSIS

The amended Expense Reimbursement Policy (applicable to the City Council only) changes the time required to submit Expense Reimbursement forms from thirty (30) days to ninety (90) days. With the exception of any expenses incurred in the months of May or June, which must be submitted by July 31 in order to be included in the current fiscal year.

Additional changes to the Expense Reimbursement Policy and the Employee Expense Reimbursement Policy include an amendment to the daily meal reimbursement total to align with the U.S. General Services Administration’s Meal and Incidental Expense per diem (GSA M&IE rates). The attached meal reimbursement city survey shows that several surrounding cities have adopted the proposed GSA M&IE rates of \$22.00 for breakfast, \$23.00 for lunch, and \$36.00 for dinner for a total of \$81 per day.

Finally, the amended Expense Reimbursement Policy and Employee Expense Reimbursement Policy reduces the number of miles requiring prior City Council approval for overnight lodging from fifty (50) to thirty (30) miles.

RECOMMENDATION

Staff recommends that the City Council amend the Expense Reimbursement and Employee Expense Reimbursement Policies.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

- A. Expense Reimbursement Policy
- B. Employee Expense Reimbursement Policy
- C. Meal Reimbursement City Survey

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

CITY OF DUARTE

EMPLOYEE REIMBURSEMENT FOR EXPENSES POLICY

1. PURPOSE

To define the general policy and procedures of the City of Duarte regarding City Employee reimbursement for expenses incurred while performing City business or representing the City of Duarte.

2. GENERAL POLICY STATEMENT

- A. All expenditures must be reasonable, actual, authorized, and necessary for the substantial benefit to the City of Duarte. Such benefits include:
 - 1. The opportunity to discuss the community's concerns with government officials;
 - 2. Participating in regional, state and national organizations whose activities affect the City of Duarte;
 - 3. Attending educational seminars designed to improve individuals' skill and information levels; and
 - 4. Promoting public service at city sponsored events.
- B. City funds, equipment, supplies (including letterhead), and staff time must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:
 - 1. Communicating with representatives of regional, state and national government on City adopted policy positions;
 - 2. Attending educational seminars designed to improve individuals' skill, networking, and information levels;
 - 3. Participating in regional, state and national organizations whose activities inform or affect the City's interests; and
 - 4. Attending City events
- C. All other expenditures require prior approval by the City Manager.
- D. International travel expenses also require prior City Council approval.
- E. Examples of personal expenses that the City will NOT reimburse include, but are not limited to:
 - 1. The personal portion of any trip;
 - 2. Political contributions or events;
 - 3. Family expenses, including partner's expenses when accompanying individual on agency-related business, as well as children- or pet-related expenses;
 - 4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

5. Personal automobile expenses apart from the pro-rata share of such expenses attributed to City-related activities; and
6. Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the City Manager before the expense is incurred.

3. REVIEW AND APPROVAL AUTHORITY

The City Manager or his/her designee is responsible for the specific review of all advance and expense reimbursement requests to assure adherence to this Policy. As a result, all expense reimbursement forms should be submitted to the City Manager or his/her designee for review and final approval, before they are submitted to Finance for processing.

4. ADVANCES

- A. Individuals attending meetings or traveling on official City business may request the advance of funds for conference registration, meals, lodging, travel expenses, and other reimbursable expenses.
- B. Requests for advances must be signed by the City Manager or his/her designee and submitted to Finance prior to the date needed according to the Warrant Calendar. The City Manager may waive the time constraint if deemed necessary. The request for the advance should be submitted in writing on an Advance Expense Request form and include the following information:
 1. The purpose of the expenditure(s);
 2. The benefits of such expenditure to the residents of City;
 3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
 4. The dates of the expenditure(s).
- C. An expense report and receipts documenting how the advance was used in compliance with this policy, along with any unused advance, must be returned to the City within thirty (30) days of the individual's return. Inability to provide such documentation within 30 days of an expense being incurred or return from travel will result in the expense being borne by the individual.

5. MEALS AND BUSINESS MEETINGS

- A. Reimbursable meals or business meeting expenses must be incurred under conditions conducive to, and during, substantially City-related discussion. Whenever meals are hosted for an event or conference, or otherwise made available, no other individual meal expenses are reimbursable.
- B. Meals merely incidental to activities occurring in or about the City of Duarte are not reimbursable.
- C. Meal reimbursement shall be based on the actual charge and itemized receipts are required. The maximum allowable meal and beverage reimbursement is ~~\$22.00~~\$12.00 per person for breakfast, ~~\$23.00~~\$18.00 per person for lunch, and ~~\$36.00~~\$35.00 per person for dinner (~~\$81~~\$65 daily total). The City will not pay for alcohol expenses.

6. TRAVEL

The City will reimburse individuals for all reasonable, actual, and necessary expenses while traveling on approved City business pursuant to the specific criteria below. In general, the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.

- A. Airfare. Airfares should be via the most economical means as possible in accordance with this policy. A screenshot of the flight choices such as www.google.com/flights or a comparable search engine shall be submitted with reimbursement documentation from the time the flight purchase was made, to indicate that it was indeed the most economical option.
- B. Automobile. When two or more persons attend the same function and utilize their personal automobile(s), they are expected, whenever practicable, to pool transportation. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov) or allowable airfare, whichever is less. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable with receipts. Please note that mileage reimbursement does not apply to car rentals. See section C . for car rental reimbursements.
- C. Car Rental. Rental rates that are equal or less than those available through the City's Enterprise Rental Car Discount Program shall be considered the most economical and reasonable for purposes of reimbursement under this policy. Mileage reimbursement rates will not be paid for rental vehicles; only the cost of car rental and any receipted fuel expenses.
- D. Ubers/Taxis/Shuttles. Ubers, taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- E. Lodging. The reasonable cost of accommodations incurred on an approved trip is reimbursable. If the event is ~~thirty~~^{fifty} (30)(50) miles or less from the City, no overnight accommodations will be allowed without prior City Council approval.
 - i. Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.
 - ii. Other Lodging. Travelers must request government rates, when available. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed \$250 per night are presumed reasonable and hence reimbursable.
- B. Internet. Individuals will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if internet access is necessary for City-related business.
- C. Other. Baggage handling fees up to the industry standard cost per bag and gratuities of up to 15 percent will be reimbursed. Expenses, which qualify to receive reimbursement from another agency, are not reimbursable.
- D. All Expenses must be itemized, explained fully, and supported with receipts for amounts in excess of twenty dollars (\$20.00). Amounts of less than twenty dollars can be submitted without a receipt, but with a written explanation.

7. MEMBERSHIPS

Dues and related expenses for individual memberships in organizations are reimbursable only when such memberships provide a specific benefit to the City, and with prior approval of the City Manager.

8. OTHER

All other expenses must be itemized and explained as to the cost/benefit relationship to the specific events, functions, or meetings. Reimbursement of overnight travel expenses for spouses/guests is not authorized under any circumstances. Please note that using City funds, cash advances or other lines of credit for expenses not qualified under this policy is strictly prohibited, even when those funds are reimbursed. For example, City funds are NOT to be used for the advance payment of airline tickets for a spouse even when later reimbursed to the City. See Section 2 for a list of expenses that are prohibited from using City funds.

9. FILING EXPENSE REPORTS

- A. All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

- B. City Expense Report forms, required to support any requests for cash advance expenditures or expense reimbursements, shall be submitted by the individuals within ninety (90)30 days of an expense being incurred or return from travel (whichever is later), accompanied by receipts documenting each expense. With the exception of any expenses incurred in the months of May or June, which must be submitted by July 31 in order to be included in the current fiscal year. Forms must be submitted and approved by the City Manager or his/her designee. Only those expenses approved by the City Manager or his/her shall be included in the next warrant register for payment.
- C. All supporting receipts must be documented to identify the amount, place, purpose, participants, and benefit to the City and must be attached to the Expense Report. Absent a receipt, a complete explanation must be attached to the Expense Report of such undocumented expenses. Inability to provide such documentation or to submit a Expense Report within 30 days of an expense being incurred or return from travel will result in the expense being borne by the individual.
- D. A complete reconciliation of any prepaid and advanced funds must be provided, together with a repayment to the City of any unused advance funds. Before a cash advance is allowed, any previous cash advance must be accounted for, either with cash or receipts totaling said cash advance.

CITY OF DUARTE

EMPLOYEE REIMBURSEMENT FOR EXPENSES POLICY

1. PURPOSE

To define the general policy and procedures of the City of Duarte regarding City Employee reimbursement for expenses incurred while performing City business or representing the City of Duarte.

2. GENERAL POLICY STATEMENT

- A. All expenditures must be reasonable, actual, authorized, and necessary for the substantial benefit to the City of Duarte. Such benefits include:
 - 1. The opportunity to discuss the community's concerns with government officials;
 - 2. Participating in regional, state and national organizations whose activities affect the City of Duarte;
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- D. A complete reconciliation of any prepaid and advanced funds must be provided, together with a repayment to the City of any unused advance funds. Before a cash advance is allowed, any previous cash advance must be accounted for, either with cash or receipts totaling said cash advance.

City	Reimbursement Breakdown (per day)	Reimbursement Total (per day)	Notes
Duarte	• Breakfast = \$12 • Lunch = \$18 • Dinner = \$35	\$65	
Arcadia	• Breakfast = \$22 • Lunch = \$23 • Dinner = \$36	\$81	• Rates based on M&IE rates by the GSA • A reduced rate of 75% of the daily per diem allowance is applied to the first and last days of travel
Azusa	• Breakfast = \$22 • Lunch = \$23 • Dinner = \$36	\$81	Rates based on M&IE rates by the GSA
Irwindale	• Breakfast = \$22 • Lunch = \$23 • Dinner = \$36	\$81	• They want to update their rates to this in 2026 • Claim that we're using old GSA rates just like them
Pomona	• Breakfast = \$22 • Lunch = \$23 • Dinner = \$36	\$81	Rates based on M&IE rates by the GSA
South Pasadena	• Breakfast = \$22 • Lunch = \$23 • Dinner = \$36	\$81	Rates based on M&IE rates by the GSA
West Covina	• Breakfast = \$22 • Lunch = \$23 • Dinner = \$36	\$81	• Rates based on M&IE rates by the GSA • Info from Council Reimbursement Policy



AGENDA REPORT

MEETING DATE: November 11, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Andres Rangel, Assistant to the City Manager

SUBJECT: Establishment of an Ad Hoc Committee to Review and Make Recommendations Relating to the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup

RECOMMENDATION: It is recommended that the City Council adopt a Resolution of the City Council of the City of Duarte, California, establishing an Ad Hoc Committee to identify and make recommendations relating to activating the City for the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup

FISCAL IMPACT: There is no fiscal impact associated with approving this item

BACKGROUND AND DISCUSSION

At its October 14, 2025 Regular City Council Meeting, the City Council requested that staff explore opportunities to activate the City for the 2028 Los Angeles Summer Olympics (“Olympics”). At the October 25th Regular City Council Meeting, staff recommended the formation of an Olympics Ad Hoc Committee to explore opportunities to activate the City in preparation for the upcoming Summer Olympics. The City Council directed staff to expand the scope of the Committee to include exploring ways to activate the City for the 2026 FIFA World Cup (“World Cup”).

The City Council previously approved Ordinance No. 931, establishing Chapter 2.31 of the Duarte Municipal Code, which authorizes the City Council to form ad hoc committees. Due to the City’s desire to explore opportunities that activate City spaces in ways that generate public, awareness, excitement, and engagement for the upcoming Olympics and World Cup, the City Council is being presented with a resolution to establish an ad hoc relating to both these upcoming global events.

Ad hoc committees are time-limited, established for a specific purpose, and not subject to the Brown Act. Once an ad hoc committee’s purpose has been achieved, it is disbanded. Generally ad hoc committees do not operate for longer than one year. If an ad hoc committee continues to

operate for an extended period of time, it is often converted into a standing committee, which must meet the requirements of the Brown Act and the Political Reform Act.

Ad hoc committees provide flexibility while giving committee members an opportunity to delve deeply into policy issues and make recommendations to the City Council as a whole. The attached resolution provides the reasons for the creation of the ad hoc committee relating to the Olympics and World Cup as well as the structure of the ad hoc committee.

RECOMMENDATION

It is recommended that the City Council adopt a Resolution of the City Council of the City of Duarte, California, establishing an Ad Hoc Committee to identify and make recommendations relating to activating the City for the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup.

FISCAL IMPACT

There is no fiscal year impact associated with approving this item.

ATTACHMENTS

A. Resolution No. 25-28

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

RESOLUTION NO. 25-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ESTABLISHING AN AD HOC COMMITTEE TO IDENTIFY AND MAKE RECOMMENDATIONS RELATING TO ACTIVATING THE CITY FOR THE 2028 LOS ANGELES SUMMER OLYMPICS AND 2026 FIFA WORLD CUP

WHEREAS, City of Duarte Ordinance No. 913 established Chapter 2.31 of the Duarte Municipal Code to allow for the formation of ad hoc committees at the pleasure of the City Council; and

WHEREAS, City of Duarte Ordinance No. 918 amended Chapter 2.31.070 to give the City Council flexibility regarding the number of members of an ad hoc committee; and

WHEREAS, the City of Duarte seeks to create opportunities for Duarte residents and businesses to celebrate the 2028 Los Angeles Olympics and Paralympics (“Olympics”) and 2026 FIFA World Cup (“World Cup”) by exploring opportunities to activate City spaces in ways that generate public awareness, excitement, and engagement; and

WHEREAS, the City Council wishes to establish an Ad Hoc Committee to identify, review, and make recommendations of potential initiatives and programs related to the Olympics and World Cup to the City Council for approval; and

WHEREAS, a World Cup and Olympics Ad Hoc Committee would provide for flexibility in meeting times and through vetting of a variety of potential projects prior to consideration by the full City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

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

SECTION 2. The City of Duarte World Cup and Olympics Ad Hoc Committee (“Global Games Ad Hoc Committee”) shall be established with members nominated by the City Council and appointed by a majority vote of the City Council. The Global Games Ad Hoc Committee shall consist of no more than three (3) Councilmembers, but may consist of any number of City stakeholders needed to successfully coordinate programs and initiatives.

SECTION 3. The Global Games Ad Hoc Committee shall be established for a period of one (1) year from the date that a quorum of the committee is appointed in order to identify, review, and recommend projects and initiatives related to the upcoming World Cup and Olympics for full City Council approval, or until final approval of such project or initiative by the City Council has taken place, whichever is sooner.

SECTION 4. Participation on the Global Games Ad Hoc Committee shall be on a volunteer basis.

SECTION 5. The City Manager shall ensure adequate staffing is provided for the Global Games Ad Hoc Committee to carry out its purpose, shall return to the City Council for budget appropriations as necessary to fund the activities of the Committee, and shall ensure compliance with Duarte Municipal Code section 2.31.

SECTION 6. The City Manager, or their designee, shall be the primary staff liaison for the Global Games Ad Hoc Committee.

SECTION 7. The Global Games Ad Hoc Committee shall provide quarterly reports relating to the Committee's activities for receipt and file by the City Council.

PASSED, APPROVED, AND ADOPTED this 11th day of November 2025.

Cesar A. Garcia
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Frances Jimenez
City Clerk

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

I, Frances Jimenez, City Clerk of the City of Duarte, California, do hereby certify that the foregoing Resolution No. 25-28 was duly passed, approved, and adopted by the City Council of the City of Duarte at a regular meeting thereof, held on the 11th day of November 2025, by the following vote of the Council:

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

Frances Jimenez
City Clerk



AGENDA REPORT

MEETING DATE: November 11, 2025
TO: Mayor and Members of the City Council
FROM: Brian Villalobos, City Manager
BY: Albert Nuñez, Management Analyst
SUBJECT: City Councilmember Speaking Time Limits
RECOMMENDATION: Staff recommends that the City Council discuss and consider findings made by staff regarding time limits on City Councilmember comments and discussion during City Council meetings
FISCAL IMPACT: There is no fiscal impact associated with this item

BACKGROUND

At the regular City Council meeting held on October 14, 2025, Councilmember Margaret Finlay requested that City staff gather information on whether other cities limit the amount of time a Councilmember may speak during City Council meetings. In response, staff conducted outreach to several Southern California cities to identify existing policies, resolutions, or practices related to time limits for Councilmember comments/reports or discussion on agenda items.

Additionally, this item was brought before the City Council at the regularly scheduled meeting held on October 28, 2025. The City Council tabled this item until the November 11, 2025, meeting for further discussion and direction to staff.

DISCUSSION/ANALYSIS

Based on the information collected, there is no uniform approach among cities regarding time limits for City Councilmember remarks. Some cities establish specific time limits for the Council Comments portion of the meeting, while others apply time limits throughout the agenda. In all cases identified, the time limits are enforced by the presiding officer to ensure orderly and efficient meetings.

The table below summarizes the findings:

City	Time Limit	Only Council Comments/Reports	Additional Notes
Cudahy	3 Minutes	Yes	—
Glendale	Varies	No	• Initial comments: 5 minutes • Subsequent comments: 3 minutes • No limit on the number of rounds
Hawthorne	10 Minutes	Yes	—

Inglewood	Varies	No	• Council initiatives: 10 minutes • Closing remarks: 3 minutes • Other portions of the agenda: 5 minutes
Long Beach	5 Minutes	No	• May speak an unlimited number of times on any debatable motion, up to 5 minutes each time
Santa Ana	3 Minutes	No	• 3-minute limit per speaking turn unless granted additional time • Another 3 minutes at end of meeting
South Pasadena	3 Minutes	Yes	—
Westminster	5 Minutes	Yes	• Councilmembers may not be interrupted during their 5 minutes, except by the presiding officer or as allowed under Robert's Rules of Order

Overall, most cities with established time limits restrict speaking time to three (3) to five (5) minutes per Councilmember, with discretion for the Mayor or presiding officer to grant additional time. Cities without section-specific limits typically manage discussion through meeting decorum or procedural rules.

Should the City Council wish to establish similar time limits, direction may be provided to staff to come back at a future City Council meeting with a recommended action.

RECOMMENDATION

Staff recommends that the City Council discuss and consider findings made by staff regarding time limits on City Councilmember comments and discussion during City Council meetings.

FISCAL IMPACT

There is no fiscal impact associated with this item.

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



AGENDA REPORT

MEETING DATE: November 11, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Andres Rangel, Assistant to the City Manager

SUBJECT: Adoption of the Duarte Ten Year Strategic Plan

RECOMMENDATION: It is recommended that the City Council adopt the Duarte 2035 Ten Year Strategic Plan

FISCAL IMPACT: Proposed budgets for the upcoming fiscal years will include the funding allocation of resources needed to implement the activities and projects identified in the Strategic Plan

BACKGROUND

On February 11, 2025, the City awarded a contract to MIG Inc. to develop its Duarte 2035 Ten Year Strategic Plan (“Strategic Plan”). The planning process took place between March through September and consisted of the strategic planning team engaging with community members, the City Council, and City department leaders to provide input regarding City strengths, challenges, and goals it anticipates in the next ten years. Engagement for the development of the Strategic Plan included the following:

City Council

- One one-on-one phone interviews with City Councilmembers
- Two City Council Workshops

City Staff

- Staff surveys
- Staff leadership meeting

Community

- Three community pop-up events
- Community surveys
- City Commission Presentations

DISCUSSION/ANALYSIS

The Strategic Plan serves as the City's roadmap for the next ten years. In addition to memorializing the City's mission, vision, and community values, the Plan also identifies seven goals reflective of the input that was received during the community engagement portion of the process. The seven identified goals are the following:

Goal	Description
Economic Development and Activation	Develop Duarte with a vibrant Town Center and activated commercial corridors that have thriving and diverse businesses.
Engagement, Outreach, and Communication	Ensure effective engagement and communication between residents, community groups, and City staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming City.
Community Safety	Ensure Duarte will continue to be a safe community for all who live, work and play here.
Financial Sustainability	Maintain a fiscally solvent local government with diverse revenue streams for long-term financial health.
Organizational Excellence	Build upon our strong internal organization to support staff, encourage growth opportunities, and expand professional development for employees.
Community Vitality	Continue to provide exceptional programs and services which engage and support all members of our diverse community.
Infrastructure and Beautification	Enhance our infrastructure and public spaces to support a vibrant and healthy community.

Moreover, associated with each goal are action items staff recommends are needed to complete each goal, along with a timeline of when each action item should be completed within the scope of the Plan, as well as identifying the lead department to ensure the item is completed.

Upon implementation, the City will track completion progress through various channels such as an online dashboard that will be available online for public view, monthly City Manager progress reports to City Council, and an annual reassessment of the Plan to ensure that goals are still relevant to Duarte.

RECOMMENDATION

It is recommended that the City Council adopt the Duarte 2035 Ten Year Strategic Plan.

FISCAL IMPACT

Proposed budgets for the upcoming fiscal years will include the funding allocation of resources needed to implement the activities and projects identified in the Strategic Plan.

ATTACHMENTS

A. Draft Ten Year Strategic Plan

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:

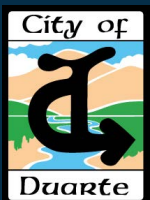


Brian Villalobos
City Manager

City of Duarte

2035

STRATEGIC
PLAN





LETTER FROM THE CITY COUNCIL

City of Duarte, California

Dear Duarte Residents,

It is our pleasure to present the Duarte 2035 Strategic Plan, our roadmap that will guide Duarte for the next ten years. The Strategic Plan was composed of extensive input from community stakeholders, Duarte residents and staff, and community groups to ensure that we strive for a unifying vision that captures what makes Duarte an incredible place to live!

The City has made incredible progress in recent years. This Plan memorializes these accomplishments and provides a road map to build off them through seven identified goals: Economic Development and Activation, Engagement, Outreach, and Communication, Community Safety, Financial Sustainability, Organizational Excellence, Community Vitality, and Infrastructure and Beautification. We believe that following this framework will help ensure a thriving, inclusive community, fit to address the needs of our diverse community for the next ten years.

To ensure an accurate measurement of the community's pulse, we conducted a comprehensive outreach strategy, which included thorough discussions with the City Council, engaging with the public at various community events, soliciting input through community and city staff surveys, and conducting multiple Strategic Plan workshops. Our emphasis on conducting extensive community outreach makes one thing clear: This is our Plan!

Moving forward, we remind everyone that this Plan is a living document. We will continuously assess our goals and strategies to ensure that they are still responsive to the needs of the community. We look forward to accomplishing the goals set in this Plan. Together, we will work toward a stronger, brighter Duarte.

Sincerely,



Cesar A. Garcia
Mayor
District 6



Tera Martin Del Campo
Mayor Pro Tem
District 4



Margaret Finlay
Councilmember
District 1



Martin Calderon
Councilmember
District 2



Vinh Truong
Councilmember
District 3



Sam Kang
Councilmember
District 5



Toney Lewis
Councilmember
District 7

PLANNING PROCESS

OVERVIEW

From March to September 2025, the Strategic Planning team met and engaged with community members, the City Council, and City department leaders to craft this Strategic Plan. The planning process included four phases:



PHASE 1: **Citywide Visioning**

The City defined its shared outcomes and identified priorities for the future through City Council interviews and workshop, staff and community questionnaire, community pop-ups, and staff leadership meetings.



PHASE 2: **Framework and Strategies**

The City captured the community's vision and values through input from City Council, commissions, City staff, and residents. This was achieved through another City Council workshop and City staff leadership meetings.



PHASE 3: **Final Strategic Plan**

The City developed goals, strategies, and actions to address the vision, values, and priorities into the Strategic Plan. This was finalized through city staff and leadership meetings as well as City Council review and approval.



PHASE 4: **Implementation**

The City developed an implementation dashboard to guide ongoing work that achieves the Strategic Plan goals, with metrics to evaluate activities and serve as milestones to track success. This will be done through future City department meetings and City Council updates.

ENGAGEMENT

Convening in early 2025, City Councilmembers identified a set of emerging issues, concerns, and opportunities that the City of Duarte could address through the Strategic Plan. To ensure that these priorities aligned with community needs and values, a public outreach campaign was initiated.

The Strategic Planning team attended three community pop-up tabling events to talk with and learn from Duarte residents about their concerns, needs and wants, and hosted several working sessions with City Councilmembers, city commissioners, city department leaders and staff to discuss and understand their work and needs to maintain a high-level of service to the community. The City also distributed surveys to the staff and community, with the community survey receiving over 800 responses. The survey asked what residents valued and what they would want to see for the future of Duarte. The results of the survey informed the actions supporting the Strategic Plan's goals.

Working closely with City department leaders, the Strategic Planning team compiled the identified priorities, values, ideas, and feedback into a draft Strategic Plan framework and set of action plans for the City Council, City leadership, and staff to review and confirm. During a public meeting, the City Councilmembers reconfirmed the Strategic Plan's vision, values, mission, and goal areas as well as provided feedback on actions that would be implemented over the next ten years.

This Strategic Plan represents the priorities and input received from residents and the City, and will provide an actionable road map for City staff to operationalize as Duarte moves toward 2035 and beyond.



STRATEGIC PLAN ELEMENTS

The City of Duarte Strategic Plan includes the following elements:



VALUES

Shared principles that reflect what the community considers significant and important.



VISION

A desired end state and preferred future.



MISSION

The purpose and associated responsibilities of the City as an organization.



GOALS

Statements of direction toward the City's desired future.



OBJECTIVES

Specific statements of action about what the city hopes to achieve.



STRATEGIES

The means for accomplishing goals and objectives.



ACTIONS

A prioritized list of steps needed to accomplish goals and objectives.



PERFORMANCE MEASURE

A measurement of progress or performance toward goals and objectives.

STRATEGIC PLAN FRAMEWORK

COMMUNITY VALUES



Community Pride

Everyone can thrive when we care for our town and each other



Diverse

All ages, cultures and backgrounds belong here



Safe and Welcoming

Everyone experiences a sense of peace and hospitality



Holistic Wellbeing

All community members can access resources, infrastructure and services to lead active, socially-rich and healthy lives



Financial Sustainability

Our town and local businesses are prosperous and equipped for the long-term



Connected

Everyone can travel easily and safely through our town

VISION

Duarte is a family-friendly community with vibrant commercial corridors. We value diversity and care for one another so that our homes, businesses, and schools will flourish. We are at the crossroads near urban opportunities and natural environments, full of trails and mountains that provide a peaceful tranquility. We are proud of our homegrown small town and provide opportunities for residents of all ages and backgrounds to lead healthy, vibrant lives.

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 diverse community's future.

GOALS

**Economic Development and Activation**

Develop Duarte with a vibrant Town Center and activated commercial corridors that have thriving and diverse businesses.

**Engagement, Outreach and Communication**

Ensure effective engagement and communication between residents, community groups, and City staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming City.

**Community Safety**

Ensure Duarte will continue to be a safe community for all who live, work and play here.

**Financial Sustainability**

Maintain a fiscally solvent local government with diverse revenue streams for long-term financial health.

**Organizational Excellence**

Build upon our strong internal organization to support staff, encourage growth opportunities, and expand professional development for employees.

**Community Vitality**

Continue to provide exceptional programs and services which engage and support all members of our diverse community.

**Infrastructure and Beautification**

Enhance our infrastructure and public spaces to support a vibrant and healthy community.

THIS PLAN

Each Strategic Plan goal includes five elements:

1 Objective

2 Strategies

3 Metrics

The sections below include goals, objectives, strategies, and metrics.

The Action Plan Matrix included as an appendix following the Strategic Plan contains the elements that provide guidance for implementation.

Actions – The set of activities that will be used to reach each goal

Timeline – Completion target dates for each action are organized as short-term (Years 1 and 2), medium-term (Years 3 and 4), longterm (Year 5), or ongoing.

Lead Department(s) – The City Manager's Office will be responsible for executing and coordinating implementation and reporting actions for each goal. Key supporting partners for each action are also identified.



IMPLEMENTATION

Strategic Plan implementation will be a continuous and shared responsibility across City departments. City Council adoption marks the beginning of implementation, and this Plan will operate as a living document to be reviewed and evaluated periodically by the City Manager's Office. Each goal includes relevant strategies and actions organized into the Action Plan Matrix, which provide guidance on when the actions are to be implemented and by which department(s). Each goal is important and there is no order of priority, but some actions are dependent and are sequenced as appropriate.

The Strategic Plan will also inform the City of Duarte's budget and guide the annual review process. City departments will establish their unique objectives and programs that include specific actions and projects to build upon and achieve the goals outlined in this Plan. Broad metrics are included to track progress and achievements.

The Plan's progress will be regularly reviewed by the City Council and department leaders. The Plan will also be updated annually to reflect evolving needs and priorities. Short-term actions should be implemented immediately and maintained, if ongoing. This will ensure timely and sustained progress, and that any sequencing is completed ahead of implementing medium- and long-term actions. Actions may also be evaluated to determine further advancement or if it should be removed or revised. While the City Manager's Office oversees the implementation of the Strategic Plan, regular check-ins with department leadership can help ensure actions are on track.



GOAL A

ECONOMIC DEVELOPMENT AND ACTIVATION

GOAL A

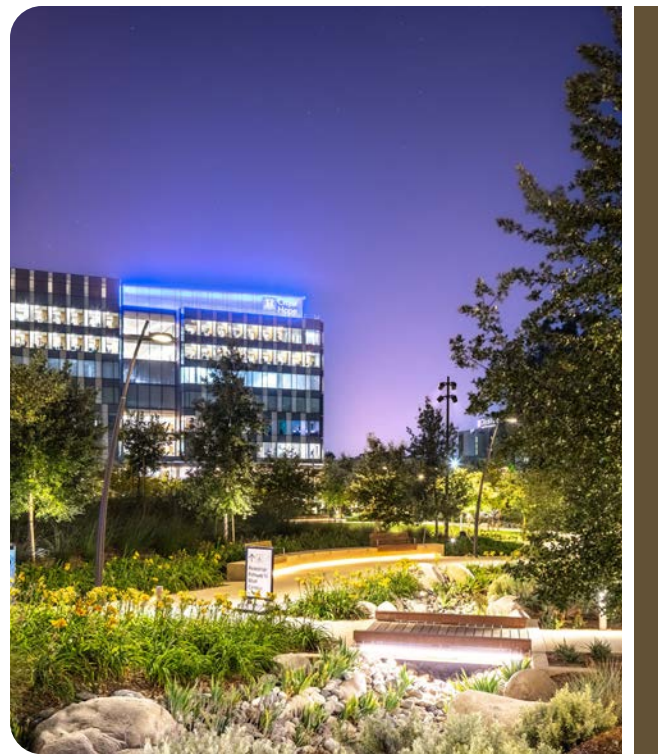


ECONOMIC DEVELOPMENT AND ACTIVATION

Develop Duarte with a vibrant Town Center and activated commercial corridors that have thriving and diverse businesses.

The City's primary goal in Economic Development and Activation is to develop a vibrant Town Center and activate commercial corridors that have thriving and diverse businesses. Situated along major transportation routes like the 210 and 605 freeway, as well as the Metro A line, Duarte provides easy access to Los Angeles and surrounding areas. Duarte is home to the City of Hope, a world-renowned cancer research treatment center that provides well-paying jobs to approximately 10,000 employees. Behind a gorgeous foothill backdrop and lush green spaces, Duarte is uniquely positioned to spur a vibrant Town Center and thriving accessible economic hubs.

Over the past decade, the City has actively planned to leverage these advantages and activate economic hubs throughout the City. In 2016, the City Council adopted its Town Center Specific Plan, which envisioned a community-oriented, walkable, mixed-use activity center along Huntington Drive between Buena Vista Street and Highland Avenue. To address the City of Hope's need to expand its world-renowned campus and provide a comprehensive framework for long term growth and development, in 2018, the City adopted its City of Hope Specific Plan. Additionally, in 2019, the City adopted its Duarte Station Specific Plan, providing a blueprint to develop a vibrant, mixed use, Transit-Oriented Development (TOD) around the Metro Gold Line Duarte Station.



The City's careful planning combined with its excellent and responsive customer service have attracted major developments throughout the City, including mixed-use and housing projects that have catalyzed both the Town Center and Duarte Station, as well as the recruitment of a major grocery chain, Vallarta Supermarkets, a need long prioritized by the City's residents.



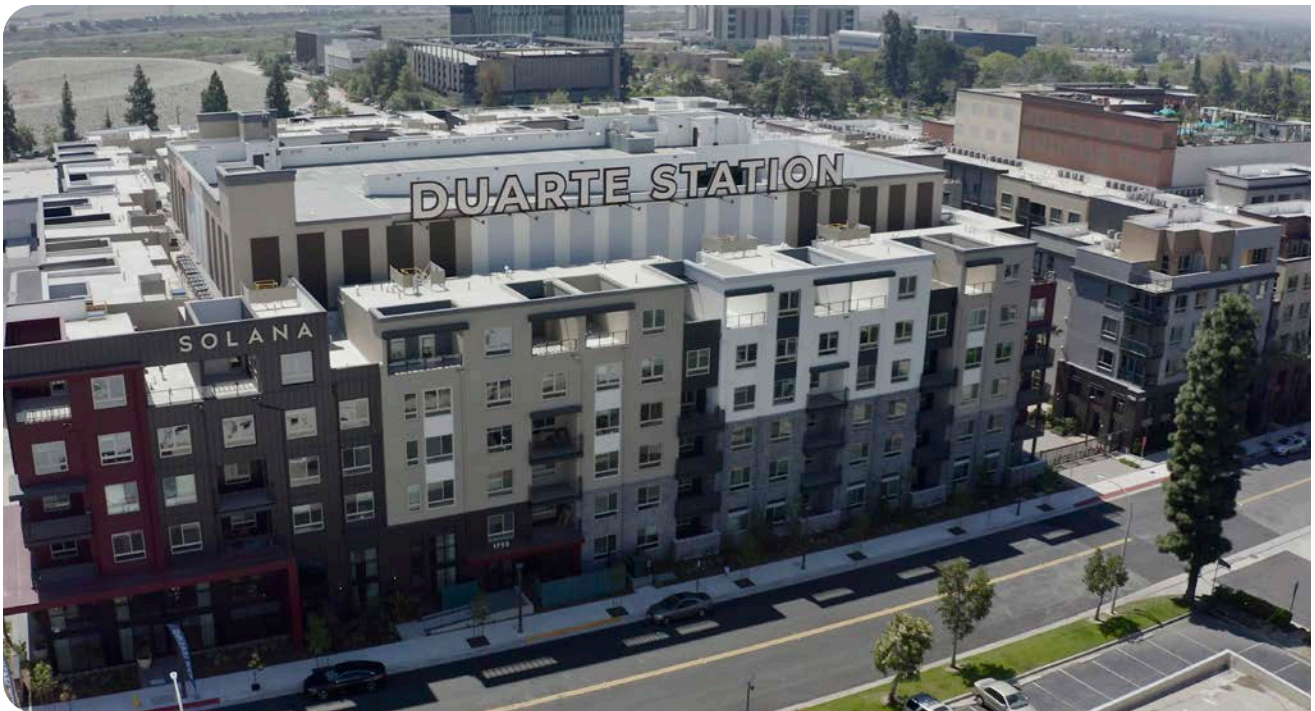
The strategic actions identified to achieve this goal build off the City's positive momentum by focusing on further advancing existing Specific Plans, spurring economic development opportunities, and prioritizing initiatives that foster a vibrant environment that attracts both businesses and opportunities brought by cultural events such as the 2026 FIFA World Cup and the 2028 Olympics. These actions include updating economic development policies, supporting existing Duarte businesses, and continuing to invest in the City's infrastructure. The City seeks to meet this goal while also maintaining its small town feel by responding to its local small businesses and collaborating with local organizations to ensure that existing business needs are addressed. With these strategies and items, the City seeks to roll over recent economic development successes into the new decade and beyond.

STRATEGIES

1. Use existing Specific Plans as tools to implement economic development initiatives, practices, and programs.
2. Apply activation practices to spur economic development opportunities.
3. Prioritize initiatives that support vibrant and attractive retail and cultural destinations.

METRICS

- ✓ Generated revenue
- ✓ CIP Initiatives completed
- ✓ New local businesses
- ✓ Residents' perceptions
- ✓ Local businesses' tenure





GOAL B

ENGAGEMENT, OUTREACH, AND COMMUNICATION

GOAL B



ENGAGEMENT, OUTREACH, AND COMMUNICATION

Ensure effective engagement and communication between residents, community groups, and city staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming City.

Under the goal of Engagement, Outreach, and Communication, the City seeks to ensure effective interaction between residents, community groups, and City staff while maintaining Duarte's legacy and identity as a community-oriented, inclusive, and welcoming city. By emphasizing transparency, accessibility, and two-way dialogue, the City continues to strengthen community bonds, encourage civic participation, and build trust. These efforts reflect Duarte's commitment to fostering an environment where collaboration, inclusivity, and mutual respect are at the heart of local government.



The City has strengthened its commitment to open and inclusive communication through a variety of initiatives designed to foster meaningful engagement with the community. A redesigned City website and the transition to the new domain, CityofDuarte.ca.gov, have made accessing information easier and more user-friendly for residents. By adopting the domain ahead of the state deadline, the City is taking proactive steps to protect residents from online impersonation, ensure official communications are easily identifiable, and provide a secure platform for public information and services. The City has also created multiple opportunities for feedback through community surveys, including the Broadband Assessment, Strategic Plan, and Local Hazard Mitigation Plan, ensuring that residents' voices are incorporated into decision-making processes. To maintain a consistent and recognizable identity, Duarte developed a style guide that reinforces clarity and professionalism across all platforms. Alongside its active social media presence, the City utilizes a variety of tools such as Nixle, Constant Contact, and direct mailers to reach residents where they are, ensuring that important information is accessible to all. These efforts reflect Duarte's commitment to preserving its legacy as a community-oriented, inclusive, and welcoming city by enhancing transparency, accessibility, and two-way communication with the public.



Moving forward, the City aims to strengthen collaboration with existing and potential partners and community organizations by sharing information and increasing awareness of the different activities and services across the City, while ensuring that the information shared is readily available and accessible to all Duarte residents.

STRATEGIES AND ACTIONS

1. Deliver programs and initiatives that provide clear and consistent information, opportunities for engagement, and interaction with the community.
2. Facilitate outreach that connects City staff and information with community.

METRICS

- ✓ Community perception
- ✓ New partnerships
- ✓ Outreach materials distributed
- ✓ Outreach initiatives' participants





GOAL C

COMMUNITY SAFETY



GOAL C

COMMUNITY SAFETY

Ensure Duarte will continue to be a safe community for all who live, work and play here.

The City's primary goal in Community Safety is to ensure Duarte continues to be a safe community for all who live, work, and play in Duarte. The City is proud of its transformative accomplishments in public safety. Its nationally recognized DART program, close partnership with the Los Angeles County Sheriff's Department, and robust Neighborhood and Business Watch programs have contributed to sharp year-to-year declines in crime.

In 2016, the City adopted its Citywide Bicycle Master Plan. Since its adoption, the City has installed Class III bicycle facilities on Central Avenue between Buena Vista Street and Crestfield Drive, Highland Avenue between Royal Oaks Drive and Duarte Road, and Las Lomas Road between Royal Oaks Drive and Huntington Drive. Additionally, Class II bicycle facilities are now present along Duarte Road between Highland Avenue and California Avenue as well as a portion of Buena Vista Street between Maynard Drive and Central Avenue. A total of 3.6 miles of Class III bicycle facilities and 1.82 miles of Class II bicycle lanes have been implemented since the Master Plan's adoption.



Recently, the City updated its Safe Routes to School (SRTS) Plan, primarily focusing on maintaining safe streets around the eight schools in Duarte. The Plan was an expansion of its existing Bicycle Master Plan (BMP) and Complete Streets policy. Since its adoption, the City has included pedestrian improvement street projects identified in the SRTS Plan to its five-year Capital Improvement Plan. Recent increases in traffic patrol technology have also contributed to improvements in pedestrian and traffic safety, further enhancing the overall safety of the community.

Moving forward, the City will continue to build on its accomplishments, while also focusing on emergency preparedness and response, ensuring risk of natural disasters are minimized and City staff is effective and responsive.

STRATEGIES AND ACTIONS

1. Ensure traffic- and pedestrian-related safety and comfort for sidewalk, walking trail, and right-of-way users.
2. Continue to provide community-centered public safety.
3. Minimize risk from natural hazards and ensure effective response and recovery from disasters.

METRICS

- ✓ Community Resilience
- ✓ SRTS and BMP projects
- ✓ Public Safety Department's perception



GOAL D

FINANCIAL SUSTAINABILITY



GOAL D

FINANCIAL SUSTAINABILITY

Maintain a fiscally solvent local government with diverse revenue streams for long-term financial health.

The primary goal of the City is to maintain a fiscally solvent local government with diverse revenue streams for long-term financial health. Having adequate financial resources enables the City to provide the high level and wide variety of public services, programs, and facilities desired by the community's residents and businesses.

The City has maintained strong fiscal discipline and a commitment to financial stability, evident in its healthy general fund reserve balance, and consistency in presenting structurally balanced budgets.

In recent years, the City has also made strides in promoting financial transparency through procuring accounting software that streamlines internal processes, as well as easing the business license permitting process by implementing an online processing system. The City has also retained a grant writing consultant to identify and secure grants that advance City goals.

Building on this foundation, the City will continue to commit to fiscal prudence and transparency. This includes continuing to seek supplemental general fund monies, identifying and pursuing opportunities that optimize cost-savings for City services, and increasing public awareness and education of City finances. By implementing these strategic actions, the City aims to not only maintain but also enhance its financial stability. Furthermore, the City will explore opportunities to diversify its revenue base to ensure long-term growth and resilience, ultimately fostering a financially stable environment that supports the needs and aspirations of Duarte's residents and businesses.



STRATEGIES AND ACTIONS

1. Establish multiple, diverse revenue streams to support the City's overall budget.
2. Adhere to robust financial policies and procedures that support internal compliance, financial stability, and longevity.

METRICS

- ✓ Grant-based revenue
- ✓ Transient occupancy tax-based revenue
- ✓ Expenses saved
- ✓ Community and staff perceptions
- ✓ New grants awarded



GOAL E

ORGANIZATIONAL EXCELLENCE



GOAL E

ORGANIZATIONAL EXCELLENCE

Build upon our strong internal organization to support staff, encourage growth opportunities, and expand professional development for employees.

The City of Duarte is committed to fostering an environment that maximizes organizational efficiency. Therefore, the City's goal is to build upon a strong internal organization to support staff, encourage growth opportunities, and expand professional development for employees. The City has recently made strides to create a dynamic atmosphere where new processes and programs are not only encouraged but systematically integrated to drive improvements, evident in new technologies incorporated by the Administrative Services Department.

To better prepare the City's workforce, Duarte has invested in comprehensive professional development trainings that focus on a wide array of applicable skillsets, such as increasing internal communication, improving customer service, and refining leadership skills. Additionally, the City has been proactively restructuring certain departments to both develop City staff and better address the needs of the community.

Building upon these successes, the City aims to continue implementing professional development opportunities through further training, growth opportunities, and quantifying job satisfaction. The City also plans to conduct a salary market study that ensures that its salaries are competitive to both attract and retain talent. Through expanding staff training and retention programs, Duarte will foster a highly functional, versatile and responsive team.

STRATEGIES AND ACTIONS

1. Maintain systems and establish initiatives that advance city staff and leadership satisfaction and retention.
2. Deliver services that maintain comprehensive and forward-thinking internal operations.

METRICS

- ✓ Job satisfaction
- ✓ New applicants
- ✓ Staff tenure





GOAL F

COMMUNITY VITALITY



GOAL F

COMMUNITY VITALITY

Continue to provide exceptional programs and services which engage and support all members of our diverse community.

The City's primary goal in Community Vitality is to continue to provide exceptional programs and services which engage and support all members of our diverse community. The City takes pride in providing high quality, inclusive special events and programs that reflect its community, such as its Lunar New Year, Dia de los Muertos, and Jump for Autism events. Its robust relations with legislative partners have also leveraged several resource fairs, informational workshops, and town hall meetings that provide critical information to Duarte residents. The City also continues to provide quality senior and youth programming that attracts neighboring residents, such as the Duarte pool.

Moving forward, the City will continue to identify funding opportunities to update its Civic Center and ensure its recreation centers have the

resources needed to continue providing the quality programming and resources Duarte residents are accustomed to. Additionally, the City will continue to invest in its nationally recognized Duarte Area Resource Team (DART), Mayor's Youth Council, and youth summer internship programs.

The City understands that a civically engaged population is critical to a thriving community. Therefore, the City will continue to offer spaces where residents can congregate and learn.

STRATEGIES AND ACTIONS

1. Ensure community programs meet the needs of all residents.
2. Ensure City activities and facilities are accessible and inclusive.
3. Continue to provide and seek opportunities that support holistic housing services.

METRICS

- ✓ Community event attendance
- ✓ Community perception
- ✓ New housing developments
- ✓ Number of participating seniors
- ✓ Number of participating youth
- ✓ Percentage of Duarte's unhoused





GOAL G

INFRASTRUCTURE AND BEAUTIFICATION



GOAL G

INFRASTRUCTURE AND BEAUTIFICATION

Enhance our infrastructure and public spaces to support a vibrant and healthy community.

The City's primary goal with Infrastructure and Beautification is to maintain public spaces and advance community beautification efforts. The City is committed to fostering a walkable, safe, transit friendly community. This past summer, the City made a significant milestone moving forward with its Highland Promenade Project. The pedestrian improvement project offers a wide range of pedestrian enhancements, such as installing wider decorative sidewalks, pedestrian lighting, high-visibility crosswalks, and increased shading in sidewalks.

The City of Duarte is dedicated to enhancing the aesthetic appeal of the community by integrating art into public spaces. A key initiative in this effort is the Utility Box Art Program, launched in late 2023, which transforms city-controlled utility boxes into vibrant works of art that reflect the unique character of Duarte. By repurposing everyday structures into visually appealing pieces, the program not only enhances the city's urban landscape but also celebrates its diverse culture and creativity, making public spaces more engaging and welcoming. In addition, the City maintains its commitment to increasing green spaces. Recent projects such as the Huntington Drive Medians, the aforementioned Highland Promenade, and the upcoming Royal Oaks Trail Improvement Projects all enhance landscaping and promote greening the City by planting trees on the City's public right-of-way.

The City aims to continue ensuring its infrastructure meets the needs of its residents, including exploring regional opportunities to develop multi-modal infrastructure, continuing to upgrade crosswalks and



signals along high traffic corridors, and conducting proper maintenance of City facilities, while also instilling community pride through beautification efforts in public spaces.

STRATEGIES AND ACTIONS

1. Maintain transportation and public infrastructure to support mobility needs and meet environmental standards.
2. Maintain public spaces and advance community beautification efforts.

METRICS

- ✓ Vehicle-related incidents
- ✓ New public art installations
- ✓ New sidewalk installations
- ✓ Pedestrian perceptions



APPENDIX

City of Duarte Strategic Plan

Action Plan

Vision

Duarte is a family-friendly community with vibrant commercial corridors. We value diversity and care for one another so that our homes, businesses, and schools will flourish. We are at the crossroads near urban opportunities and natural environments, full of trails and mountains that provide a peaceful tranquility. We are proud of our homegrown small town and provide opportunities for residents of all ages and backgrounds to lead healthy, vibrant lives.

Values

- Community Pride – Everyone can thrive when we care for our town and each other.
- Diverse – All ages, cultures, and backgrounds belong here.
- Safe and Welcoming – Everyone experiences a sense of peace and hospitality.
- Holistic Wellbeing – All community members can access resources, infrastructure, and services to lead active, socially-rich, and healthy lives.
- Financial Sustainability – Our town and local businesses are prosperous and equipped for the long-term.
- Connected – Everyone can travel easily and safely through our town.

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 diverse community's future.

GOAL A: Economic Development and Activation

Develop Duarte with a vibrant Town Center and activated commercial corridors that have thriving and diverse businesses.

Metrics

- Amount of revenue generated from local businesses and retailers
- Number of capital improvement plan initiatives that are pursued and completed
- Number of new local businesses in commercial corridors and Town Center area
- Residents' perception of commercial corridors and Town Center
- Tenure of new and established local businesses in commercial corridors and Town Center area

GOAL A: Economic Development and Activation

Develop Duarte with a vibrant Town Center and activated commercial corridors that have thriving and diverse businesses.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
Strategy 1. Use existing Specific Plans as tools to implement economic development initiatives, practices, and programs.							
A1.1	Develop policies to support successful economic development throughout the City and to establish the Town Center as a diverse retail hub, featuring local shops, businesses, restaurants, and entertainment activities for residents and visitors.			X		COM DEV	
A1.2	Assess existing and planned corridor and capital improvement projects during the annual CIP process to bring projects into				X	COM DEV	

GOAL A: Economic Development and Activation

Develop Duarte with a vibrant Town Center and activated commercial corridors that have thriving and diverse businesses.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	alignment with existing Specific Plans.						
A1.3	Include new retail activities for vacant and underutilized sites and buildings in existing Specific Plans (healthy and locally-owned cafes, eateries, entertainment and restaurants).			X		COM DEV	CMO
Strategy 2. Apply activation practices to spur economic development opportunities.							
A2.1	Seek and apply for relevant grant opportunities that build out the Town Center Greening Plan to prompt traffic calming and street greening.			X		COM DEV	
A2.2	Continue the expansion of First Mile-Last Mile pedestrian improvements near the A Line Station where feasible, strengthening pedestrian links within and beyond the commercial areas (e.g. Duarte Road, Highland Promenade, Evergreen Corridor Improvements).			X		COM DEV	

GOAL A: Economic Development and Activation

Develop Duarte with a vibrant Town Center and activated commercial corridors that have thriving and diverse businesses.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
A2.3	Pursue outreach and engagement activities with local businesses to assess needs, understand what resources are needed, and identify where the City can feasibly intervene.		X			CMO	COM DEV
Strategy 3. Prioritize initiatives that support vibrant and attractive retail and cultural destinations.							
A3.1	Continue to provide exemplary customer service and responsiveness during permitting and plan checking phase.				X	COM DEV	
A3.2	Coordinate resources to develop new or support existing programs that attract and retain local businesses.			X		COM DEV	CMO
A3.3	Initiate business promotional campaigns to draw in visitors attending upcoming global and regional events (e.g. World Cup, Olympics) to introduce others to the City and draw in revenue.		X			CMO	

GOAL B: Engagement, Outreach, and Communication

Ensure effective engagement and communication between residents, community groups, and city staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming city.

Metrics

- Community perception of outreach and engagement initiatives, including increases in understanding of city operations and governance
- Number of new established partnerships with community groups and organizations
- Number of outreach materials distributed to residents and public
- Number of participants in new and established outreach and engagement initiatives

GOAL B: Engagement, Outreach, and Communication

Ensure effective engagement and communication between residents, community groups, and city staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming city.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
Strategy 1. Deliver programs and initiatives that provide clear and consistent information, opportunities for engagement, and interaction with the community.							
B1.1	Assess existing communications methods to explore options that expand how the City publicizes services, activities, and events to different audiences, including residents, community groups, and the public (e.g. city mobile website, updated website, social media).	X				CMO	
B1.2	Continue to update the city website to ensure it is intuitive and accessible for the public.				X	CMO	

GOAL B: Engagement, Outreach, and Communication

Ensure effective engagement and communication between residents, community groups, and city staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming city.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
B1.3	Collaborate with local businesses and community groups to share community information that increase awareness of different activities and services across the City.	X				CMO	
B1.4	Foster established partnerships with community groups and organizations, identifying any additional relationships to cultivate (e.g. Duarte Unified School District, Rotary).		X			CMO	
B1.5	Assess the structure of the Mayor's Youth Council program to ensure ongoing outreach and engagement with Duarte's youth community (e.g. research Pasadena Youth Ambassadors, Long Beach Youth Advisory Council).		X			CMO	
B1.6	Continue sharing updates about community programming at the Library during City Council meetings and other public forums.				X	CMO	Librarian
B1.7	Continue to foster relationship with Duarte Unified School District by maintaining annual joint meetings.				X	CMO	DUSD

GOAL B: Engagement, Outreach, and Communication

Ensure effective engagement and communication between residents, community groups, and city staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming city.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
B1.8	Establish and promote a Citizens' Academy that provides civic education to community members of all ages so they are involved with City governance and activities.	X				CMO	
B1.9	Commit resources to develop and implement a branding strategy for the City's image, highlighting successes, opportunities, and maximizing underutilized communication processes.		X			CMO	COM DEV
Strategy 2.							
Facilitate outreach that connect city staff and information with community.							
B2.1	Continue to create consistent and standardized messaging about the work of the city and share during quarterly all-staff meetings, management meetings, and internal Human Resources newsletters.				X	CMO	
B2.2	Provide materials in multiple languages as needed.	X				CMO	
B2.3	Partner with community groups to integrate relevant updates into collaborative communication	X				CMO	

GOAL B: Engagement, Outreach, and Communication

Ensure effective engagement and communication between residents, community groups, and city staff to maintain Duarte's legacy and identity as a community-oriented, inclusive, and welcoming city.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	channels (e.g. e-blast newsletters, social media round-up posts).						
B2.4	Continue hosting periodic pop-up tabling booths at community events to provide updates about services, programs, and future events.				X	CMO	

GOAL C: Community Safety

Ensure Duarte will continue to be a safe community for all who live, work, and play here.

Metrics

- Increased community resilience and enhanced city response to climate needs and other emergencies
- Number of Bike Master Plan and Safe Routes to School projects and initiatives pursued or completed
- Number of pedestrian facilities that have been maintained, improved, or newly constructed
- Public Safety Department's perception of local initiatives that support regional safety measures and needs

GOAL C: Community Safety

Ensure Duarte will continue to be a safe community for all who live, work, and play here.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
Strategy 1. Ensure traffic- and pedestrian-related safety and comfort for sidewalk, walking trail, and right-of-way users.							
C1.1	Continue maintenance of lighting along sidewalks and walking trails, especially for evening hours use.				X	COM DEV	
C1.2	Partner with community groups to host walk, roll, and bike audits that identify additional areas and corridors for improvement.		X			PS	CMO
C1.3	Utilize existing Bike Master Plan actions to inform how pedestrian and bicycling facilities are upgrading.	X				COM DEV	P&R
C1.4	Partner with the School Resource Deputy to host pedestrian safety workshops at local schools, tailored for both the general	X				PS	DUSD

GOAL C: Community Safety*Ensure Duarte will continue to be a safe community for all who live, work, and play here.*

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	community and commuting K-12 students.						
C1.5	Execute Duarte Safe Routes to School Plan and partner with the school district to implement proposed programs to achieve Engagement, Encouragement, Education, Evaluation, and Equity goals.			X		COM DEV	DUSD
C1.6	Continue pursuing grants and funding opportunities that support street and sidewalk improvements through consultant grant writer, tracking application status, awards, and grant reporting requirements.				X	COM DEV	
Strategy 2. Continue to provide community-centered public safety.							
C2.1	Continue to invest in professional development of Public Safety Department staff to ensure successful operations, maintain best practices and meet administrative needs.				X	PS	
C2.2	Continue to partner with youth and community groups to coordinate clean-up events.				X	PS	CMO

GOAL C: Community Safety*Ensure Duarte will continue to be a safe community for all who live, work, and play here.*

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
C2.3	Continue to partner with Duarte Area Resource Team, Mayor's Youth Council, and nonprofit organizations to co-host community safety ambassador events across neighborhoods.				X	PS	CMO, P&R
Strategy 3. Minimize risk from natural hazards and ensure effective response and recovery from disasters.							
C3.1	Strengthen the City's ability to prepare for, respond to, and recover from emergencies and climate-related disasters by ensuring facilities are properly prepared for an emergency, and updating cities emergency response policies and plans, as needed.		X			PS	
C3.2	Prepare the City for future inclement weather disruptions by providing relevant staff training and evaluating existing emergency systems.		X			PS	
C3.3	Research and identify funding opportunities to support the development and maintenance of an Emergency Operations Center facility.					PS	

GOAL D: Financial Sustainability

Maintain a fiscally solvent local government with diverse revenue streams for long-term financial health.

Metrics

- Amount of revenue generated from awarded grants
- Amount of revenue generated from transient occupancy tax
- Amount of expenses saved from implementing cost-saving initiatives
- Community and internal staff perception of City's financial status
- Number of new grant applications and awards

GOAL D: Financial Sustainability

Maintain a fiscally solvent local government with diverse revenue streams for long-term financial health.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
Strategy 1.							
Establish multiple, diverse revenue streams to support the City's overall budget.							
D1.1	Capture more transient occupancy tax-based revenue by continuing to recruit a hotel, exploring feasibility of other boutique hotel development and AirBnB host options.			X		COM DEV	Admin. Svs.
D1.2	Continue to look and apply for new funding opportunities from diverse sources, especially those that supplement existing federal funding streams (e.g. regional, state, philanthropy).				X	CMO	Admin. Svs.
D1.3	Foster partnerships with relevant philanthropic organizations and other funding institutions to stay				X	CMO	Admin. Svs.

GOAL D: Financial Sustainability

Maintain a fiscally solvent local government with diverse revenue streams for long-term financial health.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	updated on upcoming funding opportunities.						
Strategy 2.							
Adhere to robust financial policies and procedures that support internal compliance, financial stability, and longevity.							
D2.1	Assess current internal financial policies and processes to ensure alignment with best practices, making adjustments where needed.	X				Admin. Svs.	
D2.2	Inform the community about the City's finances and budget on a regular basis to maintain transparency, exploring diverse avenues to share about the City's finances (e.g. annual e-blast newsletter, webinar).		X			Admin. Svs.	CMO
D2.3	Identify and pursue opportunities that optimize cost-savings for city services (e.g. reviewing and editing procurement policies).		X			Admin. Svs.	
D2.4	Prepare for growing energy demand and costs by updating internal sustainability-based practices to adopt more green energy usage where possible (e.g. City's vehicles and infrastructure to run on green energy alternatives).			X		Admin. Svs.	

GOAL D: Financial Sustainability

Maintain a fiscally solvent local government with diverse revenue streams for long-term financial health.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
D2.5	Monitor and track grant funding-based spending to ensure internal compliance with reporting requirements.				X	Admin. Svs.	

GOAL E: Organizational Excellence

Build upon our strong internal organization to support staff, encourage growth opportunities, and expand professional development for employees.

Metrics

- Results from job satisfaction feedback gathering activities
- Number of applicants to open city staff positions
- Tenure of emerging professionals and established staff working for the City

GOAL E: Organizational Excellence

Build upon our strong internal organization to support staff, encourage growth opportunities, and expand professional development for our employees.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
Strategy 1.							
Maintain systems and establish initiatives that advance City staff and leadership satisfaction and retention.							
E1.1	Collect feedback on job satisfaction from city staff and leadership on a regular basis. Include questions related to new hire recruitment and onboarding (as applicable) and retention.	X				Admin. Svs.	
E1.2	Assess existing staff training program to ensure it reflects best practices and methods.	X				Admin. Svs.	
E1.3	Ensure adequate staffing levels, technology, and balanced workloads to sustain staff and programs.	X				Admin. Svs.	
E1.4	Provide growth and cross-training opportunities to attract emerging		X			Admin. Svs.	

GOAL E: Organizational Excellence

Build upon our strong internal organization to support staff, encourage growth opportunities, and expand professional development for our employees.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	and seasoned professionals, develop new hires, and retain staff.						
E1.5	Consider assessing the City's staffing structure and departments to allow for internal advancement, growth opportunities, and succession.		X			Admin. Svs.	
E1.6	Initiate a market study of the region to ensure staff salaries are comparative and competitive.	X				Admin. Svs.	
E1.7	Explore a professional development program that provides meaningful training, education, and skill-building opportunities for internal staff to achieve professional goals.		X			Admin. Svs.	
E1.8	Consider an internal mentorship program that connects staff across departments and levels for informal learning and relationship building.		X			Admin. Svs.	
Strategy 2. Deliver services that maintain comprehensive and forward-thinking internal operations.							
E2.1	Create and maintain a dashboard that tracks, monitors, and evaluates action items that advance the Strategic Plan.	X				CMO	Admin. Svs.

GOAL E: Organizational Excellence

Build upon our strong internal organization to support staff, encourage growth opportunities, and expand professional development for our employees.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	Update the dashboard as action items are completed, removed, or revised.						
E2.2	Initiate an annual updating process to review Strategic Plan action items in-progress, using it as an opportunity to coordinate on internal workplans, evaluate successes and opportunities, and advance upcoming initiatives. Maintain the annual update process to complete Strategic Plan action items.	X				CMO	Admin. Svs.
E2.3	Incorporate strategic planning as an action item during annual city budgeting workshops to ensure adequate funding for future planning and initiatives.	X				CMO	

GOAL F: Community Vitality

Continue to provide exceptional programs and services which engage and support all members of our diverse community.

Metrics

- Attendance at community events and City-led programming
- Community perception of City-led programming and public spaces
- Number of new housing developments, categorized into differing levels of affordability
- Number of seniors participating in City-led senior programming
- Number of youth applying to and enrolled in youth civic engagement programs and internships
- Percentage of Duarte's population that is unhoused

GOAL F: Community Vitality

Continue to provide exceptional programs and services which engage and support all members of our diverse community.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
Strategy 1. Ensure community programs meet the needs of all residents.							
F1.1	Reevaluate existing community programs to identify areas of highest-demand and maximize benefits to residents.		X			P&R	
F1.2	Continue to invest in and facilitate Duarte Area Resource Team, Mayor’s Youth Council, and Work Investment Network summer internship programs to encourage youth empowerment and civic engagement.				X	P&R	PS
F1.3	Ensure that recreation centers across the City have the resources				X	P&R	

GOAL F: Community Vitality

Continue to provide exceptional programs and services which engage and support all members of our diverse community.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	needed to maintain fun and engaging year-round activities.						
F1.4	Identify planning tools to incorporate uses that support youth-friendly activities in future developments, especially in the Town Center.			X		COM DEV	P&R
F1.5	Continue to ensure family-friendly activities are available at local events, parks, pool, and other public spaces.				X	P&R	
F1.6	Enhance biking and walking trails with local pop-ups and vendors to activate resident use and promote local businesses.		X			COM DEV	P&R
F1.7	Continue support of senior services and programming to promote healthy aging, outdoor physical activity, and social connection.				X	P&R	
Strategy 2.							
Ensure city activities and facilities are accessible and inclusive.							
F2.1	Continue update of the civic center building, and ensure that any capital improvement projects are constructed to accommodate all abilities.			X		P&R	Admin. Svs.

GOAL F: Community Vitality

Continue to provide exceptional programs and services which engage and support all members of our diverse community.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
F2.2	Ensure city information is translated citywide into the community's confirmed threshold languages.			X		CMO	Admin. Svs.
F2.3	Establish partnerships with community groups to co-host civic programming that encourages residents to be involved in the life of the City.		X			CMO	P&R
Strategy 3. Continue to provide and seek opportunities that support holistic housing services.							
F3.1	Develop affordable housing when practical per the adopted Housing Element, and explore grant opportunities or partnerships to shelter unhoused individuals.			X		COM DEV	
F3.2	Advance partnerships with community groups who are working to address root causes of homelessness, including those who provide mental health and therapy services.			X		PS	
F3.3	Continue to advance and support the work of the Public Safety Outreach Coordinator to improve a collaborative and holistic response				X	PS	

GOAL F: Community Vitality

Continue to provide exceptional programs and services which engage and support all members of our diverse community.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	to supporting the unhoused community.						
F3.4	Continue to provide financial support to the Foothill Unity Center, to ensure services to the unhoused community can be maintained for the long-term (e.g. clothing, food, hygiene).				X	CMO	

GOAL G: Infrastructure and Beautification

Enhance our infrastructure and public spaces to support a vibrant and healthy community.

Metrics

- Decrease in vehicle-related traffic incidents and collisions
- Number of new public art installations
- Number of new sidewalk installations
- Pedestrian perception of sidewalks and walking trails

GOAL G: Infrastructure and Beautification

Enhance our infrastructure and public spaces to support a vibrant and healthy community.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
Strategy 1. Maintain transportation and public infrastructure to support mobility needs and meet environmental standards.							
G1.1	Continue to maintain a regular citywide street paving schedule, ensuring all roads are well cared for.				X	COM DEV	
G1.2	Keep annual evaluation of sidewalk and walking trail conditions to guarantee paths are even, accessible, and ADA-compliant.				X	COM DEV	Admin. Svs.
G1.3	Install sidewalks in corridors that need improved pedestrian-friendly infrastructure.			X		COM DEV	
G1.4	Utilize a data-driven approach to plant new trees in areas lacking in green and shade coverage, and maintain existing green			X		COM DEV	

GOAL G: Infrastructure and Beautification

Enhance our infrastructure and public spaces to support a vibrant and healthy community.

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	infrastructure in the public right-of-way. Ensure these conversations continue to be part of the Capital Improvement Plan discussions.						
G1.5	Upgrade crosswalks and signals along high-traffic corridors and at trail access points.			X		COM DEV	
G1.6	Implement interventions that manage traffic volume and speeds, especially during rush hour on high-use streets in both residential and commercial areas (e.g. Huntington, Central).			X		COM DEV	
G1.7	Explore feasibility of supporting regional efforts that develops multi-modal infrastructure.			X		COM DEV	
G1.8	Continue managing the maintenance and repair program for all city facilities, advertising this resource to the broader community to increase utilization.				X	P&R	
Strategy 2. Maintain public spaces and advance community beautification efforts.							
G2.1	Explore incentives to encourage local businesses to keep major		X			COM DEV	CMO

GOAL G: Infrastructure and Beautification*Enhance our infrastructure and public spaces to support a vibrant and healthy community.*

Strategy/Actions		Timeline				Lead	Support
		Short (1 Yr.)	Med (2-3 Yrs.)	Long (3-5 Yrs.)	Ongoing		
	corridors, including the Town Center, clean and beautiful.						
G2.2	Support and compensate local artists to create public art installations, especially those that share the story and history of Duarte's community.		X			COM DEV	CMO
G2.3	Explore art-based pop-up events (e.g. temporary street closures for sidewalk art, community mural projects).		X			COM DEV	CMO



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