



**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, February 24, 2026
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.

Tera Martin Del Campo, Mayor
Samuel Kang, Mayor Pro Tem
Margaret Finlay, Councilmember
Toney Lewis, Councilmember
Vinh Truong, Councilmember
Cesar A. Garcia, 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 duarte91010@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. Mayor's Youth Council Update
- B. Presentation of Award by the San Gabriel Valley Mosquito and Vector Control District
- C. Pathway Home Project Update
- D. Public Safety 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 - February 10, 2026 Regular Meeting (CC/HA/FA)
Recommended Action: Approve the minutes of February 10, 2026.
- D. Approval of Warrants - February 24, 2026 (CC/HA/FA)
Recommended Action: Approve the warrants of February 24, 2026.
- E. Public Safety Department Update

Recommended Action: Receive and File the Public Safety Department Update.

- F. Notice of Completion: Fiscal Year 2025-26 Citywide Concrete Repair Project No. 26-3 for CJ Concrete Construction Inc.

Recommended Action: Accept the project as complete in the amount of \$110,041.00.

- G. Resolution for the Designation of Applicant Agent for the Purpose of Receiving Federal and State Funding

Recommended Action: Adopt Resolution No. 26-11, Designation of Applicant Agent for the Approved Application for Federal Aid Projects for the Donald & Bernice Watson Multi-Use Pathway Improvement Project.

- H. Amendment to the Contract with Kreuzer Consulting Group for Professional Services to prepare Plans, Specifications and Cost Estimates for the Huntington Drive Street Improvements Project

Recommended Action: Authorize the City Manager to 1) sign the Amendment to Professional Services Agreement with Kreuzer Consulting Group to expand develop plans, specifications and cost estimates for the Huntington Drive Street Improvements Project, and 2) approve a budget amendment in the amount of \$50,000.

- I. Approval of a Professional Services Agreement with ARC Document Solutions for scanning of building plans

Recommended Action: Authorize the City Manager to sign a Professional Services Agreement with ARC Document Solutions for document scanning.

- J. Consideration to Approve a Co-sponsorship Request for the Duarte Chamber of Commerce's Job Fair

Recommended Action: Approve a co-sponsorship with the Duarte Chamber of Commerce to host a Job Fair.

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS

- A. Adoption of Ordinance Adding Chapter 11.25 to the Duarte Municipal Code Regulating Electric Bicycles and Similar Devices

Recommended Action: Conduct a public hearing and introduce for first reading Ordinance No. 26-02 which will add Chapter 11.25 and amend Chapter 1.04 to the Duarte Municipal Code regulating electric bicycles and other regulated mobility devices to improve public safety, address community concerns, and provide clear enforcement authority.

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. Incremental Increase of the User Fee for Temporary Overnight Parking

Recommended Action: Adopt Resolution No. 26-12, approving the Incremental Increase of the User Fee for Temporary Overnight Parking as Set Forth in the City of Duarte Fee Schedule.

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 19th day of February 2026.

Frances Jimenez
City Clerk



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: February 18, 2026
SUBJECT: Comments on Agenda Items, Meeting of February 24, 2026

ITEM 5.A. (Special Items). Mayor's Youth Council update - The Mayor's Youth Council will provide an update for the council.

ITEM 5.B. (Special Items). Presentation by Anais Medina Diaz, the Director of Communications for the San Gabriel Valley Mosquito and Vector Control District. Director Diaz will be presenting the City of Duarte the District's Excellence in Engagement and Collaboration Award.

ITEM 5.C. (Special Items). Presentation by Marco Santana from the Department of Homeless Services and Housing (HSH) regarding the final report and closure of the Pathway Home.

ITEM 5.D. (Special Items). Public Safety Department Update - Public Safety Director Larry Breceda will provide an update for the council.

ITEM 9.E. (Consent Calendar). The Public Safety Department has submitted the monthly report for February 2026 for review.

ITEM 9.F. (Consent Calendar). Notice of Completion - Fiscal Year 2025-26 Citywide Concrete Repair Project No. 26-3 for CJ Concrete Construction Inc. - On October 28, 2025, City Council awarded the contract for Fiscal Year 2025-26 Citywide Concrete Repair Project to CJ Concrete Construction Inc. The project consisted of the removal and replacement of damaged or broken and off-grade concrete sidewalks, curb, gutters, driveway approaches, and curb ramps. The Fiscal Year 2025-26 Citywide Concrete Repair Project was included in the 2025-26 Capital Improvement Program Budget and was funded by Measure R allocations. City Council approved the contract for \$102,900.00 plus a twenty-five percent (25%) contingency. The final project cost was \$110,041.00 which is within the approved contract amount plus contingency.

ITEM 9.G. (Consent Calendar). Resolution No. 26-11 for the Designation of Applicant Agent for the Purpose of Receiving Federal and State Funding - In March 2023 the City of Duarte received news that the submitted Donald & Bernice Watson Multi-Use Pathway Improvement Project request for federal appropriations by the Consolidated Appropriations Act was approved. The way federal funds are distributed to agencies is through a state agency, in this case Caltrans. Staff has been working internally and with Caltrans to move forward with the process required to receive the funds. In January, the City received the final agreements that would allow the City to request disbursement of the funds for the construction of the project. This resolution allows the City Council to designate authorized agents (City staff) to engage with Caltrans regarding this grant.

ITEM 9.H. (Consent Calendar). Amendment to the Contract with Kreuzer Consulting Group for Professional Services to prepare plans, specifications, and cost estimates for the Huntington Drive Street Improvements Project - In April 2025, the City Council awarded a Professional Services Agreement to Kreuzer Consulting Group (KCG) for professional engineering services to prepare bid documents for the Huntington Drive Street Improvements Project. Services generally include the preparation of construction plans and specifications, as well as cost estimates for resurfacing the existing asphalt pavement, pedestrian improvements, and ADA ramp upgrades along Huntington Drive from the west City limit to the east City

limit. In May 2025, the City received notification that a grant that we applied for was approved for the requested amount of \$3.1 million for the First/Last Mile Duarte Town Center Greening and Traffic Calming Project. This project will require additional engineering design that was not included in the original KCG contract. The additional work will provide design for sidewalk and pedestrian lighting on Huntington Drive between Buena Vista Street and Highland Avenue and on the west side of Highland Avenue from Huntington Drive to the freeway. KCG submitted an amendment proposal in the amount of \$47,420. This cost represents a strong value, as portions of the added scope overlap with the Huntington Drive Street Improvements Project, allowing for design efficiencies and coordination within the existing project framework. The Huntington Drive Street Improvements Project Design was included in the FY 2025/2026 Budget. The amendment to the agreement is requesting to increase the budget in the amount of \$50,000 from account 220-2225-7965.

ITEM 9.I. (Consent Calendar). Approval of a Professional Services Agreement with ARC Document Solutions for document scanning - The City currently leases two storage spaces to store historic building plans. The current cost of these spaces is approximately \$14,000 annually. State Law and the City's Records Management Policy and Retention Schedule requires that the City keep all past non-single family building plans. Over the years, the space needed to store these plans has greatly increased. The proposed process is to scan all paper plans into digital format and use the Laserfiche software and storage system for long term storage of records. The City has been using Laserfiche for several years and it has been effective. Staff has researched the options for plan scanning and feels that ARC Document Solutions (ARC) is best qualified to complete the project. ARC has provided this service to numerous similar organizations efficiently and accurately. As a part of the proposal process, ARC visited the storage facility and has developed the proposal based on that in person assessment. A proposal for scanning is a bit different than other proposals. The reason is that the scanning cost is by document and the number of documents is an estimate. ARC reports that they are typically within 10% of the actual cost for most proposals. So, it is possible that the actual cost could be higher or lower than the estimate. The proposal includes a document estimate that was made by City Staff and ARC. Based on that estimate the cost is \$109,000. The proposed Professional Services Agreement provides a "not to exceed" cost, that allows a 10% contingency rounded up. The maximum cost of this contract would be \$120,000.

ITEM 9.J. (Consent Calendar). Consideration to Approve a Co-sponsorship Request for the Duarte Chamber of Commerce's Job Fair - For the past few years, the Duarte Chamber of Commerce has been partnering with the Foothill Workforce Development Board to bring a job fair to Duarte. The job fair typically takes place at the Duarte Community Center. To help promote the event, the City also announces the event through its communication channels. The Chamber reached out to the City requesting to use the Community Center to host the event on March 31st from 10:00 AM – 1:00 PM. This year, the Chamber would like to continue hosting the job fair at the Community Center, and is therefore requesting a co-sponsorship. A co-sponsorship would include waiving facility reservation fees in the amount of \$1,100 and promoting the event through the City's communication channels.

ITEM 11.A. (Public Hearings). Adoption of Ordinance Adding Chapter 11.25 to the Duarte Municipal Code Regulating Electric Bicycles and Similar Devices - City Council directed staff to evaluate and develop regulations for electric bicycles due to unsafe conditions observed within the community, particularly on multiuse trails where pedestrians and e-bike riders co-mingle. Concerns raised included excessive speeds, near-miss incidents, and conflicts involving children, seniors, and other vulnerable users. In response to Council direction, staff brought the matter to the Public Safety Commission for review and public input. The Commission conducted a multi-meeting review process, received resident feedback, and worked collaboratively with City staff to develop an ordinance that balances public safety with reasonable and lawful e-bike use. The proposed ordinance adds Chapter 11.25 to the Duarte Municipal Code and establishes clear, enforceable standards governing electric bicycles, and similar devices on City property.

ITEM 13.A. (Business Items). Resolution No. 26-12 Establishing an Incremental Increase of the User Fee for Temporary Overnight Parking - At the regularly scheduled City Council meeting on January 27, 2026, the City Council adopted Resolution No. 26-07 establishing user fees for various department related services. Additionally, at the regularly scheduled City Council meeting on February 10, 2026, the City Council directed staff to bring back a resolution that incrementally increased the user fee for temporary overnight parking. This would allow residents the time to make arrangements to adapt to the new fee. If adopted, Resolution No. 26-12 would incrementally increase the user fee. The user fee of two dollars (\$2) for temporary overnight parking if approved would be effective March 1, 2026. This user fee would then increase to three dollars (\$3) on June 1, 2026; to four dollars (\$4) on September 1, 2026; and to five dollars (\$5) on December 1, 2026.

CITY OF DUARTE

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

**Tuesday, February 10, 2026
7:00 PM — Regular Session**

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL

Mayor Martin Del Campo called the open session to order at 7:05 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Garcia, Calderon, Kang, Martin Del Campo
Councilmembers Absent: None
Staff Present: Shawna McKee, Assistant City Attorney
 Kristen Petersen, Assistant City Manager / Director of Administrative Services
 Craig Hensley, Director of Community Development
 Larry Breceda, Director of Public Safety Services
 Manuel Enriquez, Director of Parks and Recreation
 Andres Rangel, Assistant to the City Manager
 Frances Jimenez, City Clerk

2. ADOPTION OF THE AGENDA

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

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

3. PLEDGE TO THE FLAG

The flag salute was led by Karena Flor.

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

David Villegas thanked the City for the grace period for overnight parking and stated his opinion on the recent parking fee increases.

5. SPECIAL ITEMS

A. Community Development Department Update

Community Development Director Hensley provided an estimated timeline on the installation of new street name signs to replace those knocked down during last year’s windstorms; highlighted the upcoming Citywide striping project; shared the progress of repair work being done after irrigation lines suffered damage on Vineyard Ave and Brookdale Lane; gave a report on the sinkhole repair on Bloomdale Street and Brycedale Ave, and noted the completed installation of the street banner poles on Buena Vista Street.

Further discussion occurred regarding the timeline of construction being done on Brookdale Lane and the status of restoring power to the light pedestals that suffered damage due to copper wire theft on Evergreen Street.

The City Council requested light replacements at the City entrance sign; shared their thoughts on damage being done to city property; and commented on the importance of maintaining and taking care of the goods and services provided by the City.

B. Parks and Recreation Department Update

Parks and Recreation Director Enriquez highlighted upcoming community events and mentioned that notifications are continuously being sent out to patrons and ActiveNet participants with expiring credits in June.

Conversation was had regarding the type of identifying documents that can be used to guarantee resident rates for recreation programs.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

City Clerk Jimenez reported that the City received written public comment from Cathy Stute expressing opposition to the recent fee schedule increases.

Claudia Trefzger made a complaint regarding the recent fee increases for lap swim and overnight parking.

Alan Heller commended the city on the work being done to promote upcoming Route 66 events; proposed including past mayors in the Route 66 Centennial events; highlighted the deadline extension for the 2026 Call for Artists for Duarte's Utility Box Art Program; expressed concern regarding the regulation of Airbnb's within the city; and suggested implementing a notification system for affected residents.

In response to questions made by the City Council, Assistant City Manager / Director of Administrative Services Petersen confirmed the timeline and cost of conducting the recently approved fee study; and also noted the logistics regarding CPI increases or decreases that will be brought to the City Council annually for approval. She also gave a summary of the current tracking process regarding Airbnb usage and noted that staff is working on bringing an item to the City Council that takes a proactive approach of monitoring and enforcing said establishments.

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. Approval of Minutes — January 27, 2026 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - February 10, 2026 (CC/HA/FA).

E. Receive and File the Monthly Financial Report for the month of December 2025.

F. Receive and File the Community Development Department Update.

G. Receive and File the Park and Recreation Department Update.

H. Approval of Amendment No. 1 to the Agreement with All City Management Services, Inc., extending the term through June 30, 2028, and approving the hourly billing rates for the duration of the extension.

I. Adoption of Resolution No. 26-01 Establishing the Date and Time of Regular City Council Meetings for the 2026 Calendar Year.

J. Award of Contract - for the City Yard Electrical Upgrades Project to Amtek Construction., as the lowest responsive and responsible bidder, in the amount of \$203,333, plus a fifteen percent contingency.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, and carried by the following vote of the City Council to approve Items 9A - 9J of the Consent Calendar.

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS - NONE

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

13. BUSINESS ITEMS

A. Fiscal Year 2025/26 Mid-Year Budget Report

Assistant City Manager and Director of Administrative Services Petersen gave a presentation outlining the 2025/26 Mid-Year report which indicated a projected surplus of \$1.4 million. Projected General Fund revenues are estimated at \$28.7 million which is a 16% increase from the adopted budget. Revenues increased substantially due to one-time revenues of increased building permit and plan check fees, while Sales Tax is coming in lower as projected. Projected General Fund Expenditures are estimated at \$27.3 million which is a 6% increase from the adopted budget, mostly due to delayed projects from prior years and the cost of the Charles Abbott contract due to the increased building and plan check fees.

Conversation was had regarding projected Special Funds, specifically the increased water costs within the Citywide Landscape District.

Assistant City Manager and Director of Administrative Services Petersen shared that the projected General Fund unassigned reserves balance as of June 30, 2026, is \$29 million which is 109% of the General Fund expenditures.

Discussion ensued regarding the June 2026 Election ballot measure that would increase the sales tax rate if passed by L.A County voters.

The City Council shared appreciation for the work done by Assistant City Manager and Director of Administrative Services Petersen; stated their opinion on the proposed sales tax increase; and urged residents to vote on the matter.

Further conversation was had about diversifying revenues as a proactive approach to sustaining the City in the future.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to Receive and File the mid-year budget report and approve the corresponding budget amendments as delineated in Attachment 2.

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

B. Consideration to Approve a Budget Amendment to Sponsor the 2026 San Gabriel Valley Women's Summit

Assistant to the City Manager Rangel presented a staff report requesting the City Council discuss and consider the Duarte Chamber of Commerce's request to sponsor the 2026 San Gabriel Valley Women's Summit taking place on Friday, May 15 from 9 AM – 2 PM at the Monrovia DoubleTree. He also introduced Executive Director Kalpna Shah for follow-up questions.

Executive Director Shah introduced Evangeline Lee and Rana Madain, chairperson and committee member, respectively, for the San Gabriel Valley Women's Summit. She also requested the City Council's

consideration for becoming a diamond sponsor of the event.

The City Council reviewed the list of sponsorship levels and expressed their opinion on funding dependence. Conversation ensued regarding the logistics of the event, including the name and date.

Executive Director Shah assured the City Council that in the future the goal is to host the event within the City.

Moved by Councilmember Garcia, seconded by Councilmember Finlay, and carried by the following vote of the City Council to approve a budget amendment of \$10,000 to account 1020-7710 to sponsor the 2026 San Gabriel Valley Women's Summit at the diamond sponsorship level.

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

The City Council stated their concerns regarding the significant subsidies provided to the Duarte Chamber of Commerce and its resulting implications. Additional comments were made regarding the origin and history of the event and the need to honor the late Councilmember Tzeitel Paras-Caracci.

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

Councilmember Garcia reported he attended the Foothill Transit Governing Board meeting and gave information on the agency's recent accomplishments; requested that staff share information on how the overnight parking fees came to exist; shared an update on his personal life; shared he attended the employee and commissioner recognition event; commended Assistant City Manager / Director of Administrative Services Petersen for serving 25 years in the city; shared he attended the Mayor's Breakfast; commended Michelle Garcia for serving on the event committee; and wished Councilmember Truong a happy birthday.

Councilmember Calderon congratulated Assistant City Manager / Director of Administrative Services Petersen for her service; wished Councilmember Truong a happy birthday; shared he attended the Mayor's Breakfast; and shared his opinion on the possibility of capping fees within the city.

Councilmember Finlay gave information on the documentary Firebreak; suggested the film be shown to youth in the community; commended city staff for the employee recognition dinner; reported she attended the California Contract Cities Association City Managers Meeting; shared the history on the L.A. County proposed sales tax measure; and discussed the LA County Liability Trust Fund surcharge increase for contract cities.

Councilmember Lewis encouraged constituents to vote during the June election and wished Councilmember Truong a happy birthday.

Councilmember Truong stated his opinion on the topic of increased sales tax within LA County; urged residents to look into the subject and vote; stated his thoughts on the increased fees within the City per the approved fee schedule; congratulated Assistant City Manager / Director of Administrative Services Petersen for 25 years of service; and stated he attended the Mayor's Welcome Breakfast.

Mayor Pro Tem Kang commented on the possibility of increased sales tax and the effects that would come about.

Councilmember Finlay requested that staff provide a breakdown of sales tax impacts on the city.

Mayor Pro Tem Kang continued to state his opinion on the topic of increased sales tax and shared appreciation for the Public Safety department as they work with the homeless.

Mayor Martin Del Campo thanked residents for sharing their concerns regarding the fee schedule; shared appreciation for staff giving further information on the topic; apologized in advance for her absence at the next council meeting; reported she attended the Upper San Gabriel River Working Group meeting, the LA County Sanitation District meeting and the Foothill Workforce Development Board meeting; requested that staff invite the Foothill Workforce Development Board to local events; thanked the Duarte Chamber of Commerce staff and Michelle Garcia for putting on the Mayor's Welcome

Breakfast; thanked Congressman Gil Cisneros, the artists from CSArts, her colleagues, and city staff for attending the breakfast; and encouraged everyone to show kindness to others.

15. ADJOURNMENT

At 8:55 p.m., the City Council adjourned the meeting.

Tera Martin Del Campo, Mayor

Frances Jimenez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 1/2026	6926		3,239.16
100-1020-7710	DUARTE CHAMBER OF COMM...	2026 Women's Sponsorship- Diamond Sponsor	6903		10,000.00
100-1020-7711	DOLPHIN RENTS INC	Employee Awards Furnishings 1/30/2026	6902		6,158.95
100-1020-7711	DOLPHIN RENTS INC	Employee Awards Furnishings 1/30/2026	6902		195.31
100-1020-7722	GRANICUS INC	Google Translate on City Website	6911		320.00
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 1/2026	6918		312.00
100-1205-7614	STAPLES	Office Supplies	6927		99.83
100-1205-7615	FAITH FIRE EXTINGUISHER & S...	PS Vehicles/Sheriff Fire Extinguisher Service	221874		1,056.99
100-1205-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	221875		144.00
100-1205-7650	WARDS SERVICE	Vehicle #24 Battery	6932		325.78
100-1205-7650	10-8 RETROFIT INC	Vehicle #13 PA/Air Horn	6892		320.81
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 10/2025	221884		1,828.67
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 12/2025	221884		1,230.62
100-1205-7655	LA-RICS	(15) Radio Subscriptions 12/2025	221881		300.00
100-1205-7655	LA-RICS	(15) Radio Subscriptions 1/2026	221881		300.00
100-1205-7762	FLOWBIRD	WTP Fees 1/2026	6898		88.28
100-1205-7781	FAST 5 HOLDING COMPANY L...	Sheriff Dept Vehicle Cleaning 1/2026	221875		45.00
100-1205-7781	M K FUELS	Sheriff Dept Fuel 1/2026	221869		58.83
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 10/2025	221884		4,041.02
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 12/2025	221884		4,636.17
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Services 1/18/2026 - 1/31/2026	6896		6,195.13
100-1205-7783	TRAIN UP A CHILD LLC	A-Team Contract Services 2/2026	6893		6,740.00
100-1205-7980	SHAFFER AWARDS	Alex Negrete Office Nam...	221891		27.57
100-1405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	221875		63.00
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 10/2025	221884		106.13
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 12/2025	221884		178.27
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 2/1/2026 - 2/28/2026	BD26-0961		604.20
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 2/1/2026 - 2/28/2026	BD26-0960		618.20
100-1405-7965	RKA CONSULTING GROUP	Watson Multi-Use Trail Rehab Grant Support 12/2025	6923	202412-Prof Svc-FY24 Bike Tra...	245.00
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 7/30/25 - 11/22/25	6912		2,305.00
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 11/23/25 - 12/31/25	6912		855.00
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 1/2026	6912		1,342.50
100-1405-7965	ESRI	ArcGIS Online Subscription 1/15/2026 - 1/14/2027	6905		1,950.00

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Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7969	RKA CONSULTING GROUP	Highland Ave Striping Engineering 12/2025	6923		500.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 12/2025	6923		640.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/2025	6923		4,400.00
100-1405-8100	COLONIAL FLAG	Banner Pole Replacement (Buena Vista St)	221870	202614-Buena Vista Street Ba...	18,728.00
100-1405-8100	COLONIAL FLAG	Banner Pole Replacement (Buena Vista St)	221870	202614-Buena Vista Street Ba...	2,500.00
100-1405-8100	COLONIAL FLAG	Consulting Fee	221870	202614-Buena Vista Street Ba...	2,500.00
100-1405-8100	FS CONTRACTORS INC	Change Order 1	6907	202614-Buena Vista Street Ba...	1,500.00
100-1405-8100	FS CONTRACTORS INC	Banner Pole Replacement Project	6907	202614-Buena Vista Street Ba...	25,750.00
100-1405-8100	FS CONTRACTORS INC	Change Order 2	6907	202614-Buena Vista Street Ba...	1,890.00
100-1410-7621	ULINE INC	City Yard Parts & Supplies	6931		594.31
100-1410-7636	RODNEY MARROQUIN	Safety Boot Reimbursement	221883		223.61
100-1410-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	221875		9.00
100-1410-7650	WARDS SERVICE	Truck #12 Service/Wiper Blades	6932		157.06
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 10/2025	221884		1,789.48
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 12/2025	221884		1,632.28
100-1410-7650	WARDS SERVICE	Vehicle #3 Service/Water Pump Repair	6932		742.38
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 1/2/2026	6928		160.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 1/28/2026	6928		160.00
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2026	221894		1,839.58
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 1/2026	6918		2,080.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 1/2026	6918		76.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 1/2026	6918		3,426.72
100-1605-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	221875		9.00
100-1605-7650	M K FUELS	Parks & Recreation Fue...	221869		54.35
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 10/2025	221884		42.45
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 12/2025	221884		52.96
100-1605-7733	DUARTE RECREATION PETTY ...	SC Raffle Baske...	221873		44.07
100-1605-7733	TREVIAPAY	Senior Ctr Office Supplies	6919		8.72
100-1605-7733	SONICBOOM DJ Rudy	SC Monthly Dance DJ	221868		175.00
100-1605-7733	THEODORE SIEGEL	SC 'High Noon' Screening/Presentation	221892		150.00
100-1605-7733	HOLIDAY GOO INC	SC Spring Celebration Eggs	221880		312.72
100-1605-7733	THE BASHFUL BUTLER LLC	SC Sweetheart Dinner Dance Catering 2/12/2026	221895		2,219.64
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	221872		205.00
100-1605-7733	TREVIAPAY	Senior Ctr Office Supplies	6919		17.94
100-1605-7733	TREVIAPAY	Senior Ctr Office Supplies	6919		97.56
100-1605-7733	HEULYN REGINA DUMAS-JOH...	Senior Ctr Sewing Lessons 1/2026	6904		55.00
100-1605-7735	SMART & FINAL	Teen Ctr Snack Bar Supplies	6925		11.37
100-1605-7735	SMART & FINAL	Teen Ctr Cooking Program Supplies	6925		93.60
100-1605-7736	PEREZ DANCE & TUMBLING A...	Dance Technique/Tumbling 1/5/26 - 2/2/2026	6921		469.00
100-1605-7736	ARK INTERNATIONAL INC	Vocal Class-Youth S1 1/6/26 - 1/27/26	6897		109.20

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Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7736	JAVIER DJEU TENNIS	Youth Tennis 1/9/2026 - 2/6/2026	6915		539.00
100-1605-7737	SMART & FINAL	Solvang Excursion Snacks & Water	6925		58.36
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	6909		498.96
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	6909		649.50
100-1610-7618	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	221878		25.11
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	6924		145.40
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	6924		62.12
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	6924		640.90
100-1610-7618	SUPPLY SOLUTIONS	TC Building Maintenance Supplies	6924		41.97
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Products	6924		1,368.33
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	6924		2,208.39
100-1610-7618	ULINE INC	Dog Waste Receptacles/Stations	6931		1,443.03
100-1610-7618	AMERICAN FLAGPOLE & FLAG...	City Hall Outdoor Flags	221866		986.36
100-1610-7618	SMART & FINAL	Conference Room Supplies	6925		46.36
100-1610-7618	SMART & FINAL	Conference Room Supplies	6925		40.51
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	6900		16.06
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	6900		30.85
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	6900		30.85
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 10/2025	221884		713.21
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 12/2025	221884		627.10
100-1610-7650	WARDS SERVICE	Vehicle #14 Service/Battery/Lift Gat...	6932		904.44
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	PS Fire Extinguisher Service	221874		154.00
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	Parks/CC/CH/FC Fire Extinguisher Service	221874		990.87
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	Senior Ctr Fire Extinguisher Service	221874		498.25
100-1610-7652	POST ALARM SYSTEMS	CC/CH/Yard Alarm Monitoring 2/2026	6922		162.07
100-1610-7652	POST ALARM SYSTEMS	CC/CH/Yard Alarm Monitoring 3/2026	6922		162.07
100-1610-7652	WET VIEWS	Labor	6920		2,200.00
100-1610-7652	WET VIEWS	Chlorine Storage Tank	6920		3,870.24
100-1610-7652	WET VIEWS	Fitness Ctr Pool Weekly Maintenance 1/2026	6920		1,950.00
100-1610-7652	WET VIEWS	Fitness Ctr Pool Weekly Maintenance 9/2025	6920		1,950.00
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	6900		42.27
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	6900		4.15
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	6900		4.15
100-1610-7652	AIR-TRO INC	Public Safety HVAC Service Call	6894		168.00
100-1610-7652	IMS REFRIGERATION INC	Teen Ctr Ice Machine Repair	6913		285.00
100-1610-7652	WESTERN EXTERMINATOR C...	Facility Pest/Rodent/Mosquito Control 12/2025	6934		930.75
100-1610-7652	WESTERN EXTERMINATOR C...	Facility Pest/Rodent/Mosquito Control 1/2026	6934		930.75
100-1610-7652	ALBERTOS PLUMBING	Cmty Ctr Ladies Restroom Sink Faucet Replacement	6895		895.00
100-1610-7652	ALBERTOS PLUMBING	CH Kitchen Water Heater & Faucet Replacement	6895		1,390.00
100-1610-7652	ALBERTOS PLUMBING	FC (4) Tankless Water Heaters Service	6895		1,630.00
100-1610-7652	ALBERTOS PLUMBING	Public Safety Unclogged Maint Sewer Line	6895		175.00
100-1610-7652	INX BUILDING MAINTENANCE	CH/TC/Yard Janitorial Services 2/2026	6914		4,754.61
100-1805-7614	STAPLES	Office Supplies	6927		73.03

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Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1805-7654	LSL, LLP	FY25 State Controller Report	6917		4,550.00
100-1810-7614	STAPLES	HR Toner	6927		137.01
100-1810-7672	NEOGOV	NeoGov Annual Subscription 2/15/2026 - 2/14/2027	6910		8,144.88
100-1810-7980	LOS ANGELES UNIFIED SCHOO...	Bilingual Testing (Alvaro Gomez)	221882		108.00
100-1815-7632	GOOGLE LLC	Gsuite-cityofduarte.ca.gov 1/1/26 - 1/31/26	BD26-0971		2,463.00
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Switch Mgmt 3/2026	6929		399.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Management 3/2026	6929		682.00
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Phone-SD Wan w/VELO/SIP&E911 Bundle 3/2026	6901		1,862.52
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Carrier Increase 2/2026	6901		127.16
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 3/2026	6929		516.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel (SWA) License 3/01/2026 - 2/28/2027	6929		2,330.31
100-1815-7980	THE TECHNOLOGY DEPOT INC	Public Safety UPS Support	6929		1,040.00
100-1820-7771	CALIFORNIA STREET LIGHTING	2502 Hunt Dr Property Damage	6899	DMGE112-Light Pole,2Signs Hi...	18,050.00
100-1820-7771	CALIFORNIA STREET LIGHTING	2444 Hunt Dr Property Damage	6899	DMGE111-Light Pole Down @...	16,850.00
100-1825-7613	STAPLES	Copier Paper	6927		155.00
100-1825-7626	FEDEX	Document Delivery 1/29/26	221876		92.38
100-1825-7626	FEDEX	Document Delivery 2/6/26	221876		179.40
100-1825-7630	CANON U.S.A. INC	Admin Srvcs Printer Maint 11/04/25 - 2/03/26	221867		167.76
100-1825-7631	CANON U.S.A. INC	P & R Printer Maint 1/04/26 - 2/03/26	221867		73.26
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	221878	202503/Exp BevRecycle FY23-...	2,535.40
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	221878	202602/Exp BevRecycle FY24-...	6,248.00
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	221878	202617-Exp-BevRecycle FY25-...	6,210.00
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 2/2/2026	221887		73.00
100-2012	HENALA ROOFING INC	Bldg Permit Refund (#2026- 009/1625 Broadland)	221879		1.00
100-2013	HENALA ROOFING INC	Bldg Permit Refund (#2026- 009/1625 Broadland)	221879		1.40
100-2120	ARMANDO NAVARRO	SC Rent Deposit Refund 2/7/2026	221886		500.00
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan 12/2025	221885	202417-dep-Westminister Ga...	6,256.85
100-2121	FEHR & PEERS	COH Parking Study 11/29/25 - 12/26/25	6906	202519-Pass Thru-COH Parkin...	6,421.50
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 1/2026	221889		47.00
100-2127	FS CONTRACTORS INC	Retention-Banner Pole Replacement Project	6907	202614-Retention-Buena Vista..	-1,457.00
100-4201	HENALA ROOFING INC	Bldg Permit Refund (#2026- 009/1625 Broadland)	221879		678.50
100-4806	LENORA FLINT	Trip Cancelled (Descanso Gardens 5/9/2025)	221877		35.00
100-4812	OFELIA PENA	Refund-SC Sweetheart Dinner Dance 2/12/26	221888		14.10
Fund 100 - GENERAL FUND Total:					251,147.07
Fund: 220 - GAS TAX FUN					
220-2210-7813	ROADLINE PRODUCTS INC USA	"No Trucks" Signs	221890		2,525.20
Fund 220 - GAS TAX FUN Total:					2,525.20
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7877	CALTRANS	Signal & Lighting Maintenance 10/2025 - 12/2025	221893		1,066.19
240-2410-7662	COUNTY OF LOS ANGELES AGR..	Royal Oaks Trail Gopher Control 10/2025	221871		278.73
240-2410-7888	JHM SUPPLY INC	Citywide Irrigation Repairs	6916		397.86

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Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
240-2410-7888	JHM SUPPLY INC	Return-Citywide Irrigation Supplies/Repairs	6916		-55.39
240-2410-7896	WEST COAST ARBORISTS INC	Citywide Tree Planting	6933		19,924.45
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 1/2026	6918		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 1/2026	6918		15,265.88
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 1/2026	6918		1,509.99
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 1/2026	6918		459.54
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkways (19) Landscape Maintenance 1/2026	6918		8,312.45
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 1/2026	6918		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	6918		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 1/2026	6918		708.33
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					61,978.51
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	221875		36.00
440-4405-7650	FAITH FIRE EXTINGUISHER & S...	(27) Vehicle Fire Extinguisher Certification	221874		649.14
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 10/2025	221884		129.30
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2025	221884		185.72
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2026	221894		124.02
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2025	6908		24,507.95
440-4405-8013	FOOTHILL TRANSIT	82nd Installment of 3rd Bus 1/2026	6908		3,887.05
440-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2025	6908		-981.60
Fund 440 - PROPOSITION A TRANSIT FUND Total:					28,537.58
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 10/2025	221884		105.79

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Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2025	221884		151.95
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2026	221894		103.35
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2025	6908		20,051.96
460-4605-8013	FOOTHILL TRANSIT	82nd Installment of 3rd Bus 1/2026	6908		3,180.31
460-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2025	6908		-803.13
Fund 460 - PROPOSITION C TRANSIT FUND Total:					22,790.23
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-4705-8100	TRAFFIC AND PARKING CONT...	Universal Mounting 2-Part Full Set, Bracket	6930		884.00
470-4705-8100	TRAFFIC AND PARKING CONT...	Freight	6930		900.00
470-4705-8100	TRAFFIC AND PARKING CONT...	EV 12" Radar Feedback Sign, 50 Watt Solar Panel	6930		12,437.88
Fund 470 - MEASURE R LR TRANSIT FUND Total:					14,221.88
Grand Total:					381,200.47

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	251,147.07
220 - GAS TAX FUN	2,525.20
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	61,978.51
440 - PROPOSITION A TRANSIT FUND	28,537.58
460 - PROPOSITION C TRANSIT FUND	22,790.23
470 - MEASURE R LR TRANSIT FUND	14,221.88
Grand Total:	381,200.47

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7670	Legal Notices	3,239.16
100-1020-7710	Chamber Of Commerce	10,000.00
100-1020-7711	Employee Recognition C...	6,354.26
100-1020-7722	City Website	320.00
100-1020-7724	Post Office Parking	312.00
100-1205-7614	Office Supplies	99.83
100-1205-7615	Emergency Supplies	1,056.99
100-1205-7650	Vehicle Maintenance	3,849.88
100-1205-7655	Emergency Services	600.00
100-1205-7762	Parking Pass Kiosk Costs	88.28
100-1205-7781	Contract Law Enforceme...	8,781.02
100-1205-7782	Crossing Guard Contract...	6,195.13
100-1205-7783	A-Team Program	6,740.00
100-1205-7980	Other Expenses	27.57
100-1405-7650	Vehicle Maintenance	347.40
100-1405-7800	Building Department Ser...	1,222.40
100-1405-7965	Professional Services	6,697.50
100-1405-7969	City Engineer	5,540.00
100-1405-8100	Other Capital Improvem...	52,868.00
100-1410-7621	Other Supplies	594.31
100-1410-7636	Uniforms	223.61
100-1410-7650	Vehicle Maintenance	4,330.20
100-1410-7656	Emergency Generator	320.00
100-1410-7814	Graffiti Removal	1,839.58
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1605-7650	Vehicle Maintenance	158.76
100-1605-7733	Senior Center	3,285.65
100-1605-7735	Teen Center	104.97
100-1605-7736	Youth & Adult Recreatio...	1,117.20
100-1605-7737	Adult Excursions	58.36
100-1610-7617	Pool Chemicals	1,148.46
100-1610-7618	Building Supplies	7,008.48
100-1610-7636	Uniforms	77.76
100-1610-7650	Vehicle Maintenance	2,244.75
100-1610-7652	Building Maint Services	23,147.18
100-1805-7614	Office Supplies	73.03
100-1805-7654	Audit Services	4,550.00
100-1810-7614	Office Supplies	137.01
100-1810-7672	Neogov Program Costs	8,144.88
100-1810-7980	Other Expenses	108.00
100-1815-7632	Software	2,463.00
100-1815-7821	Network & Internet Serv...	1,081.20
100-1815-7830	Telephone Services	4,835.99
100-1815-7980	Other Expenses	1,040.00
100-1820-7771	Repair Of City Property	34,900.00
100-1825-7613	Duplications And Photos	155.00

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7626	Postage	271.78
100-1825-7630	Equipment Lease	167.76
100-1825-7631	Equipment Maintenance	73.26
100-1825-7747	Beverage Cont Recycling	14,993.40
100-1825-7980	Other Expenses	73.00
100-2012	Green Building Fees Pay...	1.00
100-2013	Strong Motions Fees Pay...	1.40
100-2120	Refundable Deposits	500.00
100-2121	Pass Through Deposits	12,678.35
100-2125	Metro Pass Through (TA...	47.00
100-2127	Retention Payable	-1,457.00
100-4201	Building Permits	678.50
100-4806	Excursion Fees	35.00
100-4812	Senior Center Fees	14.10
220-2210-7813	Regulatory Signs	2,525.20
240-2405-7877	Electric-Traffic Signal	1,066.19
240-2410-7662	Other Serv-Citywide	278.73
240-2410-7888	Repairs-Citywide	342.47
240-2410-7896	Tree Planting-Citywide	19,924.45
240-2410-7915	Landscape-Citywide	19,509.19
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
440-4405-7650	Vehicle Maintenance	1,000.16
440-4405-7814	Graffiti Removal	124.02
440-4405-7960	Foothill Transit Operatio...	24,507.95
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-981.60
460-4605-7650	Vehicle Maintenance	257.74
460-4605-7814	Graffiti Removal	103.35
460-4605-7960	Foothill Tranist Operatio...	20,051.96
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-803.13
470-4705-8100	Other Capital Improvem...	14,221.88
Grand Total:		381,200.47

Project Account Summary

Project Account Key	Payment Amount
None	266,972.72
202412-Prof Svc-FY24 Bike Trail Rehab Proj	245.00
202417-dep-Westminister Garden Specific Plan & EIR	6,256.85
202503/Exp BevRecycle FY23-24 CCP-23-084 FY26	2,535.40
202519-Pass Thru-COH Parking Analysis/Audit	6,421.50
202602/Exp BevRecycle FY24-25 CCP-24-069 FY27	6,248.00
202614-Buena Vista Street Banner	52,868.00

Project Account Summary

Project Account Key	Payment Amount
202614-Retention-Buena Vista Street Banner	-1,457.00
202617-Exp-BevRecycle FY25-26 CCP-25-xxx FY28	6,210.00
DMGE111-Light Pole Down @ Median across 2444 Hunt	16,850.00
DMGE112-Light Pole,2Signs Hit_Median by 2502 Hunt	18,050.00
Grand Total:	381,200.47



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 4209 - 10-8 RETROFIT INC					
100-1205-7650	10-8 RETROFIT INC	Vehicle #13 PA/Air Horn	22030		320.81
Vendor 4209 - 10-8 RETROFIT INC Total:					320.81
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	Public Safety HVAC Service Call	462860		168.00
Vendor 2061 - AIR-TRO INC Total:					168.00
Vendor: 6588 - ALBERTO R PEREZ					
100-1610-7652	WET VIEWS	Fitness Ctr Pool Weekly Maintenance 9/2025	2980		1,950.00
100-1610-7652	WET VIEWS	Labor	2966		2,200.00
100-1610-7652	WET VIEWS	Chlorine Storage Tank	2966		3,870.24
100-1610-7652	WET VIEWS	Fitness Ctr Pool Weekly Maintenance 1/2026	2979		1,950.00
Vendor 6588 - ALBERTO R PEREZ Total:					9,970.24
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Cmty Ctr Ladies Restroom Sink Faucet Replacement	682231		895.00
100-1610-7652	ALBERTOS PLUMBING	CH Kitchen Water Heater & Faucet Replacement	682232		1,390.00
100-1610-7652	ALBERTOS PLUMBING	FC (4) Tankless Water Heaters Service	682236		1,630.00
100-1610-7652	ALBERTOS PLUMBING	Public Safety Unclogged Maint Sewer Line	682238		175.00
Vendor 5561 - ALBERTOS PLUMBING Total:					4,090.00
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Services 1/18/2026 - 1/31/2026	PS-INV103676		6,195.13
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					6,195.13
Vendor: 6337 - AMERICAN FLAGPOLE & FLAG CO					
100-1610-7618	AMERICAN FLAGPOLE & FLAG...	City Hall Outdoor Flags	204164		986.36
Vendor 6337 - AMERICAN FLAGPOLE & FLAG CO Total:					986.36
Vendor: 6429 - ARK INTERNATIONAL INC					
100-1605-7736	ARK INTERNATIONAL INC	Vocal Class-Youth S1 1/6/26 - 1/27/26	01292026		109.20
Vendor 6429 - ARK INTERNATIONAL INC Total:					109.20
Vendor: T5123 - ARMANDO NAVARRO					
100-2120	ARMANDO NAVARRO	SC Rent Deposit Refund 2/7/2026	R111200		500.00
Vendor T5123 - ARMANDO NAVARRO Total:					500.00
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	FLOWBIRD	WTP Fees 1/2026	189252		88.28
Vendor 5559 - CALE AMERICA INC Total:					88.28
Vendor: 5869 - CALIFORNIA STREET LIGHTING					
100-1820-7771	CALIFORNIA STREET LIGHTING	2502 Hunt Dr Property Damage	1499	DMGE112-Light Pole,2Signs Hi...	18,050.00
100-1820-7771	CALIFORNIA STREET LIGHTING	2444 Hunt Dr Property Damage	1500	DMGE111-Light Pole Down @...	16,850.00
Vendor 5869 - CALIFORNIA STREET LIGHTING Total:					34,900.00
Vendor: 5720 - CANON U.S.A. INC					
100-1825-7630	CANON U.S.A. INC	Admin Srvcs Printer Maint 11/04/25 - 2/03/26	6014879629		167.76

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1825-7631	CANON U.S.A. INC	P & R Printer Maint 1/04/26 - 2/03/26	6014880048		73.26
Vendor 5720 - CANON U.S.A. INC Total:					241.02
Vendor: 6592 - CGAA INC					
100-1205-7781	M K FUELS	Sheriff Dept Fuel 1/2026	1034		58.83
100-1605-7650	M K FUELS	Parks & Recreation Fue...	1034		54.35
Vendor 6592 - CGAA INC Total:					113.18
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4256975884		16.06
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4256975884		42.27
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4257618384		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4257618384		4.15
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4258372455		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4258372455		4.15
Vendor 5140 - CINTAS CORPORATION #693 Total:					128.33
Vendor: 0903 - CITY OF MONROVIA					
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 10/2025	2601043		713.21
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 10/2025	2601044		1,789.48
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 10/2025	2601045		42.45
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 10/2025	2601046		1,828.67
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 10/2025	2601047		4,041.02
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 10/2025	2601049		106.13
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 12/2025	2601061		627.10
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 12/2025	2601062		1,632.28
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 12/2025	2601063		52.96
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 12/2025	2601064		1,230.62
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 12/2025	2601065		4,636.17
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 12/2025	2601067		178.27
Vendor 0903 - CITY OF MONROVIA Total:					16,878.36
Vendor: 6544 - CLOUD CONNECT SOLUTIONS INC					
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Phone-SD Wan w/VELO/SIP&E911 Bundle 3/2026	1628		1,862.52
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Carrier Increase 2/2026	1641		127.16
Vendor 6544 - CLOUD CONNECT SOLUTIONS INC Total:					1,989.68
Vendor: 6806 - COLONIAL SPECIALTY CO INC					
100-1405-8100	COLONIAL FLAG	Banner Pole Replacement (Buena Vista St)	0352398-IN	202614-Buena Vista Street Ba...	18,728.00
100-1405-8100	COLONIAL FLAG	Consulting Fee	0353679-IN	202614-Buena Vista Street Ba...	2,500.00
100-1405-8100	COLONIAL FLAG	Banner Pole Replacement (Buena Vista St)	0353679-IN	202614-Buena Vista Street Ba...	2,500.00
Vendor 6806 - COLONIAL SPECIALTY CO INC Total:					23,728.00
Vendor: 1381 - DOLPHIN RENTS INC					
100-1020-7711	DOLPHIN RENTS INC	Employee Awards Furnishings 1/30/2026	10917		195.31
100-1020-7711	DOLPHIN RENTS INC	Employee Awards Furnishings 1/30/2026	10653		6,158.95
Vendor 1381 - DOLPHIN RENTS INC Total:					6,354.26
Vendor: 0074 - DUARTE CHAMBER OF COMMERCE					
100-1020-7710	DUARTE CHAMBER OF COMM...	2026 Women's Sponsorship-Diamond Sponsor	15150		10,000.00
Vendor 0074 - DUARTE CHAMBER OF COMMERCE Total:					10,000.00

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY					
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	3/2026		205.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY Total:					205.00
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7733	DUARTE RECREATION PETTY ...	SC Raffle Baske...	1302026		44.07
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					44.07
Vendor: 4438 - ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC					
100-1405-7965	ESRI	ArcGIS Online Subscription 1/15/2026 - 1/14/2027	900156685		1,950.00
Vendor 4438 - ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC Total:					1,950.00
Vendor: 5761 - EXTRASPACE STORAGE 3426					
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 2/1/2026 - 2/28/2026	349096996		604.20
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 2/1/2026 - 2/28/2026	349097291		618.20
Vendor 5761 - EXTRASPACE STORAGE 3426 Total:					1,222.40
Vendor: 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO					
100-1205-7615	FAITH FIRE EXTINGUISHER & S...	PS Vehicles/Sheriff Fire Extinguisher Service	12428		1,056.99
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	PS Fire Extinguisher Service	12428		154.00
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	Parks/CC/CH/FC Fire Extinguisher Service	12429		990.87
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	Senior Ctr Fire Extinguisher Service	12431		498.25
Vendor 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO Total:					2,700.11
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	01012		144.00
100-1205-7781	FAST 5 HOLDING COMPANY L...	Sheriff Dept Vehicle Cleaning 1/2026	01012		45.00
100-1405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	01012		63.00
100-1410-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	01012		9.00
100-1605-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	01012		9.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					270.00
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery 1/29/26	9-167-75692		92.38
100-1825-7626	FEDEX	Document Delivery 2/6/26	9-176-07447		179.40
Vendor 0087 - FEDEX Total:					271.78
Vendor: 5404 - FEHR & PEERS					
100-2121	FEHR & PEERS	COH Parking Study 11/29/25 - 12/26/25	192596	202519-Pass Thru-COH Parkin...	6,421.50
Vendor 5404 - FEHR & PEERS Total:					6,421.50
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	154633		498.96
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	154726		649.50
Vendor 4690 - FULLER ENGINEERING INC Total:					1,148.46
Vendor: 4539 - GLOBAL INDUSTRIAL SUPPLY INC					
100-1610-7618	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	124066002		25.11
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	124066002	202617-Exp-BevRecycle FY25-...	6,210.00
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	124066002	202503/Exp BevRecycle FY23-...	2,535.40
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY I...	(2) Hydration Stations	124066002	202602/Exp BevRecycle FY24-...	6,248.00
Vendor 4539 - GLOBAL INDUSTRIAL SUPPLY INC Total:					15,018.51

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite-cityofduarte.ca.gov 1/1/26 - 1/31/26	5477913612		2,463.00
Vendor 6181 - GOOGLE LLC Total:					2,463.00
Vendor: 5687 - GOVERNMENTJOBS.COM INC					
100-1810-7672	NEOGOV	NeoGov Annual Subscription 2/15/2026 - 2/14/2027	INV-150966		8,144.88
Vendor 5687 - GOVERNMENTJOBS.COM INC Total:					8,144.88
Vendor: 5347 - GRANICUS INC					
100-1020-7722	GRANICUS INC	Google Translate on City Website	223401		320.00
Vendor 5347 - GRANICUS INC Total:					320.00
Vendor: 6175 - HARRIS & ASSOCIATES					
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 7/30/25 - 11/22/25	70534		2,305.00
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 11/23/25 - 12/31/25	70751		855.00
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 1/2026	71063		1,342.50
Vendor 6175 - HARRIS & ASSOCIATES Total:					4,502.50
Vendor: T5122 - HENALA ROOFING INC					
100-2012	HENALA ROOFING INC	Bldg Permit Refund (#2026- 009/1625 Broadland)	R110987		1.00
100-2013	HENALA ROOFING INC	Bldg Permit Refund (#2026- 009/1625 Broadland)	R110987		1.40
100-4201	HENALA ROOFING INC	Bldg Permit Refund (#2026- 009/1625 Broadland)	R110987		678.50
Vendor T5122 - HENALA ROOFING INC Total:					680.90
Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON					
100-1605-7733	HEULYN REGINA DUMAS-JOH...	Senior Ctr Sewing Lessons 1/2026	SC-01/2026		55.00
Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:					55.00
Vendor: 4936 - HOLIDAY GOO INC					
100-1605-7733	HOLIDAY GOO INC	SC Spring Celebration Eggs	21835		312.72
Vendor 4936 - HOLIDAY GOO INC Total:					312.72
Vendor: 1614 - IMS REFRIGERATION INC					
100-1610-7652	IMS REFRIGERATION INC	Teen Ctr Ice Machine Repair	58233		285.00
Vendor 1614 - IMS REFRIGERATION INC Total:					285.00
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	CH/TC/Yard Janitorial Services 2/2026	999461		4,754.61
Vendor 6309 - INX BUILDING MAINTENANCE Total:					4,754.61
Vendor: 6271 - JAVIER DJEU TENNIS					
100-1605-7736	JAVIER DJEU TENNIS	Youth Tennis 1/9/2026 - 2/6/2026	020626		539.00
Vendor 6271 - JAVIER DJEU TENNIS Total:					539.00
Vendor: 5406 - JOSE ANGEL FIERROS					
100-1405-8100	FS CONTRACTORS INC	Banner Pole Replacement Project	3717	202614-Buena Vista Street Ba...	25,750.00
100-1405-8100	FS CONTRACTORS INC	Change Order 2	3717	202614-Buena Vista Street Ba...	1,890.00
100-1405-8100	FS CONTRACTORS INC	Change Order 1	3717	202614-Buena Vista Street Ba...	1,500.00
100-2127	FS CONTRACTORS INC	Retention-Banner Pole Replacement Project	3717	202614-Retention-Buena Vista..	-1,457.00
Vendor 5406 - JOSE ANGEL FIERROS Total:					27,683.00
Vendor: 6690 - LA-RICS					
100-1205-7655	LA-RICS	(15) Radio Subscriptions 12/2025	DUARTE FY25/26-06		300.00

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7655	LA-RICS	(15) Radio Subscriptions 1/2026	DUARTE FY25/26-07		300.00
Vendor 6690 - LA-RICS Total:					600.00
Vendor: T4290 - LENORA FLINT					
100-4806	LENORA FLINT	Trip Cancelled (Descanso Gardens 5/9/2025)	2002454.002		35.00
Vendor T4290 - LENORA FLINT Total:					35.00
Vendor: 5717 - LOS ANGELES UNIFIED SCHOOL DISTRICT					
100-1810-7980	LOS ANGELES UNIFIED SCHOO...	Bilingual Testing (Alvaro Gomez)	3990		108.00
Vendor 5717 - LOS ANGELES UNIFIED SCHOOL DISTRICT Total:					108.00
Vendor: 4086 - LSL, LLP					
100-1805-7654	LSL, LLP	FY25 State Controller Report	72960		4,550.00
Vendor 4086 - LSL, LLP Total:					4,550.00
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 1/2026	117991		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 1/2026	117991		2,080.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 1/2026	117991		76.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 1/2026	117991		3,426.72
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					5,894.72
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan 12/2025	0094895	202417-dep-Westminister Ga...	6,256.85
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					6,256.85
Vendor: 6833 - MULTI SERVICE TECHNOLOGY SOLUTIONS INC					
100-1605-7733	TREVIPAY	Senior Ctr Office Supplies	1e9d2e2a		8.72
100-1605-7733	TREVIPAY	Senior Ctr Office Supplies	3ab28048		17.94
100-1605-7733	TREVIPAY	Senior Ctr Office Supplies	ab8e7d1e		97.56
Vendor 6833 - MULTI SERVICE TECHNOLOGY SOLUTIONS INC Total:					124.22
Vendor: T4955 - OFELIA PENA					
100-4812	OFELIA PENA	Refund-SC Sweetheart Dinner Dance 2/12/26	2000761.005		14.10
Vendor T4955 - OFELIA PENA Total:					14.10
Vendor: 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS					
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 2/2/2026	621689		73.00
Vendor 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS Total:					73.00
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	CC/CH/Yard Alarm Monitoring 2/2026	1882295		162.07
100-1610-7652	POST ALARM SYSTEMS	CC/CH/Yard Alarm Monitoring 3/2026	1892584		162.07
Vendor 2466 - POST ALARM SYSTEMS Total:					324.14
Vendor: 6652 - RAYMOND ABERNATHY					
100-1205-7783	TRAIN UP A CHILD LLC	A-Team Contract Services 2/2026	TRA-23		6,740.00
Vendor 6652 - RAYMOND ABERNATHY Total:					6,740.00
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 1/2026	6026722		47.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					47.00
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7969	RKA CONSULTING GROUP	Highland Ave Striping Engineering 12/2025	36731		500.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 12/2025	36732		640.00

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/2025	36733		4,400.00
100-1405-7965	RKA CONSULTING GROUP	Watson Multi-Use Trail Rehab Grant Support 12/2025	36734	202412-Prof Svc-FY24 Bike Tra...	245.00
Vendor 0904 - RKA CONSULTING GROUP Total:					5,785.00
Vendor: 6810 - RODNEY MARROQUIN					
100-1410-7636	RODNEY MARROQUIN	Safety Boot Reimbursement	114-1270		223.61
Vendor 6810 - RODNEY MARROQUIN Total:					223.61
Vendor: 6293 - RODOLFO CARDENAS					
100-1605-7733	SONICBOOM DJ Rudy	SC Monthly Dance DJ	2/26/2026		175.00
Vendor 6293 - RODOLFO CARDENAS Total:					175.00
Vendor: 0202 - SHAFFER AWARDS					
100-1205-7980	SHAFFER AWARDS	Alex Negrete Office Nam...	0009176		27.57
Vendor 0202 - SHAFFER AWARDS Total:					27.57
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	154735		62.12
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	151645-02		145.40
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	156562-01		640.90
100-1610-7618	SUPPLY SOLUTIONS	TC Building Maintenance Supplies	156562-02		41.97
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Products	159708		1,368.33
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	159956		2,208.39
Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:					4,467.11
Vendor: 0209 - SMART & FINAL					
100-1610-7618	SMART & FINAL	Conference Room Supplies	259500		46.36
100-1610-7618	SMART & FINAL	Conference Room Supplies	579444		40.51
100-1605-7735	SMART & FINAL	Teen Ctr Snack Bar Supplies	039455		11.37
100-1605-7735	SMART & FINAL	Teen Ctr Cooking Program Supplies	461244		93.60
100-1605-7737	SMART & FINAL	Solvang Excursion Snacks & Water	933400		58.36
Vendor 0209 - SMART & FINAL Total:					250.20
Vendor: T4691 - SOFIA A PEREZ					
100-1605-7736	PEREZ DANCE & TUMBLING A...	Dance Technique/Tumbling 1/5/26 - 2/2/2026	009		469.00
Vendor T4691 - SOFIA A PEREZ Total:					469.00
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 1/2026	634885		3,239.16
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					3,239.16
Vendor: 2688 - STAPLES CONTRACT & COMMERCIAL INC					
100-1205-7614	STAPLES	Office Supplies	6054356241		99.83
100-1805-7614	STAPLES	Office Supplies	6055332834		73.03
100-1810-7614	STAPLES	HR Toner	6055332834		137.01
100-1825-7613	STAPLES	Copier Paper	6055332834		155.00
Vendor 2688 - STAPLES CONTRACT & COMMERCIAL INC Total:					464.87
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 1/2/2026	SA-62428		160.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 1/28/2026	SA-63177		160.00
Vendor 1610 - SUNWEST ENGINEERING Total:					320.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2026	18628		1,839.58
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,839.58
Vendor: 5296 - THE BASHFUL BUTLER LLC					
100-1605-7733	THE BASHFUL BUTLER LLC	SC Sweetheart Dinner Dance Catering 2/12/2026	2791		2,219.64
Vendor 5296 - THE BASHFUL BUTLER LLC Total:					2,219.64

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Switch Mgmt 3/2026	30102		399.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Management 3/2026	30126		682.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 3/2026	30155		516.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel (SWA) License 3/01/2026 - 2/28/2027	30165		2,330.31
100-1815-7980	THE TECHNOLOGY DEPOT INC	Public Safety UPS Support	30195		1,040.00
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					4,967.51
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC 'High Noon' Screening/Presentation	2/27/2026		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: 5907 - ULINE INC					
100-1610-7618	ULINE INC	Dog Waste Receptacles/Stations	202834447		1,443.03
100-1410-7621	ULINE INC	City Yard Parts & Supplies	203405079		594.31
Vendor 5907 - ULINE INC Total:					2,037.34
Vendor: 6113 - WARDS SERVICE					
100-1205-7650	WARDS SERVICE	Vehicle #24 Battery	100742		325.78
100-1410-7650	WARDS SERVICE	Truck #12 Service/Wiper Blades	101717		157.06
100-1610-7650	WARDS SERVICE	Vehicle #14 Service/Battery/Lift Gat...	99334		904.44
100-1410-7650	WARDS SERVICE	Vehicle #3 Service/Water Pump Repair	99498		742.38
Vendor 6113 - WARDS SERVICE Total:					2,129.66
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR C...	Facility Pest/Rodent/Mosquito Control 12/2025	644554C		930.75
100-1610-7652	WESTERN EXTERMINATOR C...	Facility Pest/Rodent/Mosquito Control 1/2026	655473C		930.75
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					1,861.50
Fund 100 - GENERAL FUND Total:					251,147.07
Fund: 220 - GAS TAX FUN					
Vendor: 6018 - ROADLINE PRODUCTS INC USA					
220-2210-7813	ROADLINE PRODUCTS INC USA	"No Trucks" Signs	22340		2,525.20
Vendor 6018 - ROADLINE PRODUCTS INC USA Total:					2,525.20
Fund 220 - GAS TAX FUN Total:					2,525.20
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/WTS & MEASURES					
240-2410-7662	COUNTY OF LOS ANGELES AGR..	Royal Oaks Trail Gopher Control 10/2025	260625		278.73
Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/WTS & MEASURES Total:					278.73
Vendor: 6835 - JHM SUPPLY INC					
240-2410-7888	JHM SUPPLY INC	Citywide Irrigation Repairs	67320 /3		397.86
240-2410-7888	JHM SUPPLY INC	Return-Citywide Irrigation Supplies/Repairs	K67325/3		-55.39
Vendor 6835 - JHM SUPPLY INC Total:					342.47
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 1/2026	117991		1,509.99
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 1/2026	117991		15,265.88
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 1/2026	117991		2,733.32
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwy (19) Landscape Maintenance 1/2026	117991		8,312.45

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 1/2026	117991		459.54
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 1/2026	117991		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 1/2026	117991		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 1/2026	117991		708.33
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					40,366.67
Vendor: 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION					
240-2405-7877	CALTRANS	Signal & Lighting Maintenance 10/2025 - 12/2025	SL260495		1,066.19
Vendor 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION Total:					1,066.19
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7896	WEST COAST ARBORISTS INC	Citywide Tree Planting	239773		19,924.45
Vendor 1521 - WEST COAST ARBORISTS INC Total:					19,924.45
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					61,978.51
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 10/2025	2601048		129.30
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2025	2601066		185.72
Vendor 0903 - CITY OF MONROVIA Total:					315.02
Vendor: 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO					
440-4405-7650	FAITH FIRE EXTINGUISHER & S...	(27) Vehicle Fire Extinguisher Certification	12430		649.14
Vendor 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO Total:					649.14
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
440-4405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 1/2026	01012		36.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					36.00
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	82nd Installment of 3rd Bus 1/2026	SI011087		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2025	SI011088		24,507.95

Council Warrant Register By Vendor

Payment Dates: 2/12/2026 - 2/25/2026

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
440-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2025	SI011088		-981.60
Vendor 3192 - FOOTHILL TRANSIT Total:					27,413.40
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2026	18628		124.02
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					124.02
Fund 440 - PROPOSITION A TRANSIT FUND Total:					28,537.58
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 10/2025	2601048		105.79
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2025	2601066		151.95
Vendor 0903 - CITY OF MONROVIA Total:					257.74
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	82nd Installment of 3rd Bus 1/2026	SI011087		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2025	SI011088		20,051.96
460-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2025	SI011088		-803.13
Vendor 3192 - FOOTHILL TRANSIT Total:					22,429.14
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2026	18628		103.35
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					103.35
Fund 460 - PROPOSITION C TRANSIT FUND Total:					22,790.23
Fund: 470 - MEASURE R LR TRANSIT FUND					
Vendor: 6834 - TRAFFIC AND PARKING CONTROL CO LLC					
470-4705-8100	TRAFFIC AND PARKING CONT...	EV 12" Radar Feedback Sign, 50 Watt Solar Panel	I817858		12,437.88
470-4705-8100	TRAFFIC AND PARKING CONT...	Universal Mounting 2-Part Full Set, Bracket	I817858		884.00
470-4705-8100	TRAFFIC AND PARKING CONT...	Freight	I817858		900.00
Vendor 6834 - TRAFFIC AND PARKING CONTROL CO LLC Total:					14,221.88
Fund 470 - MEASURE R LR TRANSIT FUND Total:					14,221.88
Grand Total:					381,200.47

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	251,147.07
220 - GAS TAX FUN	2,525.20
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	61,978.51
440 - PROPOSITION A TRANSIT FUND	28,537.58
460 - PROPOSITION C TRANSIT FUND	22,790.23
470 - MEASURE R LR TRANSIT FUND	14,221.88
Grand Total:	381,200.47

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7670	Legal Notices	3,239.16
100-1020-7710	Chamber Of Commerce	10,000.00
100-1020-7711	Employee Recognition C...	6,354.26
100-1020-7722	City Website	320.00
100-1020-7724	Post Office Parking	312.00
100-1205-7614	Office Supplies	99.83
100-1205-7615	Emergency Supplies	1,056.99
100-1205-7650	Vehicle Maintenance	3,849.88
100-1205-7655	Emergency Services	600.00
100-1205-7762	Parking Pass Kiosk Costs	88.28
100-1205-7781	Contract Law Enforceme...	8,781.02
100-1205-7782	Crossing Guard Contract...	6,195.13
100-1205-7783	A-Team Program	6,740.00
100-1205-7980	Other Expenses	27.57
100-1405-7650	Vehicle Maintenance	347.40
100-1405-7800	Building Department Ser...	1,222.40
100-1405-7965	Professional Services	6,697.50
100-1405-7969	City Engineer	5,540.00
100-1405-8100	Other Capital Improvem...	52,868.00
100-1410-7621	Other Supplies	594.31
100-1410-7636	Uniforms	223.61
100-1410-7650	Vehicle Maintenance	4,330.20
100-1410-7656	Emergency Generator	320.00
100-1410-7814	Graffiti Removal	1,839.58
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1605-7650	Vehicle Maintenance	158.76
100-1605-7733	Senior Center	3,285.65
100-1605-7735	Teen Center	104.97
100-1605-7736	Youth & Adult Recreatio...	1,117.20
100-1605-7737	Adult Excursions	58.36
100-1610-7617	Pool Chemicals	1,148.46
100-1610-7618	Building Supplies	7,008.48
100-1610-7636	Uniforms	77.76
100-1610-7650	Vehicle Maintenance	2,244.75
100-1610-7652	Building Maint Services	23,147.18
100-1805-7614	Office Supplies	73.03
100-1805-7654	Audit Services	4,550.00
100-1810-7614	Office Supplies	137.01
100-1810-7672	Neogov Program Costs	8,144.88
100-1810-7980	Other Expenses	108.00
100-1815-7632	Software	2,463.00
100-1815-7821	Network & Internet Serv...	1,081.20
100-1815-7830	Telephone Services	4,835.99
100-1815-7980	Other Expenses	1,040.00
100-1820-7771	Repair Of City Property	34,900.00
100-1825-7613	Duplications And Photos	155.00

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7626	Postage	271.78
100-1825-7630	Equipment Lease	167.76
100-1825-7631	Equipment Maintenance	73.26
100-1825-7747	Beverage Cont Recycling	14,993.40
100-1825-7980	Other Expenses	73.00
100-2012	Green Building Fees Pay...	1.00
100-2013	Strong Motions Fees Pay...	1.40
100-2120	Refundable Deposits	500.00
100-2121	Pass Through Deposits	12,678.35
100-2125	Metro Pass Through (TA...	47.00
100-2127	Retention Payable	-1,457.00
100-4201	Building Permits	678.50
100-4806	Excursion Fees	35.00
100-4812	Senior Center Fees	14.10
220-2210-7813	Regulatory Signs	2,525.20
240-2405-7877	Electric-Traffic Signal	1,066.19
240-2410-7662	Other Serv-Citywide	278.73
240-2410-7888	Repairs-Citywide	342.47
240-2410-7896	Tree Planting-Citywide	19,924.45
240-2410-7915	Landscape-Citywide	19,509.19
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
440-4405-7650	Vehicle Maintenance	1,000.16
440-4405-7814	Graffiti Removal	124.02
440-4405-7960	Foothill Transit Operatio...	24,507.95
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-981.60
460-4605-7650	Vehicle Maintenance	257.74
460-4605-7814	Graffiti Removal	103.35
460-4605-7960	Foothill Tranist Operatio...	20,051.96
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-803.13
470-4705-8100	Other Capital Improvem...	14,221.88
Grand Total:		381,200.47

Project Account Summary

Project Account Key	Payment Amount
None	266,972.72
202412-Prof Svc-FY24 Bike Trail Rehab Proj	245.00
202417-dep-Westminister Garden Specific Plan & EIR	6,256.85
202503/Exp BevRecycle FY23-24 CCP-23-084 FY26	2,535.40
202519-Pass Thru-COH Parking Analysis/Audit	6,421.50
202602/Exp BevRecycle FY24-25 CCP-24-069 FY27	6,248.00
202614-Buena Vista Street Banner	52,868.00

Project Account Summary

Project Account Key	Payment Amount
202614-Retention-Buena Vista Street Banner	-1,457.00
202617-Exp-BevRecycle FY25-26 CCP-25-xxx FY28	6,210.00
DMGE111-Light Pole Down @ Median across 2444 Hunt	16,850.00
DMGE112-Light Pole,2Signs Hit_Median by 2502 Hunt	18,050.00
Grand Total:	381,200.47



PUBLIC SAFETY STATUS REPORT February 2026



PROJECT/PROGRAM	STATUS
L.A. COUNTY SHERIFF'S DEPARTMENT	
1. Part 1 Crimes	Part 1 crime has increased by 15.6% compared to 2025, representing a difference of five additional incidents (37 year-to-date compared to 32 during the same period last year). The primary cause of this increase is larceny theft, specifically catalytic converter thefts. In response, the Special Assignment Team and Public Safety staff are actively working with affected residents to gather intelligence and identify patterns. The team is leveraging both portable camera deployments and the City's Flock camera system to obtain suspect vehicle information and develop actionable leads. This coordinated effort has already produced valuable intelligence, and the investigation remains ongoing. While short-term fluctuations occur, the broader trend remains strongly positive. Comparing 2022 to 2025, Duarte has experienced a 32.9% decrease in Part I crime, dropping from 441 incidents in 2022 to 296 in 2025, a reduction of 145 crimes. This significant decline reflects sustained, data driven enforcement strategies, strong regional partnerships, proactive technology deployment, and continued community engagement. The attached charts provide a visual reference of these trends and demonstrate the measurable progress Duarte has made in improving overall public safety.
2. Special Assignment Team	There has been a recent uptick in gang-related activity in neighboring Monrovia and portions of Duarte. In response, the Special Assignment Team has been working closely with the LASD Operation Safe Streets (OSS) team and the Monrovia Police Department to conduct coordinated suppression efforts. These specialized patrols utilize rotating schedules that cover both daytime and overnight hours, increasing visibility and operational flexibility. This regional collaboration strengthens crime suppression efforts, reinforces intelligence-sharing, and helps prevent gang-related activity from expanding further into Duarte. Deputies and Public Safety staff continue to conduct focused riverbed operations centered on safety, enforcement, and outreach. To support these efforts, a recent training was conducted on the proper use and deployment of the City's newly acquired Utility Terrain Vehicle (UTV). The training, led by the Los Angeles County Sheriff's Department, included Duarte Deputies as well as personnel from the Azusa and Irwindale Police Departments. This training enhanced operational readiness, reinforced safe

PROJECT/PROGRAM	STATUS
	enforcement practices in difficult terrain, and further strengthened partnerships among surrounding agencies.
3. Neighborhood/ Business Watch	Deputies and Public Safety staff are currently developing updated Business Watch materials designed to strengthen partnerships with local businesses and provide practical strategies to make commercial properties harder targets for crime. Through direct engagement and feedback from business owners, one of the City’s portable camera systems was recently deployed in a high-visibility area. That camera captured an incident and generated actionable information that is currently being worked by investigators. This collaboration demonstrates how communication between businesses and Public Safety leads to proactive solutions and real results. We will continue expanding these partnerships to enhance prevention efforts across Duarte’s commercial corridors. The City is pleased to announce that the Crime Prevention Specialist position has been filled by Alexandra Almaguer-Negrete. Out of approximately 170 applicants, Alexandra emerged as the top candidate following a highly competitive selection process. This position plays a vital role in overseeing the DART program, supporting victims of crime with resources and guidance, analyzing crime data to identify trends, and leading both Neighborhood Watch and Business Watch initiatives. We are extremely excited to welcome Alexandra to the Duarte Public Safety Team. She has already demonstrated strong initiative and leadership, assisting in the preparation of the recent Council presentation highlighting crime analysis trends, the positive impact of the 3–6 a.m. parking restriction, and the 2022 versus 2025 Part I crime comparison. Alexandra has truly hit the ground running, and we are confident she will make a meaningful and lasting impact on Duarte’s overall crime prevention strategy. Her energy, professionalism, and commitment to community engagement position her as a tremendous asset to the City.
<u>MEASURE H and OUTREACH COORDINATION</u>	
1. Outreach Coordination	Erika Ramos’s unofficial homeless count for the month is 4 individuals, based on three or more contacts within a two-week period. Individuals are removed from the list after six weeks of no contact. Over the past month, Erika has conducted 83 interactions with individuals experiencing homelessness, providing essential services and information on Duarte regulations. Success Story In January, a long-time unhoused Duarte resident was placed on a 5150 hold by the County’s HOME Team following months of coordinated

PROJECT/PROGRAM	STATUS
	outreach and engagement. A mental health referral was initially submitted on September 18, 2025, by Outreach Coordinator Erika Ramos. Since that time, the HOME Team has conducted consistent follow-ups and wellness checks in an effort to build trust and monitor her condition. On January 20, 2026, the HOME Team determined that a 5150 hold was necessary to ensure her safety and well-being. She is now receiving appropriate mental health evaluation and care. This outcome reflects the importance of persistence, collaboration, and early referral. Through continued coordination between outreach staff and mental health professionals, the individual is now connected to the support and treatment needed to stabilize and begin a healthier path forward.
2. L.A. CADA	The L.A. CADA Supplemental Team, dedicated to assisting individuals who are newly homeless or at risk of homelessness, first began their work in Duarte on September 22, 2022. As of August 2025, the team is now available to respond within the City five days a week, with an average response time of 30–60 minutes for referrals made during business hours. Recent program changes expanded LA CADA’s service area under Cohort 2, which now includes Duarte, Monrovia, Bradbury, Covina, and the newly added cities of South El Monte and Industry. During this reporting period, the Supplemental Team engaged with 10 individuals, 6 of whom were first-time encounters and 4 follow-ups, and 1 individual(s) who refused supportive services. The primary areas with the highest number of encounters were identified as Target.
3. Pathway Home	The Pathway Home facility is scheduled to close on February 28, 2026. Occupants have already begun vacating the site as part of the transition process. Some individuals have accepted transfers to alternate facilities, while others have declined relocation options. Program Outcomes Summary (19 Individuals Tracked): 4 individuals successfully moved into permanent housing 3 individuals transferred to a new facility 6 individuals declined transfer to a new location 3 individuals were discharged from the program (including those who did not check into a new facility) 3 individuals exited or self-exited the program As the closure date approaches, staff, deputies and partner agencies continue working with remaining participants to provide relocation options, resource connections, and support services. While not all individuals have chosen to accept placement opportunities, the City

PROJECT/PROGRAM	STATUS
	remains committed to offering assistance and facilitating stable housing transitions whenever possible.
4. SGV CARE Team	The City of Duarte has begun fully integrating the San Gabriel Valley Crisis Assistance Response & Engagement (SGV CARE) team into daily Public Safety operations, including riverbed outreach and responses involving individuals with elevated mental health and behavioral health needs. Funded through Proposition 49, SGV CARE provides rapid, in-person response to non-violent crisis situations, supporting both unhoused and housed individuals who require expanded care beyond traditional enforcement. The team, made up of a certified drug and alcohol counselor and a peer support specialist, responds within 30 minutes during service hours and offers crisis intervention, mental health support, suicide prevention, and direct connections to services. By embedding SGV CARE into targeted operations and focusing on high-risk individuals who need sustained engagement, the City is strengthening its help-first, coordinated approach to public safety, addressing underlying causes of crisis, reducing repeat contacts, and improving long-term outcomes for individuals and the community.
EMERGENCY PREPAREDNESS	
1. Emergency Operations Center (EOC)	The Los Angeles County Office of Emergency Management (OEM) has transitioned to a new emergency management platform known as WebEOC. This system provides a centralized, online coordination tool that allows jurisdictions throughout the County to communicate in real time during emergencies. WebEOC enhances situational awareness, streamlines resource requests, improves interagency coordination, and strengthens documentation for state and federal reimbursement and grant tracking. By moving to this modern platform, Duarte benefits from faster information sharing, clearer operational coordination, and more efficient resource deployment during incidents. This upgrade improves regional collaboration and ensures the City remains aligned with Countywide emergency management best practices.



JANUARY
2026





**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TEMPLE
STATION CITY OF DUARTE PART I CRIMES JANUARY 1 -
DECEMBER 31, 2022 vs. 2025**

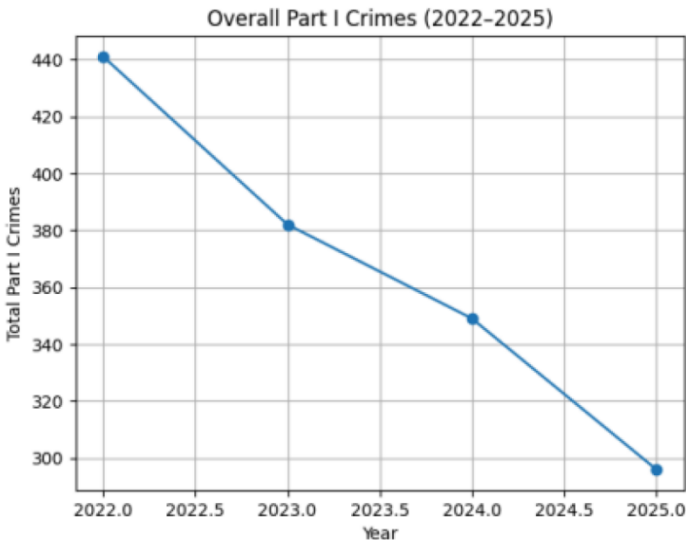
CRIME	AREA	2022	2025	PERCENT CHANGE
CRIMINAL HOMICIDE	DUARTE	0	0	N/C
RAPE	DUARTE	5	3	-40.00%
ROBBERY	DUARTE	16	18	12.5%
AGGRAVATED ASSAULT	DUARTE	46	36	-21.7%
VIOLENT CRIMES TOTAL	CITY TOTAL	67	57	-14.9%

CRIME	AREA	2022	2025	PERCENT CHANGE
BURGLARY	DUARTE	67	26	-61.2%
LARCENY	DUARTE	233	157	-32.6%
GRAND THEFT	DUARTE	71	55	-22.5%
ARSON	DUARTE	3	1	-66.7%
PROPERTY CRIMES TOTAL	CITY TOTAL	374	239	-36.1%
PART I CRIMES TOTAL	OVERALL TOTAL	441	296	-32.9%

Per the FBI Guidelines Homicide, Rape and Aggravated Assault are counted by victim. All other crimes are counted by incident, except Arson which is always counted. Red depicts +30% increases and green depicts -30% decreases. N/C = Not Calculable Source: LARCIS 5C UCR Data Report generated on 01/21/24



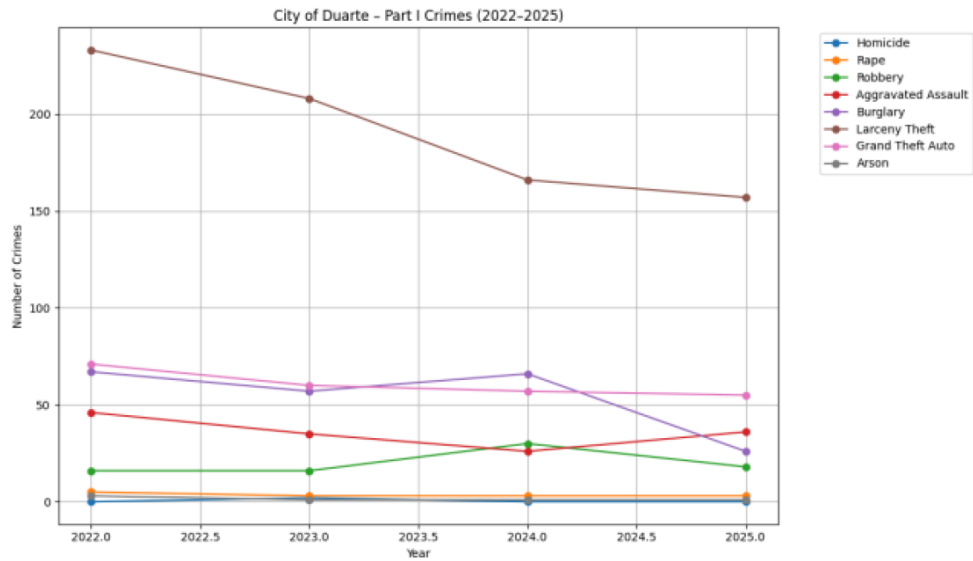
**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TEMPLE
STATION CITY OF DUARTE PART I CRIMES JANUARY 1 -
DECEMBER 31, 2022 vs. 2025**



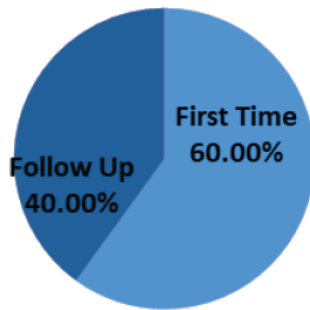
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LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TEMPLE STATION CITY OF DUARTE PART I CRIMES JANUARY 1 - DECEMBER 31, 2022 vs. 2025



Per the FBI Guidelines Homicide, Rape and Aggravated Assault are counted by victim. All other crimes are counted by incident, except Arson which is always counted. Red depicts +30% increases and green depicts -30% decreases. N/C = Not Calculable Source: LARCIS 5C UCR Data Report generated on 01/21/24



STATS OVER THE PAST MONTH

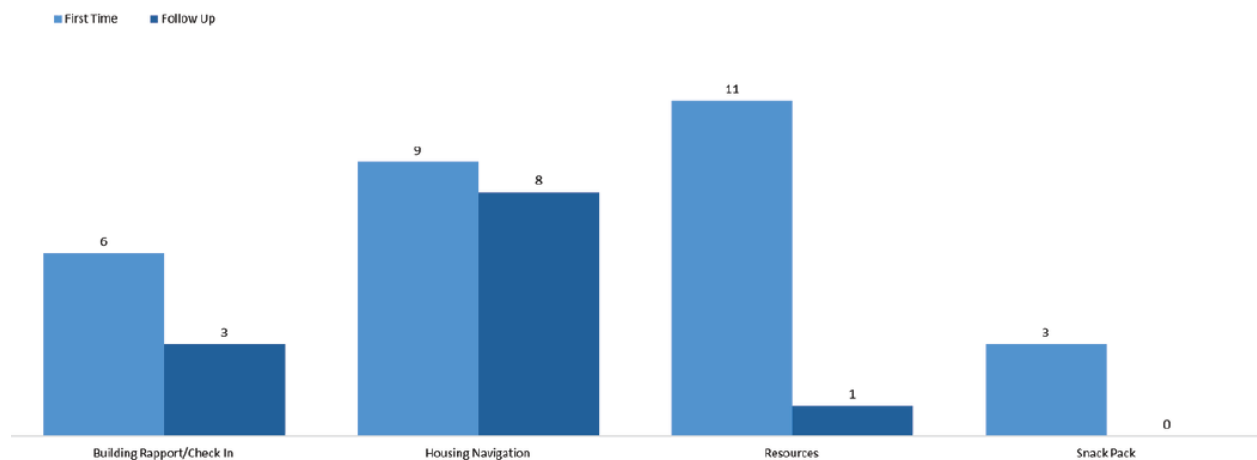
According to our data collected on 1/01/2026 to 1/31/2026, we made **10 engagements of which 6 were first time engagements, 4 follow up engagements with 1 engagement refusing supportive services.**

HIGHLIGHTS

- Team provided 12 resources.
- Team provided 17 housing navigation services.

FUTURE GOALS

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



Locations with the highest amount of encounters this month:

TARGET



AGENDA REPORT

MEETING DATE: February 24, 2026

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Brian Chau, Assistant Civil Engineer

SUBJECT: Notice of Completion: Fiscal Year 2025-26 Citywide Concrete Repair Project No. 26-3 for CJ Concrete Construction Inc.

RECOMMENDATION: It is recommended that the City Council accept the project as complete in the amount of \$110,041.00

FISCAL IMPACT: The Fiscal Year 2025-26 Citywide Concrete Repair Project was included in the 2025-26 Capital Improvement Program Budget and was funded by Measure R allocations. City Council approved the contract for \$102,900.00 plus a twenty-five percent (25%) contingency. The final project cost was \$110,041.00 which is within the approved contract amount plus contingency. There is sufficient budget allocated for this project

STRATEGIC PLAN IMPACT: Goal G – G1.2 Infrastructure and Beautification

BACKGROUND

On October 28, 2025, City Council awarded the contract for Fiscal Year 2025-26 Citywide Concrete Repair Project to CJ Concrete Construction Inc. The project consisted of the removal and replacement of damaged or broken and off-grade concrete sidewalks, curb, gutters, driveway approaches, and curb ramps.

Repairs were made at various locations in the streets below:

Greenbank Ave Sierra Ct Huntington Dr Fish Canyon Rd Vista Verde Cir Bloomdale St Central Ave	Brookdale Ln Calle Villada Cir Buena Vista St Kellwil Wy Melcanyon Rd Freeborn St	Royal Oaks Dr Duarte Rd Vineyard Ave Bashor St Elda St Markwood St
---	--	---

RECOMMENDATION

It is recommended that the City Council accept the project as complete in the amount of \$110,041.00.

FISCAL IMPACT

The Fiscal Year 2025-26 Citywide Concrete Repair Project was included in the 2025-26 Capital Improvement Program Budget and was funded by Measure R allocations. City Council approved the contract for \$102,900.00 plus a twenty-five percent (25%) contingency. The final project cost was \$110,041.00 which is within the approved contract amount plus contingency. There is sufficient budget allocated for this project.

ATTACHMENTS

- A. Project Location Map
- B. Before and After Photos
- C. Notice of Completion

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

ATTACHMENT "B"

BEFORE



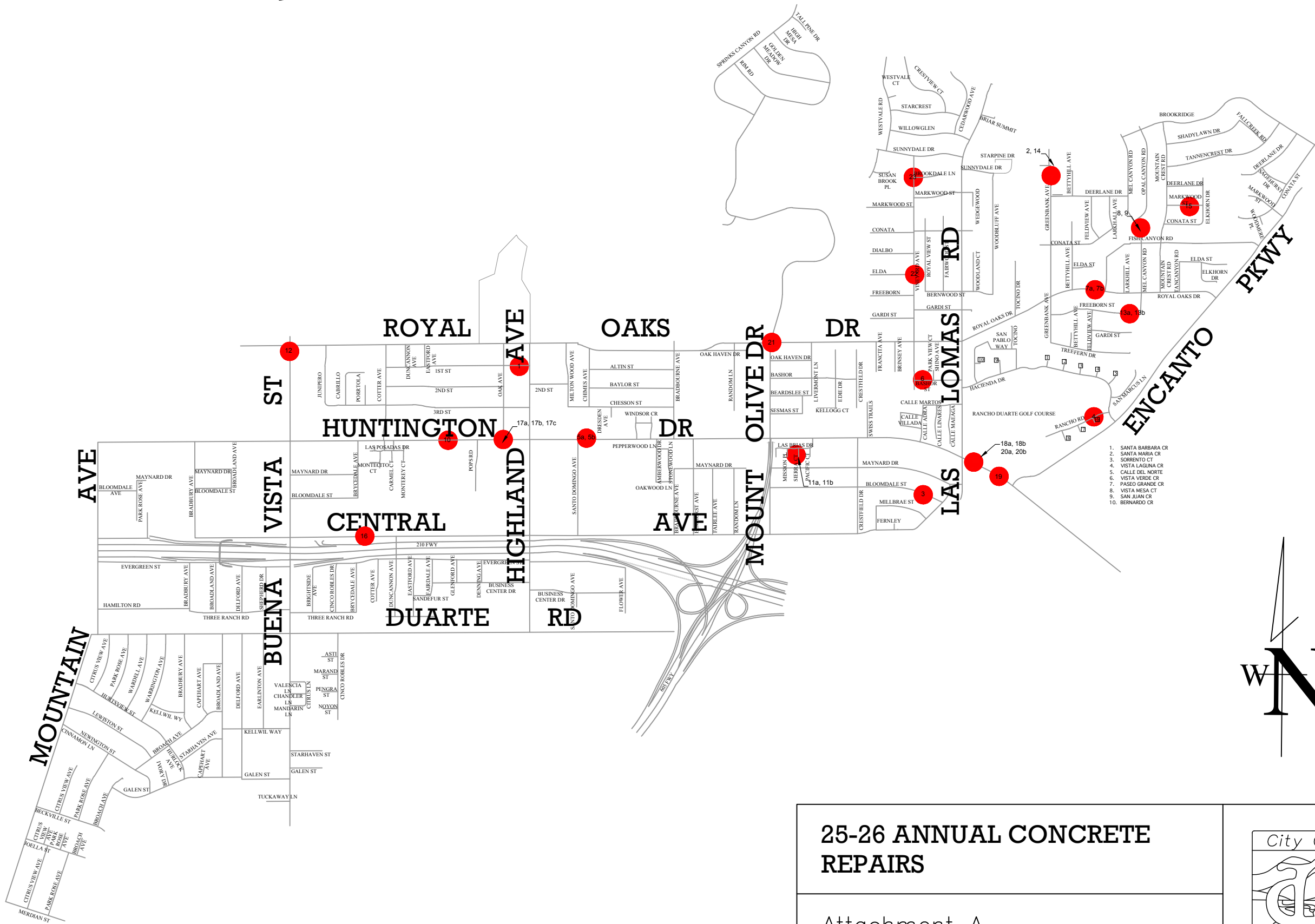
AFTER



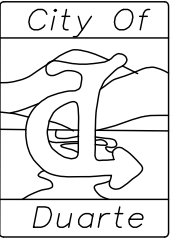
ATTACHMENT “C”

(Please see next page)

City of Duarte



25-26 ANNUAL CONCRETE REPAIRS	
Attachment A	
Project Location Map	



RECORDING REQUESTED BY:

CITY OF DUARTE

WHEN RECORDED MAIL TO THIS ADDRESS:

**CITY CLERK
CITY OF DUARTE
1600 Huntington Dr.
Duarte, CA 91010**

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or AGENT of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The full name of the OWNER is: **CITY OF DUARTE**
3. The full address of the OWNER is: **1600 Huntington Dr. Duarte, CA 91010**
4. The nature of the interest or estate of the undersigned is: (i.e., In Fee.) **Fee Interest.**
5. A work of improvement on the property hereinafter described was COMPLETED on **Monday, December 29, 2025**
6. The work of improvement completed is described as follows: **FY 25-26 Citywide Concrete Repair Project**
7. The name of the original contractor, if any, for such work of improvement is: **CJ Concrete Construction, Inc.**
8. The street address of said property is: **Greenbank Ave, Sierra Ct, Huntington Dr, Fish Canyon Rd, Vista Verde Cir, Bloomdale St, Central Ave, Royal Oaks Dr, Duarte Rd, Vineyard Ave, Brookdale Ln, Calle Villada Cir, Buena Vista St, Kellwil Wy, Melcanyon Rd, Freeborn St, Markwood St, Bashor St, Elda St.**
9. The property on which said work of improvement was completed is in the City of Duarte, County of LOS ANGELES, State of CALIFORNIA, and is described as follows: **The project scope included removal and replacement of damaged or broken and off-grade concrete sidewalks, curb, gutters, driveway approaches, curb ramps.**

CITY OF DUARTE

February 24, 2026

Signature of Owner or agent: **Brian Villalobos, City Manager**

VERIFICATION

I, the undersigned, declare under penalty of perjury under the laws of the State of California, that I am the **City Manager of the City of Duarte** of the aforesaid interest or estate in the property described in the above Notice, that I have read the said Notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

February 24, 2026 at Duarte, California

Brian Villalobos, City Manager



AGENDA REPORT

MEETING DATE: February 24, 2026

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Stephanie Sandoval, Public Works Manager

SUBJECT: Resolution for the Designation of Applicant Agent for the Purpose of Receiving Federal and State Funding

RECOMMENDATION: Adopt Resolution No. 26-11, Designation of Applicant Agent for the Approved Application for Federal Aid Projects for the Donald & Bernice Watson Multi-Use Pathway Improvement Project

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

STRATEGIC PLAN IMPACT: There is no strategic plan impact associated with this item

BACKGROUND

In March 2023 the City of Duarte received news that the submitted Donald & Bernice Watson Multi-Use Pathway Improvement Project request for federal appropriations by the Consolidated Appropriations Act was approved. The way federal funds are distributed to agencies is through a state agency; in this case Caltrans. Staff has been working internally and with Caltrans to move forward with the process required to receive the funds.

In January, the City received the final agreements that would allow the City to request disbursement of the funds for the construction of the project.

DISCUSSION/ANALYSIS

Authorized Agents are individuals that are authorized by the Governing Body, in this case the City Council, to engage with Caltrans regarding grants for which they have applied. By designating an authorized agent by “Titles Only”, a document will remain valid if an authorized agent leaves the position and is replaced by another individual.

Agencies with approved applications are encouraged to have more than one Designated Applicant Agent.

RECOMMENDATION

Adopt Resolution No. 26-11, Designation of Applicant Agent for the Approved Application for Federal Aid Projects for the Donald & Bernice Watson Multi-Use Pathway Improvement Project.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

A. Resolution No. 26-11

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

RESOLUTION NO. 26-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, DESIGNATING THE APPLICANT'S AGENT FOR THE
PURPOSE OF OBTAINING FEDERAL OR STATE FUNDING**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUARTE
THAT**

CITY MANAGER, or
ASSISTANT CITY MANAGER, or
DIRECTOR OF PUBLIC SAFETY SERVICES, or
COMMUNITY DEVELOPMENT DIRECTOR, or
PUBLIC WORKS MANAGER

Are hereby authorized to execute for and on behalf of the City of Duarte, a public entity established under the laws of the State of California, Program Supplement Agreement CPFL-5364(012) and Federal Master Agreement and all documents related to obtaining certain federal financial, and/or state financial assistance.

BE IT FURTHER RESOLVED THAT, the City of Duarte, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the California Department of Transportation for all matters pertaining to such state disaster assistance the assurances and agreements required.

PASSED, APPROVED, AND ADOPTED this 24th day of February 2026.

Tera Martin Del Campo
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. 26-11 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of February 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Frances Jimenez
City Clerk
City of Duarte, California



AGENDA REPORT

MEETING DATE: February 24, 2026

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Stephanie Sandoval, Public Works Manager

SUBJECT: Amendment to the Contract with Kreuzer Consulting Group for Professional Services to prepare Plans, Specifications and Cost Estimates for the Huntington Drive Street Improvements Project

RECOMMENDATION: Staff recommends that the City Council authorize the City Manager to 1) sign the Amendment to Professional Services Agreement with Kreuzer Consulting Group to expand develop plans, specifications and cost estimates for the Huntington Drive Street Improvements Project, and 2) approve a budget amendment in the amount of \$50,000

FISCAL IMPACT: The Huntington Drive Street Improvements Project Design was included in the FY 2025/2026 Budget. The amendment to the agreement is requesting to increase the budget in the amount of \$50,000 from account 220-2225-7965

STRATEGIC PLAN
IMPACT: Goal C – C1.1, C1.6 Community Safety
Goal G – G1.1 Infrastructure and Beautification

BACKGROUND

The Public Works Division updates the Pavement Management Program every three years. The latest update was completed in June 2024 and determined that certain sections of Huntington Drive have a Pavement Condition Index (PCI) below 55. The report recommends resurfacing Huntington Drive within the next four years as the most cost-effective strategy.

In April 2025, the City Council awarded a Professional Services Agreement to Kreuzer Consulting Group (KCG) for professional engineering services to prepare bid documents for the Huntington Drive Street Improvements Project. Services generally include the preparation of construction plans and specifications, as well as cost estimates for resurfacing the existing asphalt pavement, pedestrian improvements, and ADA ramp upgrades along Huntington Drive from the west city limit to the east city limit.

Also in April, the City applied for a Metro MAT Cycle 2 Grant. The application requested funding for pedestrian improvements identified in the Town Center Plan and the Greening and Traffic

Calming Project, as listed below:

- Add pedestrian lighting and bulb outs on both sides of Huntington Drive between Buena Vista Street and Highland Avenue
- Add pedestrian lighting to the west side of Highland Avenue between Huntington Drive to Central Avenue
- Widen sidewalk on the west side of Highland Avenue between Huntington Drive to Central Avenue
- Add 4' x 4' tree wells and tree grates on the west side of Highland Avenue between Huntington Drive to Central Avenue

The project had a strong likelihood of being funded due to the significant benefits and connectivity to other recently constructed projects. Also working in the City's favor was the overlap with the pavement resurfacing of Huntington Dr. as it was committed to serve as the local funding match.

DISCUSSION/ANALYSIS

In May 2025, the City received notification that the grant was approved for the requested \$3.1 million for the First/Last Mile Duarte Town Center Greening and Traffic Calming Project. This project will require additional engineering design that was not included in the original KCG contract. The additional work will provide design for sidewalk and pedestrian lighting on Huntington Drive between Buena Vista Street and Highland Avenue and on the west side of Highland Avenue from Huntington Drive to the freeway.

KCG submitted an amendment proposal in the amount of \$47,420. This cost represents a strong value, as portions of the added scope overlap with the Huntington Drive Street Improvements Project, allowing for design efficiencies and coordination within the existing project framework.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with KCG to incorporate all features related to the awarded MAT Cycle 2 Grant into the original agreement for the Huntington Drive Street Improvements Project, in an amount not to exceed \$50,000 (\$47,420 plus an approximately 5% contingency).

FISCAL IMPACT

The Huntington Drive Street Improvements Project Design was included in the FY 2025/2026 Budget. The amendment to the agreement is requesting to increase the budget in the amount of \$50,000 from account 220-2225-7965.

ATTACHMENTS

- A. Amendment No. 1 for PSA with Kreuzer Consulting Group

Fiscal Review:



Kristen Petersen

Reviewed and Approved:



Brian Villalobos

Assistant City Manager/
Director of Administrative Services

City Manager

**AMENDMENT NO. 1 TO AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN
THE CITY OF DUARTE AND KREUZER CONSULTING GROUP FOR THE DESIGN
OF THE HUNTINGTON DRIVE STREET IMPROVEMENTS PROJECT**

In reference to Section 5B of the original Agreement, “Consultant shall not be compensated for any Services rendered in connection with its performance of this Agreement that are in addition to those set forth herein, unless such additional services are authorized in advance, and in writing, by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City’s written authorization is given.”

This Amendment No. 1 to the Agreement for Professional Services (Agreement), dated October 27, 2025 by and between the City of Duarte (City) and Kreuzer Consulting Group (Consultant) for additional services in the amount not to exceed \$50,000.

The City requested that the Consultant provide additional services related to the project as a result of the MAT grant from Metro which allows the project scope and limits to extend to Highland Avenue and the addition of pedestrian lighting. This will cause the total cost of the project to go beyond the original approved amount. In order to complete the additional tasks of the contract per this amendment as set forth in Exhibit A-1, this amendment is required.

CITY OF DUARTE

Brian Villalobos, City Manager

Date: _____

KREUZER CONSULTING GROUP

Richard Kreuzer, President

Date: _____

Exhibit A-1



November 14, 2025

Ms. Stephanie Sandoval
Community Development
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Re: Amendment Request for the Huntington Drive Street Improvement Project

Dear Ms. Sandoval,

Per your request we are submitting this amendment request for additional design services on the subject project, summarized as follows:

- Add pedestrian lighting on both sides of Huntington Drive between Buena Vista Street and Highland Avenue
- Add pedestrian lighting to the west side of Highland Avenue between Huntington Drive to Central Avenue
- Widen sidewalk from 6' to 8' wide on the west side of Highland Avenue between Huntington Drive to Central Avenue
- Add 4' x 4' tree wells and tree grates on the west side of Highland Avenue between Huntington Drive to Central Avenue

The work tasks required to complete this extra work consist of the following:

TASK 1.0 – PROJECT MANAGEMENT, ADMINISTRATION AND MEETINGS

Under this task KCG will manage the additional design effort and attend all meetings required to address the added scope of work.

TASK 2.0 – COLLECT RECORD INFORMATION

This task involves collecting additional project record information including, but not necessarily be limited to, the following:

- *Assessors Parcel Maps*
- *As-Built Plans*
- *Utility record plans (Task 3.0)*
- *Right of Way Record Maps*
- *Centerline intersection ties*
- *Benchmark information*

TASK 3.0 – UTILITY RESEARCH AND COORDINATION

Utility coordination will be ongoing throughout all phases the project. The utility research and coordination efforts on the project will consist of the following efforts:

- Plot utility information provided by the City

- Prepare preliminary utility notices and obtain record drawings from the utility companies.
- Upon establishing the proposed improvements, determine where potential utility conflicts exist and where utility relocation is warranted.
- Coordinate with affected utility companies regarding conflicts, relocations and improvements. This coordination effort will require providing updated plans to the utility agencies for the proposed improvements and also meeting with the various utility service planners on the project site, as necessary, to discuss conflict its and/or relocations. Plans will be submitted for comment to each utility agency concurrent with all KCG submittals on the project. All correspondence to utility companies will be copied to the City of Duarte.

TASK 4.0 – ADDITIONAL FIELD SURVEY- HUNTINGTON BULBOUTS

Under this task KCG will collect additional survey points to supplement the City-provided survey in order to facilitate the design of the proposed bulbouts on Huntington Drive.

TASK 5.0 – FIELD SURVEY- HIGHLAND AVENUE

Under this task KCG will complete a topographic field survey of Highland Avenue between Huntington Drive and Central Avenue. This survey will also collect cross sections at 50 foot intervals.

TASK 6.0 – BASE MAPPING

Utilizing information obtained under Task 2.0, 3.0 and 5.0. KCG will complete base maps for Highland Avenue. These maps will show all existing site features such as property lines, street right of way lines, underground utilities and other surface features. Accurate project base mapping will be insured via field verification by the Project Manager (Task 7.0).

TASK 7.0 – FIELD REVIEWS

The KCG Project Manager will conduct a thorough field review of Highland Avenue to insure base map accuracy.

TASK 8.0 – FINAL PS&E

We envision the following additional plan sheets will be required for the extra work:

Description	No. Sheets	Scale
Street Improvement Plan	1	1"=20'
Construction Details	1	NTS
Huntington Pedestrian Lighting Plans	2	1"=40'
Highland Pedestrian Lighting Plans	1	1"=40'
Pedestrian Lighting Details	2	NTS

The pedestrian lighting design and final plans will be completed by Wright Engineering. They will also complete structural calculations for the pedestrian light foundations. A complete scope of services for this design effort is included herein as Attachment A herein.

Under this task KCG will also complete specifications and estimates for this additional work.

Our proposed fee to complete this extra work is **\$47,420** summarized as follows:

						SUB	
Task	PROJECT MANAGER	PROJECT ENGINEER	SURVEY	LUMP SUM	TOTAL KCG COSTS	WRIGHT ENGINEERING	TOTAL
	hr.	hr.	hr.				
	\$220	\$140	\$250				
1 Project Management, Administration and Meetings	8				\$1,760		\$1,760
2 Data Collection and Review	1	4			\$780		\$780
3 Utility Research & Coordination	2	8			\$1,560		\$1,560
4 Additional Field Survey - Huntington Bulbouts	1	2	8		\$2,500		\$2,500
5 Additional Field Survey - Highland Topo	1	2	16		\$4,500		\$4,500
6 Base Mapping	2	8			\$1,560		\$1,560
7 Field Reviews	6				\$1,320	\$1,200	\$2,520
8 Final Plans							
-Highland Avenue Street Improvements(1)	8	20			\$4,560		\$4,560
-Construction Details (1)	4	12			\$2,560		\$2,560
-Huntington Avenue Pedestrian Lighting Plans (2)	4	8			\$2,000	\$9,000	\$11,000
-Highland Avenue Pedestrian Lighting Plan (1)	4	8			\$2,000	\$6,660	\$8,660
-Pedestrian Lighting Details (2)	2	2			\$720		\$720
-Light Foundation Calculations	1	2			\$500	\$1,300	\$1,800
-Specifications	2				\$440	\$500	\$940
-Construction Cost Estimate	1	2			\$500		\$500
<i>Reimbursables</i>				\$1,500	\$1,500		\$1,500
Manhour Totals	47	78	24				
Fee Totals	\$10,340	\$10,920	\$6,000	\$1,500	\$28,760	\$18,660	\$47,420

We trust this request meets your expectations. If you have any questions or require additional information please do not hesitate to contact me.

Respectfully Submitted,



Rick Kreuzer, PE

President

ATTACHMENT A
WRIGHT ENGINEERING PROPOSAL

November 7, 2025

Kreuzer Consulting Group
18872 MacArthur Blvd, Ste 210
Irvine, CA 92612

Re: Huntington Dr. Street Improvements

Attn: Rick Kreuzer, PE

Wright Engineering appreciates this opportunity to submit a proposal for electrical engineering services on the above referenced project. The following services will be performed in a professional manner to meet City of Duarte requirements:

Pedestrian Lighting & Electrical Design Scope of Services:

1. Coordinate design with City staff, power company, civil engineer, and landscape architect as noted:
 - a. Project coordination will be performed via email, telephone calls, and virtual meetings, in-person meetings are not included in this scope.
2. Visit the site to determine existing conditions, electrical configuration and power delivery options for lighting. Please note, this task will require extensive onsite discovery of the existing conditions, electrical equipment, and loads being served. Up to (1) one visit.
3. Review existing electrical drawings and load calculations for site.
4. Determine existing peak demand loads and coordinate proposed electrical loads.
5. Design the lighting electrical power system to meet local standards, codes and requirements.
6. Prepare 24" X 36" electrical construction drawings showing all new equipment to include the following:
 - a. Electrical service entrance equipment
 - b. Electrical power distribution equipment
 - c. Pedestrian Lighting – Huntington Drive North and South Sides, Buena Vista St to Highland Ave with Approximately 45'-55' spacing on center
 - d. Pedestrian Lighting – Highland Ave – West side only, Huntington Drive South to Central Ave with Approximately 65' spacing on center
7. All lighting an electrical equipment locations will be coordinated with existing and proposed civil utilities and existing and proposed landscaping.
8. Prepare photometric calculations showing all pedestrian lighting averages and uniformities.
9. All lighting on/off control will be designed per client's requirements. All necessary equipment will be shown on the plans.
10. For the equipment listed above prepare:
 - a. Elevation views
 - b. Installation details
 - c. Load calculations
 - d. Single line diagrams
 - e. Panel schedules
 - f. Power & control conduit and wire tables
 - g. System fault current calculations



- h. Voltage drop calculations
- i. Conduit and box fill calculations
- 11. Prepare an engineer's opinion of probable electrical construction costs and project specific electrical specifications document.
- 12. Perform in-house QAQC review and modifications.
- 13. The above plans will be provided to client at 90% and 100% levels for submittal review and comment. Submittals will be made via email in digital PDF format. Client will submit to the City and owner as required.
- 14. Scope is considered final and frozen 12 months after project commencement. Changes, additions, or deletions to the project after the 12 month period are subject to additional fees.
- 15. Municipal review comments will be responded to and addressed.
- 16. OPTIONAL: Structural calculations for the light foundations; included below as an optional fee if required by the reviewing agency.

Additional Site Visits Scope of Services (If Required/Requested):

- 1. Any additional visit to the site, beyond initial visit, to review existing conditions, inspections during design or construction, final walk through, and/or any other purpose requested by the client will be billed as a per visit lump sum expense. This per visit lump sum cost includes one (14) hour day of employee time. Airfare and ground transportation to the site will be a direct cost reimbursed by or provided by the client.
- 2. Any need to stay over an additional day will be charged at a time and materials expense including employees additional time and hotel stay expense.

Responsibilities of Others:

- 1. Provide Wright Engineering Corp. electronic base files in an AutoCAD format which includes all proposed and existing utilities, all proposed improvements, and any existing conditions that affect this scope.
- 2. Wright Engineering will submit plans to the project manager/client for submittal to the local government agencies for approval and permits.
- 3. Designation of location of Utility Company point of electrical service connection will be determined by the local utility company. The owner is responsible for coordination of the design of all electrical utility power services.

Final Deliverables:

- 1. Upon completion of the design, we will provide final sealed documents bearing the signature of a registered electrical engineer in the State of California.

Engineering Fee:

The above services will be provided as follows:

- 1. Pedestrian Lighting & Electrical Design Services: **\$17,360.00** (Lump Sum)
- 2. Additional Site Visits Scope of Services: **\$2,735.00** (Lump Sum)
- 3. OPTIONAL: Structural Calculations: **\$1,300.00** (Lump Sum)
[Includes (1) unique light pole types / heights in structural design]



Hourly Rate Schedule:

Any services listed as billed hourly or not specifically included in the Scope of Services section shall be payable at the following rates:

Principal	\$210/hour	Designer	\$130/hour
Senior Engineer	\$180/hour	Drafter	\$110/hour
Engineer	\$150/hour	Admin	\$80/hour

Printing Charges:

Although not anticipated, any printing and delivery requested will be charged at cost.

Billing:

We will bill you on a monthly basis for these services. Payment terms are Net 30 days. This proposal will be valid for the next 90 days. Any engineering or services fees requested to be paid by credit card will be charged an additional 4.25% for processing. If you have any questions, please contact us at your earliest convenience.

I look forward to working with you on this project. Please show your acceptance of this proposal by signing below and returning one copy for my records.

Sincerely,



R. Scott Wright, PE, LC
Wright Engineering Corporation





AGENDA REPORT

MEETING DATE: February 24, 2026

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Approval of a Professional Services Agreement with ARC Document Solutions for scanning of building plans

RECOMMENDATION: That the City Council authorize the City Manager to sign a Professional Services Agreement with ARC Document Solutions for document scanning

FISCAL IMPACT: This item was added to the 2025-2026 General Fund budget at midyear. The exact cost will be based on the number of pages scanned with a maximum cost of \$120,000 for this contract.

STRATEGIC PLAN
IMPACT: There is no strategic plan impact associated with this item

BACKGROUND

The City currently leases two storage spaces to store historic building plans. The current cost of these space are approximately \$14,000 annually. State Law and the City's Records Management Policy and Retention Schedule requires that the City keep all past non-single family building plans. Over the years, the space needed to store these plans has greatly increased.

The proposed process is to scan all paper plans into digital format and use the Laserfiche software and storage system for long term storage of records. The City has been using Laserfiche for several years and it has been effective. A few years ago, all building permits were scanned and placed in the system and the results have been positive. Other historical files are in the process of being scanned.

There are many advantages to digital records. Primarily, it is a more effective process for record retention and records searching.

DISCUSSION/ANALYSIS

Staff has researched the options for plan scanning and feels that ARC Document Solutions (ARC) is best qualified to complete the project. ARC has provided this service to numerous similar organizations efficiently and accurately. As a part of the proposal process, ARC visited the storage facility and has developed the proposal based on that in person assessment. The proposal is attached as an exhibit to this report.

A proposal for scanning is a bit different than other proposals. The reason is that the scanning cost is by document and the number of documents is an estimate. ARC reports that they are typically within 10% of the actual cost for most proposals. So it is possible that the actual cost could be higher or lower than the estimate. The proposal includes a document estimate that was made by City Staff and ARC. Based on that estimate the cost is \$109,000. The proposed Professional Services Agreement provides a “not to exceed” cost, that allows a 10% contingency rounded up. The maximum cost of this contract would be \$120,000.

RECOMMENDATION

That the City Council authorize the City Manager to sign a Professional Services Agreement with ARC Document Solutions for document scanning.

FISCAL IMPACT

This item was added to the 2025-2026 General Fund budget at midyear. The exact cost will be based on the number of pages scanned with a maximum cost of \$120,000 for this contract.

ATTACHMENTS

- A. PSA with ARC Document Solutions

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

CITY OF DUARTE AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“**Agreement**”) is made and effective as of February 24, 2026 (“**Effective Date**”), by and between the City of Duarte (“**City**”), and ARC Document Solutions, LLC, (“**Consultant**”). City and Consultant may sometimes herein be referred to individually as a “**Party**” and collectively as the “**Parties**.” In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. RECITALS

The City wishes to engage the services of Consultant to provide Building Plan Scanning as described further in this Agreement. Consultant wishes to provide all such services and has the necessary expertise and competency to provide such services.

2. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until December 1, 2026, or until the tasks listed in the Scope of Services are completed, whichever is later, unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the Parties.

3. SERVICES AND PERFORMANCE

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

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

C. The experience, knowledge, capability, and reputation of Consultant, its principals, and employees were a substantial inducement for City to enter into this Agreement. Therefore, without the prior written approval of City, which may be given or withheld at City’s sole and absolute discretion, Consultant shall not (i) contract with any other entity to perform in whole or

in part the Services required hereunder; or (ii) transfer, assign, convey, or encumber (voluntarily or by operation of law) any or all of this Agreement.

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

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

F. Consultant shall assume all costs arising from the use of patented or copyrighted materials, including, but not limited to, equipment, devices, processes, and software programs, used or incorporated in the Services or Work performed by Consultant under this Agreement. Pursuant to Paragraph 8, Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials, except to the extent such actual or alleged infringement or misappropriation of any third party intellectual property rights or other proprietary rights arises or results from City's data, documents or content provided to Consultant for the purpose of the Services.

G. City represents and warrants that (i) City owns or has sufficient legal right to the intellectual property rights in the City data, (ii) City has and will keep in effect during City's use of the Services, all such licenses, approvals, consents and permissions necessary to provide the City data to Consultant at no charge to Consultant, and (iii) the City data, including any use thereof by Consultant as required for performance of the Services, does not violate applicable law or the rights of any third party. City agrees to indemnify, defend (with counsel reasonably acceptable to Consultant) and hold Consultant harmless from any reasonable costs and other amounts that Consultant may incur from City's breach of any of the foregoing.

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

I. The Parties have determined that prevailing wage laws do not apply to this Agreement because the Services do not include construction, alteration, demolition, installation, or repair work or are otherwise exempt under California's prevailing wage laws (California Labor Code section 1720 et seq.). Notwithstanding the foregoing, it is agreed by the Parties that, in connection with performance of the Services, including, without limitation, any and all "public works" (as defined by applicable law), Consultant shall bear all risks of payment or non-payment

of prevailing wages under California law and/or the implementation of California Labor Code section 1781, as the same may be amended from time to time, and/or any other similar law. Pursuant to Paragraph 8, Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from and against any liability, loss, damage, cost, or expenses (including but not limited to reasonable attorneys' fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by Consultant or any party performing the Services of any applicable local, State, and/or Federal law, including, without limitation, any applicable Federal and/or State labor laws (including, without limitation, the requirement to pay State prevailing wages and hire apprentices); (ii) the implementation of California Labor Code section 1781, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by Consultant or any party performing the Services on Consultant's behalf to provide any required disclosure or identification as required by California Labor Code section 1781, as the same may be amended from time to time, or any other similar law.

4. MANAGEMENT

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

5. COMPENSATION

A. City agrees to pay Consultant an amount not to exceed **One Hundred Nine Thousand Dollars (\$109,000.00)**, based on the Scope of Services set forth in Exhibit A. With written approval from the City, contingency, not to exceed \$120,000.00 total amount of contract, may be added to the maximum contract amount if there are unforeseen issues that require additional work.

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

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

6. SUSPENSION OR TERMINATION OF AGREEMENT

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

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

7. RECORDS AND OWNERSHIP OF DOCUMENTS

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

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

of the Work Product, without written verification, completion, or adaptation by Consultant, as appropriate for the specific purpose intended, will be at City's sole risk and without liability or legal exposure to Consultant or to its officers, directors, members, partners, agents, employees, and consultants.

C. Any information gained by Consultant in the performance of this Agreement shall be considered confidential and such information and the reports, records, documents, and other materials prepared by Consultant in the performance of Services under this Agreement shall not be released publicly or to any other client of Consultant without the prior written approval of the City Manager.

8. INDEMNIFICATION

A. To the fullest extent permitted by law, except as set forth in subparagraph (B), Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold harmless City and City Personnel from and against any and all claims, actions, suits, claims, demands, judgments, attorneys' fees, costs, damages, losses, penalties, obligations, expenses, or liabilities ("**Claims**") that may be asserted or claimed by any person or entity arising out of, or pertaining to, Consultant's negligence, recklessness, or willful misconduct, but excluding any Claims arising from the sole negligence or willful misconduct of City or any City Personnel. Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorneys' fees incurred in connection therewith. Consultant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities. In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such Claims arising out of or in connection with the Work being performed or Services being provided under this Agreement, Consultant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorneys' fees and expert witness fees. Consultant's duty to defend shall consist of reimbursement of defense costs incurred by City in direct proportion to the Consultant's proportionate percentage of fault. Consultant's percentage of fault shall be determined, as applicable, by a court of law, jury, or arbitrator. In the event any loss, liability, or damage is incurred by way of settlement or resolution without a court, jury, or arbitrator having made a determination of Consultant's percentage of fault, the Parties agree to mediation with a neutral third-party to determine Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost requirement owed to City.

B. The provisions of this subparagraph (B) apply only if Consultant is a "design professional" within the meaning of California Civil Code section 2782.8(c). If Consultant is a "design professional," within the meaning of Section 2782.8(c), then notwithstanding subparagraph (A), to the fullest extent permitted by law (including, without limitation, California Civil Code sections 2782 and 2782.6), Consultant shall defend (with legal counsel acceptable to City), indemnify, and hold harmless City and City Personnel from and against any Claim that arises out of, pertains to, or relates to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any sub-consultant, subcontractor, or any other person directly or indirectly employed by them, or any person that any of them control, arising out of Consultant's performance of any task or Service for or on behalf of City under this Agreement. Such obligations to defend, hold harmless, and indemnify City or any City Personnel, shall not

apply to the extent that such Claims are caused, in part, by the sole negligence or willful misconduct of City or City Personnel. Consultant's cost to defend City and/or City Personnel against any such Claim shall not exceed Consultant's proportionate percentage of fault with respect to that Claim; however, pursuant to California Civil Code section 2782.8(a), in the event that one or more of the defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with City (and, if applicable, other parties) regarding any unpaid defense costs. To the extent Consultant has a duty to indemnify City or any City Personnel under this subparagraph (B), Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness, or willful misconduct.

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

9. INSURANCE

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

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

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

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

10. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to City a wholly independent contractor. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, officials, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner.

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

11. NO UNDUE INFLUENCE

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

12. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

13. COVENANT AGAINST DISCRIMINATION

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

familial status, sexual orientation, national origin, or ancestry.

14. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

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

15. NOTICES

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

If to City: City of Duarte
Craig Hensley, Community Development Director
1600 Huntington Drive
Duarte, California 91010

If to Consultant: ARC Document Solutions
Attn: Boby Rush
4761 E Hunter Ave.
Anaheim, CA 92807

With copy (which shall not constitute notice) to:
ARC Document Solutions, LLC
12657 Alcosta Blvd., Suite 200
San Ramon, CA 94583
Attention: legal@e-arc.com

16. GOVERNING LAW; ATTORNEYS' FEES; LITIGATION MATTERS; LIMITATION OF LIABILITY

The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement. In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding anything in this Agreement to the contrary, in no event shall either party be entitled to economic or consequential damages or to punitive damages. In the event of

any litigation arising from or related to this Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert witness fees, and other related expenses. The Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the Parties concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Service of process on Consultant shall be made in any manner permitted by law. CONSULTANT WILL HAVE NO LIABILITY FOR LOSS, DAMAGE OR DESTRUCTION OF DOCUMENTS OR DATA RECEIVED FROM CITY, EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT BY CONSULTANT. NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY, CONSULTANT'S MAXIMUM LIABILITY WILL NOT EXCEED THE AGGREGATE AMOUNT PAID TO CONSULTANT PURSUANT TO THIS AGREEMENT IN THE SIX (6) MONTHS PRIOR TO THE EVENT GIVING RISE TO THE CLAIM; PROVIDED, HOWEVER, THAT THIS LIMITATION WILL NOT APPLY WITH RESPECT TO DAMAGES FOR BODILY INJURY (INCLUDING DEATH) AND DAMAGE TO REAL PROPERTY.

17. RIGHTS AND REMEDIES ARE CUMULATIVE; WAIVER

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

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

18. SEVERABILITY

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

19. INTERPRETATION; ENTIRE AGREEMENT

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

20. CONFLICTS OF INTEREST

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

21. NO THIRD-PARTY BENEFICIARIES

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

22. PARAGRAPH HEADINGS AND SUBHEADINGS

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

23. COUNTERPARTS

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

24. EXECUTION OF CONTRACT

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

25. CITY MANAGER AUTHORITY

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

[Signatures on following page.]

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

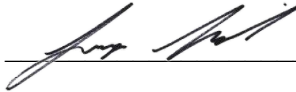
CITY OF DUARTE

CONSULTANT

ARC Document Solutions, LLC

Brian Villalobos, City Manager

By: _____



Its: Jorge Avalos, Chief Financial Officer

Date: _____

Date: 2-18-26

ATTEST

City Clerk

Date: _____

APPROVED AS TO FORM
RUTAN & TUCKER, LLP

City Attorney, City of Duarte

Date: _____

EXHIBIT A

Scope of Services

EXHIBIT B

Insurance Requirements

A. Insurance Required

(1) Commercial General Liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.

(2) Automobile Insurance covering bodily injury and property damage for all activities of Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles in an amount not less than \$1,000,000 combined single limit for each accident.

(3) Workers' Compensation Insurance providing statutory benefits as required by California law.

(4) Employer's Liability Insurance with limits in an amount not less than \$1,000,000.

(5) Professional Liability or Errors and Omissions Insurance designed to protect against acts, errors, or omissions of Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement, and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the Services required by this Agreement.

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

(1) All insurance shall be written by insurers that are admitted and licensed to do business in the State of California and with A.M. Best's rating of A- or better and a minimum financial size VII in accordance with the latest edition of Best's Key Rating Guide.

(2) The policies shall be endorsed to name City and its officers, officials, employees, agents, and volunteers as additional insureds.

(3) All of Consultant's insurance: (i) shall contain no special limitations on the scope of protection afforded to the additional insureds; (ii) shall be primary insurance and any insurance or self-insurance maintained by the additional insureds or any of them shall be in excess of Consultant's insurance and shall not contribute with it; (iii) shall be "occurrence" rather than "claims made" insurance; (iv) shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (v) shall prohibit Consultant from waiving the right of subrogation prior to a loss except for professional liability;

and (vi) shall not contain any provision or definition that would serve to eliminate so-called “third party action over” claims, including any exclusion for bodily injury to an employee of the insured.

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

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



Records Digitization Services

Quotation

Customer Name	City Of Duarte
Presented To	Salina Bautista
Project Description	Secure Document Scanning Services
Date	January 21, 2026

GSA Contract # GS-03F-142DA

ARC Company Overview

ARC Document Solutions is amongst the premier document management solutions and services companies in the United States. We provide Document Scanning Services, Cloud based Records Management Solutions and Consultancy Services to thousands of customers in Public and Private Sector. Our history, knowledge, and experience with digitizing various types of records, indexing & building databases and implementing electronic records management solutions are unmatched by any other firm.

- ARC operates through 140 Service Centers and 7 Secure Archival Information Management Centers in United States (<https://www.e-arc.com/location/>)
- Our Secure Service Centers are HIPAA Compliant, ISO 270001 Certified, CJIS and SOC2 Type II Compliant.
- National Archives - FADGI standard compliant records digitization services.
- With \$300 million annual revenue, and 30 years plus industry experience with small to national scale records digitization projects.
- Focus on automation, proven technologies, professional staff and offering the best customer services. More information: <https://www.e-arc.com/services/scanning/>

Our prominent clients for records digitization Services include County of Ventura (GSA & Facilities M&O) City of Alhambra, City of Santa Ana, Cal State University Northridge, Simi Valley Unified, Ontario International Airport etc. We can provide a comprehensive customer list and references based on your request. In this project, we offer off-site services through our Service Centers in the Los Angeles and Orange County area. as described in the scope of work.

We would also like to thank you for the opportunity and please feel free to contact us for any further information and kindly inform me of the offer results and intend to proceed.

Sincerely yours,

Jose Vazquez

Branch Manager

ARC Document Solutions

4761 E Hunter Ave

Anaheim, CA 92807

Mobile. 626-362-1909

Email. jose.vazquez@e-arc.com

Web. www.e-arc.com

Our Methodology

Preliminary tasks prior to starting production process:

- Assign ARC Project contact to be the single point of contact, project coordination and reporting.
- Arrange a project kick-off meeting with all the stakeholders, verify the requirements.
- Pilot Project – digitization of samples to receive customer's feedback.
- Establish a Quality Assurance Plan (QAP) and configure the production workflow.
- Establish the service levels for Records pull request (On-demand file access while at ARC custody).

Document Conversion Workflow

Our team of document conversion experts maintains a highly secure chain of custody and complies with the most stringent requirements.

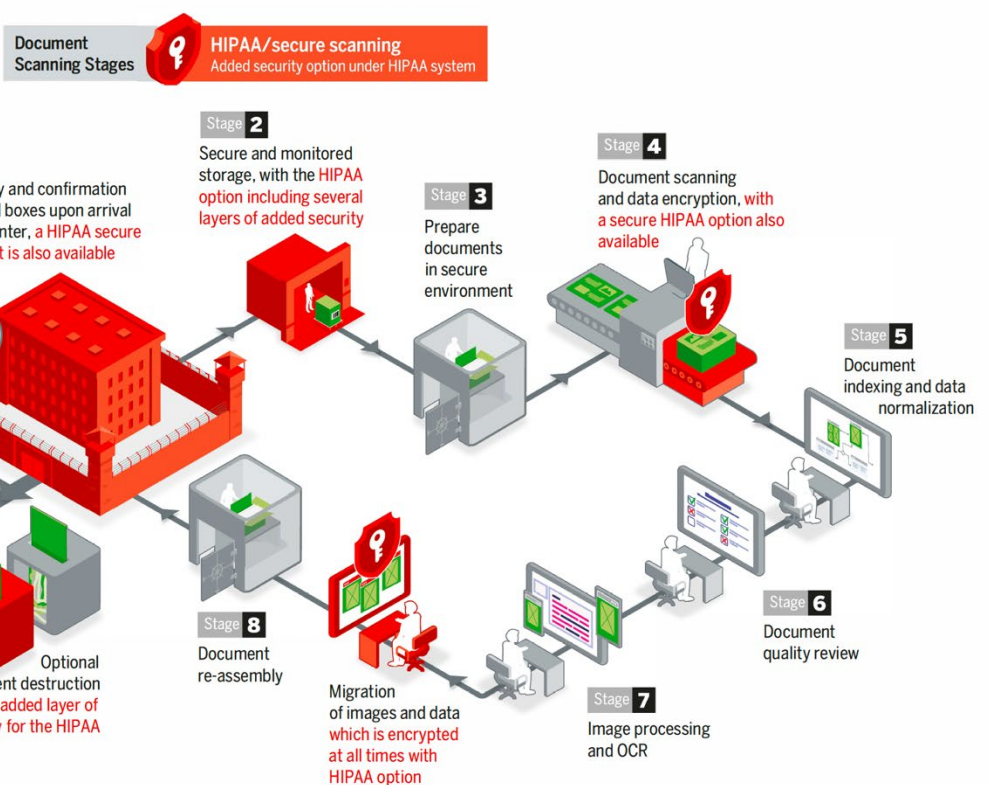


Figure 1: ARC 8-Step Records Digitization Workflow

Document Conversion Workflow

Preliminary tasks may include:

Assign point of contact who will be the single point of contact from ARC Team, Project Kick-off meeting with all Stakeholders to review the requirements and identify risks/ exceptions, Develop Project Plan/ Schedule, Arrange Pilot Digitization and receive approval.

Stage 1

Establish detail chain of custody process by assigning unique barcode labels per container, tamper evident sealing for PHI, PII records and secure direct transportation.

Stage 2

Validate the chain of custody information at receipt and secure storage at ARC Facility.

Stage 3

Prepare records for production level digitization process. Typical activities include inserting barcode cover sheets, removing staples and other bindings, document unfolding etc.

Stage 4

Records digitization and quality control using production capture setup.

Stage 5

Capture index information using advanced Recognition techniques, manual data entry or using customer supplied database.

Stage 6

Quality Control for scanned images and index data to ensure all the pages are scanned in proper order, in correct orientation, and are readable, usable and accurate.

Stage 7

Advanced image processing for enhanced image quality and Optical Character Recognition (OCR) to enable Full-text Searchable content creation. Data formatting and delivery via encrypted web link or external hard drives.

Stage 8

Records re-assembly and return to the customer after receiving approval or arranging Certified Shredding Services.

Video



ARC's 8 Step Document Digitization Workflow (length 5 minutes)

<https://www.youtube.com/watch?v=rXICOUwQi9w>

Current Record Condition & Volumes

A. Record Condition

- Records are in fair condition
- 40% folded 60% rolled

Unit 110

- 325 Rolls
- 11,375 LF Images
- 3,500 SF Images

Unit 108

- 750 Sets
- LF Images 22,500
- SF Images 7,500

B. Project Volumes (Small Format)

- i. Estimated 11,000 Small Format images including specs/calcs, assuming fair conditions.
- ii. Assuming documents require Light to Medium preparation

C. Project Volumes (Large Format)

Document Type: Backfile Permit Drawings

Document Preparation: Light-Med

- I. Estimated Plan sheets: 33,875
- II. Estimated PDF's: 1,075

Scope of Work

1. Services and Technical Specifications

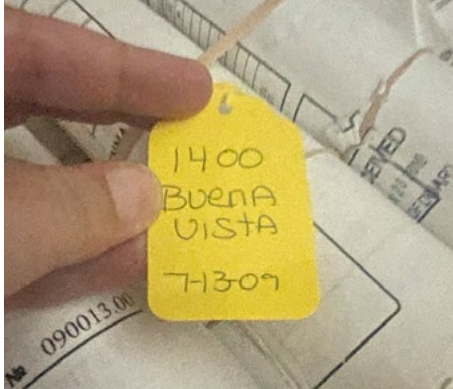
ARC will provide the scanning and archiving services specified below (services included are indicated by checked boxes below):

- ☒ Document Inventory and Chain of Custody:
 - Box Level Barcode & Track
 - Document Level Barcode & Track
- ☒ Document Transportation:
 - From Customer Location to ARC Service Location
ARC Anaheim Service Center
4761 E Hunter
Anaheim, CA 92807
- ☒ Document Preparation:
 - Remove all binding materials (staples, clips, clamps, binders)
 - Unfold pages.
 - ☒ Remove and discard attachments (Posit-Notes & Flags), previously taped down receipts will not be disturbed.
 - ☐ All attachments (Posit-Notes & Flags) previously taped down receipts will not be disturbed.

- ☒ Naming Scheme (Indexing): WYSIWYK

Index Fields: Multipage PDF per roll. Including any specs-calcs.
Can be located on tags. If there is no Tag than first sheet of set.

Permit Address_Most Current Year



Ex: 1400 BUENA VISTA_2009

Multi-page PDF: Combine all documents in each folder into a single PDF file.

- ☒ Document Scanning:

- Small Format Scanning (Sheetfed duplex scanning, 11"x17" or smaller)
 - ☐ 200 DPI ☒ 300 DPI ☐ Other 400 DPI _____
 - ☐ Auto-Color ☐ 24-bit Color ☐ 8-bit Color ☐ 8-bit Greyscale
 - ☒ 1-bit Black & White ☐ Other _____
 - Programmatic:
 - Image Deskew
 - Image Auto-Crop
 - Auto Rotate
 - Blank Page Removal
- Large Format Scanning (Manually fed simplex scanning, generally larger than 11"x17")
 - ☐ 200 DPI ☒ 300 DPI ☐ Other _____
 - ☐ Color for Color ☒ 24-bit Color ☐ 8-bit Color ☐ 8-bit Greyscale
 - ☐ 1-bit Black & White ☐ Other _____
 - Image Crop & Deskew
 - Rotate to proper orientation.

- ☒ Quality Assurance:

- Images will be checked for readability and proper orientation.
- Every source page will be represented in digital delivery.
- All Boxes and Documents will be reviewed to insure they have been captured and processed to desired output.
- All Indexed data will be reviewed for accuracy and completeness.
- All digital output files and folders will be reviewed to ensure the desired result.

- ☐ Document Reassembly:

- ☒ No reassembly required(no re-staple, no rebinding, no re-clipping).
- ☒ ARC will securely destroy all document upon completion of the project with customers written approval.

- ☒ File Naming and Folder Structuring:

- All Files and Parent Folders will be named using Document Indexes stated above.

☒ Output File Format:

- ☒ All output files will be generated as multi-page, Image Only PDF files
- ☐ All output files will be generated as multi-page, Searchable Image PDF files

☒ Deliverables and Delivery Method:

- ☒ Email download link
- ☒ Destroy Hard Copy Originals (Certified Shred)
- ☐ Return Hard Copy Originals

Original documents provided by the Customer will be of good quality (in ARC's sole determination) and will not require additional preparation or remediation prior to scanning. If the quality or condition of the original documents provided by Customer require additional preparation (in ARC's sole determination), Customer will be notified and additional instructions will be provided by Customer, following which ARC will provide Customer with revised pricing for the handling of such original documents.

HIPAA Compliance: (one of the following two boxes must be checked)

- ☒ Box Content does not include PHI and/or is NOT subject to HIPAA Regulations
- ☐ Box Content includes PHI and must be processed in accordance with HIPAA regulations.

2. Special Instructions

Pricing:

Change order will be issued if the actual SOW is different from what is estimated below. ARC reserves the right to revise the pricing specified below based on actual condition of original documents provided by Customer and indexing requirements.

Storage Unit 110

Service	Description	QTY	Unit	Per Unit	Extended
Plan Sheet Imaging – B&W	Convert Large Format Sheets to PDF (12x18 up to 36x48) B&W - 300 DPI & Medium Preparation .	11,375	Image	\$2.50	\$28,437.50
Indexing - File Naming	Subjective Manual Extraction of Key Data - Includes up to 4 Attributes & Document Exploration .	325	File	\$0.50	\$162.50
Small Format B&W Imaging	Convert Documents up to 11x17 to PDF. B/W - 300 DPI - Including OCR & Medium Preparation .	3,500	Image	\$0.08	\$280.00
Onsite Retrieval Prep	Document Packaging (no inventory) to make ready for transport. .	1	Hour	\$120.00	\$120.00
Logistics	Document Transportation - Pickup & Delivery* .	1	Per Trip	\$200.00	\$200.00
Data Deliverable	Data Deliverable via Secure Link .	1	Each	\$75.00	\$75.00
Destruction	Document Destruction .	38	Per Box	\$10.50	\$399.00
Load File	Generating a CSV file for Laserfiche .	1	Each	\$125.00	\$125.00
Retrieval	Adhoc retrieval requests. Document-Pull Services, with 24hr status update.		Each	\$45.00	
				Service Total	\$29,799.00

Storage Unit 108

Service	Description	QTY	Unit	Per Unit	Extended
Plan Sheet Imaging – Color	Convert Large Format Sheets to PDF (12x18 up to 36x48). Color - 300 DPI & Medium Preparation .	22,500	Image	\$2.50	\$56,250.00
Document Prep Labor	Preparing documents for scan (Light/& Medium Preparation) .	10,000	Image	\$0.99	\$9,900.00
Indexing - File Naming	Subjective Manual Extraction of Key Data - Includes up to 4 Attributes & Document Exploration .	22,500	File	\$0.50	\$11,250.00
Small Format B&W Imaging	Convert Documents up to 11x17 to PDF. B/W - 300 DPI - Including OCR & Medium Preparation .	7,500	Image	\$0.08	\$600.00
Onsite Retrieval Prep	Document Packaging (no inventory) to make ready for transport. .	1	Hour	\$120.00	\$120.00
Data Deliverable	Data Deliverable via Secure Link .	1	Each	\$75.00	\$75.00
Destruction	Document Destruction .	77	Per Box	\$10.50	\$808.50
Load File	Generating a CSV file for Laserfiche .	1	Each	\$125.00	\$125.00
Retrieval	Adhoc retrieval requests. Document-Pull Services, with 24hr status update.		Each	\$45.00	
				Service Total	\$79,128.50

Additional Notes

- Prices submitted are considered firm for 90 days.
- The record volumes listed above are estimates and ARC will bill for actual volumes produced.
- ARC will invoice monthly based on the actual number of documents scanned and delivered.
- Above prices excluding any taxes that will be applicable at the time of invoicing.
- Minimum project fee of \$500 apply if the actual record volumes are lower.
- ARC does NOT offer permanent storage Service. If originals remain at ARC over 30 days after scan deliverables have been received by customer a Temporary (up-to 60 Day) Storage fee will apply per pallet (\$400.00).

Service Excellence

ARC Document Solutions has extensive experience, technical expertise, and a detailed comprehensive workflow to handle this project. Our Quality Assurance Plan and attention to detail throughout all phases of this project ensure the highest level of controls for quality, accuracy, and consistency for all deliverables to City of Duarte.

In summary, the Controls we have in place considers the following factors:

- Accounting, Completion, and Inclusion of all documents and document pages
- Quality of Scanned Images
- Readability of Resultant Images
- Accuracy of forms Data collected.
- Secure Control and Tracking of Hard Copy Documents
- Consistency and Accurate Accounting of all Deliverables to Hard Copy Records
- Maintaining the highest level of security and protection for hard copy documents, as well as protecting the resultant images and data, is encrypted while in transit.

We are confident that these workflows, processes, and procedures will exceed all requirements for the conversion of records for City of Duarte. We look forward to assisting City of Duarte with providing the strongest document conversion solution for its records conversion project.

Respectfully Submitted,

Bobby Rush

Sr Document & Graphics Consultant
ARC Document Solutions
Mobile: 818-257-1804
Email: bobby.rush@e-arc.com

Scope of Work Approval

Additional Scope Details:

Chain Of Custody Level – Box

ARC will store the documents for up to 30 calendar days after completion of the project to allow the customer time to review the samples and request any warranty work.

Note: Prices submitted are considered firm for (90) days. The pricing above is based on the initial assessment and 'best' condition assumptions excluding 'Additional Scope Questions'.

Any deviation from the above assumptions must be mutually agreed upon by both parties and may impact on both schedule and price and will be subject to a Change Order.

ARC will produce a Pilot or sample to each Department to ensure Indexing (Folder Structure & File Naming) for process approval from City of Duarte prior to producing entire collection.

Actual quantities processed will determine final pricing, which may be lower or higher than this estimated total amount. City of Duarte will assign a Point Of Contact in coordination with ARC Production manager to ensure timely feedback & authorization.

ARC Document Solutions, LLC

CLIENT APPROVAL

Signature: _____

Authorized Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____



AGENDA REPORT

MEETING DATE: February 24, 2026

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Andres Rangel, Assistant to the City Manager

SUBJECT: Consideration to Approve a Co-sponsorship Request for the Duarte Chamber of Commerce's Job Fair

RECOMMENDATION: It is recommended that the City Council approve a co-sponsorship with the Duarte Chamber of Commerce to host a Job Fair

FISCAL IMPACT: If approved, the City will waive \$1,100 in City facility reservation fees

STRATEGIC PLAN IMPACT: Goal A - A2.3 Economic Development and Activation

BACKGROUND

For the past few years, the Duarte Chamber of Commerce has been partnering with the Foothill Workforce Development Board to bring a job fair to Duarte. The job fair typically takes place at the Duarte Community Center. To help promote the event, the City also announces the event through its communication channels. The Chamber reached out to the City requesting to use the Community Center to host the event on March 31st from 10:00 AM – 1:00 PM.

DISCUSSION/ANALYSIS

The Duarte Chamber of Commerce partners with the Foothill Workforce Development Board to host a job fair. The job fair connects Duarte residents with employers from various industries. In 2025, the event was also hosted at the Community Center and included over 25 employers.

This year, the Chamber would like to continue hosting the job fair at the Community Center, and is therefore requesting a co-sponsorship. A co-sponsorship would include waiving facility reservation fees in the amount of \$1,100 and promoting the event through the City's communication channels.

RECOMMENDATION

It is recommended that the City Council approve a co-sponsorship with the Duarte Chamber of Commerce to host a Job Fair.

FISCAL IMPACT

If approved, the City of Duarte will waive \$1,100 in City facility reservation fees.

ATTACHMENTS

A. Job Fair Flyer

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



Tuesday, March 31, 2026

JOB FAIR

- Come ready to interview
- Bring copies of your resume
- Opportunities will be available from multiple industries such as medical, hospitality, retail, transportation and many more



Job Fair is from
10am – 1pm.



Duarte Community Center
1600 Huntington Drive
Duarte, CA 91010



AGENDA REPORT

MEETING DATE: February 24, 2026

TO: Mayor and Members of the City Council

FROM: Larry Breceda, Director of Public Safety

SUBJECT: Adoption of Ordinance Adding Chapter 11.25 to the Duarte Municipal Code Regulating Electric Bicycles and Similar Devices

RECOMMENDATION: Staff recommends that the City Council conduct a public hearing and introduce for first reading Ordinance No. 26-02 which will add Chapter 11.25 and amend Chapter 1.04 to the Duarte Municipal Code regulating electric bicycles and other regulated mobility devices to improve public safety, address community concerns, and provide clear enforcement authority

FISCAL IMPACT: There is no direct fiscal impact associated with adoption of this ordinance. Enforcement will be handled using existing City resources

STRATEGIC PLAN IMPACT: Goal C - C1.4 Community Safety

BACKGROUND

City Council directed staff to evaluate and develop regulations for electric bicycles due to unsafe conditions observed within the community, particularly on multiuse trails where pedestrians and e-bike riders co-mingle. Concerns raised included excessive speeds, near-miss incidents, and conflicts involving children, seniors, and other vulnerable users.

In response to Council direction, staff brought the matter to the Public Safety Commission for review and public input. The Commission conducted a multi-meeting review process, received resident feedback, and worked collaboratively with City staff to develop an ordinance that balances public safety with reasonable and lawful e-bike use.

The Public Safety Commission reviewed and discussed the ordinance at the following meetings:

November 19, 2024 – Initial discussion on regulating e-bikes within City limits, including the Royal Oaks Trail

September 16, 2025 – Review of draft E-bike Ordinance

November 18, 2025 – Review of proposed semi-final ordinance language

January 20, 2026 – Final revision update and recommendation to City Council

At its January 20, 2026 meeting, the Public Safety Commission unanimously voted to approve the ordinance and recommend adoption by the City Council.

The ordinance was reviewed and approved as to form by City Attorney Thai Phan and City Attorney Matthew Silver, with additional input and coordination from the Parks and Recreation Department to ensure consistency with park operations, concerns and trail usage.

DISCUSSION/ANALYSIS

The proposed ordinance adds Chapter 11.25 to the Duarte Municipal Code and establishes clear, enforceable standards governing electric bicycles, and similar devices on City property.

Key provisions include:

- Prohibits Class 3 electric bicycles on Recreation Trails
- Limits Class 1 and Class 2 e-bikes to a maximum speed of 15 MPH on Recreation Trails
- Requires riders to reduce speed and yield to pedestrians at all times

Citywide Restrictions:

- Prohibits electric bicycles and similar devices from operating on public sidewalks
- Prohibits reckless or unsafe operation, including stunts, excessive speed near pedestrians, and distracted riding

Vehicle and Device Controls:

- Prohibits unauthorized vehicles on City trails, parks, and City-owned land not designated for vehicular use
- Prohibits gas-powered motorbikes and similar devices on City trails and parks without exception

Authority and Enforcement:

- Expands enforcement authority for the Director of Public Safety and designees
- Allows administrative citations, impoundment, and alternative education-based penalties
- Establishes parental responsibility for violations committed by minors

Exemptions:

- Allows law enforcement, emergency responders, and City-authorized personnel to operate devices in the course of official duties
- Provides reasonable accommodations for persons with disabilities while maintaining a complete prohibition on gas-powered devices

This ordinance directly reflects City Council direction, resident feedback, Parks and Recreation input, Public Safety Commission recommendations, and legal review.

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing and introduce for first reading Ordinance No. 26-02 which will add Chapter 11.25 and amend Chapter 1.04 to the Duarte Municipal Code regulating electric bicycles and other regulated mobility devices to improve public safety, address community concerns, and provide clear enforcement authority.

FISCAL IMPACT

There is no direct fiscal impact associated with adoption of this ordinance. Enforcement will be handled using existing City resources.

ATTACHMENTS

A. Electric bicycle Ordinance

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

ORDINANCE NO. 26-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADDING CHAPTER 11.25 TO THE DUARTE MUNICIPAL CODE TO REGULATE AND PROVIDE FOR EFFECTIVE ENFORCEMENT REGARDING ELECTRIC BICYCLES AND OTHER ELECTRIC TRANSPORTATION DEVICES AND AMENDING CHAPTER 1.04 OF THE DUARTE MUNICIPAL CODE TO ENHANCE ENFORCEMENT

WHEREAS, the City of Duarte (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City is authorized by California Constitution, Article XI, Section 7 to make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general laws and that serve and protect the health, safety or welfare of the public; and

WHEREAS, the California Legislature, through Assembly Bill 1096, has established that electric bikes/e-bikes should be regulated separately from scooters or mopeds and the same rules of the road apply to both e-bikes and human-powered bicycles; and

WHEREAS, the Legislature defines an “electric bicycle” as a bicycle with fully operable pedals and an electric motor of less than 750 watts, and created 3 classes of electric bicycles under California Vehicle Code Section 312.5; and

WHEREAS, pursuant to California Vehicle Code Section 21207.5(a), Class 3 electric bicycles are not to be operated on specified paths or trails unless permitted by ordinance; and

WHEREAS, pursuant to California Vehicle Code Section 21207.5(b), a local agency having jurisdiction over a bicycle path or trail, equestrian trail, or hiking or recreational trail, may prohibit, by ordinance, the operation of a Class 1 or Class 2 electric bicycle on that path or trail; and

WHEREAS, the widespread use of electric bicycles did not exist at the time the City’s municipal sidewalks, parks, trails and certain other public areas were established and developed, and is contrary to the original intent underlying the establishment and development of these areas for passive, non-vehicular use, and may be detrimental to the safety of electric cyclists and the general public; and

WHEREAS, given the number of pedestrians on these areas of the City, regulation of electric bicycles, golf carts and other electric transportation devices, to the extent permitted by

State law, is necessary and will promote the safe and efficient use of the City's parks, sidewalks, trails and other public areas; and

WHEREAS, Recreation Trails are heavily used as a multi-use recreational path, and the restriction of Class 3 electric bicycles and the imposition of speed limits are necessary to reduce conflicts between fast-moving riders and pedestrians; and

WHEREAS, persons with disabilities must be accommodated with reasonable use of mobility devices consistent with the Americans with Disabilities Act (ADA), 42 U.S.C. Sections 12101 *et seq.*, while the City may prohibit gas-powered devices to protect public peace, safety, and property, and preserve the recreational character of City facilities by regulating the operation of bicycles, electric bicycles, scooters, skateboards, and other similar devices; and

WHEREAS, parental co-responsibility for violations, risk and harm caused by minors in their custody and/or control will help encourage compliance with the law, discourage recidivism, and therefore, encourage and enhance public health, safety and welfare; and

WHEREAS, such regulation is necessary to protect the public health, safety and enjoyment of the community; and

WHEREAS, additional clarity regarding powers of enforcement by the Director of Public Safety and designees is necessary to enhance enforcement; and

WHEREAS, the City Council desires to adopt comprehensive regulations governing the safe operation of bicycles, electric bicycles, scooters, and similar devices on City property in a manner consistent with State law.

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

SECTION 1. Section 1.04.010 of the Duarte Municipal Code is hereby deleted and replaced in its entirety to read as follows:

1.04.010 – Arrest; Failure to Obey Lawful Order; Notice to Appear

- (a) Pursuant to Penal Code Section 836.5, the Director of Public Safety and designee(s) are authorized to arrest a person for a violation of this Code.
- (b) It shall be a violation of this Code to fail to comply with a lawful order or command of the Director of Public Safety or designee(s).
- (c) If any person is arrested for the violation of any ordinance of the City, and such person is not immediately taken before a magistrate as is more fully set forth in the Penal Code of the state, the arresting officer shall prepare, in duplicate, a written notice to appear in

court, containing the name and address of such person, the offense charged, and the time and place where and when such person shall appear in court.

SECTION 2. Chapter 11.25 is added to of the Duarte Municipal Code to read as follows:

Chapter 11.25

ELECTRIC BICYCLES AND OTHER ELECTRIC TRANSPORTATION DEVICES

Sections:

11.25.010 - Purpose.

11.25.020 - Definitions.

11.25.030 - Operation of Vehicles on City Property Prohibited.

11.25.040 - Bicycle and Electric Bicycle Use on Trails.

11.25.050 - Use on Sidewalks.

11.25.060 - Operation and Use of Electric Bicycles and Electric Motorcycles.

11.25.070 - Exemptions.

11.25.080 - Retail Sales and Rentals of an Electric Regulated Mobility Device.

11.25.090 - Enforcement and Penalties.

11.25.010 - Purpose.

- (a) The purpose and intent of this Chapter is to regulate the operation and use of electric bicycles and electric motorcycles in accordance with State law in order to promote and protect the health, safety, and general welfare of residents and visitors within the City, and in compliance with other requirements imposed upon the City. The City is authorized to regulate and enforce this activity pursuant to California Constitution, Art. 11, Section 7, Vehicle Code Sections 312.5, 21207, and 21200-21212, Government Code Sections 38771, and other provisions of law.
- (b) The City Council finds and declares that these regulations are directly related to objective health, safety, and welfare concerns created by the use of electric bicycles and other electric transportation devices, including public health and safety, pedestrian access and safety, health and safety of operators and passengers, vehicular traffic and the right and ability of the public to safely access and utilize public and other property within the City.

11.25.020 - Definitions.

For purposes of this Chapter, the following definitions shall apply, unless the context clearly indicates otherwise:

- (a) “Bicycle” shall have the same meaning as set forth in California Vehicle Code Section 231, as amended from time to time.
- (b) “Electric Bicycle” or “E-Bike” shall have the same meaning as set forth in California Vehicle Code Section 312.5, as amended from time to time, and shall be categorized as follows:

- (1) Class 1 Electric Bicycle: An electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour. Throttle use is prohibited for Class 1 e-bikes.
- (2) Class 2 Electric Bicycle: An electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour. Riders can choose between pedal-assist and throttle modes.
- (3) Class 3 Electric Bicycle: An electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour. Such electric bicycles shall be equipped with a speedometer. Throttle operation is not permitted on Class 3 e-bikes.
- (c) "Electric Personal Assistive Mobility Device" shall have the same meaning as set forth in California Vehicle Code Section 313, as amended from time to time.
- (d) "Electrically Motorized Boards" shall have the same meaning as set forth in California Vehicle Code Section 313.5, as amended from time to time.
- (e) "Electric Motorcycle" shall mean any electric-powered two- or three-wheeled vehicle with a motor of more than 750 watts, lacks operable pedals, and/or can attain a speed greater than 20 miles per hour on motor power alone. Such vehicles shall not be considered an electric bicycle and shall be treated as a motorcycle as defined by California Vehicle Code Sections 400(a) and 400(b).
- (f) "eMoto" means an electrically powered two-wheeled vehicle that is not equipped with operable pedals, is designed for off-highway operation, and meets the criteria set forth in California Vehicle Code section 38012. An eMoto is not an electric bicycle.
- (g) "Golf Cart" shall have the same meaning as set forth in California Vehicle Code Section 345, as amended from time to time.
- (h) "Highway" shall mean any publicly maintained way or place open to the use of the public for purposes of vehicular travel, including streets.
- (i) "Parkway" shall mean that portion of a street other than a roadway or a sidewalk.
- (j) "Sidewalk" shall mean that portion of a street between the curb line or lateral line of a roadway and the adjacent property line intended for pedestrian use.
- (k) "Hours of Darkness" shall mean all times of the week that occur between 30 minutes past sunset to 30 minutes before sunrise.
- (l) "Low-Speed Vehicle" shall have the same meaning as set forth in California Vehicle Code Section 385.5, as amended from time to time.
- (m) "Motorized Scooter" shall have the same meaning as set forth in California Vehicle Code Section 407.5, as amended from time to time.
- (n) "Operator" shall mean any person who owns, operates, or controls a regulated mobility device.

- (o) "Recreation Trail" shall mean any established paved or unpaved recreational trail, bicycle trail, or shared-use path that is owned, operated, or maintained by the City of Duarte, including but not limited to the Donald and Bernice Watson Recreation Trail, Encanto Parkway Trail, and any similar City-maintained trail or path, whether currently existing or hereafter established.
- (p) "Public Area" shall mean any outdoor area open to the public for public use, whether owned or operated by the City or a private party.
- (q) "Regulated Mobility Device" shall include bicycles, electric bicycles, electric personal assistive mobility devices, electrically motorized boards, low-speed vehicles, motorized scooters, shared mobility devices and other similar vehicles.
- (r) "Rider" shall mean a traveler riding on a regulated mobility device who is not operating it.
- (s) "Seat" shall mean a device manufactured, designed, and factory-installed/appropriately installed on a vehicle for the purpose of providing points of contact that support an operator or rider in a sitting position on the vehicle including foot support. When transporting passengers, this term shall mean a device, or devices, manufactured, designed, and factory-installed/appropriately-installed on a vehicle, for the purpose of providing points of contact that support each rider in a sitting position, including foot pegs, separate from the operator's seat such that each person operating or riding on the vehicle are seated on a device to allow for their individual occupancy with individual foot support.
- (t) "Shared Mobility Device" shall have the same meaning as set forth in California Civil Code Section 2505, as amended from time to time.
- (u) "Wheelie" shall mean an acrobatic stunt where the front tire or wheel is lifted off the ground due to extreme torque being applied to the rear wheel while in motion.

11.25.030 - Operation of Vehicles on City Property Prohibited.

- (a) No person shall operate or drive a motor vehicle, including but not limited to a passenger vehicle, truck, motorcycle, minibike, trail bike, dune buggy, motor scooter, jeep, low speed vehicle or other similar vehicle, upon any City park, trail, or other City-owned land not designated for vehicular use.
- (b) No person shall operate any off-highway electric motorcycle or eMoto on any City sidewalk, park, trail, open space, bikeway, or other public area not designated for motor vehicle use.
- (c) Gas-powered motorbikes, scooters, quadricycles, All-Terrain Vehicles (ATVs) or similar devices are not "mobility devices" within the meaning of this Chapter, and are prohibited on City trails, parks, and open space regardless of operator status.
- (d) Exceptions: This section shall not apply to law enforcement, fire, or emergency vehicles operating in the course of duty; City employees, agents, or contractors acting within the scope of their duties; persons authorized in writing by the City Manager or designee; or persons with disabilities using a self-propelled wheelchair, motorized tricycle, or motorized quadricycle, provided the device is not gas-powered.

11.25.040 - Bicycle and Electric Bicycle Use on Trails.

- (a) It shall be unlawful for any person to ride or operate a Class 3 electric bicycle, motorized scooter, low-speed vehicle, electrically motorized board, electric motorcycle, or similar device on a Recreation Trail.
- (b) Class 1 and Class 2 electric bicycles are permitted on a Recreation Trail, provided they do not exceed a maximum speed of fifteen (15) miles per hour.
- (c) Operators shall reduce speed and yield to pedestrians when approaching or traveling near them.
- (d) All persons shall comply with posted signs, markings, and traffic control devices along a Recreation Trail.

11.25.050 - Use on Sidewalks.

It shall be unlawful to operate any electric bicycle, motorized scooter, golf cart, low-speed vehicle, electrically motorized board, or electric motorcycle, or similar device on sidewalks within the City, except as may be expressly permitted by resolution of the City Council.

11.25.060 - Operation and Use of Electric Bicycles and Electric Motorcycles.

It shall be unlawful for any person to operate any bicycle, electric bicycle, or other regulated mobility device in a manner that endangers persons or property. All operators and passengers of regulated mobility devices shall comply with the following conditions:

- (a) Operation in an unsafe manner shall include, but is not limited to, traveling at an unsafe speed in the presence of pedestrians, carrying passengers on a device not designed or equipped for such use, attaching to or clinging to another vehicle or regulated mobility device while in motion, or operating in willful or wanton disregard for the safety of others.
- (b) Passenger Restrictions. No person riding or operating an electric bicycle, motor-driven cycle, any electric or motorized conveyance, or other regulated mobility device shall transport another person upon an electric bicycle, motor-driven cycle, any electric or motorized conveyance, or other regulated mobility device unless:
 - (1) Such passenger is seated upon a seat attached to the vehicle and designed for such use, and in a safe manner; and
 - (2) The operator is at least 16 years of age and possesses a valid driver's license, or is at least 18 years of age.
- (c) Direction of Travel. The operator of a bicycle, electric bicycle, electric scooter, electric skateboard or other regulated mobility device shall travel in the same direction as vehicles are required to be driven, regardless of whether or not the operator is in the roadway, highway, sidewalk or in a bike lane.
- (d) Helmet Requirement. All operators and passengers of a regulated mobility device who are under 18 years of age shall wear a properly strapped helmet while riding or operating an electric bicycle, motor-driven cycle, or any other electric or motorized conveyance, as specified in California Vehicle Code Section 21212.

- (e) Rear Reflector / Red Light Requirement. Every electric bicycle operated within the City shall be equipped, at all hours, with a red reflector or solid or flashing red light with a built-in reflector that is visible from a distance of at least five hundred (500) feet to the rear when directly in front of lawful upper-beam headlamps of a motor vehicle, consistent with California Vehicle Code section 21201(d). This requirement applies in addition to any lighting or reflector requirements applicable during hours of darkness.
- (f) A person must be 16 years of age or older to operate a Class 3 electric bicycle.
- (g) Electric Motorcycles. Electric motorcycles shall not be operated within the limits of the City without the following:
 - (1) A person must be 16 years of age or older.
 - (2) The operator must have a valid motorcycle license as required by California Vehicle Code Section 12500(b); and
 - (3) The electric motorcycle shall have, and the operator shall carry proof of, valid registration and license plate as required by California Vehicle Code Section 4000(a)(1); and
 - (4) All operators and riders shall wear a helmet approved by the United States Department of Transportation (DOT) as required by California Vehicle Code Section 27803(b); and
 - (5) All operators shall have and maintain evidence of financial responsibility (Insurance) as required by California Vehicle Code Section 16028a or other State law.
- (h) Golf Carts and Low-Speed Vehicles. Golf carts and low-speed vehicles shall not be operated on any sidewalk, public trail, or Recreation Trail under any circumstances, and shall not be operated on any Highway, public land or City property, without the following:
 - (1) The operator must have a valid applicable license as required by California Vehicle Code Section 12500(b); and
 - (2) The golf-cart or low-speed vehicle shall have, and the operator shall carry proof of, valid registration and license plate as required by California Vehicle Code Section 4000(a)(1); and
 - (3) All operators shall have and maintain evidence of financial responsibility (Insurance) as required by California Vehicle Code Section 16028a or other State law.
- (i) Requirements During Hours of Darkness.
 - (1) During hours of darkness, electric bicycles, electric personal assistive mobility devices, and electrically motorized boards shall only be operated by persons 16 years of age or older.
 - (2) During hours of darkness, electric bicycles, electric personal assistive mobility devices, and electrically motorized boards shall only be operated with a front lamp emitting a white light visible from a distance of 300 feet and a rear solid or flashing red light with a built-in reflector visible from a distance of 500 feet.
- (j) Use of Designated Lanes.
 - (1) The use of Class 3 electric bicycles on bike paths, sidewalks or trails is prohibited. Class 3 electric bicycles must be ridden in bike lanes.

- (k) Compliance with Safety Standards. All regulated mobility devices shall meet the following criteria:
- (1) Comply with the equipment and manufacturing requirements for bicycles adopted by the United States Consumer Product Safety Commission (16 C.F.R. 1512.1, *et seq.*).
 - (2) Operate in a manner so that the electric motor is disengaged or ceases to function when the brakes are applied, or operate in a manner such that the motor is engaged through a switch or mechanism that, when released or activated, will cause the electric motor to disengage or cease to function.
 - (3) A person shall not tamper with or modify an electric bicycle so as to change the speed capability of the bicycle unless he or she appropriately replaces the label indicating the classification.
- (l) Prohibited Actions.
- (1) It shall be unlawful to operate any regulated mobility device on highways, roadways, sidewalks or other public areas while performing stunts such as wheelies or endo wheelies (stoppies).
 - (2) It shall be unlawful to operate any regulated mobility device while utilizing a hand-held mobile communication device, such as using a mobile phone to text.

11.25.070 - Exemptions.

- (a) Public Agency Personnel. Notwithstanding any other provision of this Chapter, or any other section of this code, law enforcement officers, firefighters, and other public safety personnel may operate regulated mobility devices or other vehicles at any place in the City while performing their official duties.
- (b) Disability. This Chapter is not intended to apply to or otherwise restrict regulated electric mobility devices used in a safe manner by physically disabled persons as defined under the Americans with Disabilities Act. This exemption shall not apply to use of gas-powered motorbikes, scooters, quadricycles, All-Terrain Vehicles (ATVs) or similar devices.

11.25.080 - Retail Sales and Rentals of an Electric Regulated Mobility Device.

- (a) Every business selling or renting any electric regulated mobility device shall supply a copy of this Chapter (DMC Chapter 11.25) to every person(s) purchasing or renting an electric regulated mobility device, and shall maintain proof of compliance of three years.
- (b) Records of proof shall be provided to the City immediately upon request by the Director of Public Safety or designee, during normal business hours of the store or business.
- (c) Every store or business selling or renting an electric regulated mobility device must apply a label that is permanently affixed to each electric regulated mobility device that contains, among other things, the classification number of the electric device as specified.
- (d) No person shall advertise, sell, or offer for sale any device falsely labeled as an electric bike, or any device capable of exceeding 20 miles per hour on throttle power alone or with a motor capacity greater than 750 watts.

- (e) No person shall modify, alter, disable, or tamper with an electric bicycle so that it no longer meets the definition of an electric bicycle under California Vehicle Code section 312.5 or this Chapter.
- (f) No person shall sell, offer for sale, advertise, or provide any device, product, software, digital application, or other mechanism capable of modifying the speed capability of an electric bicycle so that it no longer meets the definition of an electric bicycle under state law.

11.25.090 - Enforcement and Penalties.

- (a) This Chapter may be enforced by any officer or employee of the City, including but not limited to, any code enforcement official or peace officer.
- (b) Pursuant to Penal Code Section 836.5, each officer and/or employee of the City is authorized to stop and arrest a person for any violation of this Chapter.
- (c) It shall be a violation of this Chapter to fail to comply with a lawful order or command of any officer or employee of the City, including but not limited to, any code enforcement official or peace officer.
- (d) Responsibility of Parent or Legal Guardian. Each parent or legal guardian having custody or control of a minor who violates this Chapter shall be jointly and severally liable with such minor for such violation.
- (e) Violations and Penalties.
 - (1) Each violation of this Chapter, and each day a violation occurs or continues shall constitute a separate and distinct violation.
 - (2) Each violation of this Chapter shall be subject to an administrative citation pursuant to Chapter 1.08 of this Code.
 - (3) Each violation of this Chapter shall be subject to punishment pursuant to Section 1.04 of this Code.
 - (4) Violation of any provision of this Chapter is a public nuisance and may be abated by any means available by law, including injunction.
 - (5) Any person found in violation of any provision of this Chapter may, in lieu of payment of a fine or other penalty, may be required to complete a City-approved training and education class on the safe operation of electric bicycles or other regulated mobility device. Payment for the costs for such class shall be the responsibility of the offender. Proof of completion must be provided to the City within 90 days of the violation notice if such class is required. The violation shall not be deemed adjudicated until the offender provides such notice timely.
 - (6) Impoundment. A bicycle, electric bicycle or other regulated mobility device may be impounded by the City, including by any officer or employee, when any of the following conditions are present:

- (a) Obstruction of Public Ways. The device is left upon public property in such a manner as to block or impede pedestrian or vehicular traffic, obstruct ingress or egress to any building, stairway, ramp, or similar space, or otherwise create a hazard to public safety.
- (b) Excessive Duration. The device has been left unattended in a public place for a period of more than seventy-two (72) hours.
- (c) Abandonment. The device shows objective signs of abandonment, disuse, or neglect, such as broken or missing parts, flat tires, accumulation of debris, or conditions evidencing that the device has been discarded and is not reasonably intended to be retrieved.
- (d) Incident to Citation or Arrest. The operator of the device has been criminally cited or arrested for a violation of this Chapter or of any other applicable law or ordinance, and impoundment of the device is necessary to enforce compliance or protect public safety.
- (e) In the event of any impoundment pursuant to this Chapter, the City shall:
 - i. Provide the person from whom the bicycle, electric bicycle or other regulated mobility device was impounded with a receipt and instructions for retrieval of the property, which shall be given in person at the time of impoundment, or promptly mailed by first class mail to the person at the last known address.
 - ii. If the officer or employee has knowledge that the person from whom the bicycle, electric bicycle or other regulated mobility device was impounded is not the owner, the officer or employee shall make reasonable efforts to identify the owner, and if identified, shall mail by first class mail or email a receipt and instructions for retrieval of the item.
 - iii. The receipt and instructions shall notify the person that the bicycle, electric bicycle or other regulated mobility device must be claimed within 60 days after the City obtained possession or the property will be disposed of in accordance with Civil Code section 2080.10.
 - iv. Within said 60 days, the owner may retrieve the bicycle, electric bicycle or other regulated mobility device upon payment of the fees and costs provided by the City, may authorize in writing another person to pay and retrieve the item, or may notify the City that the person is unable to retrieve it within 60 days because the person is in police custody and request the City hold the item, in which case, the City may hold it for a period not longer than 10 months total.
 - v. In the event of a violation by a juvenile, the bicycle, electric bicycle or other regulated mobility device may be released only to a responsible adult. The fee for storage and other costs incurred by the City or

Sheriff's Office shall be paid prior to release of the item. In the event the bicycle, electric bicycle or other regulated mobility device is not retrieved within 60 days, it may be disposed of pursuant to Civil Code section 2080.10.

SECTION 3. Severability. If any section, subsection, sentence, clause, phase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases or portions might subsequently be declared invalid or unconstitutional.

SECTION 4. CEQA. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 5. Effective Date. This Ordinance shall take effect thirty (30) days after adoption.

SECTION 6. Certification. The City Clerk shall certify to the passage of this Ordinance and cause a summary of the same to be published according to law.

PASSED, APPROVED AND ADOPTED THIS 10TH DAY OF MARCH 2026.

Tera Martin Del Campo, Mayor
City of Duarte

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, do hereby certify that the foregoing Ordinance No. 26-02 was introduced at the Regular meeting of February 24, 2026, and adopted by the City Council of the City of Duarte at its Regular meeting of March 10, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Duarte, California on the ____ day of _____, 2026, and on the ____ day of _____, 2026.

Frances Jimenez
City Clerk



AGENDA REPORT

MEETING DATE: February 24, 2026

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

SUBJECT: Incremental Increase of the User Fee for Temporary Overnight Parking

RECOMMENDATION: Staff recommends that the City Council Adopt Resolution No. 26-12, approving the Incremental Increase of the User Fee for Temporary Overnight Parking as Set Forth in the City of Duarte Fee Schedule

FISCAL IMPACT: Incrementally increases the User Fee for Temporary Overnight Parking from one dollar to five dollars per night

STRATEGIC PLAN IMPACT: Goal D - D2.1 Financial Sustainability

BACKGROUND

At the regularly scheduled City Council meeting on January 27, 2026, the City Council adopted Resolution No. 26-07 establishing user fees for various department related services. Additionally, at the regularly scheduled City Council meeting on February 10, 2026, the City Council directed staff to bring back a resolution that incrementally increased the user fee for temporary overnight parking. This would allow residents the time to make arrangements to adapt to the new fee.

DISCUSSION/ANALYSIS

The Temporary Overnight Parking fee was one of the many fees adopted by Resolution No. 26-07 and that fee was increased from one dollar to five dollars per night. All of the fees adopted were determined to be reasonable in that the amount thereof does not exceed the estimated reasonable costs of providing the services for which the user fees are proposed to be rendered.

It should be noted that the City subsidizes ninety seven percent of the costs even with the increase to five dollars. Additionally, the user fee for temporary overnight parking has never been increased since its inception in 1972.

If adopted, Resolution No. 26-12 would incrementally increase the user fee. The user fee of two dollars (\$2) for temporary overnight parking if approved would be effective March 1, 2026. This user fee would then increase to three dollars (\$3) on June 1, 2026; to four dollars (\$4) on September 1, 2026; and to five dollars (\$5) on December 1, 2026.

RECOMMENDATION

Staff recommends that the City Council Adopt Resolution No. 26-12, approving the Incremental Increase of the User Fee for Temporary Overnight Parking as Set Forth in the City of Duarte Fee Schedule.

FISCAL IMPACT

Incrementally increases the User Fee for Temporary Overnight Parking from one dollar to five dollars per night.

ATTACHMENTS

A. Resolution No. 26-12

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

RESOLUTION NO. 26-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
DUARTE APPROVING THE INCREMENTAL INCREASE OF THE
USER FEE FOR TEMPORARY OVERNIGHT PARKING SET FORTH
IN THE CITY OF DUARTE FEE SCHEDULE**

WHEREAS, the City has the authority to impose fees, charges, and rates under its police powers pursuant to California Constitution Article XI section 7, and

WHEREAS, user fees are a charge for services provided by a governmental agency to a public citizen or group, and

WHEREAS, the City Council of the City of Duarte has determined that the cost of providing certain services is not of general benefit but of benefit to the individual and, therefore, fees should be required to pay for materials and special services performed by City staff, and

WHEREAS, the City of Duarte has most recently established user fees for various department related services on January 27, 2026, through Resolution No. 26-07 and

WHEREAS, the user fees adopted in Resolution No. 26-07 are determined to be reasonable in that the amount thereof does not exceed the estimated reasonable costs of providing the services for which the user fees are proposed to be rendered, and

WHEREAS, the City Council of the City of Duarte has determined that the user fee adopted for a temporary overnight parking permit should be increased to five dollars (\$5) incrementally over the next ten months, and

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

SECTION 1. The recitals set forth above are true and correct and adopted as the findings of the City Council and after consideration of the staff report and public comment and correspondence received, the City Council hereby approves and adopts the user fee for temporary overnight parking.

SECTION 2. The adoption of this Resolution is not subject to CEQA review pursuant to CEQA Guideline 15378(b)(4), which provides that the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

SECTION 3. It is the intention of the City Council to review the user fees on a periodic basis as well as the City's costs reasonably borne as established and, as and if warranted, to revise such fees based thereon.

SECTION 4. The user fee of two dollars (\$2) for temporary overnight parking is approved and will be effective March 1, 2026. This user fee will increase to three dollars (\$3) on June 1, 2026. This user fee will increase to four dollars (\$4) on September 1, 2026. This user fee will increase to five dollars (\$5) on December 1, 2026.

SECTION 5. If any action, subsection, sentence, clause or phrase of this Resolution or the fees levied by this Resolution shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Resolution or the fees levied by this Resolution that can be given effect without the invalid provisions.

SECTION 6. All other resolutions in conflict herewith are hereby repealed.

PASSED, APPROVED, AND ADOPTED this 24th day of February 2026.

Terra Martin Del Campo, 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 Resolution No. 26-12 was passed and adopted by the City Council of the City of Duarte California, at a regular meeting of said City Council held on the 24th day of February 2026, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frances Jimenez, City Clerk