

**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, January 28, 2025
7:00 PM**

MISSION STATEMENT

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

CESAR A. GARCIA, MAYOR
TERA MARTIN DEL CAMPO, MAYOR PRO TEM
MARGARET FINLAY, COUNCILMEMBER
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
VINH TRUONG, COUNCILMEMBER
MARTIN CALDERON, COUNCILMEMBER

City/Authority Staff:

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

ADA ACCESSIBILITY NOTICE:

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

Notice:

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

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

Notice:

Duarte City Council meetings are videotaped for later broadcast. 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 www.accessduarte.com, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link. City Council meetings are also broadcast daily at 12:00 p.m. and 7:00 p.m., following each meeting, via Spectrum Cable - Channel 3.

Public comment:

In-Person: Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk. Speakers shall be limited to three (3) minutes per person per item. At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

Written: Submit written comment by emailing duarteinfo@accessduarte.com, prior to 4:00 p.m. on the day of the meeting. Comments will be distributed to the City Council and made available for public review.

PLEASE NOTE: The subject line of your public comment email must contain the Agenda item number or title. Public comments, 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.

6:00 PM - CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL

A. City Manager Written Comments

2. ADOPTION OF THE AGENDA

3. ORAL COMMUNICATION

4. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957(b) - Title: City Manager

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

5. CALL TO ORDER AND ROLL CALL
6. PLEDGE TO THE FLAG
7. CITY ATTORNEY CLOSED SESSION REPORT
8. SPECIAL ITEMS
 - A. Mayor's Youth Council Update
 - B. Public Safety Department Update
9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS
10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA
11. CONSENT CALENDAR
 - A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA)
 - B. Approve absence(s) of City Councilmember(s) from the City Council meeting
 - C. Approval of Minutes - January 14, 2025 Regular Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of January 14, 2025.
 - D. Approval of Warrants - January 28, 2025 (CC/HA/FA)

Recommended Action: Approve the warrants of January 28, 2025.
 - E. Monthly Financial Reports

Recommended Action: Receive and File the Monthly Financial Report for the months of October 2024 and November 2024.
 - F. Public Safety Department Update

Recommended Action: Receive and file the Public Safety Department Update.
 - G. Approval of Council Conference Attendance

Recommended Action: Approve City Councilmember conference attendance and travel.
 - H. Professional Services Agreement with Willdan Financial Services for Cost Allocation Plan and Comprehensive User Fee Study

Recommended Action: Authorize the City Manager to enter into a Professional Services Agreement with Willdan Financial Services for consulting services related to the development of a Cost Allocation Plan and Comprehensive User Fee Study, with a total amount not to exceed \$38,523.

I. Allocation of Permanent Local Housing Allocation (PLHA) Year 5 Funds to the San Gabriel Valley Regional Housing Trust (SGVRHT)

Recommended Action: Adopt Resolution No. 25-03, which would approve allocation of Permanent Local Housing Allocation (PLHA) Year 5 funds to the San Gabriel Valley Regional Housing Trust (SGVRHT), and authorize the City Manager to execute all documents to participate in the PLHA Program.

J. Request from the Duarte Rotary Club for the City of Duarte to Co-sponsor the Women in Rotary Event

Recommended Action: Co-sponsor the Duarte Rotary Club's Women in Rotary event.

K. Duarte Youth Athletic Club (DYAC) In-Kind Donation Request

Recommended Action: Authorize the City Manager's Office to publicize promotional materials for DYAC's 2025 registration across all the City's communication channels and upcoming Spring 2025 City News.

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

13. PUBLIC HEARINGS

A. Assembly Bill 2561

Recommended Action: Receive and file this report.

14. BUSINESS ITEMS

A. Request for Direction Regarding Voter Approved Measure QQ

Recommended Action: Discuss and consider directing staff to 1.) move forward with the process to adopt an ordinance in accordance with Measure QQ, 2.) conduct more research, or 3.) not move forward with adopting an ordinance in accordance with Measure QQ.

15. CONTINUATION OF ORAL COMMUNICATIONS

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

17. ADJOURNMENT

AFFIDAVIT OF POSTING

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

Dated this 23rd of January 2025.

Annette Juarez, MMC
City Clerk



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: January 23, 2025
SUBJECT: Comments on Agenda Items, Meeting of January 28, 2025

ITEM 8.A. (Special Items). Mayor's Youth Council Update - The Mayor's Youth Council will provide an update for the council.

ITEM 8.B. (Special Items). Public Safety Department Update - Public Safety Director Larry Breceda will provide an update for the council.

ITEM 11.E. (Consent Calendar). The Finance Department has submitted the monthly reports for October and November of 2024 for review.

ITEM 11.F. (Consent Calendar). The Public Safety Department has submitted the monthly report for January 2025 for review.

ITEM 11.G. (Consent Calendar). Approval of City Council Conference Attendance - League of California Cities 2025 City Leaders Summit, April 23-25, 2025, in Sacramento, California.

ITEM 11.H. (Consent Calendar). Professional Services Agreement with Willdan Financial Services for a Cost Allocation Plan and Comprehensive User Fee Study - A comprehensive user fee study should be conducted periodically to align with the current economic condition but also abide by the State Constitution. The City of Duarte has not conducted a comprehensive user fee study since 2017. On October 24, 2024, the City circulated a Request for Proposal (RFP) for a Cost Allocation Plan and Comprehensive User Fee Study to update the City's current fee schedule. The City received two proposals: one from Willdan Financial Services (Willdan) for \$38,523 and one from Revenue and Cost Specialists (RCS) for \$34,650. While the RCS bid came in slightly lower, City Staff feels that the additional services provided by Willdan are worth the cost difference. Such services include providing the City with user-friendly Excel based models that the City can retain for years after the study. These models can be easily updated to add or remove services and/or costs, update budgets in future years, and determine the proper allocation of expenditures and on-going service costs provided by the City. Additionally, at the conclusion of the project, Willdan will provide training so that City Staff can independently and efficiently evaluate the effects of changes in certain factors. The Cost Allocation Study is a four month long process, and the User Fee Study will be a six month process. The Finance Department will be the lead on the project, but all departments will be involved as we gather information for every service and fee throughout the City organization.

ITEM 11.I. (Consent Calendar). Resolution No. 25-03 - Adopting Permanent Local Housing Allocation Year 5 Funds to the San Gabriel Valley Regional Housing Trust - In 2017, Governor Brown signed Senate Bill 2 (SB 2), known as the Building Homes and Jobs Act, which established a \$75 recording fee on real estate documents to increase the supply of affordable housing. The Act establishes the Permanent Local Housing Allocation (PLHA) program administered by the California Department of Housing and Community Development (HCD). PLHA program funding is awarded as formula grants to non-entitlement jurisdictions (population less than 50,000), such as Duarte, based on the formula prescribed under federal law for the Community Development Block Grant (CDBG) program. Eligible activities for the PLHA funding include the development of affordable rental housing, assisting persons experiencing or at risk of homelessness, efforts to acquire and rehabilitate foreclosed or vacant homes and apartments, or matching portions of funds placed into local or regional housing trust funds. This is the Year 5 allocation, the City has been allocated \$54,369. This is a reduction from past years. The allocation changes each year. Duarte

can choose whether to allocate its funds to the Los Angeles County Development Authority (LACDA) or to some other agency that will implement a program. Staff recommends that this year's funds be allocated to the SVGRHT as it has in past years. The City has designated its funds to the SGVRHT in the past because it has a well-established process for funding housing needs in San Gabriel Valley cities rather than Countywide. The SGVRHT has been very helpful to the City by funding work to address housing issues such as: an analysis of possible shelter site locations, a project to develop a concept plan for a City property that is designated for affordable housing and assisting in marketing the site to affordable housing developers. In past years, LACDA dedicated its funds towards eviction defense and a countywide rental assistance program. Other cities in the region also allocating their funds to the SGVRHT, include the following: Monrovia, Temple City, La Canada Flintridge, La Verne, Claremont and Covina.

ITEM 11.J. (Consent Calendar). Request from the Duarte Rotary Club for the City of Duarte to Co-Sponsor the Women in Rotary Event - The Duarte Rotary Club has requested that the City of Duarte co-sponsor their upcoming "Women in Rotary" event, scheduled for Friday, March 7 starting at 7 PM. This program celebrates the 1987 U.S. Supreme Court case that ended gender discrimination in Rotary International and similar service clubs. The event is free and open to the public. The Duarte Rotary Club has requested the City's assistance solely in advertising the event. This includes but is not limited to the following marketing channels: social media platforms, the electronic sign, and flyer promotion in City Facilities.

ITEM 11.K. (Consent Calendar). Duarte Youth Athletic Club (DYAC) In-Kind Donation Request - The leadership of the Duarte Youth Athletic Club (DYAC) reached out to the City for help promoting their upcoming Spring 2025 season, as their registration numbers are currently lower than expected. DYAC is a fully volunteer-run, non-profit organization that has been offering youth softball and baseball to the Duarte and surrounding communities for over 60 years. This in-kind donation would involve City staff sharing the organization's registration promotional piece—already created by them—on the City's electronic sign and social media platforms. Additionally, given the timing and DYAC's willingness to accept late registrations, they've requested to have their ad included in the City's upcoming Spring 2025 City News. This is appropriate since their programming doesn't compete with the City's recreational offerings and aligns with the City's goal of supporting community health, well-being, and quality of life through recreation.

ITEM 13.A. (Public Hearings). Assembly Bill 2561 - On September 22, 2024, Governor Newsom signed Assembly Bill 2561 ("AB 2561") into law to amend the Meyers-Milias-Brown Act ("MMBA") and create a new obligation for public agencies to publicly address the status of their vacancies. AB 2561 requires public agencies to present the status of their vacancies in a public hearing before their governing body at least once per fiscal year. This report must also address the recruitment and retention efforts currently employed by the public agency. Finally, AB 2561 requires that recognized employee organizations shall be entitled to make a presentation before the governing board of a public agency during the same public hearing in which the public agency makes its annual presentation on vacancies. Staff reached out to the Union and they declined giving a presentation. As part of the approved Fiscal Year 2024/25 Budget, the City Council approved 45.75 Full-Time positions. This was an increase of one Full-Time position from the prior year. Currently there is only one vacancy, so our vacancy rate is less than 2.2%. The one vacant position is a Parks and Recreation Manager position. A recruitment was conducted in 2024, but the process was not successful in securing a qualified candidate. As a result, the position was reopened as of January 22, 2025 and applications are being accepted.

ITEM 14.A. (Business Items). Discussion and Direction Regarding the Voter Approved Measure QQ - The Marijuana Dispensaries and Tax Measure (Measure QQ) was placed on the 2024 General Municipal Election (Election). Voter approval of Measure QQ would authorize the City Council to adopt an ordinance to permit no more than two (2) storefront retail sales cannabis dispensaries, and tax cannabis businesses up to 10% of gross receipts. On December 10, 2024, the City Council approved Resolution No. 24-24,

declaring the results of the Election. The election results included the passage of Measure QQ by a 52.07% - 47.93% majority vote. The passage of Measure QQ allows the City Council to consider adopting the ordinance. Therefore, the City Council has the option to move forward with the process to adopt the ordinance as written in Measure QQ, direct staff to conduct more research regarding allowing retail cannabis storefronts in Duarte, or not move forward with adopting the ordinance. Establishing the ordinance would entail an arduous process that includes conducting multiple Council and community workshops to collect feedback regarding the placement of cannabis storefronts and cannabis business tax rate (up to 10%), amending the City's land use rules and regulations and tax code to create specialized zones for cannabis businesses and a cannabis business tax, and working with numerous agencies, such as the LA County Fire Department and LA County Sheriffs to establish safety protocols. The Council may choose to not move forward with establishing a cannabis storefront and tax ordinance. However, measure QQ passed citywide by a 52.07% - 47.93% majority vote. Moreover, the voter breakdown indicates that the Measure passed in five out of the seven districts.

CITY OF DUARTE

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

**Tuesday, January 14, 2025
5:30 PM — Study Session/Closed Session
7:00 PM — Regular Session**

5:30 PM - STUDY SESSION/CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the meeting to order at 5:39 p.m.

Councilmembers Present: Finlay, Lewis (arrived at 5:40 p.m.), Truong, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Kang
Staff Present: Brian Villalobos, City Manager
 Thai Viet Phan, City Attorney
 Annette Juarez, City Clerk
 Frances Jimenez, Deputy City Clerk

2. ADOPTION OF THE AGENDA

Moved by Councilmember Martin Del Campo seconded by Councilmember Finlay and carried by the following vote of the City Council to adopt the agenda.

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

3. ORAL COMMUNICATION

None.

4. CITY COUNCIL TRAINING SESSION

A. Robert's Rules of Order and Brown Act Workshop

City Attorney Phan presented a training session on the Robert's Rules of Order and the Brown Act.

5. CLOSED SESSION

The City Council recessed into closed session at 6:29 p.m. to discuss the following:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957(b) - Title: City Manager.

7:00 PM OPEN SESSION - REGULAR MEETING

6. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the open session to order at 7:14 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Kang
Staff Present: Brian Villalobos, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager / Director of Administrative Services
Craig Hensley, Director of Community Development
Larry Breceda, Director of Public Safety Services
Manuel Enriquez, Director of Parks and Recreation
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager
Albert Nuñez, Management Analyst
Frances Jimenez, Deputy City Clerk

7. PLEDGE TO THE FLAG

The flag salute was led by Deputy Valenzuela and members of the Mayor’s Youth Council.

8. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

9. SPECIAL ITEMS

A. Recognition of Target and Walmart for their generous participation in this year's Neighborhood Watch Holiday Toy Drive.

Mayor Garcia thanked Deputy Valenzuela for his coordination efforts with businesses in the city.

Deputy Valenzuela expressed words of appreciation for the partnerships with Target and Walmart; shared his experience serving the community; and thanked everyone who donated.

The City Council presented certificates of recognition to Target representative, Maribel Castaneda and Walmart Representative, Ivette Alvarez for their generous donations and support of the community during the Neighborhood Watch Holiday Toy Drive.

B. Community Development Department Update

Director of Community Development Hensley commended the Field Services team, West Coast Arborists, and Mariposa Landscape, for their work with the windstorm clean up. Director Hensley shared the progress of the debris clean up; gave an update on development projects such as the Wyndham Hotel and their permitting process; and also detailed the scoping meeting that occurred for the Andres Duarte School development.

The City Council thanked the departments for their ongoing work cleaning up debris around the city; shared their own recent volunteer experiences; and encouraged residents to find ways to volunteer.

In response to questions posed by the City Council Director Hensley clarified the timeline of the Wyndham Hotel project.

The City Council thanked Field Services Manager Batista and his team for their hard work.

Mayor Garcia shared that the Solana at Duarte Station Apartments are leasing available units at a lower cost for individuals affected by the fires and encouraged residents from neighboring cities to look into the offer.

C. Parks and Recreation Department Update

Parks and Recreation Director Enriquez gave an update on the fitness center pool closure.

In response to questions made by the City Council, Director Enriquez clarified that members can pause their memberships or can continue using the fitness center amenities while the pool remains closed.

Director Enriquez also shared upcoming community events.

Discussion ensued regarding the status of the plans for the possible renovation of the pool deck.

The City Council thanked the Parks and Recreation department for their help with the evacuation resource site at the Duarte Community Center as well as the CERT team for their efforts assisting city staff.

10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced that while the library is still closed the book drop off is open.

Assistant to the City Manager Rangel announced upcoming city events.

Duarte Rotary Club members John Fasana member, Steve Hernandez, and President Rosa Holguin shared the history of their club; invited residents to attend the upcoming Women in Rotary program; and asked for a sponsorship from the city.

Councilmember Finlay asked staff to agendize the item for the next meeting for in-kind support and shared her own traveling experiences where she met other Rotary organizations.

11. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Dr. Andrew Raubitschek shared his opinion the impact of climate change on the Duarte Wilderness preserve as it has become a dangerous fire zone. He proposed several ideas to combat the dangerous threat to the community.

John Fasana stated his opinion on the recent wildfires and gave suggestions for an improved strategic planning process to protect current infrastructure.

12. 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 - December 10, 2024 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - December 24, 2024 and January 14, 2025 (CC/HA/FA).

E. The Community Development Department Update was received and filed.

F. The Parks and Recreation Department Update was received and filed.

G. Approval of Council Conference Attendance.

H. Adoption of Resolution No. 25-01 establishing the date and time of regular City Council meetings for the 2025 calendar year.

I. Removed from Consent Calendar for discussion.

J. Authorization of the Notice of Completion: Royal Oaks Park Pickleball Court Conversion and Tennis Court Resurfacing Project (24-12) in the amount of \$116,462.

K. Authorization of a Professional Services Agreement with Dahlin Group, Inc. for Design Services for the Duarte City Hall Building Façade Improvements Project with a total amount not to exceed \$40,000.

L. Approval of City Council Expenses

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to approve Items 12.A - 12.H and 12.J - 12K. of the Consent Calendar

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

13. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

I. Assessment of the Citywide Landscape and Lighting District and the associated Neighborhood Maintenance Districts

In response to questions posed by the City Council Director Hensley explained the issues of the districts; detailed what needs to be looked at in terms of effectiveness; and highlighted that an overall analysis of the economic effect on the city is necessary.

Discussion ensued regarding the differences in assessing the neighborhood maintenance districts in comparison to the Citywide Landscape and Lighting Districts.

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to 1) Authorize the City Manager to sign a Professional Services Agreement (PSA) with Harris & Associates to complete an assessment of the Citywide Landscape and Lighting District and the associated Neighborhood Maintenance Districts; and 2) approve a General Fund budget amendment to account number 1405-7965 of not to exceed \$106,000.

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

14. PUBLIC HEARINGS

None.

15. BUSINESS ITEMS

A. Fitness Center Equipment Replacement Project: Updated Project Cost and Next Steps

Director of Parks and Recreation Enriquez presented a staff report on the current state of the fitness center equipment; gave a breakdown of equipment replacement; and shared options for the City Council to consider.

Discussion ensued regarding the logistics of new equipment and maximizing space for both current and future use.

The City Council directed staff to move forward with the project with a full replacement of all equipment and flooring.

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to approve the full project for new exercise equipment at the Duarte Fitness Center which includes cardio equipment replacement: \$58,000, strength equipment replacement: \$76,000, and flooring replacement: \$22,000 for a total of \$156,000.

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

B. Annual Appointment of City Councilmembers to Intergovernmental Organizations

Mayor Garcia led the discussion regarding the various appointments.

The City Council made appointments to intergovernmental organizations for the upcoming year as discussed and directed.

C. Resolution Proclaiming the Existence of a Local Emergency

Director of Public Safety Services Breceda shared a summary of the recent wind events that created the need to proclaim a local emergency. He provided an update regarding the recent power outages, downed trees and utility infrastructure, blocked roadways, and the Eaton Fire along with their direct impact on the City. Director Breceda shared that all thresholds have been met in order to move forward with the reimbursement process; thanked staff and residents for their eagerness and willingness to volunteer in a time of need; and shared words of appreciation for all of the departments assistance and commended them for their coordinated efforts.

The City Council commended Public Safety staff and the Department Heads for their leadership during the time of crisis and stated their opinion on the recent windstorms and fires.

Public Comment:

Steve Hernandez shared his opinion on the recent fires and suggested ideas for future contingency planning.

The City Council commended the teams at senior communities for their quick response time in getting the seniors to a safe place.

Moved by Councilmember Truong seconded by Councilmember Lewis and carried by the following vote of the City Council to adopt Resolution No. 25-02 proclaiming the existence of a local emergency due to extreme weather conditions, power outages, and wildfire risks, as described in the resolution.

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

16. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

City Manager Villalobos thanked the departments for their tremendous job during the recent windstorms.

Mayor Pro Tem Martin Del Campo reported she joined a call with Southern California Edison where it was confirmed that Duarte is on list for consideration for underground poles in high fire areas; shared her own volunteer efforts; and suggested coordinating to rent park space out to the Santa Anita Little League as they have taken in students who have lost the ability to play on their fields.

Councilmember Calderon thanked city staff; shared that he toured the Santa Anita Family YMCA donation center with Mayor Shevlin from the City of Monrovia; and suggested residents donate and look for ways to volunteer.

Councilmember Finlay commended Councilmember Calderon for his work thus far; congratulated City Manager Villalobos for being selected to sit on the Liability Trust Fund Oversight Committee for the Los Angeles County Sheriff's Department; and shared the rescheduled meeting date with Local Agency Formation Commission for the County of Los Angeles (LAFCO) who will vote to approve the annexation of the Royal Oaks Community.

Councilmember Truong thanked city staff, Los Angeles County Sheriff's Department, and the Los Angeles County Fire Department for their hard work; shared his volunteer efforts; and provided information on his contact for push carts if any member of the community is in need of equipment to push donations around.

Councilmember Lewis echoed his colleagues sentiments thanking city staff, shared resources that the Salvation Army in Pasadena is providing; and expressed his thoughts on the recent fires.

Mayor Garcia shared the upcoming closure of Morralito Grill; expressed gratitude for Los Angeles County Sheriff's and Firefighters, as well as Mayor Gonzales from the City of Azusa for their consistent updates; thanked businesses for distributing water to the community center; and suggested looking for additional ways to support the community.

18. ADJOURNMENT

At 9:05 p.m., the City Council adjourned the meeting.

Cesar A. Garcia, Mayor

Annette Juarez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1605-7733	CARLOS FELIPE PEREZ	SC Sweethearts Dance DJ	220559		675.00
100-1405-7980	BUCKNAM INFRASTRUCTURE ...	GIS Upkeep & PMP Layers	220539		1,632.00
100-1605-7730	CARLOS FELIPE PEREZ	Lunar New Year Event DJ 2/8/2025	220560		700.00
100-1405-7975	GREGORY C REUEL	Demographics Web Licensing Fee 11/2024-11/2025	5394		600.00
100-1605-7736	CAPITAL ONE	Winter Recital Instructor Gifts	BD25-0840		99.84
100-1605-7733	THEODORE SIEGEL	SC "Spellbound" Screening/Presentation	220572		150.00
100-1020-7716	CAPITAL ONE	Snow Nite VIP Bags/Supplies	BD25-0840		80.88
100-1605-7733	CAPITAL ONE	SC Christmas Refreshments	BD25-0840		29.12
100-1605-7730	CAPITAL ONE	Home Decorating Contest Winner Gift Cards	BD25-0840		700.00
100-1605-7735	CAPITAL ONE	TC Snack Bar Supplies	BD25-0840		219.21
100-1605-7735	CAPITAL ONE	TC Winter Holiday Festival Supplies	BD25-0840		74.29
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Supplies	5397		448.87
100-1205-7781	ROUTE 66 CAR WASH & LUBE	Sheriff Vehicle Cleaning 11/2024	220569		30.00
100-1205-7781	ROUTE 66 CAR WASH & LUBE	Sheriff Vehicle Cleaning 10/2024	220569		90.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 12/2024	5379		168.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	5383		524.71
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 12/11/2024	5401		160.00
100-1605-7741	BSN SPORTS LLC	Youth Sports Basketballs	220538		562.23
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5373		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5373		9.54
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Down Payment	BD25-0841		6,494.27
100-1610-7618	CAPITAL ONE	CC Conference Room Supplies	BD25-0840		121.63
100-1810-7673	OCCUPATIONAL HEALTH CEN...	Drug/Alcohol Testing 12/11/2024	220556		153.00
100-1205-7650	AUTOZONE	Vehicle #34 Wiper Fluid & Freshner	220535		10.61
100-1405-7614	STAPLES	Office Supplies	5399		126.10
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Tobacco Operations 11/2024	5386	202419-Contract Law Enforc...	1,977.62
100-1020-7716	SIMON EQUIPMENT RENTALS	Santa Coming to Duarte Generator Rental	220573		299.44
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5373		14.04
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5373		46.65
100-1825-7782	US BANK	1999 TAB Trustee Fees 12/1/24 - 11/30/25	5405		1,490.00
100-1010-7610	U.S. BANK	CC/Staff Meeting 12/12/24 (La Patrona)	5367		663.59
100-1205-7610	U.S. BANK	Larry Breceda Mtg w/Deputy Reserves (OSF)	5367		406.62
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	5367		11.01
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	5367		7.66
100-1205-7615	U.S. BANK	EOC Coffee Dispenser (Amazon)	5367		141.11
100-1205-7615	U.S. BANK	EOC Supplies (Target)	5367		42.13
100-1205-7779	U.S. BANK	DART Event 12/18/24 (Sonic Drive In)	5367		34.60
100-1205-7779	U.S. BANK	DART Sweaters (Delong Unlimited)	5367		842.60

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Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	DART Field Trip 12/7/24 (Chick-Fil-A)	5367		166.98
100-1205-7779	U.S. BANK	DART Field Trip Parking 12/7/24 (LAZ Parking)	5367		30.95
100-1205-7779	U.S. BANK	FoodED Cmty Garden DART Lunch (Denny's)	5367		71.68
100-1205-7779	U.S. BANK	DART Meeting Supplies (Vallarta Supermarket)	5367		68.51
100-1205-7779	U.S. BANK	CM Aloysia Moore Park Survey (In-N-Out Burger)	5367		52.31
100-1205-7779	U.S. BANK	DART Christmas Tree Lane Field Trip (Starbucks)	5367		105.40
100-1205-7779	U.S. BANK	Food for DART Run Club (Domino's)	5367		35.79
100-1205-7779	U.S. BANK	DART Meeting Supplies (Dollar Tree)	5367		37.60
100-1205-7783	U.S. BANK	A-Team Supplies for Take Over (Walmart)	5367		49.35
100-1205-7783	U.S. BANK	A-Team Raffle Prizes (Target)	5367		184.62
100-1205-7980	U.S. BANK	Cmty Outreach Heros & Helpers Event (LittleCaesar)	5367		40.97
100-1205-7980	U.S. BANK	Community Outreach Raffle Tickets (Amazon)	5367		8.76
100-1205-7980	U.S. BANK	Community Outreach Supplies (Dollar Tree)	5367		25.01
100-1205-8030	U.S. BANK	Drone Micro SD Cards (Best Buy)	5367	202513/100-1205-8030-Other...	80.58
100-1020-7711	U.S. BANK	Deposit-Kings Game 3/13/2025 (LA Kings Tickets)	5363		250.00
100-1020-7711	U.S. BANK	Employee Xmas Breakfast Supplies (Costco)	5363		531.95
100-1020-7711	U.S. BANK	Employee Xmas Breakfast Supplies (Smart & Final)	5363		419.58
100-1020-7711	U.S. BANK	Employee Xmas Breakfast Supplies (Trader Joes)	5363		179.54
100-1205-7650	U.S. BANK	Honda CR-V Retractable Cargo Cover (Amazon)	5363		92.86
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 12/4/2024 - 1/3/2025	5363		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 12/4/2024 - 1/3/2025	5363		7.75
100-1805-7610	U.S. BANK	Kristen P League Conf Rental Car (Enterprise)	5363		330.86
100-1805-7610	U.S. BANK	Kristen P League Conf Dinner (Burbank Airport)	5363		40.20
100-1805-7610	U.S. BANK	Kristen P League Conf Dinner (Calistoga Inn)	5363		51.11
100-1805-7610	U.S. BANK	Kristen P League Conf Dinner (Meritage Resort)	5363		65.61
100-1805-7610	U.S. BANK	Kristen P League Conf Hotel (Meritage Resort)	5363		597.26
100-1805-7610	U.S. BANK	Kristen P League Conf Airport Parking (Bob Hope)	5363		126.00
100-1805-7614	U.S. BANK	Admin Srvcs Deposit Bags (Amazon)	5363		41.88
100-1805-7614	U.S. BANK	Admin Srvcs Coffee Pods (Amazon)	5363		43.99
100-1805-7614	U.S. BANK	2024 W2s/1095C Forms/Envelopes (Forms Fullfilment)	5363		103.56
100-1810-7610	U.S. BANK	Michelle Brown PSHRA-SC Conference (SCPMA-HR)	5363		155.00
100-1810-7612	U.S. BANK	Michelle Brown PSHRA-SC Membership (SCPMA-HR)	5363		50.00

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Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1810-7980	U.S. BANK	Employee Lunch Game (SP The Game Room)	5363		2.49
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 12/13/24-1/12/25	5363		849.68
100-1815-7632	U.S. BANK	Finance Webinar 12/7/2024 - 1/6/2025 (Zoom)	5363		96.00
100-1815-7980	U.S. BANK	iPhone Case/Cords/UsbC Converters (Best Buy)	5363		129.48
100-1020-7716	U.S. BANK	Tree Lighting Ornaments (Hobby Lobby)	5364		68.73
100-1020-7716	U.S. BANK	Balance-Snow Nite Face Painting (Taylor Entertain)	5364		1,236.82
100-1020-7716	U.S. BANK	Tree Lighting Supplies/Decor (Aldik Home)	5364		471.86
100-1020-7716	U.S. BANK	Santa Coming to Duarte Heater/Lights (Home Depot)	5364		179.58
100-1020-7716	U.S. BANK	RETURN-Tree Lighting Cellophane Bags (Amazon)	5364		-24.54
100-1020-7716	U.S. BANK	Tree Lighting Holiday Wreaths (Armstrong)	5364		194.98
100-1020-7716	U.S. BANK	Santa Coming to Duarte Cupcakes (Sweet Nothings)	5364		195.00
100-1020-7716	U.S. BANK	Santa Coming to Duarte Tracker (Live View GPS)	5364		19.95
100-1020-7716	U.S. BANK	Santa Coming to Duarte Supplies (Smart & Final)	5364		51.91
100-1020-7716	U.S. BANK	Snow Nite Staff Pizza (Domino's)	5364		202.27
100-1020-7716	U.S. BANK	SC Batteries/Portable Tent Lights (Amazon)	5364		51.78
100-1020-7716	U.S. BANK	Santa Coming to Duarte Supplies (Michaels)	5364		51.75
100-1020-7716	U.S. BANK	RETURN-Snow Nite Straw (Kruse Feed & Supply)	5364		-152.44
100-1020-7716	U.S. BANK	Tree Lighting 5 Cases of Mini Waters (Amazon)	5364		39.83
100-1020-7716	U.S. BANK	Santa Coming to Duarte Coffee/Cocoa (Starbucks)	5364		54.35
100-1020-7716	U.S. BANK	Santa Coming to Duarte Mini Cupcakes (Smart&Final)	5364		17.09
100-1020-7716	U.S. BANK	Tree Lighting Balloons/Decorations (Winner Party)	5364		357.23
100-1020-7716	U.S. BANK	Santa Coming to Duarte Dinner (Domino's)	5364		111.17
100-1020-7716	U.S. BANK	Santa Coming to Duarte Sandwiches (Tropicana Mkt)	5364		91.42
100-1020-7716	U.S. BANK	Santa is Coming to Duarte Car Decor (Michaels)	5364		110.73
100-1020-7716	U.S. BANK	Santa Coming to Duarte Garland (Villa Growers)	5364		104.03
100-1020-7716	U.S. BANK	Santa Coming to Duarte Snow Juice (Fog It Up)	5364		103.74
100-1020-7716	U.S. BANK	Santa Coming to Duarte Snowflake Garland (Aldik)	5364		142.03
100-1020-7716	U.S. BANK	Santas Breakfast Craft Supplies (Michaels)	5364		93.55
100-1605-7610	U.S. BANK	CPRS Meeting Raffle Prizes (CVS)	5364		146.22
100-1605-7610	U.S. BANK	Staff Planning Mtg Breakfast (T Burgers)	5364		23.13
100-1605-7612	U.S. BANK	SGV Tribune Online Subscription (SGV News)	5364		14.00
100-1605-7612	U.S. BANK	SGV Tribune Online Subscription (SGV News)	5364		14.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7612	U.S. BANK	Alexis Corral CPRS Membership	5364		170.00
100-1605-7614	U.S. BANK	Compressed Air Duster (Amazon)	5364		19.35
100-1605-7614	U.S. BANK	Blue Tape (Amazon)	5364		9.89
100-1605-7614	U.S. BANK	Scissors (Amazon)	5364		14.98
100-1605-7614	U.S. BANK	Cell Batteries (Amazon)	5364		13.66
100-1605-7614	U.S. BANK	Batteries (Amazon)	5364		30.04
100-1605-7614	U.S. BANK	Tissue Paper (Noissue)	5364		145.00
100-1605-7614	U.S. BANK	Painters Tape (Amazon)	5364		20.94
100-1605-7614	U.S. BANK	Specialist Notebook (Amazon)	5364		10.90
100-1605-7614	U.S. BANK	Ribbon (Michaels)	5364		25.52
100-1605-7730	U.S. BANK	Home Decorating Winner Sweet Boxes (Angies)	5364		320.00
100-1605-7733	U.S. BANK	SC Week of Holiday Magic Craft Supplies (Amazon)	5364		152.31
100-1605-7733	U.S. BANK	SC Holiday Dinner & Dance Supplies (Smart & Final)	5364		266.75
100-1605-7733	U.S. BANK	SC Christmas Dinner Linen Cleaning (AllStarClean)	5364		140.00
100-1605-7733	U.S. BANK	SC Holiday Dinner Centerpieces (Amazon)	5364		105.81
100-1605-7733	U.S. BANK	SC Christmas Dinner Supplies (Smart & Final)	5364		61.72
100-1605-7733	U.S. BANK	SC Christmas Dinner Decorations (Michaels)	5364		66.11
100-1605-7733	U.S. BANK	SC Holiday of the Week Magic Refreshments (S&F)	5364		238.28
100-1605-7734	U.S. BANK	FC Blank Envelopes (Amazon)	5364		45.16
100-1605-7737	U.S. BANK	Excursion Dinner 12/18/24 (Claros Arcadiaz)	5364		638.83
100-1605-7737	U.S. BANK	Excursion 12/18/24 (Philharmonic Society of OC)	5364		1,476.00
100-1605-7737	U.S. BANK	Excursion 1/29/25 (Hollywood PantagesTheatre)	5364		2,392.00
100-1605-7737	U.S. BANK	Excursion Dinner 12/5/24 (Claros Arcadia)	5364		450.86
100-1605-7741	U.S. BANK	RETURN-Basketball Inflator (Amazon)	5364		-33.06
100-1605-7741	U.S. BANK	Basketball/Tire Inflator (Amazon)	5364		32.67
100-1605-7980	U.S. BANK	RETURN-Ribbon Cutting Pickleballs (Walmart)	5364		-20.35
100-1605-7980	U.S. BANK	RETURN-Ribbon (Amazon)	5364		-14.03
100-1605-7980	U.S. BANK	RETURN-Grand Opening Pickleball Paddles (Amazon)	5364		-59.34
100-1605-7980	U.S. BANK	Award Application (CPRS)	5364		85.00
100-1605-7980	U.S. BANK	Ribbon Cutting Ceremony Pickleballs (Walmart)	5364		40.70
100-1610-7618	U.S. BANK	(2) Pickleball Paddle Holders (Amazon)	5364		149.90
100-1610-7618	U.S. BANK	Table Linen Dry Cleaning (All Star Cleaners)	5364		286.00
100-1610-7618	U.S. BANK	SC Coffee Supplies (Smart & Final)	5364		234.01
100-1610-7618	U.S. BANK	FC Pool Washers/Parts (Amazon)	5364		27.51
100-1610-7652	U.S. BANK	CC Linens Dry Cleaning (Natures Cleaners)	5364		370.00
100-1810-7980	U.S. BANK	Employee Holiday Breakfast Coffee (Starbucks)	5364		88.00
100-1810-7980	U.S. BANK	Employee Holiday Breakfast Supplies (Smart&Final)	5364		9.98
100-1020-7716	SUNBELT RENTALS INC	Santa Coming to Duarte Utility Vehicle Rental	5400		858.09

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7762	CALE AMERICA INC	WTP Fees 12/2024	5372		85.71
100-1010-7612	CIVICPLUS LLC	Online Code Hosting 12/1/2024 - 11/30/2025	5374		1,125.00
100-1825-7631	CANON SOLUTIONS AMERICA ...	CMD Permit Tech Printer Maint 11/27/24 - 12/26/24	220542		72.90
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Cleaning Credit 12/2024	5384		-211.18
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Cleaning Credit 12/2024	5384		-179.74
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 12/2024	5390		352.50
100-5004	JUAN CARLOS ARMAS	Const/Demo Deposit Refund (Pmt#2021-007)	220534		3,978.86
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 12/2024	5387		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 12/2024	5387		76.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 12/2024	5387		2,080.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 12/2024	5387		3,426.72
100-1020-7716	EAN SERVICES LLC	Santa Coming to Duarte Car Rental	5378		469.91
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5373		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5373		9.54
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Rodent/Mosquito Control 12/2024	5406		879.03
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 12/2024	220566		60.00
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 12/2024	5398		482.13
100-1020-7716	SESAC	Special Event Music License Fee	220571		610.00
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Phone-SD Wan/VELO/SIP & E911 Bundle 2/2025	5375		1,669.16
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Management 2/2025	5402		608.30
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 2/2025	5402		464.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Mgmt 2/2025	5402		399.20
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 12/2024	5403		226.39
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Janitorial Services 1/2025	5384		1,959.21
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Services 1/2025	5384		1,773.47
100-1810-7660	CMC LIVESCAN & NOTARY SE...	Livescan Services 12/2024	5376		28.00
100-1205-7783	RAYMOND ABERNATHY	A-Team Contract Services 1/2025	5368		6,700.00
100-1020-7716	BROADCAST MUSIC INC	Special Event Music License Fee	220537		446.00
100-1610-7652	INX BUILDING MAINTENANCE	City Yard Janitorial Services 1/2025	5384		792.74
100-1825-7630	QUADIENT LEASING USA INC	PS Postage Machine Lease 2/1/2025 - 4/30/2025	220565		664.60
100-1825-7613	GRAND PRINTING INC	Business Cards (Martin Calderon)	220554		163.83
100-1610-7652	POST ALARM SYSTEMS	City Hall/Yard Alarm Monitoring 2/2025	5392		104.67
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 12/2024	220574		3,635.32
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 1/1/2025 - 1/31/2025	BD25-0833		552.20
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 1/1/2025 - 1/31/2025	BD25-0832		565.20
100-1610-7652	AIR-TRO INC	Public Safety HVAC Maintenance	220533		168.00
100-1410-7636	HUGO PULIDO	Safety Boot Reimbursement	220563		400.00
100-1005-7642	MARGARET FINLAY	Equipment for Council Work	5382		1,687.22

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		446.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 31 Maintenance Overmileage	BD25-0845		414.21
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		1,817.41
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 1/2025	BD25-0845		306.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Battery Service	BD25-0845		96.47
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 CA Tire Fee	BD25-0845		12.25
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		847.62
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 1/01/2025 - 1/31/2025	BD25-0845		431.65
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Park/Bus Stop Trash Can Liners	5397		1,352.57
100-1205-7076	AIDA TORRES	Tuition Reimbursement	5404		1,607.56
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 12/2024	5393		600.00
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 12/1/24 - 12/31/24	BD25-0839		2,092.92
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay Membership Dues	220568		112.50
100-1010-7612	ROTARY CLUB OF DUARTE	Brian Villalobos Membership Dues	220568		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc Membership Dues	220568		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Larry Breceda Membership Dues	220568		262.50
100-1805-7612	ROTARY CLUB OF DUARTE	Kristen Petersen Membership Dues	220568		262.50
100-1610-7618	VICTOR STANLEY INC	Bus Stop Trash Can Plastic Liners	220576		2,468.60
100-2012	CALIFORNIA BUILDING STAND...	Green Bldg Fee Q4 2024	220541		716.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-2013	DEPARTMENT OF CONSERVAT...	Strong Motion Fee (SMIP) Q4 2024	220546		4,443.30
100-5004	DEPARTMENT OF CONSERVAT...	Local Agency Fee Q4 2024	220546		-222.17
100-5004	CALIFORNIA BUILDING STAND...	Local Gov't Retainer Q4 2024	220541		-71.60
100-1610-7652	ALBERTO R PEREZ	Training Pool Impeller Replacement	5391		3,335.94
100-1825-7626	POSTMASTER	CMD Bulk Mailing 1/7/2025	220562		84.58
100-2126	ERIC CARLOS	Const/Demo Deposit Refund (Pmt#2024-050)	220543		500.00
100-5004	ERIC CARLOS	Administrative Fee (Pmt#2024-050)	220543		-125.00
100-1605-7741	SCMAF-SAN GABRIEL VALLEY	Youth Sport Volleyball Tournament Fees	220570		465.00
100-2123	ALLIANT INSURANCE SERVICES..	Special Event Insurance 10/2024 - 12/2024	5369		905.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5373		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5373		9.54
100-2126	JOSEPHINE DEBBAGH POLOS	Const/Demo Deposit Refund (Pmt#2022-246)	220561		1,800.00
100-5004	JOSEPHINE DEBBAGH POLOS	Administrative Fee (Pmt#2022-246)	220561		-125.00
100-1205-7761	DATA TICKET INC	Admin Citation Processing 12/2024	5377		192.85
100-1815-7980	THE TECHNOLOGY DEPOT INC	PEG Channel Support	5402		390.44
100-1610-7652	INX BUILDING MAINTENANCE	Senior Ctr Rental Cleaning 1/11/2025	5384		142.34
100-1405-7980	C.A.T. SPECIALTIES INC	CMD Staff Jackets	220540		237.64
100-1020-7710	DUARTE CHAMBER OF COMM...	FY25 Second Installment Services Agreement	220548		32,000.00
100-1205-7615	MERARI AQUINO	EOC Supplies Reimbursement	5370		49.01
100-1205-7779	ZASIO BALDELOMAR	DART Event/Supplies Expense Reimbursement	220536		825.86
100-1815-7821	THE TECHNOLOGY DEPOT INC	Annual Hardware Support 1/1/2025 - 12/31/2025	5402		3,316.00
100-1815-7980	THE TECHNOLOGY DEPOT INC	Teen Ctr UPS Replacement	5402		1,101.55
100-2122	DIVISION OF THE STATE ARCH...	Disability Access Fee Q4 2024	220547		134.40
100-1605-7730	VOCO MEDIA INC	Lunar New Year Event Entertainment	220577		4,000.00
100-1825-7626	POSTMASTER	City Newsletter Postage	220562		5,000.00
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	220549		165.00
100-4806	ANN VALLEROY	Excursion Refund	220575		32.90
100-2124	HAZEL AGUAYO	Gazebo Rent Deposit Refund	220532		50.00
100-1605-7756	ABRAHAM MARTINEZ	Instructor Fee-SC Piano/Keyboard 9/27/24-11/15/24	5388		385.00
100-1805-7653	SECTRAN SECURITY INC	January 2025 Courier Pick-up	5396		339.49
100-1815-7980	THE TECHNOLOGY DEPOT INC	UPS Replacement @ Teen Ctr	5402		197.50
100-2120	DONNA EAVES	ROP Bldg Rent Deposit Refund 1/12/2025	220552		150.00
100-2120	SERGIO OLIVER	ROP Bldg Rent Deposit Refund 1/4/2025	220557		150.00
100-2120	ZHONGWEN QIAN	SC Rent Deposit Refund 1/11/25	220564		500.00
100-5004	HELEN RINCON	Const/Demo Deposit Refund (Pmt#2023-059)	220567		2,400.00
100-1605-7730	DUARTE RECREATION PETTY ...	Lunar New Year Change	220550		100.00
100-1605-7730	DUARTE RECREATION PETTY ...	Lunar New Year Red Envelopes	220550		200.00
100-4402	VIRGINIA ORTIZ	Rental Cancellation 1/25/25 (Due to Fires)	220558		100.00
100-1815-7965	MAXTREME INC	IT Helpdesk 1/2025	5389		12,500.00
100-1005-7642	MARGARET FINLAY	CCCA Sacramento Legislative Tour Airfare	5382		234.98

Council Warrant Register By Account

Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7650	WEX BANK	Park & Rec Fuel 12/1/24 - 12/31/24	BD25-0844		47.93
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 2/2025	220555		1,750.00
100-2126	JOSE ANGEL FIERROS	Const/Demo Deposit Refund (Pmt #2024-106ROW)	5380		2,940.00
100-5004	JOSE ANGEL FIERROS	Administrative Fee (Pmt #2024-106ROW)	5380		-125.00
100-2126	C J CONCRETE CONSTRUCTION..	Const/Demo Deposit Refund (Pmt#2024-120ROW)	5371		1,970.00
100-5004	C J CONCRETE CONSTRUCTION..	Administrative Fee (Pmt#2024-120ROW)	5371		-125.00
100-1605-7730	ANGELIKA DEOCAMPO	Balance-Lunar New Year Entertainment	220545		360.00
Fund 100 - GENERAL FUND Total:					181,457.97
Fund: 220 - GAS TAX FUN					
220-2127	GENTRY GENERAL ENGINEERI...	Retention-FY24 Citywide Asphalt Repair Prjct 24-13	220553	202408/220-2127-Retention-...	5,402.30
Fund 220 - GAS TAX FUN Total:					5,402.30
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7888	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	5385		58.11
240-2410-7891	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	5385		58.10
240-2410-7888	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	5385		83.05
240-2410-7891	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	5385		83.04
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 12/2024	5387		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 12/2024	5387		1,509.99
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 12/2024	5387		15,723.51
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 12/2024	5387		459.54
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwys (19) Landscape Maintenance 12/2024	5387		8,312.45
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 12/2024	5387		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	5387		750.00

Council Warrant Register By Account

Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 12/2024	5387		708.33
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					41,106.60
Fund: 270 - PAEG - PUBLIC ACCESS					
270-2127	WESTERN A/V	Retention	220578		-3,192.74
270-2705-8100	WESTERN A/V	New Audio & Visual Equipment in Community Center	220578		63,854.88
270-2127	WESTERN A/V	Retention	220578		-950.52
270-2705-8100	WESTERN A/V	New Audio & Visual Equipment in Community Center	220578		19,010.50
270-2705-8100	U.S. BANK	PEG Channel Remote Access (RemotePC)	5363		99.50
270-2127	WESTERN A/V	Retention	220578		-434.14
270-2705-8100	WESTERN A/V	New Audio & Visual Equipment in Community Center	220578		8,682.80
Fund 270 - PAEG - PUBLIC ACCESS Total:					87,070.28
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 1/01/2025 - 1/31/2025	BD25-0845		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 1/01/2025 - 1/31/2025	BD25-0845		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 1/01/2025 - 1/31/2025	BD25-0845		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 1/01/2025 - 1/31/2025	BD25-0845		441.43
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 1/01/2025 - 1/31/2025	BD25-0845		428.96
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 1/01/2025 - 1/31/2025	BD25-0845		679.61
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,099.01
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
400-2127	JOSE ANGEL FIERROS	Retention-Royal Oaks Park Gazebo Project	5381		3,245.00
400-4005-7965	LYNNE DWYER	Design Svcs Fish Canyon Falls Restoration Project	220551	202214-Exp-Fish Cyn Trail Res...	20,305.00
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					23,550.00
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7614	U.S. BANK	Transportation Dept Printer Toner (Amazon)	5363		96.90
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 12/2024	220574		342.15
Fund 440 - PROPOSITION A TRANSIT FUND Total:					439.05
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 12/2024	220574		299.38
Fund 460 - PROPOSITION C TRANSIT FUND Total:					299.38
Fund: 475 - MEASURE M LR TRANSIT FUND					
475-4750-7965	ADVANTEC CONSULTING ENG...	BV/Central/Evergreen TS Design 10/1/24-12/31/24	220531	201918/Prof Svcs-Buena Vista...	2,205.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					2,205.00
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-7980	COUNTY OF LOS ANGELES DE...	FY24 Catch Basin Cleanout East Area B/West Area A	220544		24,884.24
490-4905-7980	RIO HONDO/SAN GABRIEL RIV...	FY25 Reasonable Assurance Analysis Update	5395		55,125.26
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					80,009.50
Grand Total:					424,639.09

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	181,457.97
220 - GAS TAX FUN	5,402.30
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	41,106.60
270 - PAEG - PUBLIC ACCESS	87,070.28
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,099.01
400 - PARK DEVELOPMENT GRANT FUND	23,550.00
440 - PROPOSITION A TRANSIT FUND	439.05
460 - PROPOSITION C TRANSIT FUND	299.38
475 - MEASURE M LR TRANSIT FUND	2,205.00
490 - MEASURE W (WATER/STORMWATER)	80,009.50
Grand Total:	424,639.09

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	2,034.70
100-1010-7610	Travel, Mtgs & Conf	663.59
100-1010-7612	Publications and Dues	1,387.50
100-1010-7670	Legal Notices	482.13
100-1020-7710	Chamber Of Commerce	33,750.00
100-1020-7711	Employee Recognition C...	1,381.07
100-1020-7716	Special Community Even...	6,537.14
100-1020-7724	Post Office Parking	312.00
100-1205-7076	Tuition Reimbursement	1,607.56
100-1205-7610	Travel, Mtgs & Conf	406.62
100-1205-7612	Publications and Dues	525.00
100-1205-7614	Office Supplies	18.67
100-1205-7615	Emergency Supplies	232.25
100-1205-7650	Vehicle Maintenance	103.47
100-1205-7655	Emergency Services	226.39
100-1205-7761	Parking Ticket Collect	192.85
100-1205-7762	Parking Pass Kiosk Costs	85.71
100-1205-7779	Youth Programs	2,272.28
100-1205-7780	Animal Control	352.50
100-1205-7781	Contract Law Enforceme...	2,097.62
100-1205-7783	A-Team Program	6,933.97
100-1205-7980	Other Expenses	74.74
100-1205-8030	Other Equipment	80.58
100-1405-7614	Office Supplies	126.10
100-1405-7800	Building Department Ser...	1,117.40
100-1405-7975	Economic Development ...	600.00
100-1405-7980	Other Expenses	1,869.64
100-1410-7636	Uniforms	400.00
100-1410-7656	Emergency Generator	160.00
100-1410-7814	Graffiti Removal	3,635.32
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1605-7610	Travel, Mtgs & Conf	169.35
100-1605-7612	Publications and Dues	198.00
100-1605-7614	Office Supplies	290.28
100-1605-7650	Vehicle Maintenance	47.93
100-1605-7730	Special Events	6,380.00
100-1605-7733	Senior Center	2,057.84
100-1605-7734	Fitness Center	45.16
100-1605-7735	Teen Center	301.25
100-1605-7736	Youth & Adult Recreatio...	99.84
100-1605-7737	Adult Excursions	4,957.69
100-1605-7741	Sports/Playground Progr...	1,026.84

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7756	Senior Recreation Classes	385.00
100-1605-7980	Other Expenses	31.98
100-1610-7617	Pool Chemicals	524.71
100-1610-7618	Building Supplies	5,089.09
100-1610-7636	Uniforms	90.42
100-1610-7652	Building Maint Services	9,377.75
100-1805-7610	Travel, Mtgs & Conf	1,211.04
100-1805-7612	Publications and Dues	262.50
100-1805-7614	Office Supplies	189.43
100-1805-7653	Bank Charges	339.49
100-1810-7610	Travel, Mtgs & Conf	155.00
100-1810-7612	Publications and Dues	50.00
100-1810-7660	Other Services	28.00
100-1810-7673	Physical Exams	153.00
100-1810-7980	Other Expenses	100.47
100-1815-7632	Software	3,038.60
100-1815-7821	Network & Internet Serv...	4,323.50
100-1815-7830	Telephone Services	2,133.36
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	1,818.97
100-1825-7613	Duplications And Photos	163.83
100-1825-7626	Postage	5,084.58
100-1825-7630	Equipment Lease	664.60
100-1825-7631	Equipment Maintenance	72.90
100-1825-7687	Waste Mgmt Services	600.00
100-1825-7782	Admin Support of Debt ...	1,490.00
100-1830-8100	Vehicle Replacement (C...	20,719.36
100-2012	Green Building Fees Pay...	716.00
100-2013	Strong Motions Fees Pay...	4,443.30
100-2120	Refundable Deposits	800.00
100-2122	Disability Access & Educ ...	134.40
100-2123	Special Event Insurance ...	905.00
100-2124	Gazebo Refundable Dep...	50.00
100-2125	Metro Pass Through (TA...	60.00
100-2126	Construction and Demoli...	7,210.00
100-4402	Community Center Renta..	100.00
100-4806	Excursion Fees	32.90
100-5004	Other Revenue	5,585.09
220-2127	Retention Payable	5,402.30
240-2410-7888	Repairs-Citywide	141.16
240-2410-7891	Repairs-Medians	141.14
240-2410-7915	Landscape-Citywide	19,966.82
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33

Account Summary

Account Number	Account Name	Payment Amount
270-2127	Retention Payable	-4,577.40
270-2705-8100	Other Capital Improvem...	91,647.68
320-3205-8013	Vehicles (Capital)	3,099.01
400-2127	Retention Payable	3,245.00
400-4005-7965	Professional Services	20,305.00
440-4405-7614	Office Supplies	96.90
440-4405-7814	Graffiti Removal	342.15
460-4605-7814	Graffiti Removal	299.38
475-4750-7965	Professional Services	2,205.00
490-4905-7980	Other Expenses	80,009.50
Grand Total:		424,639.09

Project Account Summary

Project Account Key	Payment Amount
None	394,668.59
201918/Prof Svcs-Buena Vista & Central/Evergreen	2,205.00
202214-Exp-Fish Cyn Trail Restoration/Access Plan	20,305.00
202408/220-2127-Retention-FY24 Annual Trench Repai	5,402.30
202419-Contract Law Enforcement-Tobacco Grant	1,977.62
202513/100-1205-8030-Other Equip-River Bed Grant	80.58
Grand Total:	424,639.09



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5706 - ABRAHAM MARTINEZ					
100-1605-7756	ABRAHAM MARTINEZ	Instructor Fee-SC Piano/Keyboard 9/27/24- 11/15/24	2024-013		385.00
Vendor 5706 - ABRAHAM MARTINEZ Total:					385.00
Vendor: 1388 - AIDA TORRES					
100-1205-7076	AIDA TORRES	Tuition Reimbursement	1062025		1,607.56
Vendor 1388 - AIDA TORRES Total:					1,607.56
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	Public Safety HVAC Maintenance	451812		168.00
Vendor 2061 - AIR-TRO INC Total:					168.00
Vendor: 6588 - ALBERTO R PEREZ					
100-1610-7652	ALBERTO R PEREZ	Training Pool Impeller Replacement	2570		3,335.94
Vendor 6588 - ALBERTO R PEREZ Total:					3,335.94
Vendor: 1311 - ALLIANT INSURANCE SERVICES INC-NPB MAIN					
100-2123	ALLIANT INSURANCE SERVICES..	Special Event Insurance 10/2024 - 12/2024	2947335		905.00
Vendor 1311 - ALLIANT INSURANCE SERVICES INC-NPB MAIN Total:					905.00
Vendor: 6561 - ANGELIKA DEOCAMPO					
100-1605-7730	ANGELIKA DEOCAMPO	Balance-Lunar New Year Entertainment	0225-2		360.00
Vendor 6561 - ANGELIKA DEOCAMPO Total:					360.00
Vendor: T4311 - ANN VALLEROY					
100-4806	ANN VALLEROY	Excursion Refund	2000562.005		32.90
Vendor T4311 - ANN VALLEROY Total:					32.90
Vendor: 1491 - AUTOZONE					
100-1205-7650	AUTOZONE	Vehicle #34 Wiper Fluid & Freshner	02814507938		10.61
Vendor 1491 - AUTOZONE Total:					10.61
Vendor: 6062 - BROADCAST MUSIC INC					
100-1020-7716	BROADCAST MUSIC INC	Special Event Music License Fee	57293479		446.00
Vendor 6062 - BROADCAST MUSIC INC Total:					446.00
Vendor: 0243 - BSN SPORTS LLC					
100-1605-7741	BSN SPORTS LLC	Youth Sports Basketballs	928206531		562.23
Vendor 0243 - BSN SPORTS LLC Total:					562.23
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7980	BUCKNAM INFRASTRUCTURE ...	GIS Upkeep & PMP Layers	352-09.01R		1,632.00
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					1,632.00
Vendor: 6669 - C J CONCRETE CONSTRUCTION INC					
100-2126	C J CONCRETE CONSTRUCTION..	Const/Demo Deposit Refund (Pmt#2024-120ROW)	R105868		1,970.00
100-5004	C J CONCRETE CONSTRUCTION..	Administrative Fee (Pmt#2024- 120ROW)	R105868		-125.00
Vendor 6669 - C J CONCRETE CONSTRUCTION INC Total:					1,845.00
Vendor: 6625 - C.A.T. SPECIALTIES INC					
100-1405-7980	C.A.T. SPECIALTIES INC	CMD Staff Jackets	41380		237.64
Vendor 6625 - C.A.T. SPECIALTIES INC Total:					237.64

Council Warrant Register By Vendor

Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	CALE AMERICA INC	WTP Fees 12/2024	183667		85.71
Vendor 5559 - CALE AMERICA INC Total:					85.71
Vendor: 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION					
100-2012	CALIFORNIA BUILDING STAND...	Green Bldg Fee Q4 2024	10/2024 - 12/2024		716.00
100-5004	CALIFORNIA BUILDING STAND...	Local Gov't Retainer Q4 2024	10/2024 - 12/2024		-71.60
Vendor 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					644.40
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA ...	CMD Permit Tech Printer Maint	6010391649		72.90
		11/27/24 - 12/26/24			
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					72.90
Vendor: 6229 - CAPITAL ONE					
100-1605-7736	CAPITAL ONE	Winter Recital Instructor Gifts	07057		99.84
100-1020-7716	CAPITAL ONE	Snow Nite VIP Bags/Supplies	01975		80.88
100-1605-7733	CAPITAL ONE	SC Christmas Refreshments	00173		29.12
100-1605-7730	CAPITAL ONE	Home Decorating Contest	00174		700.00
		Winner Gift Cards			
100-1605-7735	CAPITAL ONE	TC Snack Bar Supplies	02291		219.21
100-1605-7735	CAPITAL ONE	TC Winter Holiday Festival	02713		74.29
		Supplies			
100-1610-7618	CAPITAL ONE	CC Conference Room Supplies	12182024		121.63
Vendor 6229 - CAPITAL ONE Total:					1,324.97
Vendor: 6357 - CARLOS FELIPE PEREZ					
100-1605-7733	CARLOS FELIPE PEREZ	SC Sweethearts Dance DJ	45702		675.00
100-1605-7730	CARLOS FELIPE PEREZ	Lunar New Year Event DJ	45696		700.00
		2/8/2025			
Vendor 6357 - CARLOS FELIPE PEREZ Total:					1,375.00
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4214936093		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4214936093		9.54
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4215573167		14.04
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4215573167		46.65
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4216358373		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4216358373		9.54
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4217251035		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4217251035		9.54
Vendor 5140 - CINTAS CORPORATION #693 Total:					165.69
Vendor: 6427 - CIVICPLUS LLC					
100-1010-7612	CIVICPLUS LLC	Online Code Hosting	325666		1,125.00
		12/1/2024 - 11/30/2025			
Vendor 6427 - CIVICPLUS LLC Total:					1,125.00
Vendor: 6544 - CLOUD CONNECT SOLUTIONS INC					
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Phone-SD Wan/VELO/SIP & E911 Bundle 2/2025	1344		1,669.16
Vendor 6544 - CLOUD CONNECT SOLUTIONS INC Total:					1,669.16
Vendor: 5504 - CMC LIVSCAN & NOTARY SERVICES					
100-1810-7660	CMC LIVSCAN & NOTARY SE...	Livescan Services 12/2024	CMC18062		28.00
Vendor 5504 - CMC LIVSCAN & NOTARY SERVICES Total:					28.00
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing	174382		192.85
		12/2024			
Vendor 5501 - DATA TICKET INC Total:					192.85
Vendor: 5132 - DEPARTMENT OF CONSERVATION					
100-2013	DEPARTMENT OF CONSERVAT...	Strong Motion Fee (SMIP) Q4 2024	10/2024 - 12/2024		4,443.30
100-5004	DEPARTMENT OF CONSERVAT...	Local Agency Fee Q4 2024	10/2024 - 12/2024		-222.17
Vendor 5132 - DEPARTMENT OF CONSERVATION Total:					4,221.13

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5248 - DIVISION OF THE STATE ARCHITECT					
100-2122	DIVISION OF THE STATE ARCH...	Disability Access Fee Q4 2024	10/2024 - 12/2024		134.40
Vendor 5248 - DIVISION OF THE STATE ARCHITECT Total:					134.40
Vendor: T4901 - DONNA EAVES					
100-2120	DONNA EAVES	ROP Bldg Rent Deposit Refund 1/12/2025	R106089		150.00
Vendor T4901 - DONNA EAVES Total:					150.00
Vendor: 0074 - DUARTE CHAMBER OF COMMERCE					
100-1020-7710	DUARTE CHAMBER OF COMM...	FY25 Second Installment Services Agreement	1142025		32,000.00
Vendor 0074 - DUARTE CHAMBER OF COMMERCE Total:					32,000.00
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY					
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	2/2025		165.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY Total:					165.00
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7730	DUARTE RECREATION PETTY ...	Lunar New Year Change	2/8/2025		100.00
100-1605-7730	DUARTE RECREATION PETTY ...	Lunar New Year Red Envelopes	2/8/2025		200.00
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					300.00
Vendor: 6040 - EAN SERVICES LLC					
100-1020-7716	EAN SERVICES LLC	Santa Coming to Duarte Car Rental	37844048		469.91
Vendor 6040 - EAN SERVICES LLC Total:					469.91
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Down Payment	8159153		6,494.27
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 31 Maintenance Overmileage	FBN5220415		414.21
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		1,817.41
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 CA Tire Fee	FBN5220415		12.25
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Battery Service	FBN5220415		96.47
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 1/2025	FBN5220415		306.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		847.62
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		556.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		446.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 1/01/2025 - 1/31/2025	FBN5220415		476.29
Vendor 6189 - ENTERPRISE FM TRUST Total:					20,719.36
Vendor: T4898 - ERIC CARLOS					
100-2126	ERIC CARLOS	Const/Demo Deposit Refund (Pmt#2024-050)	R105506		500.00
100-5004	ERIC CARLOS	Administrative Fee (Pmt#2024- 050)	R105506		-125.00
Vendor T4898 - ERIC CARLOS Total:					375.00
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 12/2024	1080809		168.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					168.00
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	152463		524.71
Vendor 4690 - FULLER ENGINEERING INC Total:					524.71
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 12/1/24 - 12/31/24	5144788416		2,092.92
Vendor 6181 - GOOGLE LLC Total:					2,092.92
Vendor: 5340 - GRAND PRINTING INC					
100-1825-7613	GRAND PRINTING INC	Business Cards (Martin Calderon)	113302		163.83
Vendor 5340 - GRAND PRINTING INC Total:					163.83
Vendor: 4942 - GREGORY C REUEL					
100-1405-7975	GREGORY C REUEL	Demographics Web Licensing Fee 11/2024-11/2025	17		600.00
Vendor 4942 - GREGORY C REUEL Total:					600.00
Vendor: T4902 - HAZEL AGUAYO					
100-2124	HAZEL AGUAYO	Gazebo Rent Deposit Refund	2002072.002		50.00
Vendor T4902 - HAZEL AGUAYO Total:					50.00
Vendor: T4903 - HELEN RINCON					
100-5004	HELEN RINCON	Const/Demo Deposit Refund (Pmt#2023-059)	R99098		2,400.00
Vendor T4903 - HELEN RINCON Total:					2,400.00
Vendor: 6707 - HUGO PULIDO					
100-1410-7636	HUGO PULIDO	Safety Boot Reimbursement	01042025		400.00
Vendor 6707 - HUGO PULIDO Total:					400.00
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Cleaning Credit 12/2024	941230		-211.18
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Cleaning Credit 12/2024	941231		-179.74
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Janitorial Services 1/2025	990622		1,959.21
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Services 1/2025	990668		1,773.47
100-1610-7652	INX BUILDING MAINTENANCE	City Yard Janitorial Services 1/2025	990965		792.74

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7652	INX BUILDING MAINTENANCE	Senior Ctr Rental Cleaning 1/11/2025	991051		142.34
Vendor 6309 - INX BUILDING MAINTENANCE Total:					4,276.84
Vendor: 5406 - JOSE ANGEL FIERROS					
100-2126	JOSE ANGEL FIERROS	Const/Demo Deposit Refund (Pmt #2024-106ROW)	R105581		2,940.00
100-5004	JOSE ANGEL FIERROS	Administrative Fee (Pmt #2024-106ROW)	R105581		-125.00
Vendor 5406 - JOSE ANGEL FIERROS Total:					2,815.00
Vendor: T4899 - JOSEPHINE DEBBAGH POLOS					
100-2126	JOSEPHINE DEBBAGH POLOS	Const/Demo Deposit Refund (Pmt#2022-246)	R104954		1,800.00
100-5004	JOSEPHINE DEBBAGH POLOS	Administrative Fee (Pmt#2022- 246)	R104954		-125.00
Vendor T4899 - JOSEPHINE DEBBAGH POLOS Total:					1,675.00
Vendor: T4900 - JUAN CARLOS ARMAS					
100-5004	JUAN CARLOS ARMAS	Const/Demo Deposit Refund (Pmt#2021-007)	R92087		3,978.86
Vendor T4900 - JUAN CARLOS ARMAS Total:					3,978.86
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 1/1/2025 - 1/31/2025	272941520		552.20
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 1/1/2025 - 1/31/2025	272943233		565.20
Vendor 5761 - LIFE STORAGE #530 Total:					1,117.40
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Tobacco Operations 11/2024	251549MR	202419-Contract Law Enforc...	1,977.62
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					1,977.62
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 2/2025	huntplaz-022025		1,750.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,750.00
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Equipment for Council Work	1052025		1,687.22
100-1005-7642	MARGARET FINLAY	CCCA Sacramento Legislative Tour Airfare	01052025		234.98
Vendor 0285 - MARGARET FINLAY Total:					1,922.20
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 12/2024	111489		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 12/2024	111489		76.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 12/2024	111489		2,080.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 12/2024	111489		3,426.72
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					5,894.72
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 1/2025	13780		12,500.00
Vendor 4286 - MAXTREME INC Total:					12,500.00
Vendor: T2469 - MERARI AQUINO					
100-1205-7615	MERARI AQUINO	EOC Supplies Reimbursement	1142025		49.01
Vendor T2469 - MERARI AQUINO Total:					49.01
Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA					
100-1810-7673	OCCUPATIONAL HEALTH CEN...	Drug/Alcohol Testing 12/11/2024	85368344		153.00
Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA Total:					153.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 12/2024	36189		352.50
Vendor 6280 - ONLY CREMATIONS FOR PETS Total:					352.50
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	City Hall/Yard Alarm Monitoring 2/2025	1759031		104.67
Vendor 2466 - POST ALARM SYSTEMS Total:					104.67
Vendor: 0231 - POSTMASTER					
100-1825-7626	POSTMASTER	CMD Bulk Mailing 1/7/2025	645927506		84.58
100-1825-7626	POSTMASTER	City Newsletter Postage	1152025		5,000.00
Vendor 0231 - POSTMASTER Total:					5,084.58
Vendor: 6176 - QUADIENT LEASING USA INC					
100-1825-7630	QUADIENT LEASING USA INC	PS Postage Machine Lease 2/1/2025 - 4/30/2025	Q1662051		664.60
Vendor 6176 - QUADIENT LEASING USA INC Total:					664.60
Vendor: 6372 - R3 CONSULTING GROUP					
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 12/2024	124227		600.00
Vendor 6372 - R3 CONSULTING GROUP Total:					600.00
Vendor: 6652 - RAYMOND ABERNATHY					
100-1205-7783	RAYMOND ABERNATHY	A-Team Contract Services 1/2025	TRA-10		6,700.00
Vendor 6652 - RAYMOND ABERNATHY Total:					6,700.00
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 12/2024	6024238		60.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					60.00
Vendor: 0076 - ROTARY CLUB OF DUARTE					
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay Membership Dues	FY25 Q3		112.50
100-1010-7612	ROTARY CLUB OF DUARTE	Brian Villalobos Membership Dues	FY25 Q3		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc Membership Dues	FY25 Q3		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	Larry Breceda Membership Dues	FY25 Q3		262.50
100-1805-7612	ROTARY CLUB OF DUARTE	Kristen Petersen Membership Dues	FY25 Q3		262.50
Vendor 0076 - ROTARY CLUB OF DUARTE Total:					1,162.50
Vendor: 6584 - ROUTE 66 CAR WASH & LUBE					
100-1205-7781	ROUTE 66 CAR WASH & LUBE	Sheriff Vehicle Cleaning 11/2024	1008		30.00
100-1205-7781	ROUTE 66 CAR WASH & LUBE	Sheriff Vehicle Cleaning 10/2024	1009		90.00
Vendor 6584 - ROUTE 66 CAR WASH & LUBE Total:					120.00
Vendor: 0282 - SCMAF-SAN GABRIEL VALLEY					
100-1605-7741	SCMAF-SAN GABRIEL VALLEY	Youth Sport Volleyball Tournament Fees	VB24DUARTE		465.00
Vendor 0282 - SCMAF-SAN GABRIEL VALLEY Total:					465.00
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	January 2025 Courier Pick-up	25010674		339.49
Vendor 6277 - SECTRAN SECURITY INC Total:					339.49
Vendor: T4904 - SERGIO OLIVER					
100-2120	SERGIO OLIVER	ROP Bldg Rent Deposit Refund 1/4/2025	R106384		150.00
Vendor T4904 - SERGIO OLIVER Total:					150.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6137 - SESAC					
100-1020-7716	SESAC	Special Event Music License Fee	10790163		610.00
Vendor 6137 - SESAC Total:					610.00
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Building Maintenance Supplies	081273		448.87
100-1610-7618	SIGNAL HILL AUTO ENTERPRIS...	Park/Bus Stop Trash Can Liners	082741		1,352.57
Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:					1,801.44
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1020-7716	SIMON EQUIPMENT RENTALS	Santa Coming to Duarte Generator Rental	168577		299.44
Vendor 0206 - SIMON EQUIPMENT RENTALS Total:					299.44
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 12/2024	607447		482.13
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					482.13
Vendor: 2688 - STAPLES					
100-1405-7614	STAPLES	Office Supplies	6019825679		126.10
Vendor 2688 - STAPLES Total:					126.10
Vendor: 6462 - SUNBELT RENTALS INC					
100-1020-7716	SUNBELT RENTALS INC	Santa Coming to Duarte Utility Vehicle Rental	163234290-0001		858.09
Vendor 6462 - SUNBELT RENTALS INC Total:					858.09
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 12/11/2024	SA-50881		160.00
Vendor 1610 - SUNWEST ENGINEERING Total:					160.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 12/2024	18286		3,635.32
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					3,635.32
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Management 2/2025	27695		608.30
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 2/2025	27696		464.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Mgmt 2/2025	27697		399.20
100-1815-7980	THE TECHNOLOGY DEPOT INC	PEG Channel Support	27786		390.44
100-1815-7821	THE TECHNOLOGY DEPOT INC	Annual Hardware Support 1/1/2025 - 12/31/2025	27507		3,316.00
100-1815-7980	THE TECHNOLOGY DEPOT INC	Teen Ctr UPS Replacement	27795		1,101.55
100-1815-7980	THE TECHNOLOGY DEPOT INC	UPS Replacement @ Teen Ctr	27840		197.50
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					6,477.19
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC "Spellbound" Screening/Presentation	1/16/2025		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 12/2024	851287281		226.39
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					226.39
Vendor: 4484 - U.S. BANK					
100-1010-7610	U.S. BANK	CC/Staff Meeting 12/12/24 (La Patrona)	1226024LB		663.59
100-1205-7610	U.S. BANK	Larry Breceda Mtg w/Deputy Reserves (OSF)	1226024LB		406.62
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	1226024LB		7.66
100-1205-7614	U.S. BANK	Office Supplies (Amazon)	1226024LB		11.01
100-1205-7615	U.S. BANK	EOC Supplies (Target)	1226024LB		42.13
100-1205-7615	U.S. BANK	EOC Coffee Dispenser (Amazon)	1226024LB		141.11
100-1205-7779	U.S. BANK	DART Meeting Supplies (Dollar Tree)	1226024LB		37.60

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100-1205-7779	U.S. BANK	Food for DART Run Club (Domino's)	1226024LB		35.79
100-1205-7779	U.S. BANK	DART Event 12/18/24 (Sonic Drive In)	1226024LB		34.60
100-1205-7779	U.S. BANK	DART Meeting Supplies (Vallarta Supermarket)	1226024LB		68.51
100-1205-7779	U.S. BANK	FoodED Cmty Garden DART Lunch (Denny's)	1226024LB		71.68
100-1205-7779	U.S. BANK	DART Christmas Tree Lane Field Trip (Starbucks)	1226024LB		105.40
100-1205-7779	U.S. BANK	CM Aloysia Moore Park Survey (In-N-Out Burger)	1226024LB		52.31
100-1205-7779	U.S. BANK	DART Field Trip 12/7/24 (Chick-Fil-A)	1226024LB		166.98
100-1205-7779	U.S. BANK	DART Field Trip Parking 12/7/24 (LAZ Parking)	1226024LB		30.95
100-1205-7779	U.S. BANK	DART Sweaters (Delong Unlimited)	1226024LB		842.60
100-1205-7783	U.S. BANK	A-Team Raffle Prizes (Target)	1226024LB		184.62
100-1205-7783	U.S. BANK	A-Team Supplies for Take Over (Walmart)	1226024LB		49.35
100-1205-7980	U.S. BANK	Community Outreach Supplies (Dollar Tree)	1226024LB		25.01
100-1205-7980	U.S. BANK	Community Outreach Raffle Tickets (Amazon)	1226024LB		8.76
100-1205-7980	U.S. BANK	Cmty Outreach Heros & Helpers Event (LittleCaesar)	1226024LB		40.97
100-1205-8030	U.S. BANK	Drone Micro SD Cards (Best Buy)	1226024LB	202513/100-1205-8030-Other...	80.58
100-1020-7711	U.S. BANK	Employee Xmas Breakfast Supplies (Costco)	12262024KP		531.95
100-1020-7711	U.S. BANK	Employee Xmas Breakfast Supplies (Smart & Final)	12262024KP		419.58
100-1020-7711	U.S. BANK	Employee Xmas Breakfast Supplies (Trader Joes)	12262024KP		179.54
100-1020-7711	U.S. BANK	Deposit-Kings Game 3/13/2025 (LA Kings Tickets)	12262024KP		250.00
100-1205-7650	U.S. BANK	Honda CR-V Retratable Cargo Cover (Amazon)	12262024KP		92.86
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 12/4/2024 - 1/3/2025	12262024KP		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 12/4/2024 - 1/3/2025	12262024KP		7.75
100-1805-7610	U.S. BANK	Kristen P League Conf Dinner (Meritage Resort)	12262024KP		65.61
100-1805-7610	U.S. BANK	Kristen P League Conf Dinner (Calistoga Inn)	12262024KP		51.11
100-1805-7610	U.S. BANK	Kristen P League Conf Dinner (Burbank Airport)	12262024KP		40.20
100-1805-7610	U.S. BANK	Kristen P League Conf Rental Car (Enterprise)	12262024KP		330.86
100-1805-7610	U.S. BANK	Kristen P League Conf Airport Parking (Bob Hope)	12262024KP		126.00
100-1805-7610	U.S. BANK	Kristen P League Conf Hotel (Meritage Resort)	12262024KP		597.26
100-1805-7614	U.S. BANK	Admin Srvcs Deposit Bags (Amazon)	12262024KP		41.88
100-1805-7614	U.S. BANK	2024 W2s/1095C Forms/Envelopes (Forms Fullfilment)	12262024KP		103.56
100-1805-7614	U.S. BANK	Admin Srvcs Coffee Pods (Amazon)	12262024KP		43.99
100-1810-7610	U.S. BANK	Michelle Brown PSHRA-SC Conference (SCPMA-HR)	12262024KP		155.00

Council Warrant Register By Vendor

Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1810-7612	U.S. BANK	Michelle Brown PSHRA-SC Membership (SCPMA-HR)	12262024KP		50.00
100-1810-7980	U.S. BANK	Employee Lunch Game (SP The Game Room)	12262024KP		2.49
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 12/13/24-1/12/25	12262024KP		849.68
100-1815-7632	U.S. BANK	Finance Webinar 12/7/2024 - 1/6/2025 (Zoom)	12262024KP		96.00
100-1815-7980	U.S. BANK	iPhone Case/Cords/UsbC Converters (Best Buy)	12262024KP		129.48
100-1020-7716	U.S. BANK	Santa Coming to Duarte Mini Cupcakes (Smart&Final)	12262024ME		17.09
100-1020-7716	U.S. BANK	Tree Lighting Balloons/Decorations (Winner Party)	12262024ME		357.23
100-1020-7716	U.S. BANK	Santa Coming to Duarte Supplies (Smart & Final)	12262024ME		51.91
100-1020-7716	U.S. BANK	Santas Breakfast Craft Supplies (Michaels)	12262024ME		93.55
100-1020-7716	U.S. BANK	RETURN-Tree Lighting Cellophane Bags (Amazon)	12262024ME		-24.54
100-1020-7716	U.S. BANK	SC Batteries/Portable Tent Lights (Amazon)	12262024ME		51.78
100-1020-7716	U.S. BANK	Tree Lighting 5 Cases of Mini Waters (Amazon)	12262024ME		39.83
100-1020-7716	U.S. BANK	Tree Lighting Supplies/Decor (Aldik Home)	12262024ME		471.86
100-1020-7716	U.S. BANK	Santa Coming to Duarte Supplies (Michaels)	12262024ME		51.75
100-1020-7716	U.S. BANK	Balance-Snow Nite Face Painting (Taylor Entertain)	12262024ME		1,236.82
100-1020-7716	U.S. BANK	Santa Coming to Duarte Garland (Villa Growers)	12262024ME		104.03
100-1020-7716	U.S. BANK	Santa Coming to Duarte Sandwiches (Tropicana Mkt)	12262024ME		91.42
100-1020-7716	U.S. BANK	RETURN-Snow Nite Straw (Kruse Feed & Supply)	12262024ME		-152.44
100-1020-7716	U.S. BANK	Santa Coming to Duarte Snow Juice (Fog It Up)	12262024ME		103.74
100-1020-7716	U.S. BANK	Santa Coming to Duarte Tracker (Live View GPS)	12262024ME		19.95
100-1020-7716	U.S. BANK	Santa Coming to Duarte Coffee/Cocoa (Starbucks)	12262024ME		54.35
100-1020-7716	U.S. BANK	Santa Coming to Duarte Snowflake Garland (Aldik)	12262024ME		142.03
100-1020-7716	U.S. BANK	Tree Lighting Ornaments (Hobby Lobby)	12262024ME		68.73
100-1020-7716	U.S. BANK	Tree Lighting Holiday Wreaths (Armstrong)	12262024ME		194.98
100-1020-7716	U.S. BANK	Santa Coming to Duarte Cupcakes (Sweet Nothings)	12262024ME		195.00
100-1020-7716	U.S. BANK	Santa Coming to Duarte Heater/Lights (Home Depot)	12262024ME		179.58
100-1020-7716	U.S. BANK	Santa is Coming to Duarte Car Decor (Michaels)	12262024ME		110.73
100-1020-7716	U.S. BANK	Snow Nite Staff Pizza (Domino's)	12262024ME		202.27
100-1020-7716	U.S. BANK	Santa Coming to Duarte Dinner (Domino's)	12262024ME		111.17
100-1605-7610	U.S. BANK	CPRS Meeting Raffle Prizes (CVS)	12262024ME		146.22
100-1605-7610	U.S. BANK	Staff Planning Mtg Breakfast (T Burgers)	12262024ME		23.13
100-1605-7612	U.S. BANK	SGV Tribune Online Subscription (SGV News)	12262024ME		14.00

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Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7612	U.S. BANK	SGV Tribune Online Subscription (SGV News)	12262024ME		14.00
100-1605-7612	U.S. BANK	Alexis Corral CPRS Membership	12262024ME		170.00
100-1605-7614	U.S. BANK	Cell Batteries (Amazon)	12262024ME		13.66
100-1605-7614	U.S. BANK	Ribbon (Michaels)	12262024ME		25.52
100-1605-7614	U.S. BANK	Specialist Notebook (Amazon)	12262024ME		10.90
100-1605-7614	U.S. BANK	Scissors (Amazon)	12262024ME		14.98
100-1605-7614	U.S. BANK	Painters Tape (Amazon)	12262024ME		20.94
100-1605-7614	U.S. BANK	Blue Tape (Amazon)	12262024ME		9.89
100-1605-7614	U.S. BANK	Tissue Paper (Noissue)	12262024ME		145.00
100-1605-7614	U.S. BANK	Compressed Air Duster (Amazon)	12262024ME		19.35
100-1605-7614	U.S. BANK	Batteries (Amazon)	12262024ME		30.04
100-1605-7730	U.S. BANK	Home Decorating Winner Sweet Boxes (Angies)	12262024ME		320.00
100-1605-7733	U.S. BANK	SC Christmas Dinner Linen Cleaning (AllStarClean)	12262024ME		140.00
100-1605-7733	U.S. BANK	SC Week of Holiday Magic Craft Supplies (Amazon)	12262024ME		152.31
100-1605-7733	U.S. BANK	SC Christmas Dinner Decorations (Michaels)	12262024ME		66.11
100-1605-7733	U.S. BANK	SC Christmas Dinner Supplies (Smart & Final)	12262024ME		61.72
100-1605-7733	U.S. BANK	SC Holiday of the Week Magic Refreshments (S&F)	12262024ME		238.28
100-1605-7733	U.S. BANK	SC Holiday Dinner & Dance Supplies (Smart & Final)	12262024ME		266.75
100-1605-7733	U.S. BANK	SC Holiday Dinner Centerpieces (Amazon)	12262024ME		105.81
100-1605-7734	U.S. BANK	FC Blank Envelopes (Amazon)	12262024ME		45.16
100-1605-7737	U.S. BANK	Excursion 12/18/24 (Philharmonic Society of OC)	12262024ME		1,476.00
100-1605-7737	U.S. BANK	Excursion Dinner 12/18/24 (Claros Arcadia)	12262024ME		638.83
100-1605-7737	U.S. BANK	Excursion Dinner 12/5/24 (Claros Arcadia)	12262024ME		450.86
100-1605-7737	U.S. BANK	Excursion 1/29/25 (Hollywood PantagesTheatre)	12262024ME		2,392.00
100-1605-7741	U.S. BANK	RETURN-Basketball Inflator (Amazon)	12262024ME		-33.06
100-1605-7741	U.S. BANK	Basketball/Tire Inflator (Amazon)	12262024ME		32.67
100-1605-7980	U.S. BANK	Award Application (CPRS)	12262024ME		85.00
100-1605-7980	U.S. BANK	RETURN-Ribbon (Amazon)	12262024ME		-14.03
100-1605-7980	U.S. BANK	RETURN-Grand Opening Pickleball Paddles (Amazon)	12262024ME		-59.34
100-1605-7980	U.S. BANK	RETURN-Ribbon Cutting Pickleballs (Walmart)	12262024ME		-20.35
100-1605-7980	U.S. BANK	Ribbon Cutting Ceremony Pickleballs (Walmart)	12262024ME		40.70
100-1610-7618	U.S. BANK	FC Pool Washers/Parts (Amazon)	12262024ME		27.51
100-1610-7618	U.S. BANK	Table Linen Dry Cleaning (All Star Cleaners)	12262024ME		286.00
100-1610-7618	U.S. BANK	SC Coffee Supplies (Smart & Final)	12262024ME		234.01
100-1610-7618	U.S. BANK	(2) Pickleball Paddle Holders (Amazon)	12262024ME		149.90
100-1610-7652	U.S. BANK	CC Linens Dry Cleaning (Natures Cleaners)	12262024ME		370.00
100-1810-7980	U.S. BANK	Employee Holiday Breakfast Supplies (Smart&Final)	12262024ME		9.98

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Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1810-7980	U.S. BANK	Employeee Holiday Breakfast Coffee (Starbucks)	12262024ME		88.00
Vendor 1304 - US BANK					
100-1825-7782	US BANK	1999 TAB Trustee Fees 12/1/24 - 11/30/25	7591328		1,490.00
Vendor 5538 - VICTOR STANLEY INC					
100-1610-7618	VICTOR STANLEY INC	Bus Stop Trash Can Plastic Liners	SI57273		2,468.60
Vendor T4164 - VIRGINIA ORTIZ					
100-4402	VIRGINIA ORTIZ	Rental Cancellation 1/25/25 (Due to Fires)	R106235		100.00
Vendor 6708 - VOCO MEDIA INC					
100-1605-7730	VOCO MEDIA INC	Lunar New Year Event Entertainment	1028		4,000.00
Vendor 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Rodent/Mosquito Control 12/2024	496936C		879.03
Vendor 4797 - WEX BANK					
100-1605-7650	WEX BANK	Park & Rec Fuel 12/1/24 - 12/31/24	101926641		47.93
Vendor 6706 - ZASIO BALDELOMAR					
100-1205-7779	ZASIO BALDELOMAR	DART Event/Supplies Expense Reimbursement	12/7/24-12/21/24		825.86
Vendor T4905 - ZHONGWEN QIAN					
100-2120	ZHONGWEN QIAN	SC Rent Deposit Refund 1/11/25	R106541		500.00
Fund: 220 - GAS TAX FUN					
Vendor: 6657 - GENTRY GENERAL ENGINEERING INC					
220-2127	GENTRY GENERAL ENGINEERI...	Retention-FY24 Citywide Asphalt Repair Prjct 24-13	CARP2324-2R	202408/220-2127-Retention-...	5,402.30
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 3968 - LANDSCAPE WAREHOUSE III					
240-2410-7888	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	4208536		58.11
240-2410-7891	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	4208536		58.10
240-2410-7888	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	4208537		83.05
240-2410-7891	LANDSCAPE WAREHOUSE III	Irrigation Tools & Supplies	4208537		83.04
Vendor 4434 - MARIPOSA LANDSCAPES INC					
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 12/2024	111489		15,723.51
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 12/2024	111489		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 12/2024	111489		1,509.99
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 12/2024	111489		459.54

Council Warrant Register By Vendor

Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwys (19) Landscape Maintenance 12/2024	111489		8,312.45
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 12/2024	111489		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 12/2024	111489		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 12/2024	111489		708.33
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					40,824.30
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					41,106.60

Fund: 270 - PAEG - PUBLIC ACCESS

Vendor: 4484 - U.S. BANK

270-2705-8100	U.S. BANK	PEG Channel Remote Access (RemotePC)	12262024KP		99.50
Vendor 4484 - U.S. BANK Total:					99.50

Vendor: 6567 - WESTERN A/V

270-2127	WESTERN A/V	Retention	21956		-3,192.74
270-2705-8100	WESTERN A/V	New Audio & Visual Equipment in Community Center	21956		63,854.88
270-2127	WESTERN A/V	Retention	22118		-950.52
270-2705-8100	WESTERN A/V	New Audio & Visual Equipment in Community Center	22118		19,010.50
270-2127	WESTERN A/V	Retention	22220		-434.14
270-2705-8100	WESTERN A/V	New Audio & Visual Equipment in Community Center	22220		8,682.80
Vendor 6567 - WESTERN A/V Total:					86,970.78
Fund 270 - PAEG - PUBLIC ACCESS Total:					87,070.28

Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)

Vendor: 6189 - ENTERPRISE FM TRUST

320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 1/01/2025 - 1/31/2025	FBN5220415		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 1/01/2025 - 1/31/2025	FBN5220415		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 1/01/2025 - 1/31/2025	FBN5220415		441.43
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 1/01/2025 - 1/31/2025	FBN5220415		428.96

Council Warrant Register By Vendor

Payment Dates: 1/16/2025 - 1/29/2025

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 1/01/2025 - 1/31/2025	FBN5220415		679.61
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 1/01/2025 - 1/31/2025	FBN5220415		567.93
Vendor 6189 - ENTERPRISE FM TRUST Total:					3,099.01
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,099.01
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
Vendor: 5406 - JOSE ANGEL FIERROS					
400-2127	JOSE ANGEL FIERROS	Retention-Royal Oaks Park Gazebo Project	3525		3,245.00
Vendor 5406 - JOSE ANGEL FIERROS Total:					3,245.00
Vendor: 6623 - LYNNE DWYER					
400-4005-7965	LYNNE DWYER	Design Svcs Fish Canyon Falls Restoration Project	DUARTE FC - 2	202214-Exp-Fish Cyn Trail Res...	20,305.00
Vendor 6623 - LYNNE DWYER Total:					20,305.00
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					23,550.00
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 12/2024	18286		342.15
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					342.15
Vendor: 4484 - U.S. BANK					
440-4405-7614	U.S. BANK	Transportation Dept Printer Toner (Amazon)	12262024KP		96.90
Vendor 4484 - U.S. BANK Total:					96.90
Fund 440 - PROPOSITION A TRANSIT FUND Total:					439.05
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 12/2024	18286		299.38
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					299.38
Fund 460 - PROPOSITION C TRANSIT FUND Total:					299.38
Fund: 475 - MEASURE M LR TRANSIT FUND					
Vendor: 6674 - ADVANTEC CONSULTING ENGINEERS INC					
475-4750-7965	ADVANTEC CONSULTING ENG...	BV/Central/Evergreen TS Design 10/1/24-12/31/24	9801-0676-01	201918/Prof Svcs-Buena Vista...	2,205.00
Vendor 6674 - ADVANTEC CONSULTING ENGINEERS INC Total:					2,205.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					2,205.00
Fund: 490 - MEASURE W (WATER/STORMWATER)					
Vendor: 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
490-4905-7980	COUNTY OF LOS ANGELES DE...	FY24 Catch Basin Cleanout East Area B/West Area A	SA250000049		24,884.24
Vendor 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					24,884.24
Vendor: 6523 - RIO HONDO/SAN GABRIEL RIVER WATERSHED MANAGEMENT JOINT POWERS					
490-4905-7980	RIO HONDO/SAN GABRIEL RIV...	FY25 Reasonable Assurance Analysis Update	RAA-24-03		55,125.26
Vendor 6523 - RIO HONDO/SAN GABRIEL RIVER WATERSHED MANAGEMENT JOINT POWERS Total:					55,125.26
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					80,009.50
Grand Total:					424,639.09

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	181,457.97
220 - GAS TAX FUN	5,402.30
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	41,106.60
270 - PAEG - PUBLIC ACCESS	87,070.28
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,099.01
400 - PARK DEVELOPMENT GRANT FUND	23,550.00
440 - PROPOSITION A TRANSIT FUND	439.05
460 - PROPOSITION C TRANSIT FUND	299.38
475 - MEASURE M LR TRANSIT FUND	2,205.00
490 - MEASURE W (WATER/STORMWATER)	80,009.50
Grand Total:	424,639.09

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	2,034.70
100-1010-7610	Travel, Mtgs & Conf	663.59
100-1010-7612	Publications and Dues	1,387.50
100-1010-7670	Legal Notices	482.13
100-1020-7710	Chamber Of Commerce	33,750.00
100-1020-7711	Employee Recognition C...	1,381.07
100-1020-7716	Special Community Even...	6,537.14
100-1020-7724	Post Office Parking	312.00
100-1205-7076	Tuition Reimbursement	1,607.56
100-1205-7610	Travel, Mtgs & Conf	406.62
100-1205-7612	Publications and Dues	525.00
100-1205-7614	Office Supplies	18.67
100-1205-7615	Emergency Supplies	232.25
100-1205-7650	Vehicle Maintenance	103.47
100-1205-7655	Emergency Services	226.39
100-1205-7761	Parking Ticket Collect	192.85
100-1205-7762	Parking Pass Kiosk Costs	85.71
100-1205-7779	Youth Programs	2,272.28
100-1205-7780	Animal Control	352.50
100-1205-7781	Contract Law Enforceme...	2,097.62
100-1205-7783	A-Team Program	6,933.97
100-1205-7980	Other Expenses	74.74
100-1205-8030	Other Equipment	80.58
100-1405-7614	Office Supplies	126.10
100-1405-7800	Building Department Ser...	1,117.40
100-1405-7975	Economic Development ...	600.00
100-1405-7980	Other Expenses	1,869.64
100-1410-7636	Uniforms	400.00
100-1410-7656	Emergency Generator	160.00
100-1410-7814	Graffiti Removal	3,635.32
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1605-7610	Travel, Mtgs & Conf	169.35
100-1605-7612	Publications and Dues	198.00
100-1605-7614	Office Supplies	290.28
100-1605-7650	Vehicle Maintenance	47.93
100-1605-7730	Special Events	6,380.00
100-1605-7733	Senior Center	2,057.84
100-1605-7734	Fitness Center	45.16
100-1605-7735	Teen Center	301.25
100-1605-7736	Youth & Adult Recreatio...	99.84
100-1605-7737	Adult Excursions	4,957.69
100-1605-7741	Sports/Playground Progr...	1,026.84

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7756	Senior Recreation Classes	385.00
100-1605-7980	Other Expenses	31.98
100-1610-7617	Pool Chemicals	524.71
100-1610-7618	Building Supplies	5,089.09
100-1610-7636	Uniforms	90.42
100-1610-7652	Building Maint Services	9,377.75
100-1805-7610	Travel, Mtgs & Conf	1,211.04
100-1805-7612	Publications and Dues	262.50
100-1805-7614	Office Supplies	189.43
100-1805-7653	Bank Charges	339.49
100-1810-7610	Travel, Mtgs & Conf	155.00
100-1810-7612	Publications and Dues	50.00
100-1810-7660	Other Services	28.00
100-1810-7673	Physical Exams	153.00
100-1810-7980	Other Expenses	100.47
100-1815-7632	Software	3,038.60
100-1815-7821	Network & Internet Serv...	4,323.50
100-1815-7830	Telephone Services	2,133.36
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	1,818.97
100-1825-7613	Duplications And Photos	163.83
100-1825-7626	Postage	5,084.58
100-1825-7630	Equipment Lease	664.60
100-1825-7631	Equipment Maintenance	72.90
100-1825-7687	Waste Mgmt Services	600.00
100-1825-7782	Admin Support of Debt ...	1,490.00
100-1830-8100	Vehicle Replacement (C...	20,719.36
100-2012	Green Building Fees Pay...	716.00
100-2013	Strong Motions Fees Pay...	4,443.30
100-2120	Refundable Deposits	800.00
100-2122	Disability Access & Educ ...	134.40
100-2123	Special Event Insurance ...	905.00
100-2124	Gazebo Refundable Dep...	50.00
100-2125	Metro Pass Through (TA...	60.00
100-2126	Construction and Demoli...	7,210.00
100-4402	Community Center Renta..	100.00
100-4806	Excursion Fees	32.90
100-5004	Other Revenue	5,585.09
220-2127	Retention Payable	5,402.30
240-2410-7888	Repairs-Citywide	141.16
240-2410-7891	Repairs-Medians	141.14
240-2410-7915	Landscape-Citywide	19,966.82
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33

Account Summary

Account Number	Account Name	Payment Amount
270-2127	Retention Payable	-4,577.40
270-2705-8100	Other Capital Improvem...	91,647.68
320-3205-8013	Vehicles (Capital)	3,099.01
400-2127	Retention Payable	3,245.00
400-4005-7965	Professional Services	20,305.00
440-4405-7614	Office Supplies	96.90
440-4405-7814	Graffiti Removal	342.15
460-4605-7814	Graffiti Removal	299.38
475-4750-7965	Professional Services	2,205.00
490-4905-7980	Other Expenses	80,009.50
Grand Total:		424,639.09

Project Account Summary

Project Account Key	Payment Amount
None	394,668.59
201918/Prof Svcs-Buena Vista & Central/Evergreen	2,205.00
202214-Exp-Fish Cyn Trail Restoration/Access Plan	20,305.00
202408/220-2127-Retention-FY24 Annual Trench Repai	5,402.30
202419-Contract Law Enforcement-Tobacco Grant	1,977.62
202513/100-1205-8030-Other Equip-River Bed Grant	80.58
Grand Total:	424,639.09



City of Duarte

MONTHLY FINANCIAL REPORT

**Month Ended October 31, 2024
(33.3% of FY 2024-25 Completed)**

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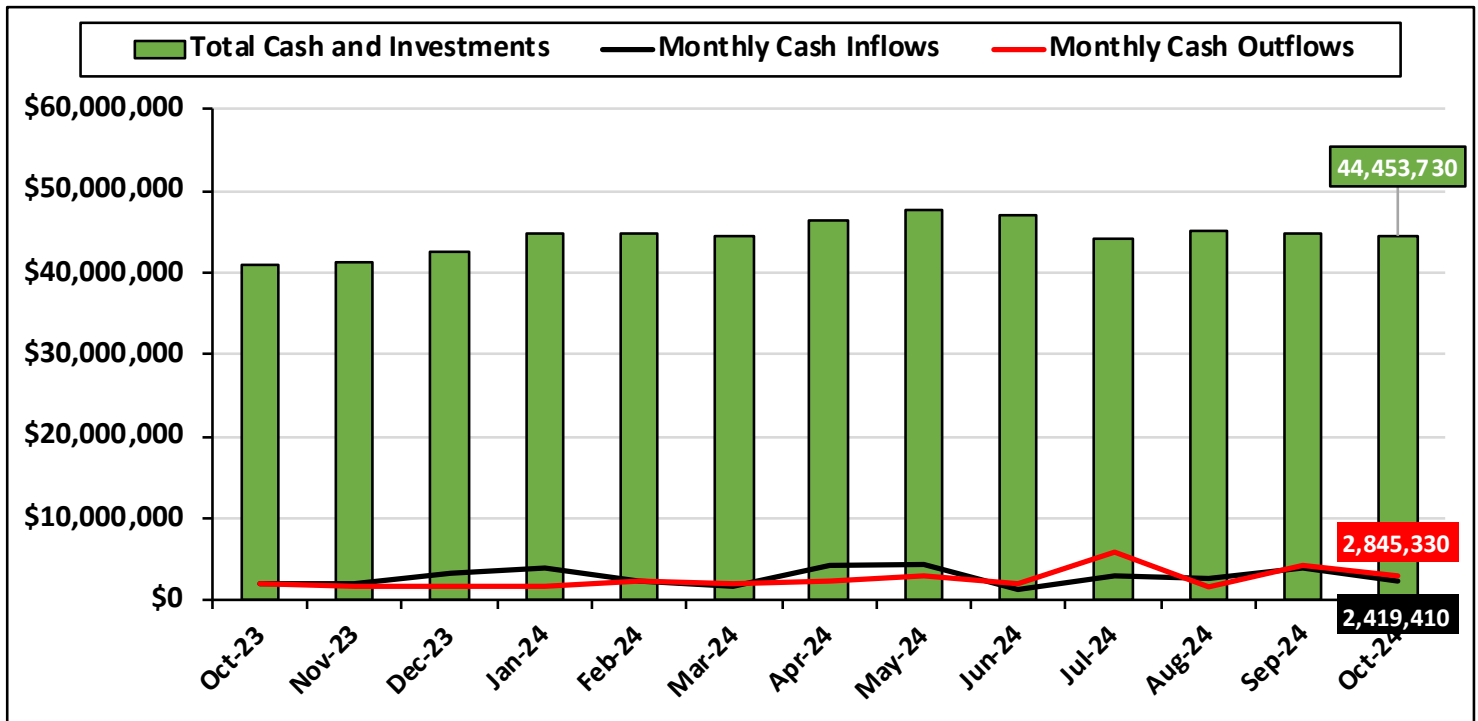
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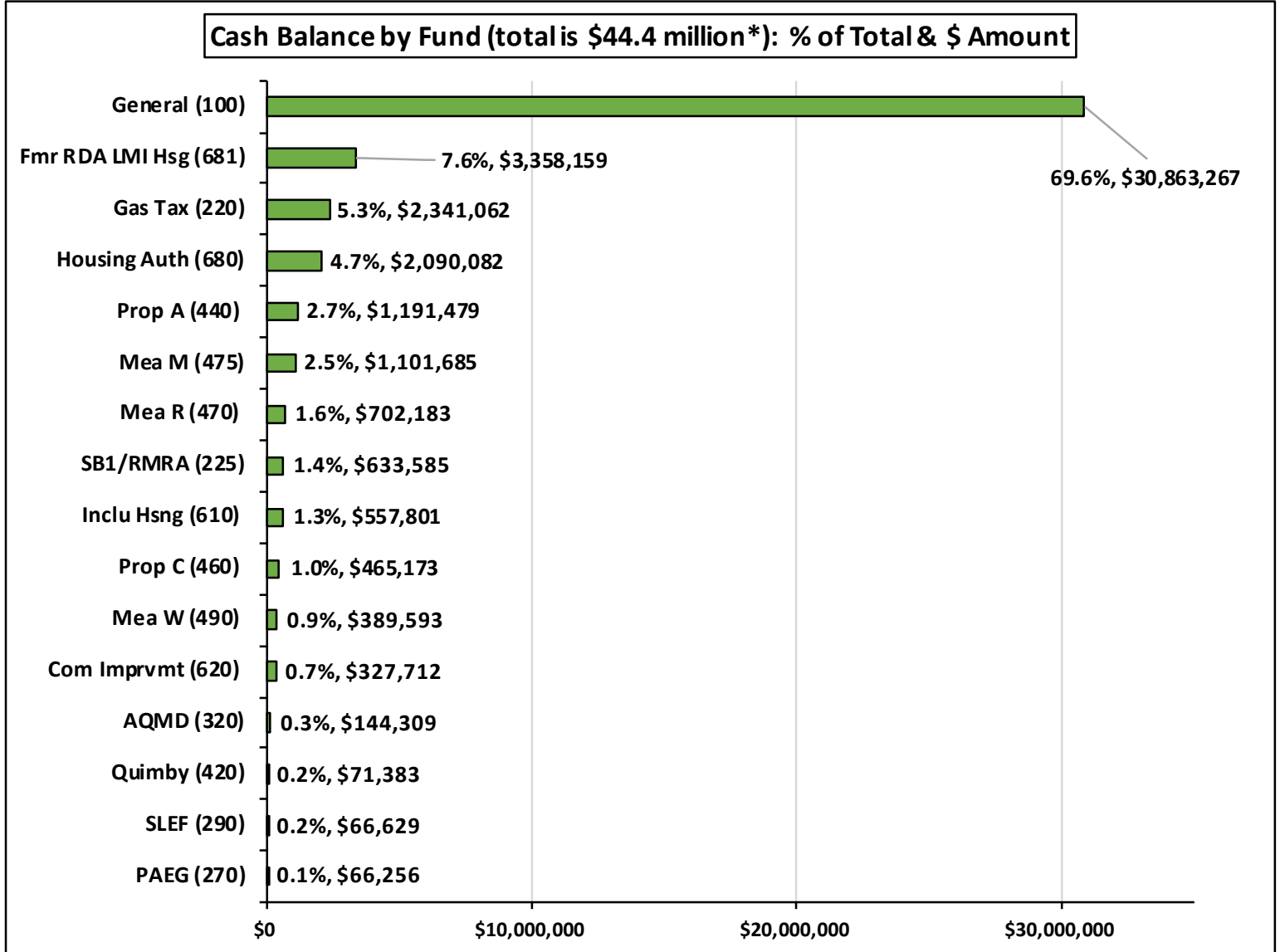
CITY OF DUARTE
Treasury Report - Monthly Activity & Balances
Month Ended October 31, 2024

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (10/01/2024)	\$4,573,018	\$40,306,631	\$44,879,649
Cash Inflows			
Receipts	\$1,953,574	\$465,836	\$2,419,410
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,953,574	\$465,836	\$2,419,410
Cash Outflows			
Disbursements	\$2,845,330	\$0	\$2,845,330
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$2,845,330	\$0	\$2,845,330
Net Activity	(\$891,756)	\$465,836	(\$425,919)
Ending Balance (10/31/2024)	\$3,681,263	\$40,772,467	\$44,453,730



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

CITY OF DUARTE
Treasury Report - Cash Balance by Fund
Month Ended October 31, 2024

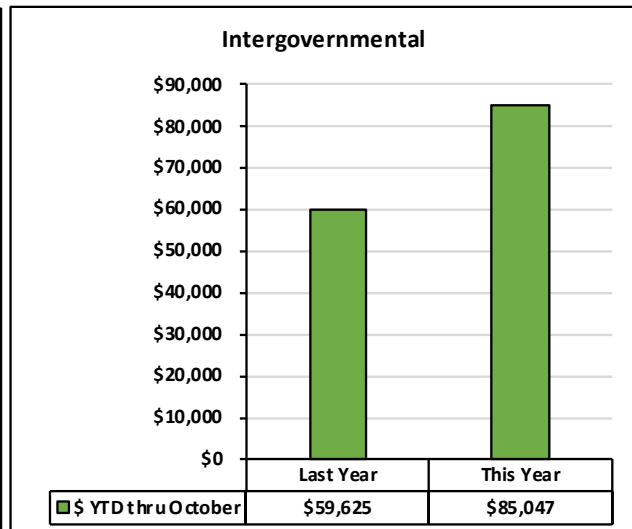
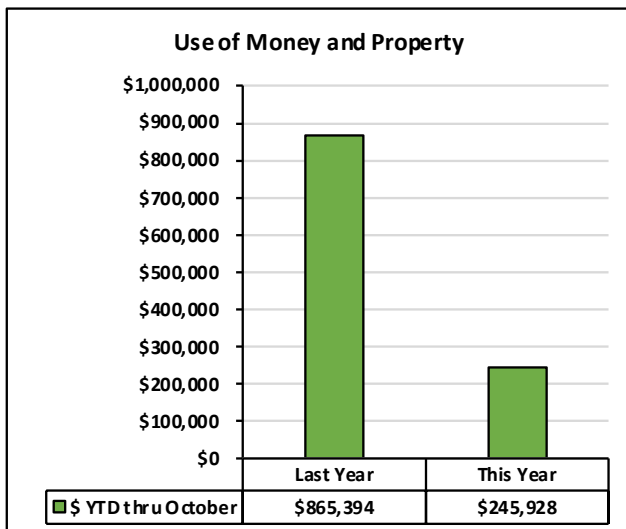
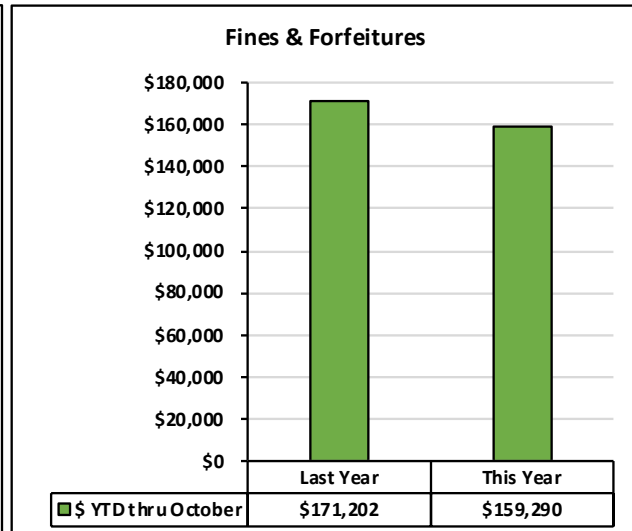
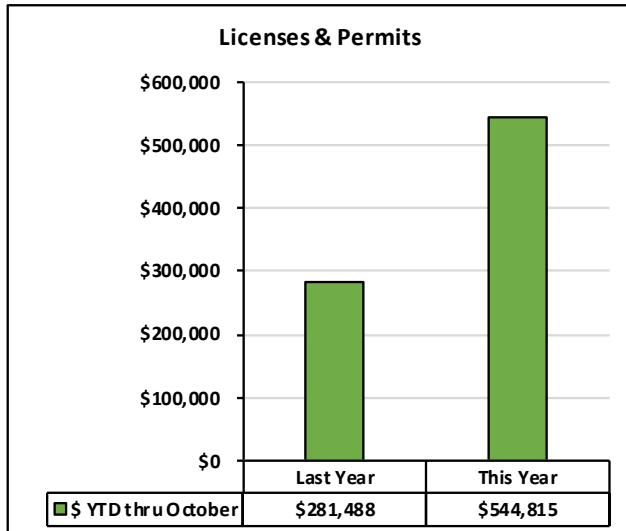
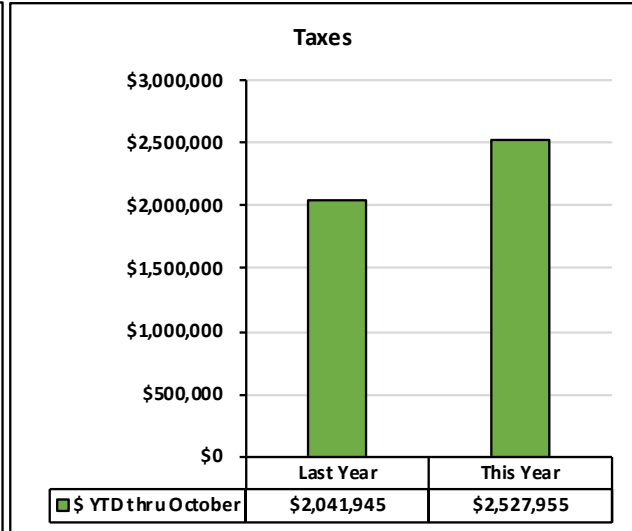
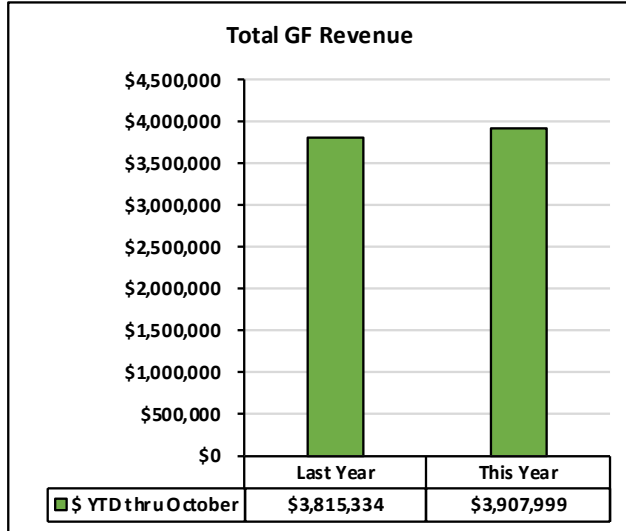


*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger is not equal to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to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

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

CITY OF DUARTE

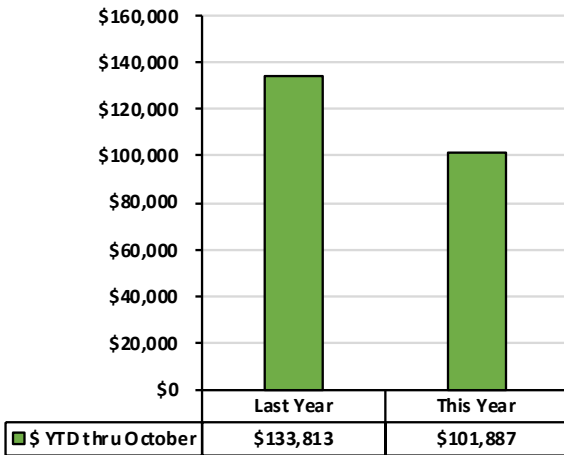
General Fund Revenue by Category & Major Sources FY 2024-25 Year-to-Date Through October versus Prior Year



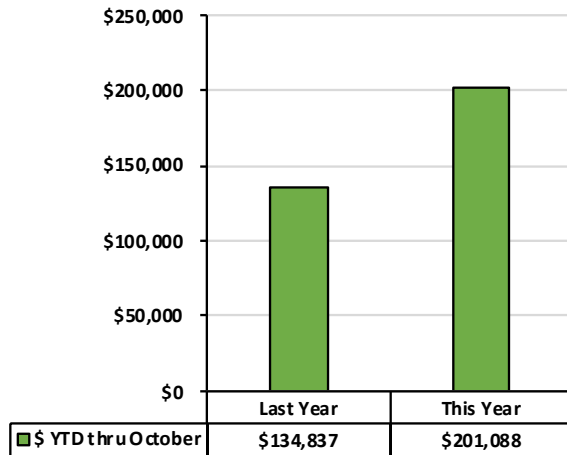
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General Fund Revenue by Category & Major Sources FY 2024-25 Year-to-Date Through October versus Prior Year

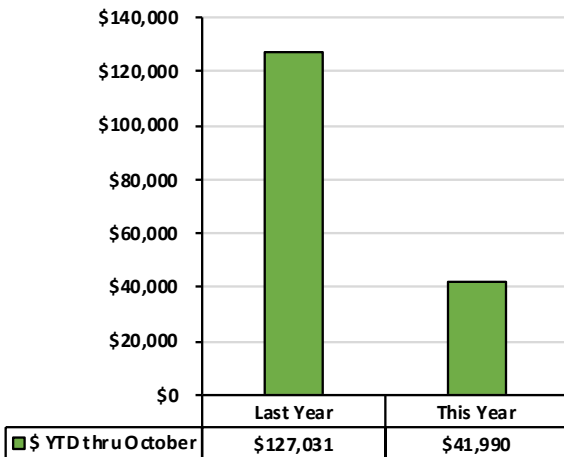
Recreation Fees



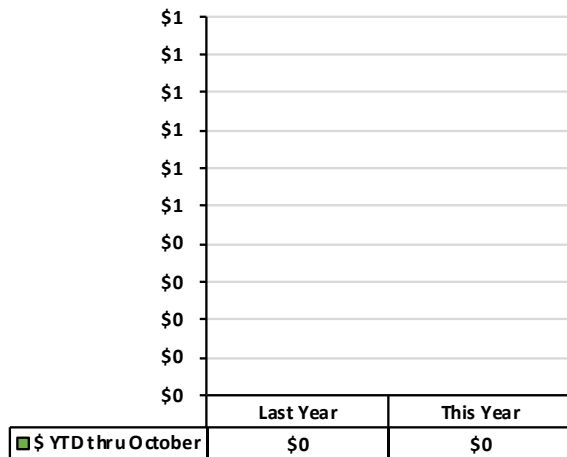
Other Service Charges



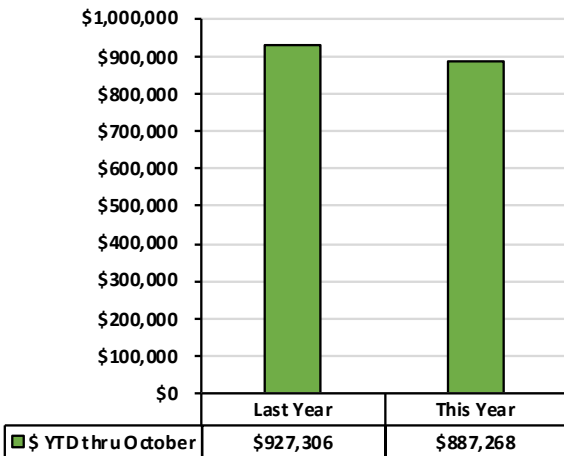
Miscellaneous



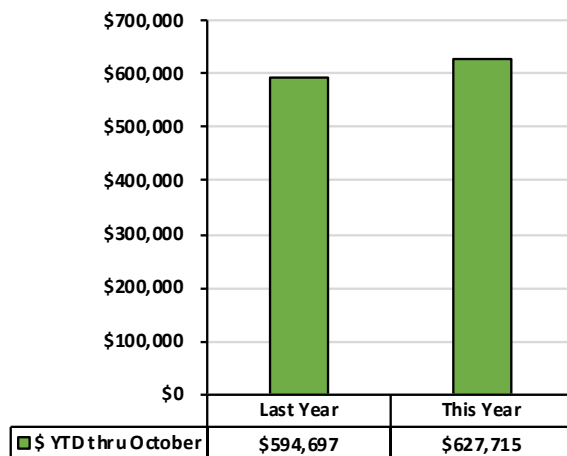
Reimbursements



Sales and Use Tax

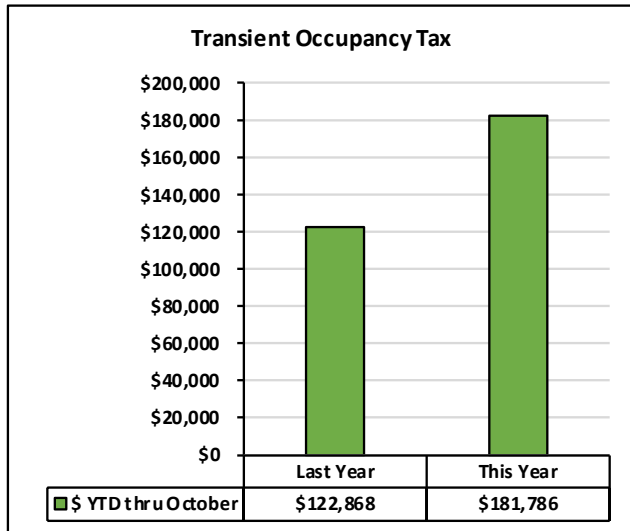
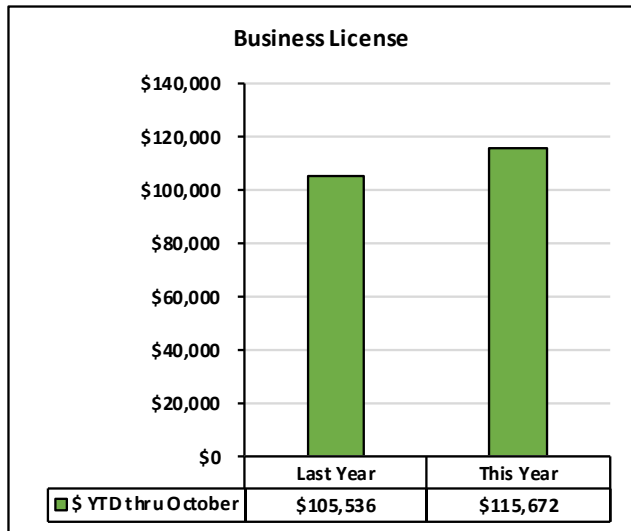
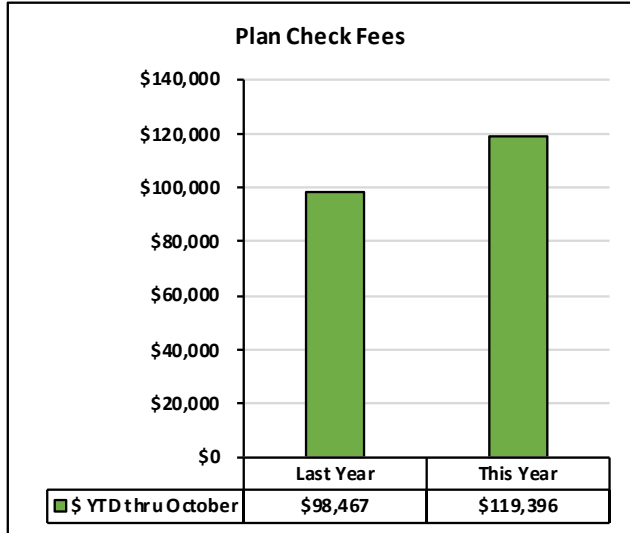
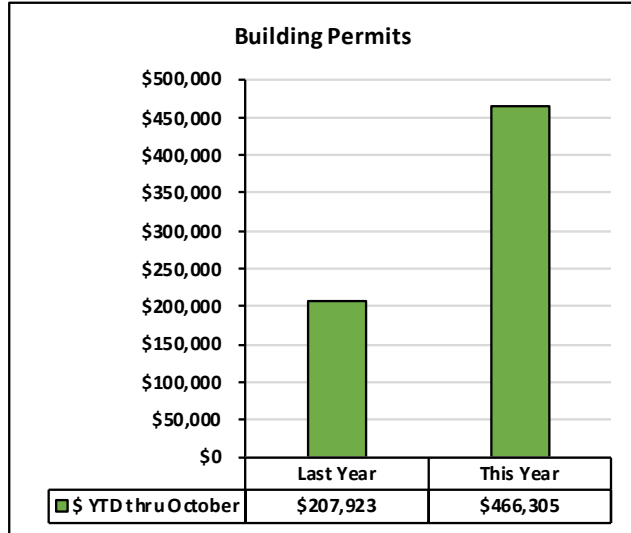
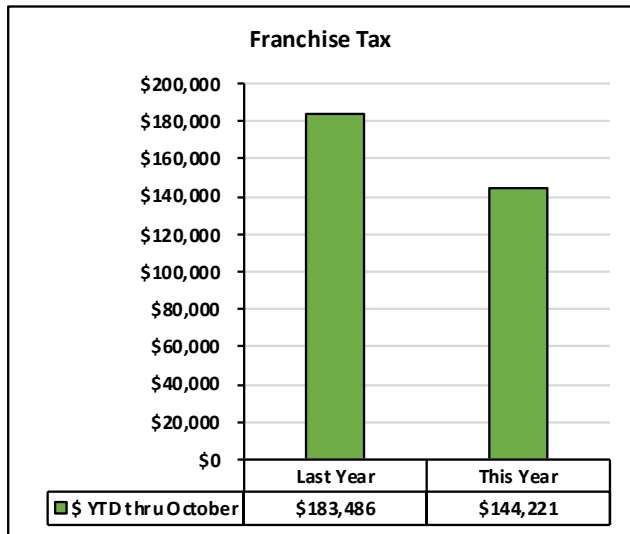
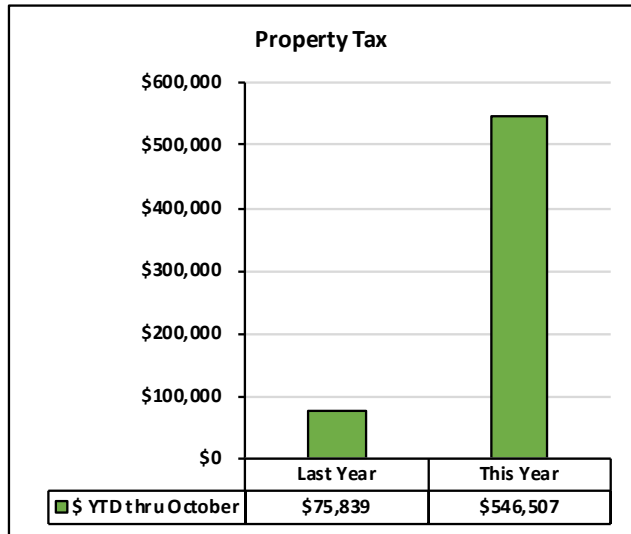


Transactions (New Sales) Tax



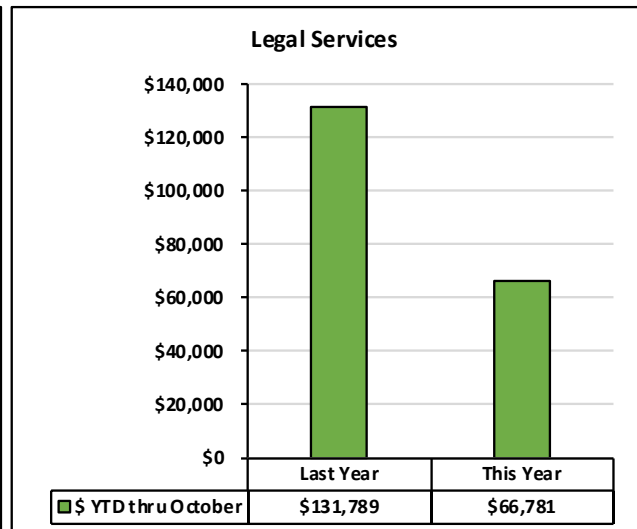
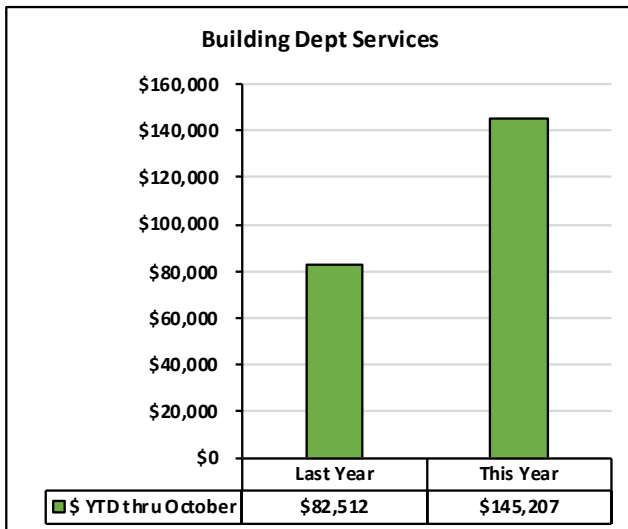
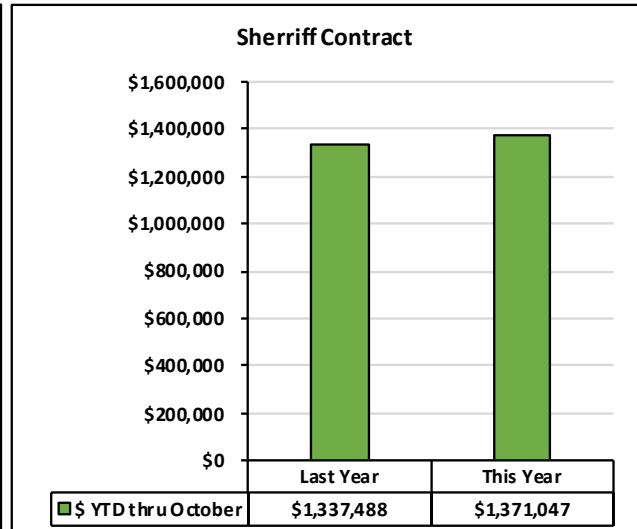
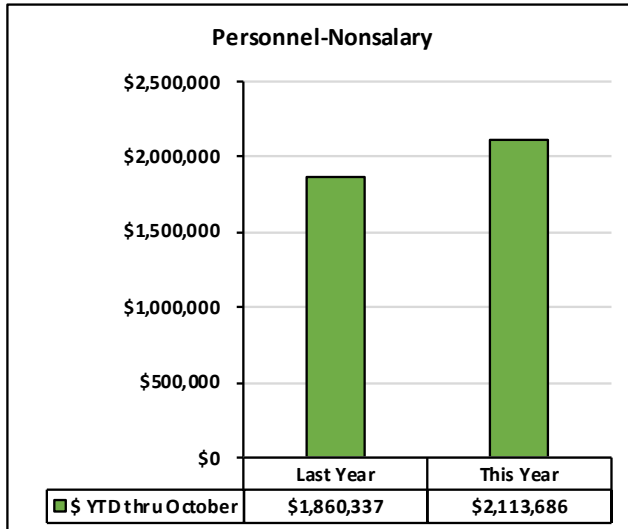
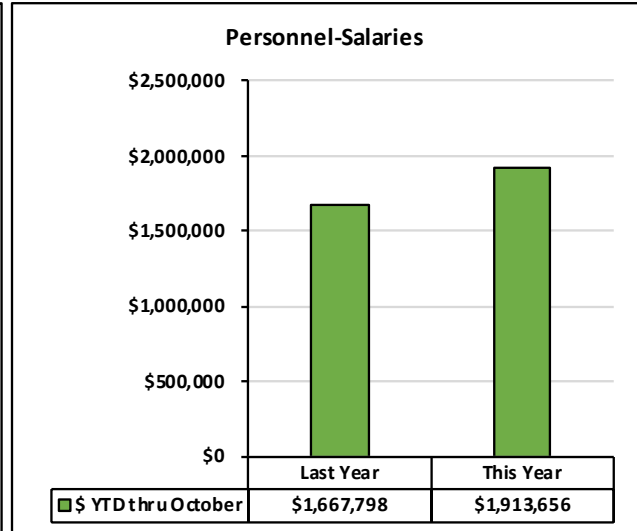
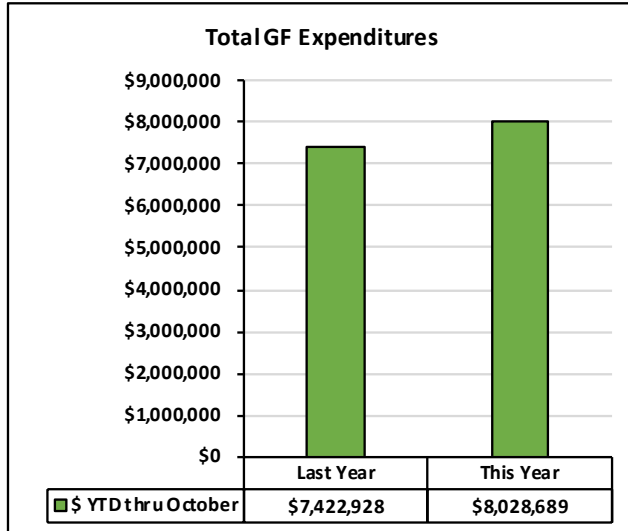
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2024-25 Year-to-Date Through October versus Prior Year



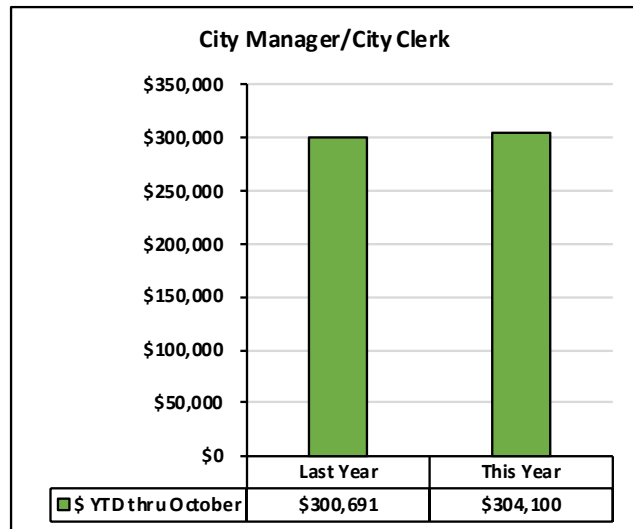
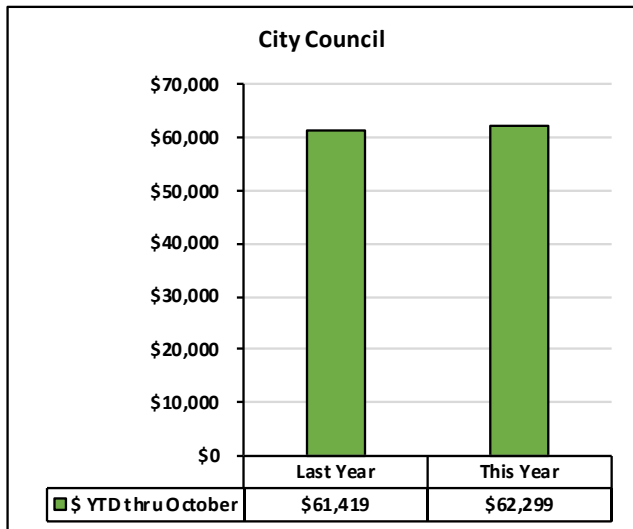
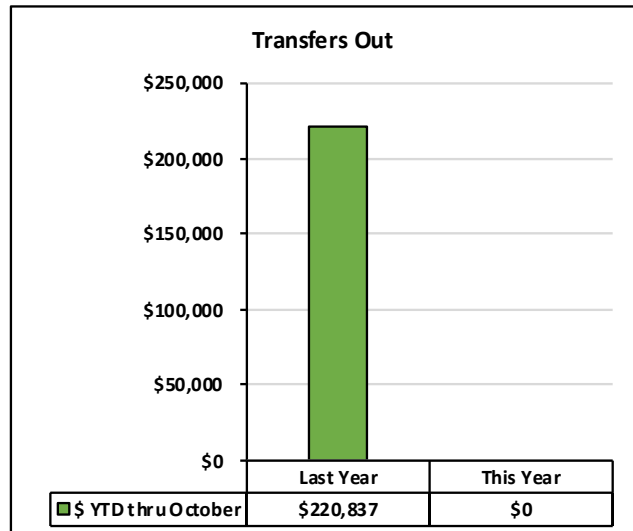
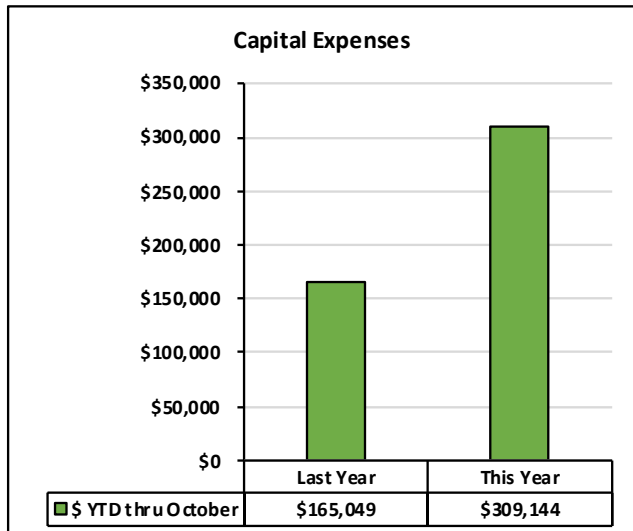
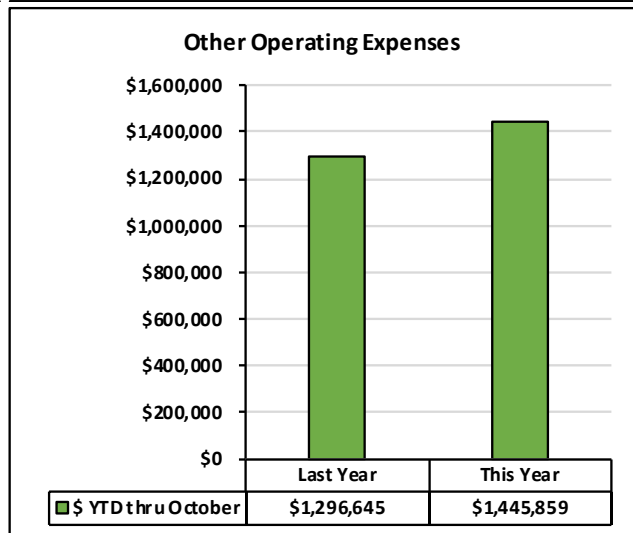
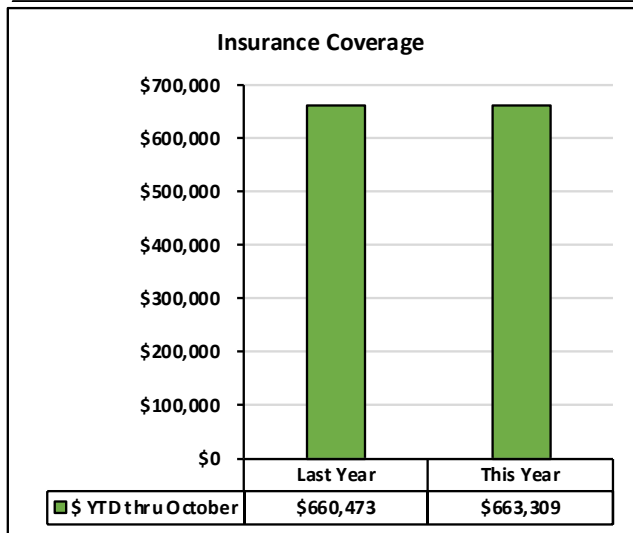
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through October versus Prior Year



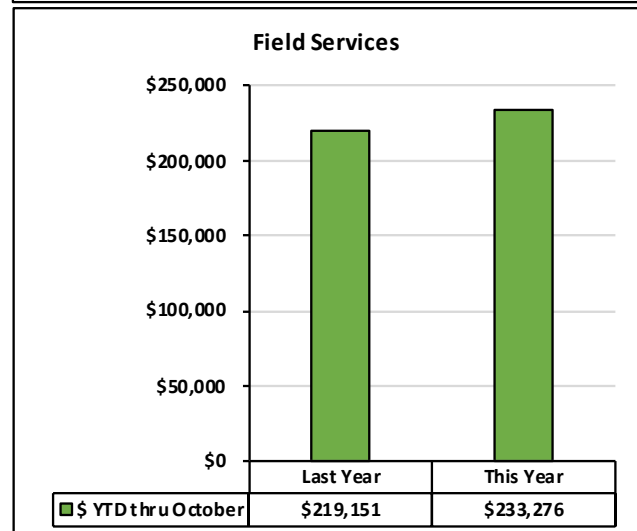
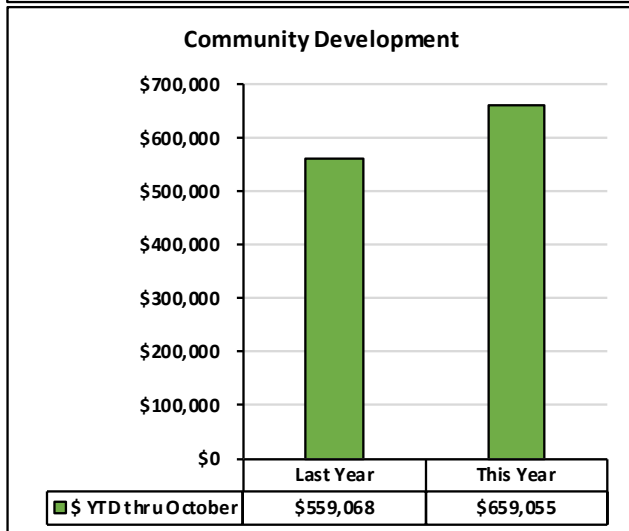
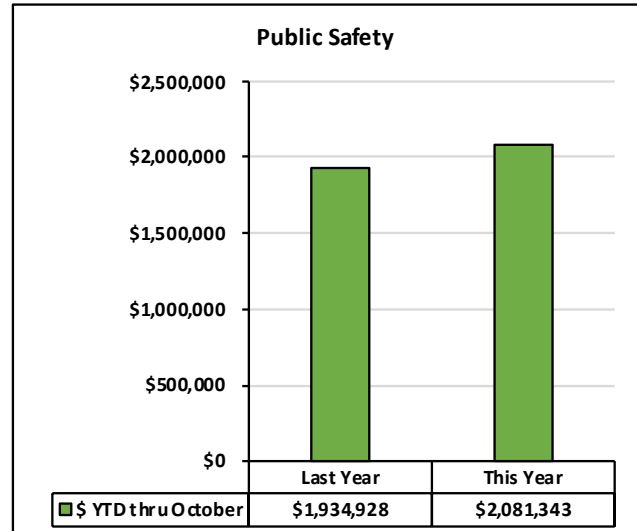
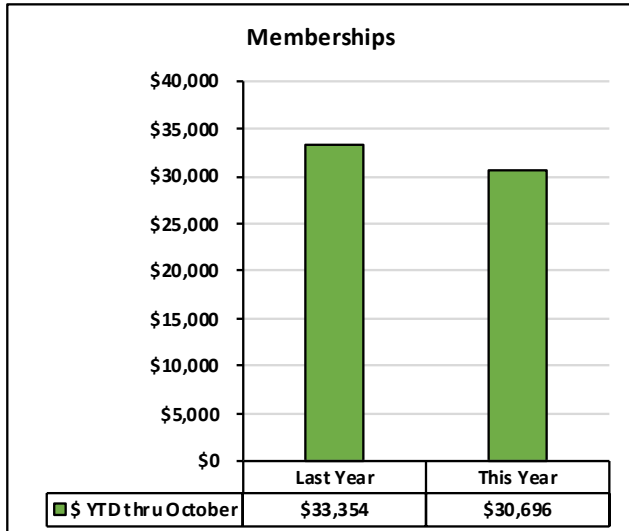
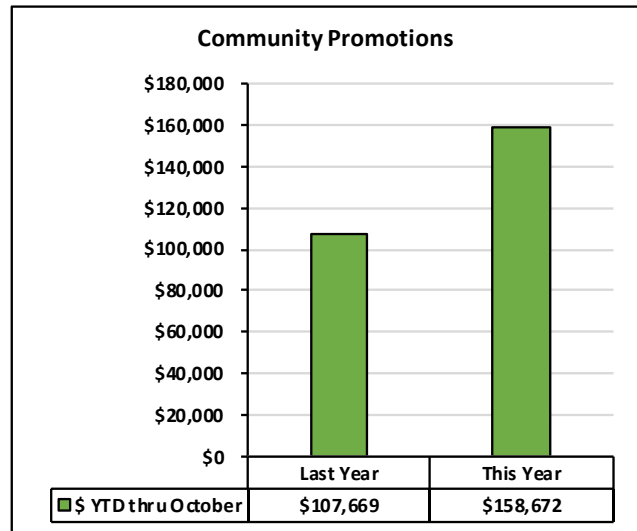
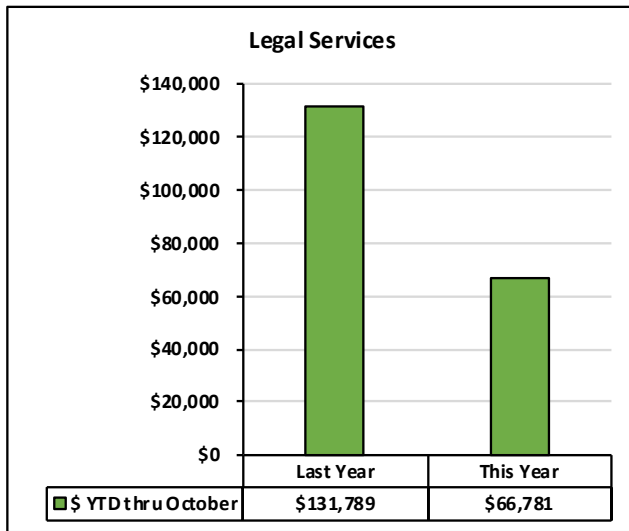
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through October versus Prior Year



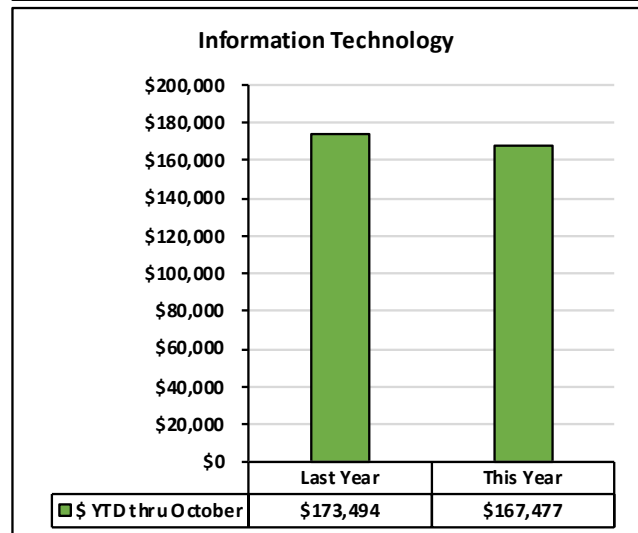
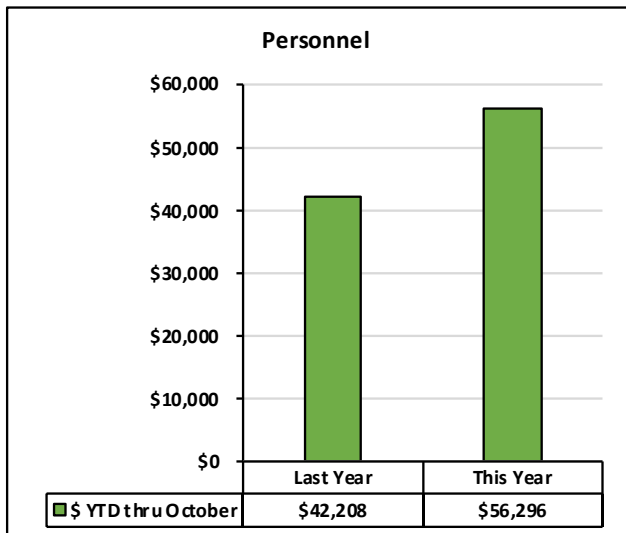
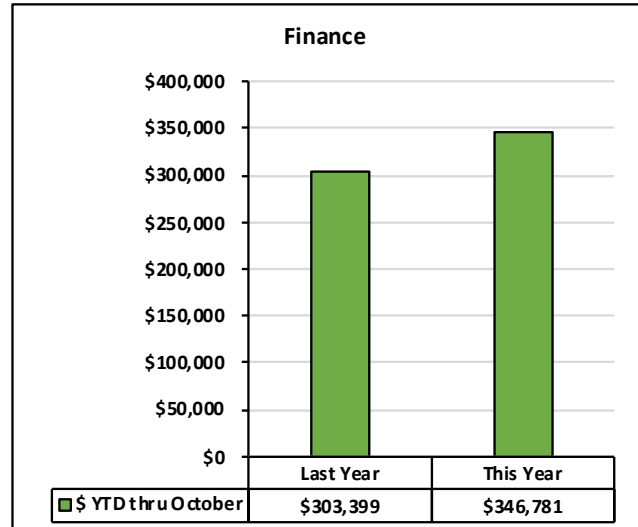
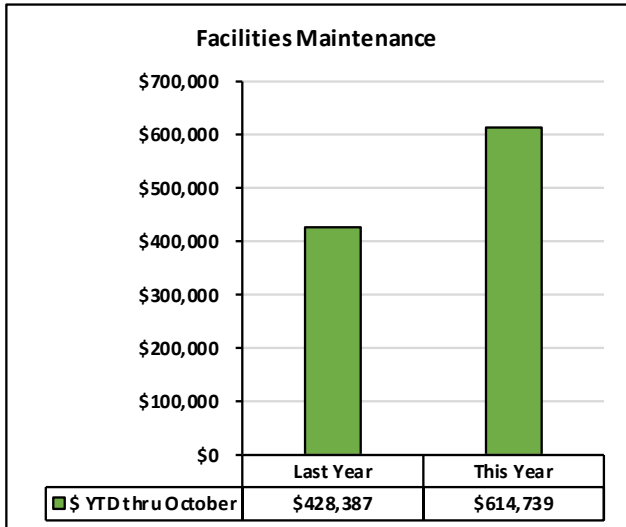
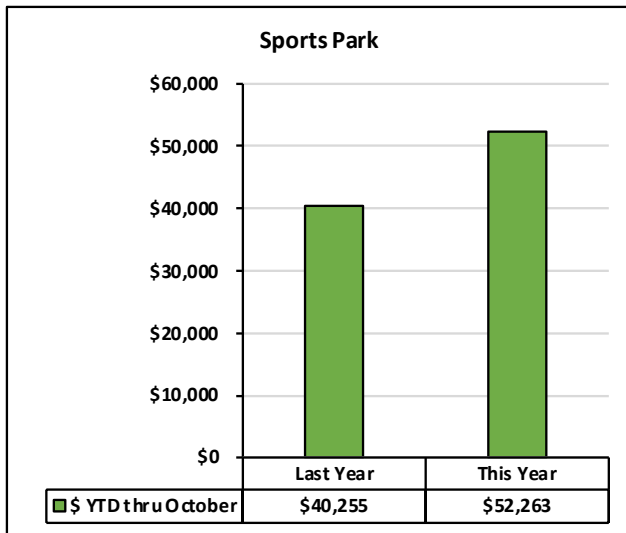
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General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through October versus Prior Year



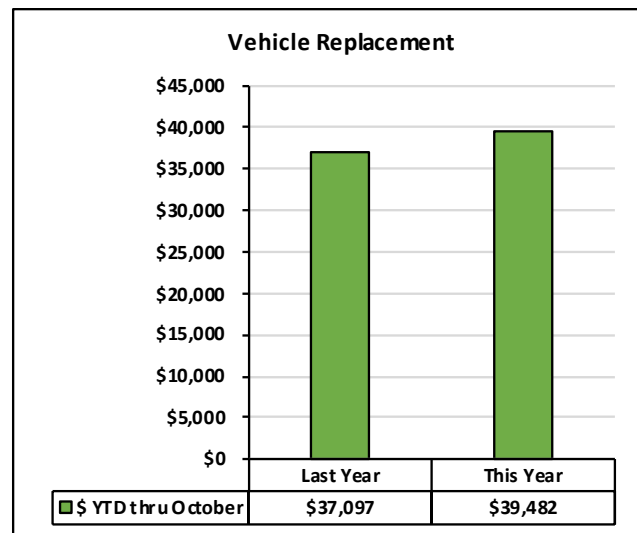
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through October versus Prior Year



CITY OF DUARTE

General Fund Expenditures by Category & Division *FY 2024-25 Year-to-Date Through October versus Prior Year*



CITY OF DUARTE

Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2024-25 Year-to-Date Through October

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	24,640,481	3,907,999	0	8,028,689	0	(4,120,690)	20,519,791
220	Gas Tax	2,149,582	193,702	0	184,653	0	9,049	2,158,632
225	SB1/RMRA	842,668	107,514	0	341,344	0	(233,830)	608,838
240	Lghtng & Lndscpng	71,945	0	0	537,064	0	(537,064)	(465,119)
260	CDBG	0	0	0	2,040	0	(2,040)	(2,040)
270	PAEG	41,268	0	0	540	0	(540)	40,728
290	Supp Law Enfrmnt	0	110,484	0	55,797	0	54,687	54,687
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	150,835	7,669	0	12,398	0	(4,729)	146,106
400	Park Development	(18,808)	11,364	0	7,026	0	4,338	(14,470)
420	Quimby	68,861	0	0	0	0	0	68,861
440	Prop A	948,893	202,486	0	116,719	0	85,767	1,034,660
460	Prop C	260,957	167,927	0	89,424	0	78,504	339,460
470	Mea R	652,248	124,337	0	0	0	124,337	776,585
475	Mea M	1,081,960	140,833	0	0	0	140,833	1,222,792
490	Mea W	342,985	0	0	57,879	0	(57,879)	285,105
520	Town Cntr Debt Serv	0	0	0	0	0	0	0
521	Infra Mod Debt Srv	0	0	0	220,837	0	(220,837)	(220,837)
610	Inclusionary Hsng	538,092	0	0	0	0	0	538,092
620	Community Impr	811,851	0	0	364,855	0	(364,855)	446,996
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	2,053,300	0	0	17,225	0	(17,225)	2,036,075
681	Fmr RDA L/M Hsg	4,100,079	0	0	0	0	0	4,100,079
Total - All Funds		38,737,195	4,974,315	0	10,036,489	0	(5,062,174)	33,675,021



City of Duarte

MONTHLY FINANCIAL REPORT

**Month Ended November 30, 2024
(41.7% of FY 2024-25 Completed)**

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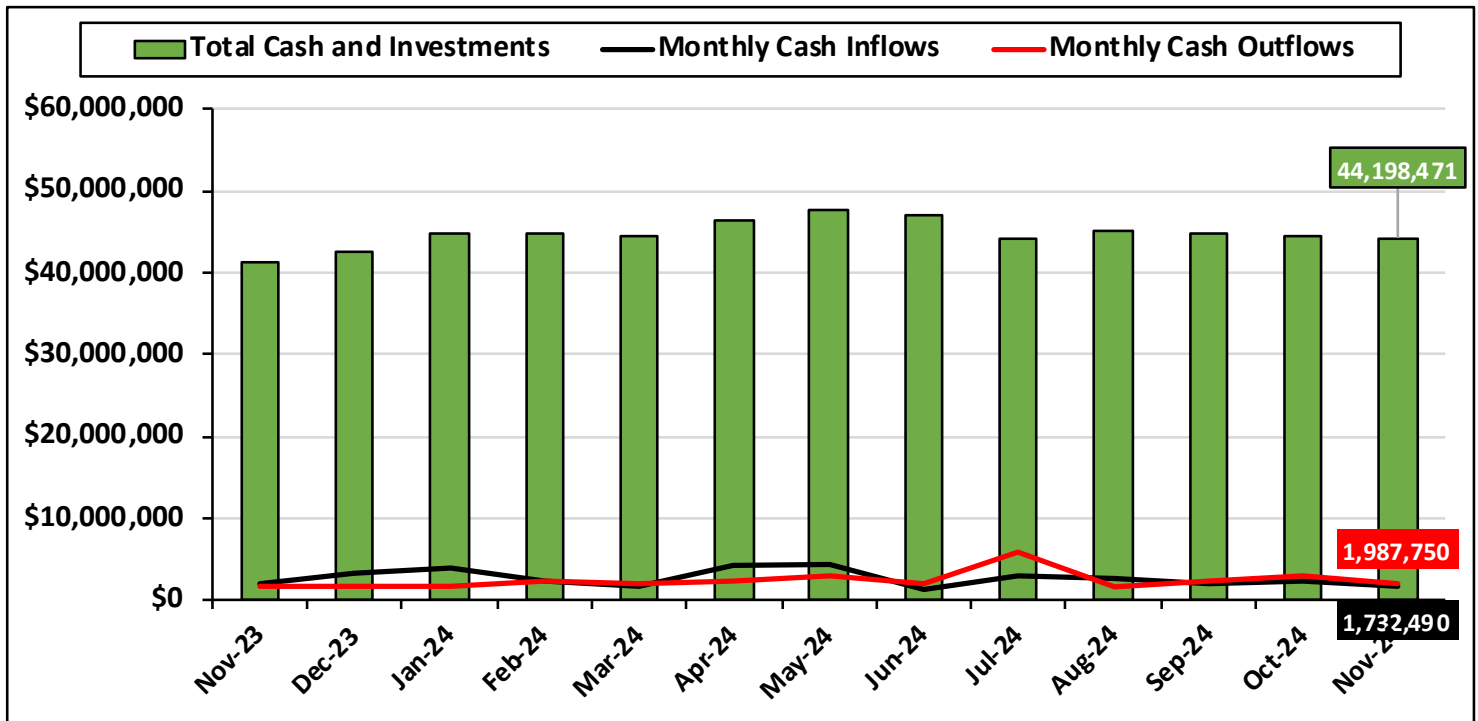
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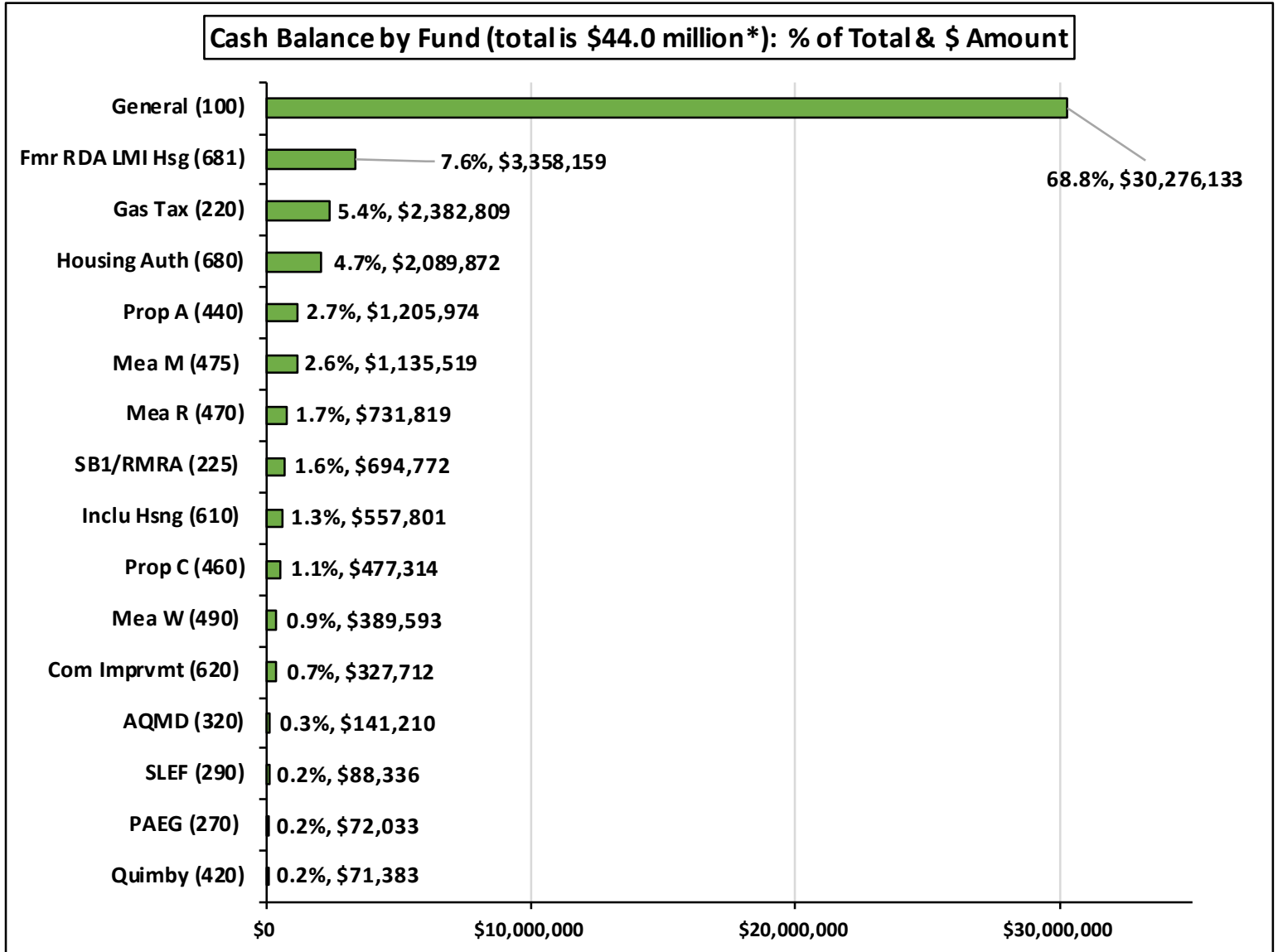
CITY OF DUARTE
Treasury Report - Monthly Activity & Balances
Month Ended November 30, 2024

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (11/01/2024)	\$3,681,263	\$40,772,467	\$44,453,730
Cash Inflows			
Receipts	\$1,732,490	\$0	\$1,732,490
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,732,490	\$0	\$1,732,490
Cash Outflows			
Disbursements	\$1,987,750	\$0	\$1,987,750
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$1,987,750	\$0	\$1,987,750
Net Activity	(\$255,259)	\$0	(\$255,259)
Ending Balance (11/30/2024)	\$3,426,004	\$40,772,467	\$44,198,471



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

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



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

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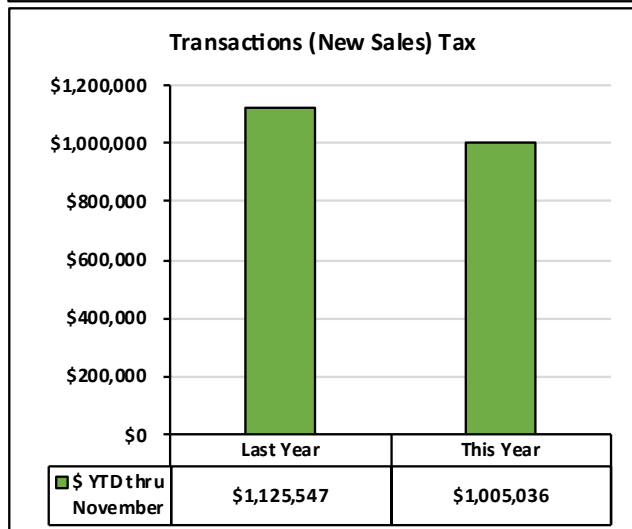
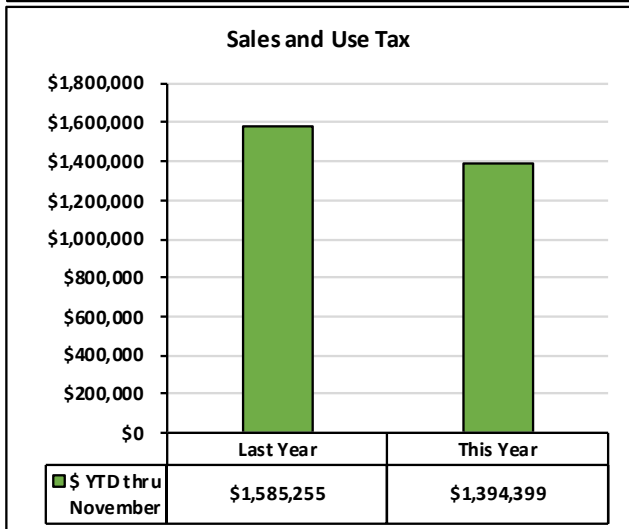
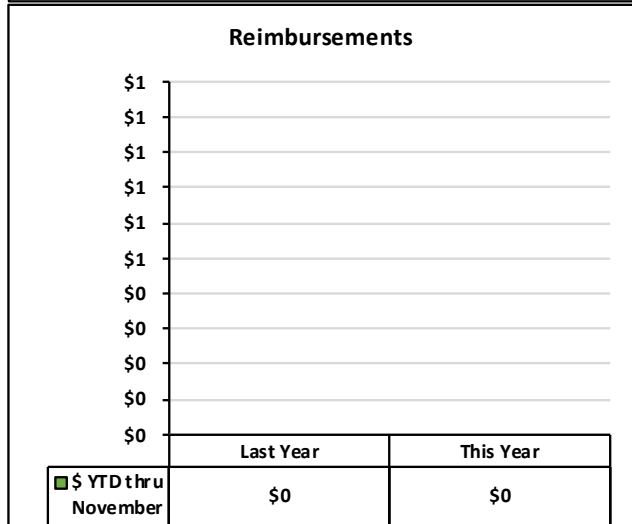
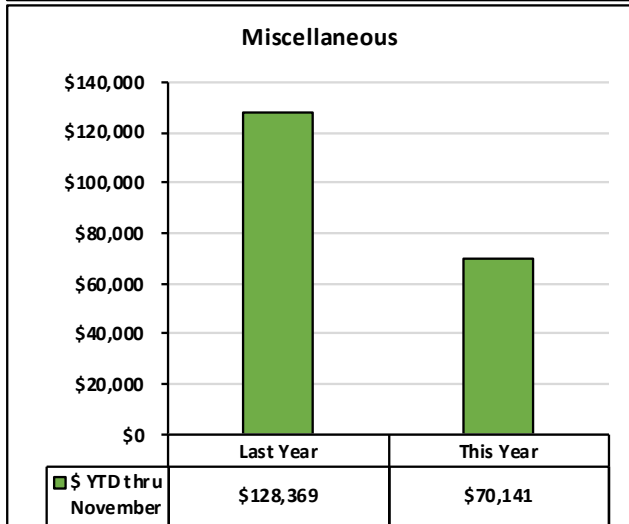
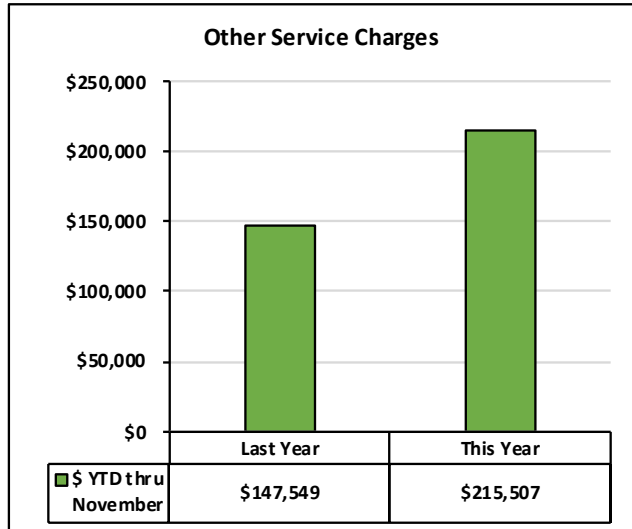
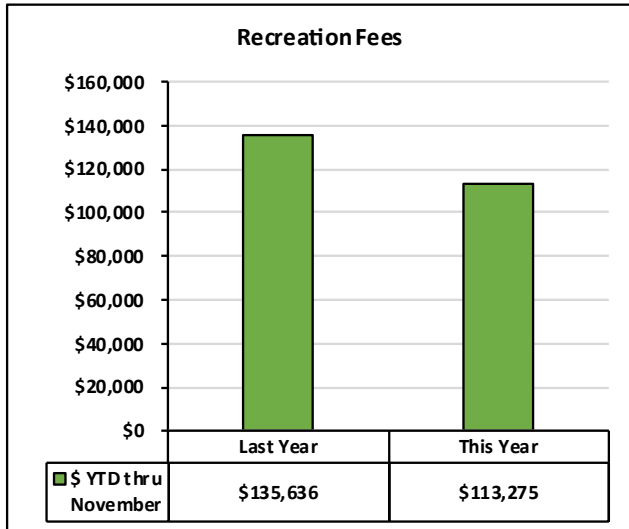
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2024-25 Year-to-Date Through November versus Prior Year



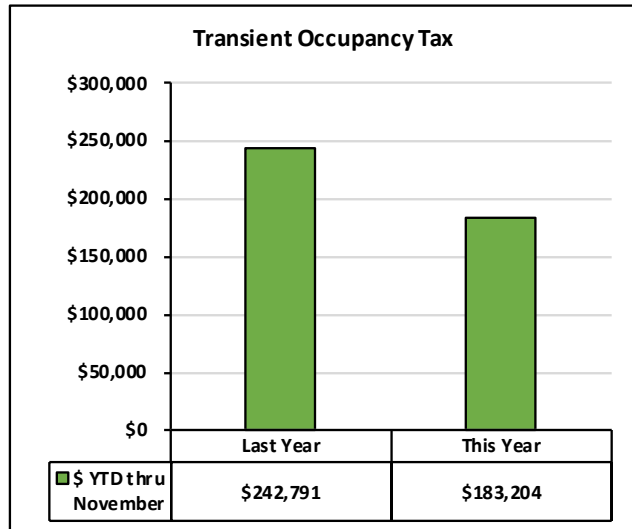
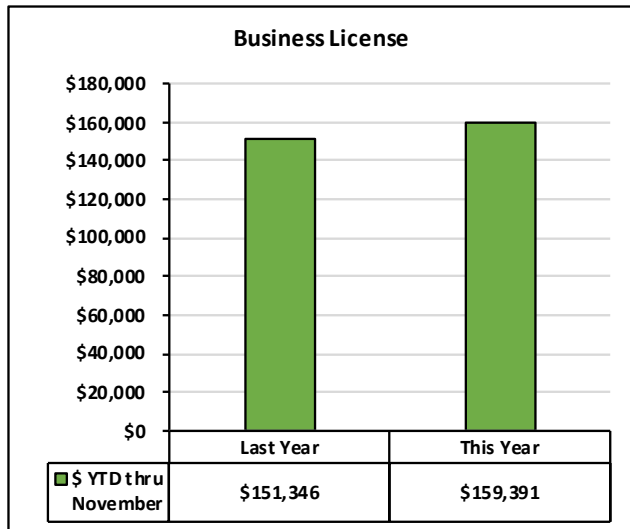
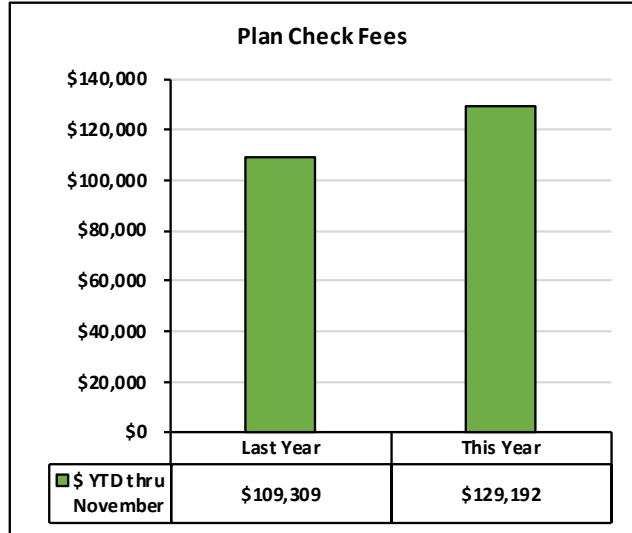
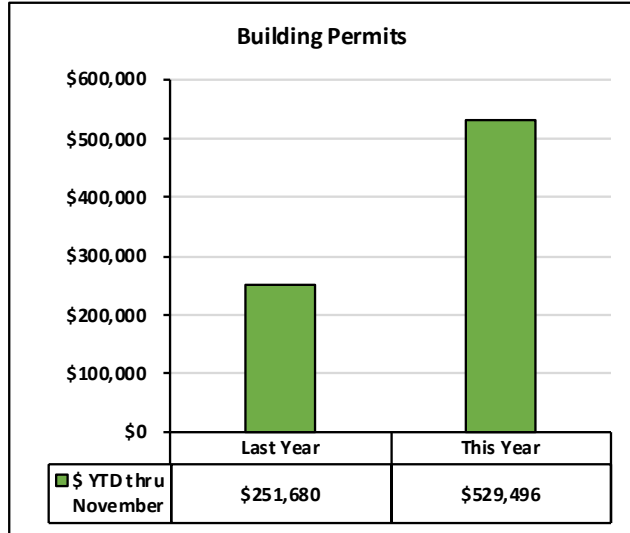
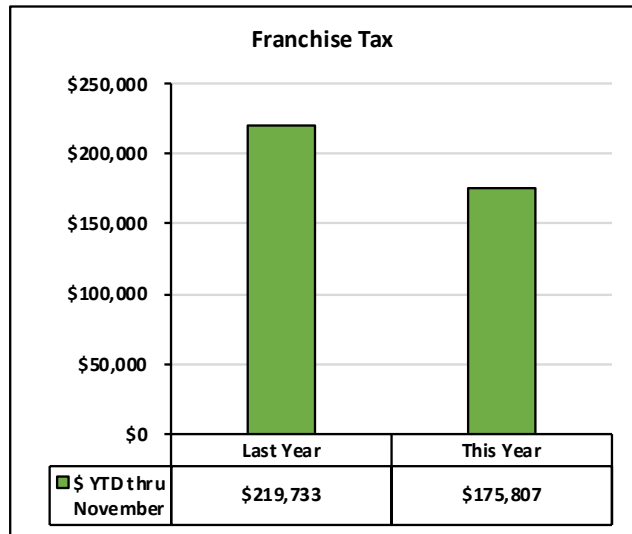
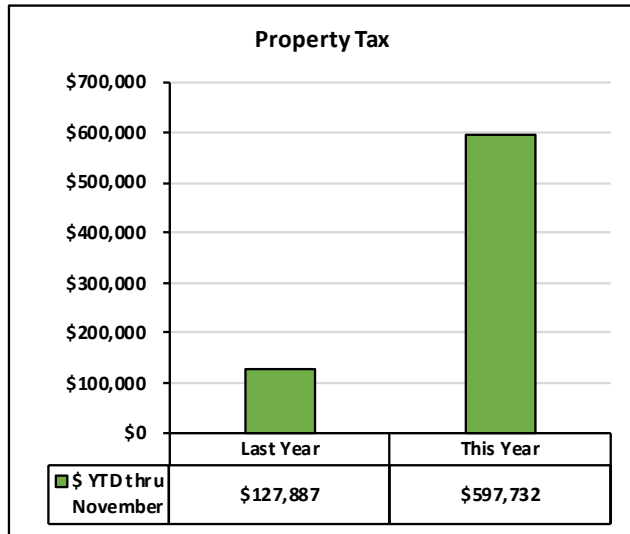
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2024-25 Year-to-Date Through November versus Prior Year



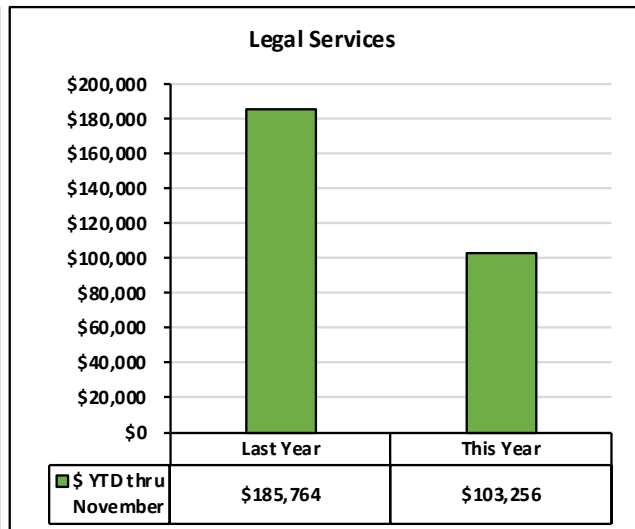
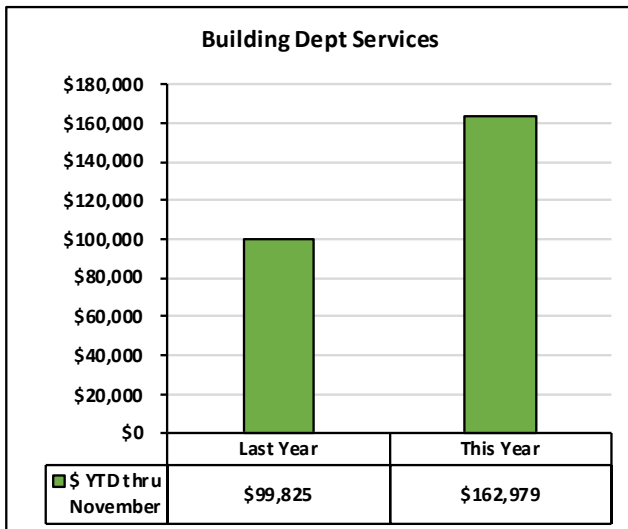
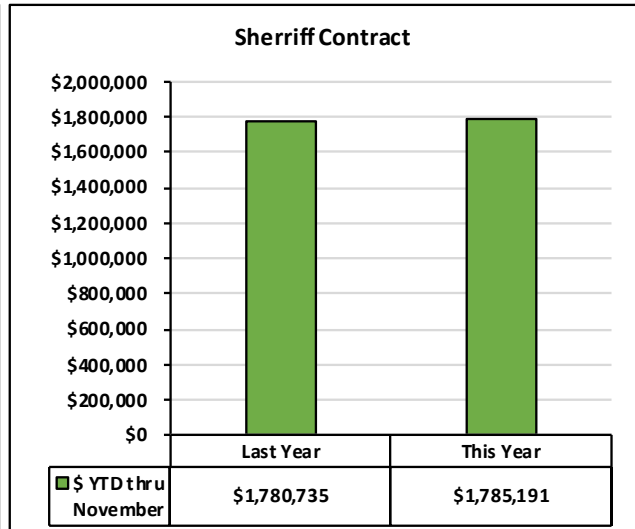
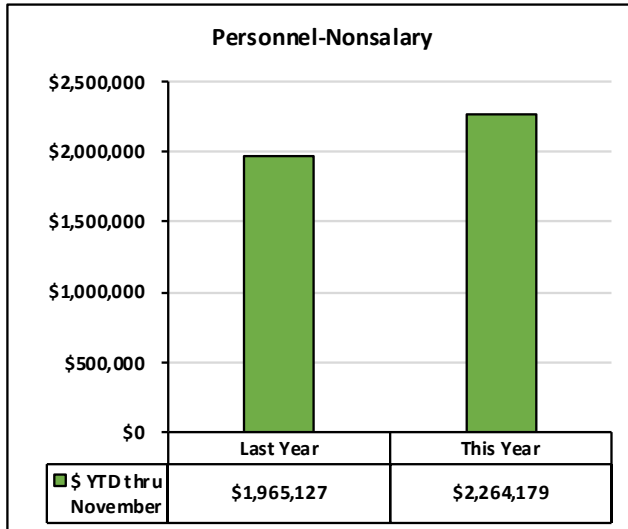
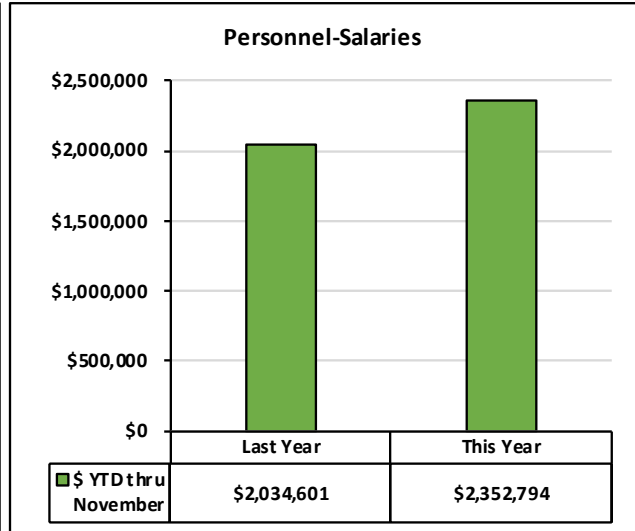
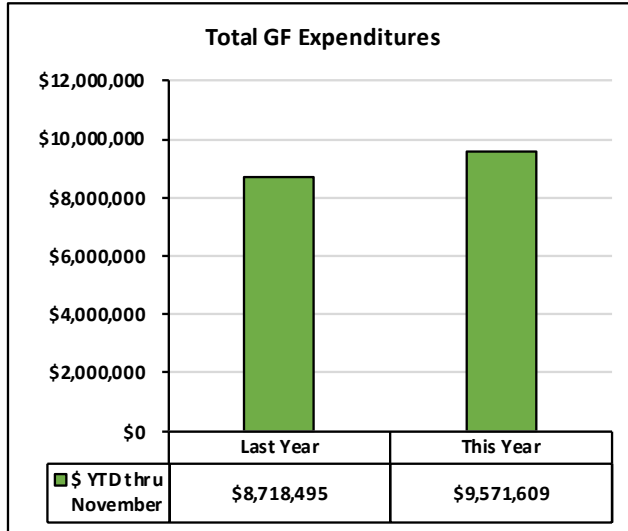
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2024-25 Year-to-Date Through November versus Prior Year



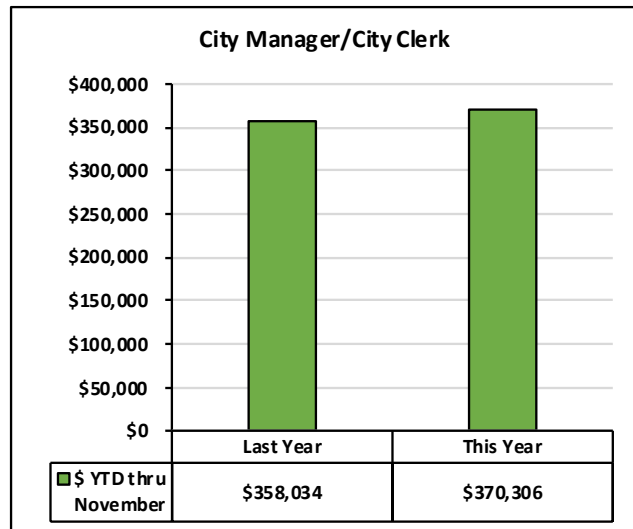
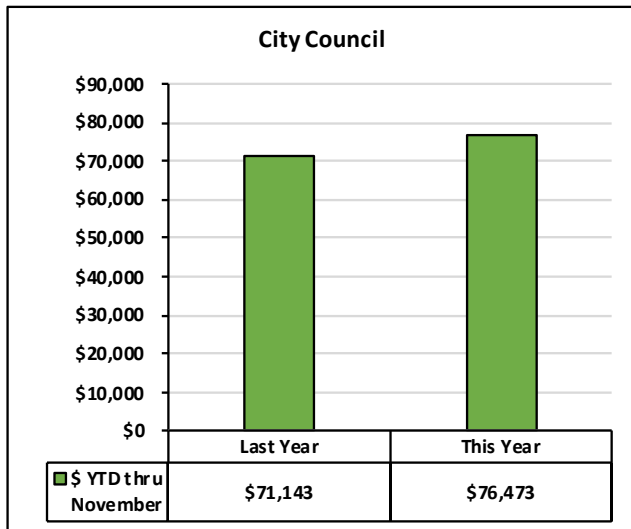
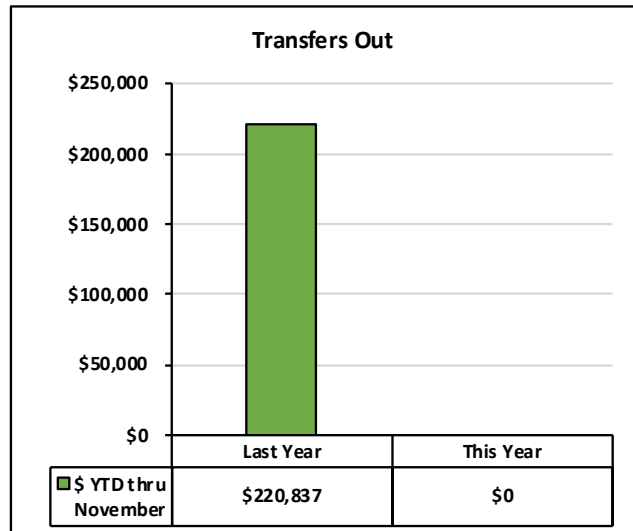
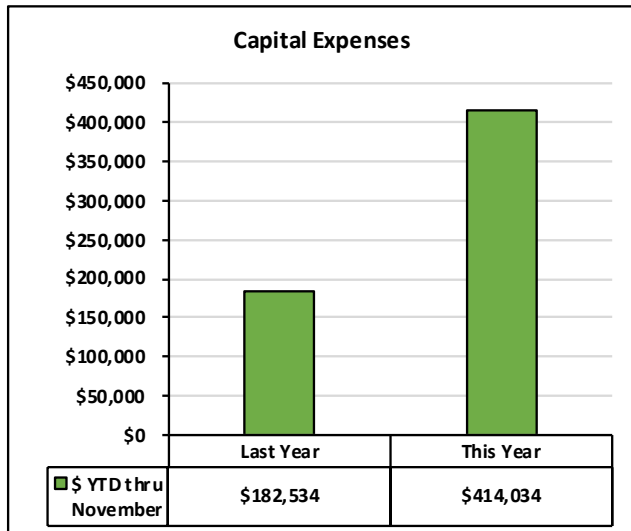
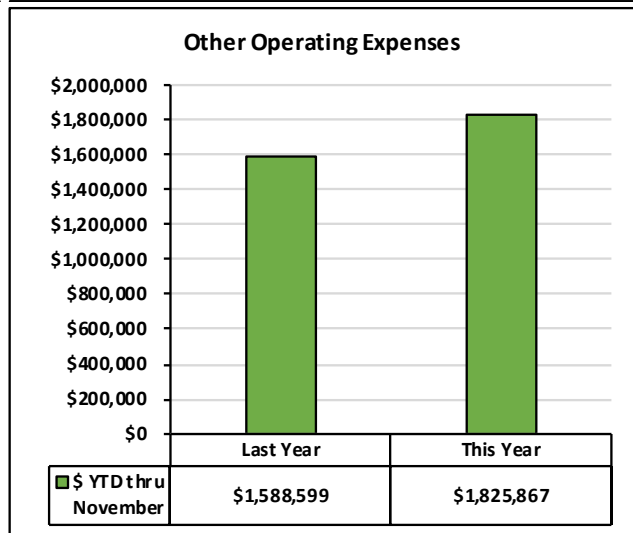
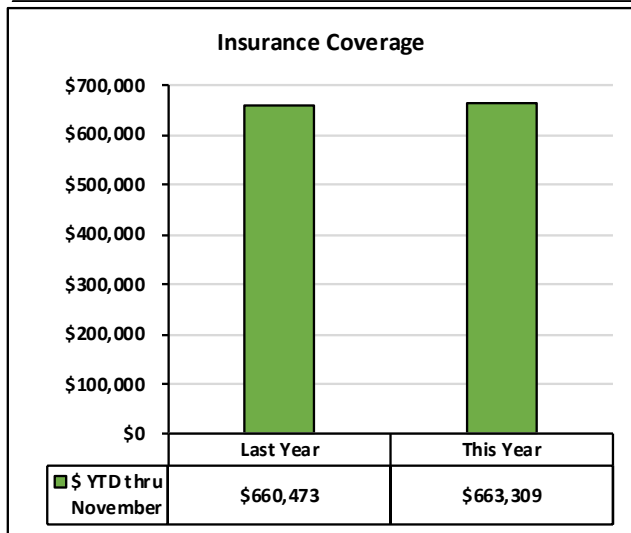
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through November versus Prior Year



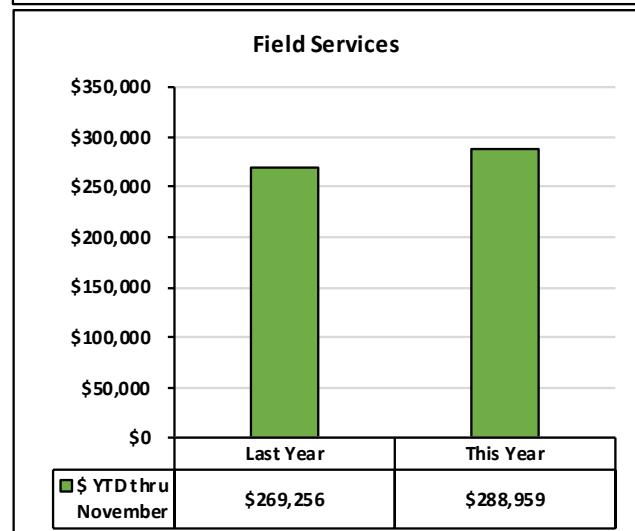
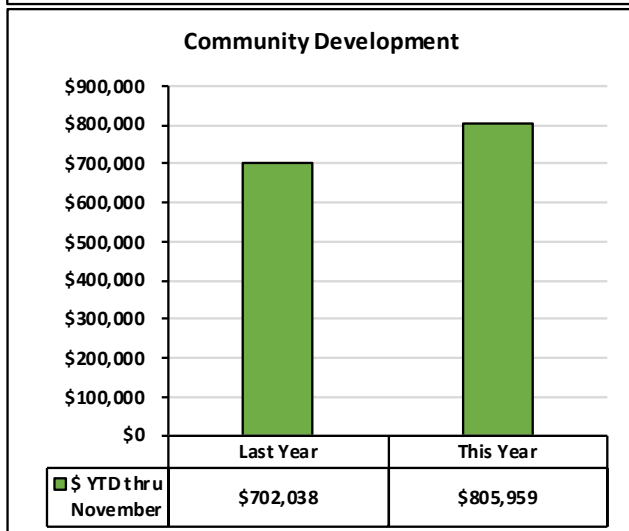
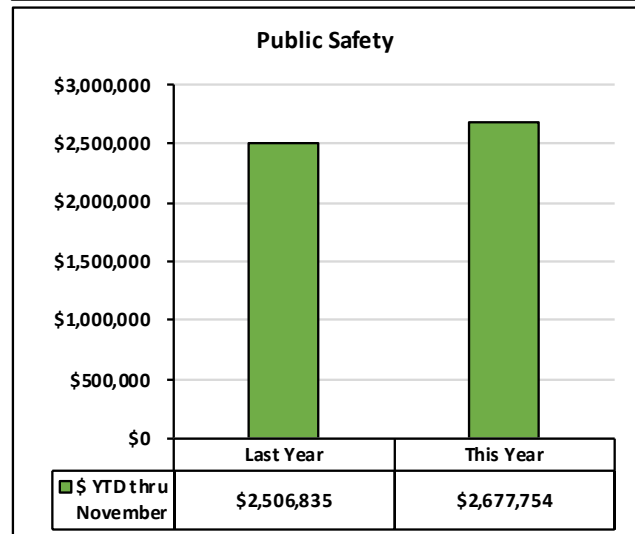
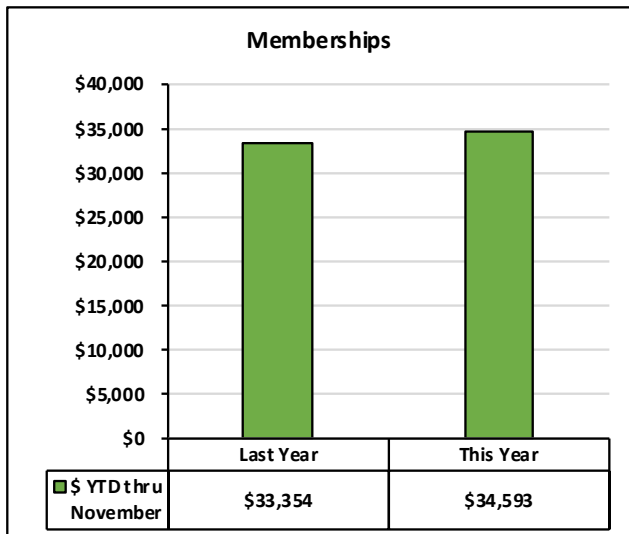
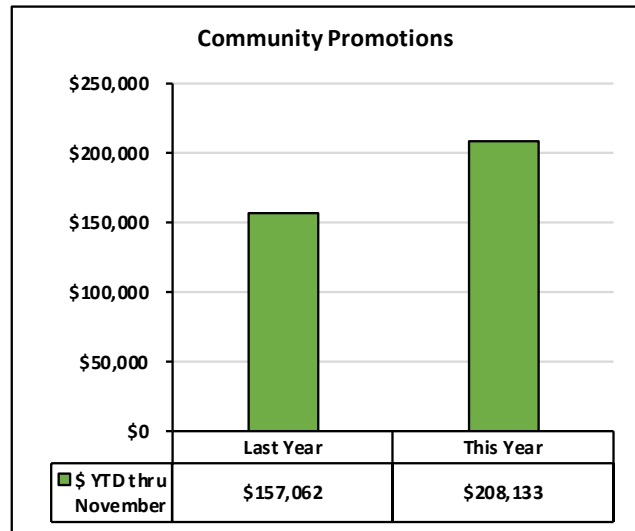
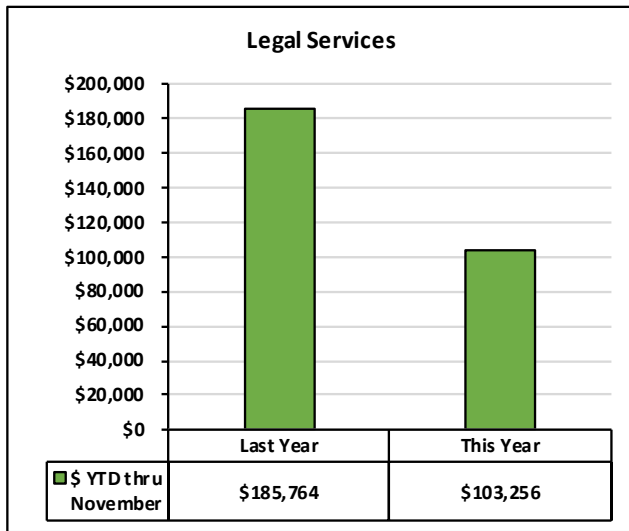
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through November versus Prior Year



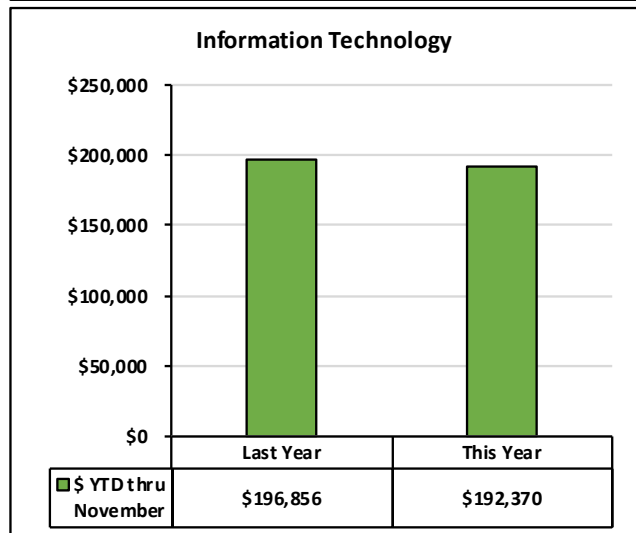
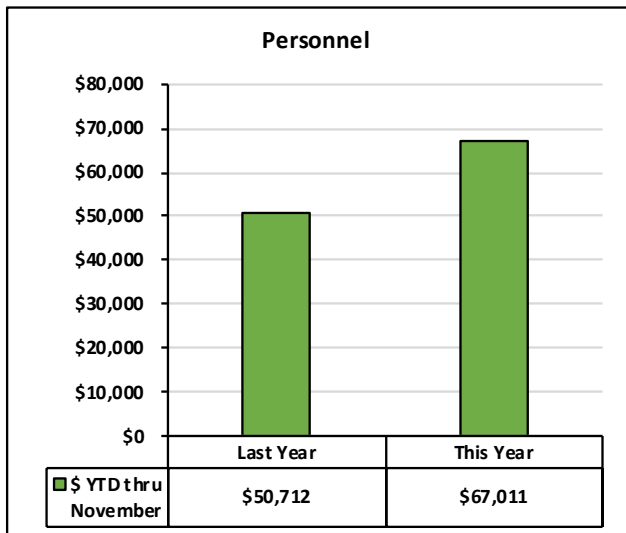
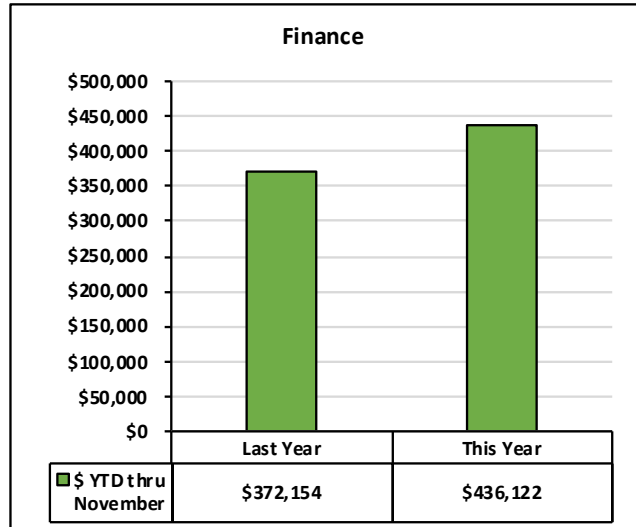
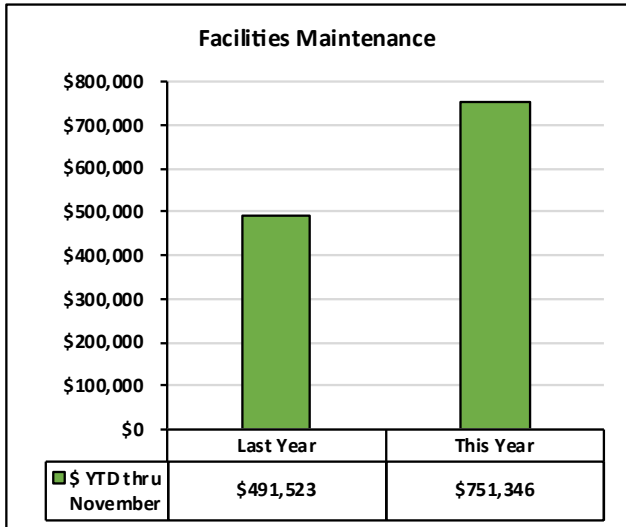
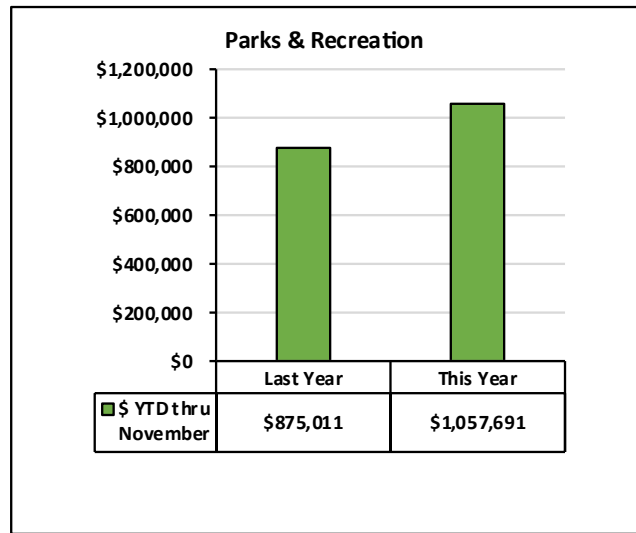
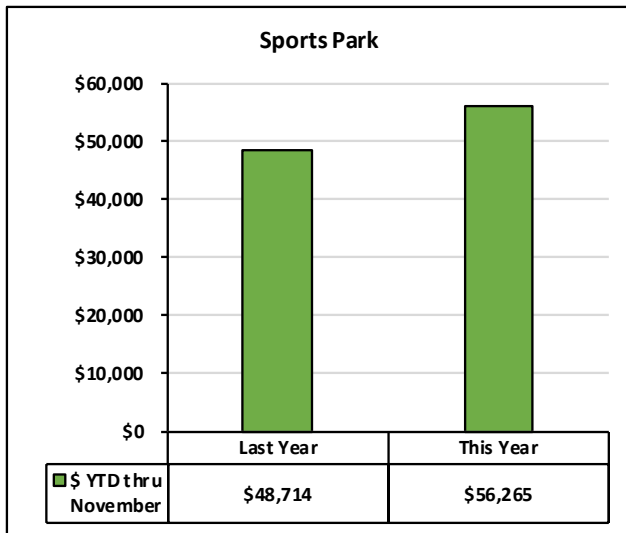
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through November versus Prior Year



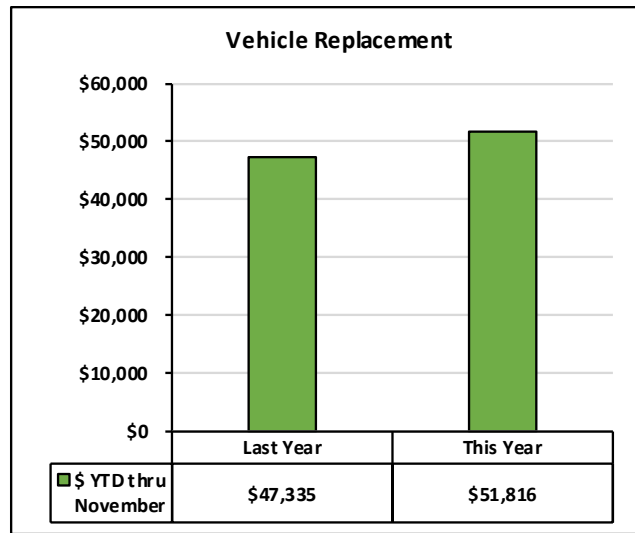
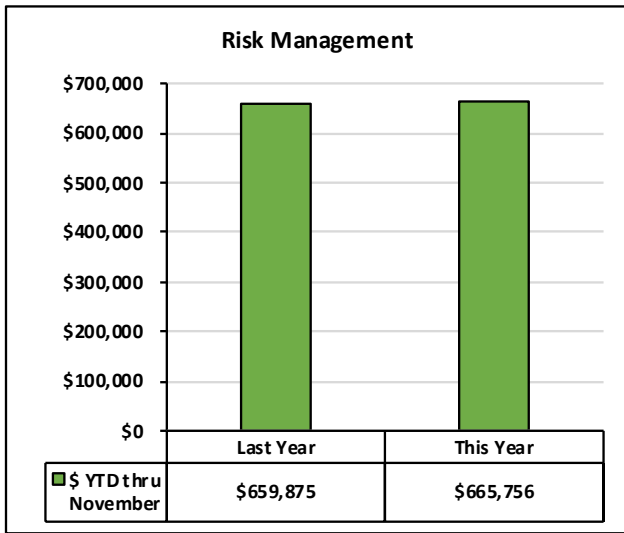
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2024-25 Year-to-Date Through November versus Prior Year



CITY OF DUARTE

General Fund Expenditures by Category & Division *FY 2024-25 Year-to-Date Through November versus Prior Year*



CITY OF DUARTE

Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2024-25 Year-to-Date Through November

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	24,640,481	5,127,182	0	9,571,609	0	(4,444,427)	20,196,054
220	Gas Tax	2,149,582	248,597	0	193,628	0	54,969	2,204,551
225	SB1/RMRA	842,668	168,700	0	341,344	0	(172,643)	670,025
240	Lghtng & Lndscpng	71,945	7,803	0	599,381	0	(591,579)	(519,633)
260	CDBG	0	0	0	3,660	0	(3,660)	(3,660)
270	PAEG	41,268	6,317	0	540	0	5,777	47,046
290	Supp Law Enfrmnt	0	144,133	0	67,738	0	76,395	76,395
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	150,835	7,669	0	15,498	0	(7,828)	143,007
400	Park Development	(18,808)	20,374	0	188,387	0	(168,013)	(186,821)
420	Quimby	68,861	0	0	0	0	0	68,861
440	Prop A	948,893	251,006	0	151,073	0	99,934	1,048,827
460	Prop C	260,957	208,164	0	117,711	0	90,453	351,410
470	Mea R	652,248	153,973	0	0	0	153,973	806,221
475	Mea M	1,081,960	174,667	0	0	0	174,667	1,256,626
490	Mea W	342,985	0	0	68,799	0	(68,799)	274,185
520	Town Cntr Debt Serv	0	0	0	0	0	0	0
521	Infra Mod Debt Srv	0	0	0	220,837	0	(220,837)	(220,837)
610	Inclusionary Hsng	538,092	0	0	0	0	0	538,092
620	Community Impr	811,851	0	0	364,855	0	(364,855)	446,996
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	2,053,300	0	0	17,435	0	(17,435)	2,035,865
681	Fmr RDA L/M Hsg	4,100,079	0	0	0	0	0	4,100,079
Total - All Funds		38,737,195	6,518,586	0	11,922,495	0	(5,403,909)	33,333,287



PUBLIC SAFETY STATUS REPORT January 2025



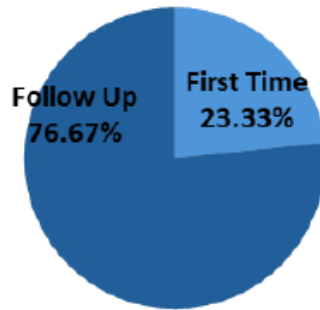
PROJECT/PROGRAM	STATUS
<u>L.A. COUNTY SHERIFF'S DEPARTMENT</u>	
1. Part 1 Crimes	The Public Safety Department is proud to announce an additional 8.95% reduction in Part 1 crimes for 2024, marking the second consecutive year of significant crime reduction. This achievement reflects the collaborative efforts of residents, local businesses, Duarte Deputies, and Public Safety Staff in creating a safer community. Notably, this progress builds on the substantial 15.37% decline recorded at the end of 2023, demonstrating a sustained trend of improved public safety. Key successes include the Business Watch Program, where deputies partnered with local retailers to address a surge in retail robberies. Targeted operations and security education initiatives for businesses led to a noticeable decrease in incidents. Efforts to reduce crimes of opportunity, such as preventable car burglaries, were supported by bicycle patrols and community safety campaigns. A standout success was a 48.83% drop in catalytic converter thefts, achieved through increased patrols in high-risk areas and enhanced public awareness via Neighborhood Watch groups and media outreach. These efforts underline Duarte's commitment to fostering a safer environment for all residents and businesses.
2. Special Assignment Team	Our Special Assignment Team remains dedicated to enhancing the safety and security of our local business community. As part of our ongoing efforts, we are increasing bicycle patrols around businesses along Huntington Drive and Buena Vista to proactively engage with individuals who are loitering and to deter potential vehicle break-ins or other criminal activity. We are also collaborating closely with key retailers such as Target, CVS, Walmart, and Grocery Outlet to mitigate retail theft. Our team is working hand-in-hand with these businesses to develop tailored security strategies, provide support, and address their unique safety concerns as part of our Business Watch Program. Additionally, we are extending our patrol efforts to include late-night and overnight shifts along Huntington Drive. These operations aim to prevent commercial burglaries and create a more secure environment for our business community during vulnerable hours.

PROJECT/PROGRAM	STATUS
3. Neighborhood Watch	Our dedicated Public Safety team continues to strengthen community ties by actively engaging with Neighborhood Watch block captains and providing them with detailed, area-specific crime data. This targeted approach ensures that the information shared is both relevant and actionable, enabling law enforcement to develop tailored strategies for each neighborhood. By empowering block captains with these resources, we foster greater collaboration and equip communities to address their unique concerns effectively. We are excited to invite residents to our Pancakes and Coffee with the Deputy event on February 12th from 8 AM to 10 AM at IHOP, located at 988 Hamilton Road. This gathering offers a relaxed and friendly atmosphere where community members can enjoy free pancakes and coffee while connecting with local law enforcement. It's a wonderful opportunity to discuss safety concerns, share ideas, or simply get to know the team working to keep Duarte safe. In December, our annual Toy Drive brought holiday cheer to 225 children and 100 families in our community. This heartwarming event not only provided much-needed gifts but also showcased the generosity and spirit of our residents, businesses, and partners. The joy on the children's faces and the gratitude expressed by the families reminds us of the importance of coming together to support one another, especially during the holiday season.
MEASURE H and OUTREACH COORDINATION	
1. Outreach Coordinator	Tony Hadloc, the Outreach Coordinator, has been serving in this position since August 2018. According to his unofficial homeless count for the month, there are 9 individuals experiencing homelessness. Count Criteria includes three or more contacts in a 2-week period to make the list, six weeks of no contact falls off the list. Over the course of this month, Tony Hadloc has had 92 interactions with individuals facing homelessness, providing them with essential services and information regarding Duarte Regulations. Emily Lepone, our dedicated Code Enforcement Officer, assumed her role on October 3, 2022. Since then, she has diligently overseen the enforcement of regulations related to outdoor camps, shopping carts, park rules, public right-of-way violations, and nuisances in both commercial and residential areas. Her proactive initiatives have yielded significant results, including the protection of vacant businesses and their utilities, as well as safeguarding occupied businesses from utility theft. Currently, Emily is focusing on Encanto Parkway and the 1100 block of Huntington Drive, which includes businesses such as FedEx, Habit, Chase, and McDonald's. Her efforts in this area aim to maintain compliance and

PROJECT/PROGRAM	STATUS
	ensure a safe and orderly environment for both businesses and the community. Thanks to Senator Rubio’s grant funding, we have bolstered our tri-city (Azusa, Irwindale, Army Corps, and Duarte) operations to address critical issues in the riverbed areas. This initiative focuses on clearing encampments, providing essential services to the unhoused, and conducting environmental cleanups. The Duarte team, including Tony Hadloc, Emily Lepone, Special Assignment Deputies, and LACADA, actively works in the riverbed, offering resources and ensuring compliance while improving safety for the broader community. These operations will continue in the months ahead to address this ongoing priority effectively.
2. L.A. CADA	The L.A. CADA High Acuity Team, which focuses on assisting individuals who have been experiencing homelessness for over a year, began its operations in the City of Duarte on August 2, 2022. The L.A. CADA Supplemental Team, dedicated to helping those who are newly homeless or at risk of homelessness, started their work in the city on September 22, 2022. In September 2024, these two teams merged, resulting in significant changes to their operations. Previously, each team served Duarte one day per week, providing coverage for a total of two days a week. However, with the merger, they can now respond to referrals from the city and conduct active patrols up to five days a week. As a result, reporting will now only come from the Supplemental Team. During this reporting period, the Supplemental Team engaged with 60 individuals, 14 of whom were first-time encounters and 46 follow-ups. With 1 individual(s) who refused supportive services. The primary areas with the highest number of encounters were identified as Dollar Tree at Huntington and Buena Vista, and Lazy Boy at, Hamilton and Mountain.
3. 2024 LAHSA Official Homeless Count	Duarte – 20 (26 in 2023) Monrovia – 50 Azusa – 103 Irwindale – 298 Baldwin Park – 212
EMERGENCY PREPAREDNESS	
1. Emergency Operations Center (EOC)	In response to extreme weather conditions, including life-threatening winds and wildfires, the City of Duarte activated its Emergency Operations Center (EOC) on January 7, 2025, at 12:00 PM. This proactive measure ensured the city could coordinate resources and respond effectively to the hazardous conditions. The EOC was downgraded to a remote activation on January 11, 2025, at 8:00 PM and officially closed on January 18, 2025, at 6:00 AM as the situation stabilized.

PROJECT/PROGRAM	STATUS
	On January 14, 2025, the Duarte City Council declared a local emergency through Resolution No. 25-02, following extreme weather events forecasted by a National Weather Service PDS Red Flag Warning issued on January 6, 2025. The weather caused widespread power outages, downed trees, obstructed roadways, and evacuation warnings for households in Duarte due to the Eaton Fire. With a Presidential Major Disaster Declaration in place, the City is actively coordinating with CAL OES, County OEM, and FEMA to secure critical state and federal assistance for disaster response and recovery. The resolution provides access to vital resources and funding to address the impacts on public safety, infrastructure, and the local economy. In collaboration with City of Hope staff, the City of Duarte is preparing for a tabletop exercise to simulate an active shooter scenario on the hospital campus. This exercise is designed to enhance the readiness of both City of Hope personnel and the City of Duarte's emergency response team. By coordinating with Sheriff's personnel, fire services, and local first responders, the exercise will strengthen inter-agency communication, refine emergency protocols, and improve the overall safety and security of the community. These efforts ensure that Duarte is well-prepared to handle critical incidents while fostering a safer environment for City of Hope staff, patients, and the broader community.





STATS OVER THE PAST MONTH

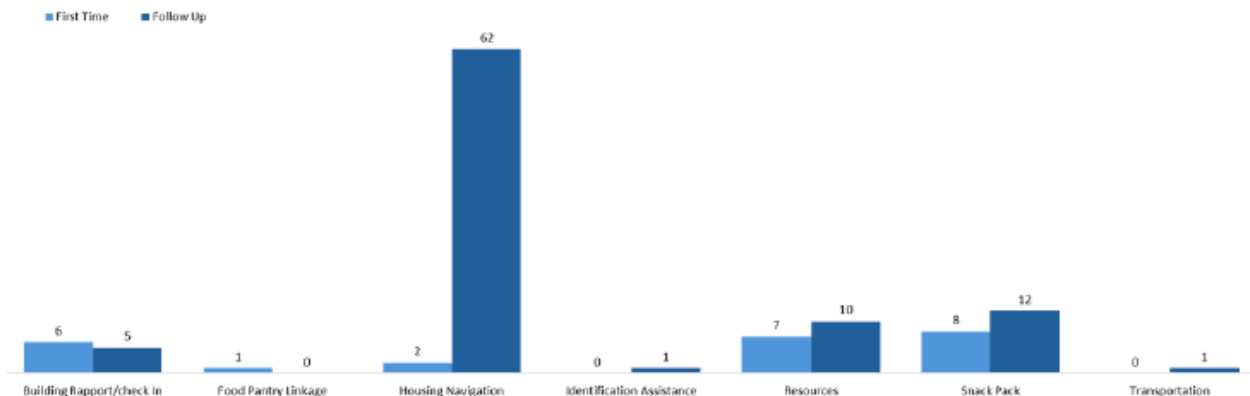
According to our data collected on 12/01/2024 to 12/31/2024, we made **60** engagements of which **14** were first time engagements, **46** follow up engagements with **1** engagement refusing supportive services.

HIGHLIGHTS

- Team linked 1 individual to food pantry services at Shepherd's Pantry.
- Team assisted 1 individual obtain CA identification.
- Team provided 64 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.

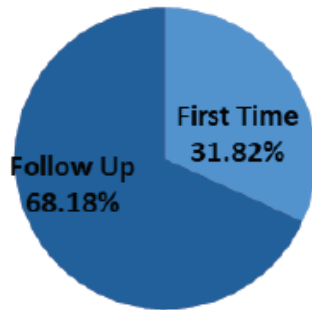


Locations with the highest amount of encounters this month:

**DOLLAR
TREE**

**LA-Z-Y-BOY/
HAMILTON RD**

ENGAGED: MADE CONTACT WITH THE CLIENT
 ENROLLED: THE CLIENT WAS OFFICIALLY ASSESSED AND SIGNED UP/ENTERED INTO A PROGRAM, INTAKE WAS COMPLETED (EXAMPLE: HOUSING NAVIGATION)
 REFERRED: THE CLIENT WAS DIRECTED TO/PROVIDED A SUPPORTIVE SERVICE OR RESOURCE TO ADDRESS A PARTICULAR NEED, BUT NOT YET LINKED
 LINKED: THE CLIENT MADE ACTUAL CONTACT WITH/CONNECTION TO THE REFERRAL AND RECEIVING THE SERVICE OR RESOURCE; OR A CLIENT IS LINKED TO HOUSING BUT THAT DOES NOT NECESSARILY MEAN THEY'VE MOVED INTO THAT HOUSING PLACEMENT YET
 PLACEMENTS: THE CLIENT OFFICIALLY MOVED INTO AN INTERIM OR PERMANENT HOUSING SITE



STATS OVER THE PAST MONTH

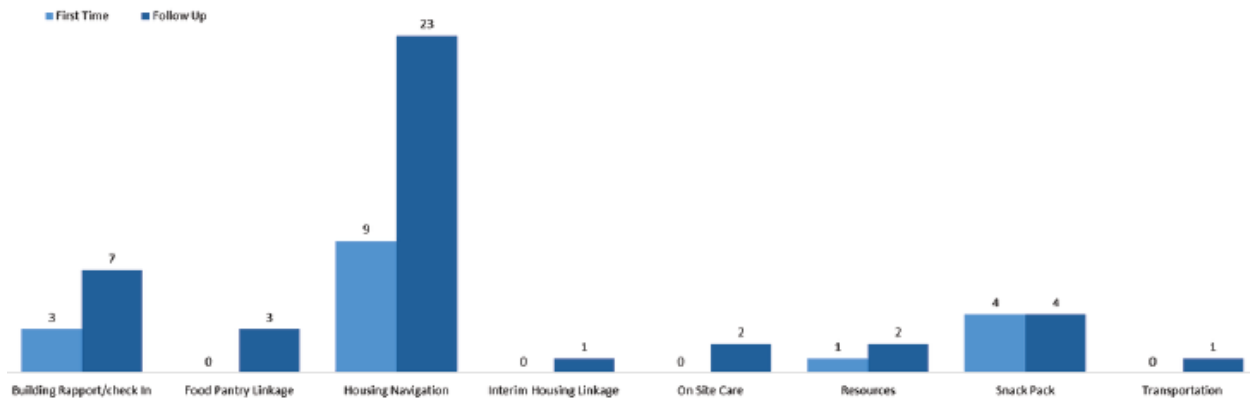
According to our data collected on 11/01/2024 to 11/30/2024, we made **22 engagements of which 7 were first time engagements, 15 follow up engagements with 1 engagement refusing supportive services.**

HIGHLIGHTS

- Team linked 3 individuals to food pantry services at Shepherd's Pantry.
- Team linked 1 individual to interim housing at Soul Housing.
- Team provided 32 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:

**DUARTE
PARK**

SUBWAY

ENGAGED: MADE CONTACT WITH THE CLIENT
 ENROLLED: THE CLIENT WAS OFFICIALLY ASSESSED AND SIGNED UP/ENTERED INTO A PROGRAM, INTAKE WAS COMPLETED (EXAMPLE: HOUSING NAVIGATION)
 REFERRED: THE CLIENT WAS DIRECTED TO/PROVIDED A SUPPORTIVE SERVICE OR RESOURCE TO ADDRESS A PARTICULAR NEED, BUT NOT YET LINKED
 LINKED: THE CLIENT MADE ACTUAL CONTACT WITH/CONNECTION TO THE REFERRAL AND RECEIVING THE SERVICE OR RESOURCE; OR A CLIENT IS LINKED TO HOUSING BUT THAT DOES NOT NECESSARILY MEAN THEY'VE MOVED INTO THAT HOUSING PLACEMENT YET
 PLACEMENTS: THE CLIENT OFFICIALLY MOVED INTO AN INTERIM OR PERMANENT HOUSING SITE

MEET LAW ENFORCEMENT PERSONNEL

WEDNESDAY,
FEBRUARY 12
8-10 AM



988 Hamilton Road
Duarte, CA 91010

For questions please call
(626) 359-5671 ext. 316

Free Coffee & Pancakes



*Coffee & Pancakes
with a Deputy*



MEET LAW ENFORCEMENT PERSONNEL

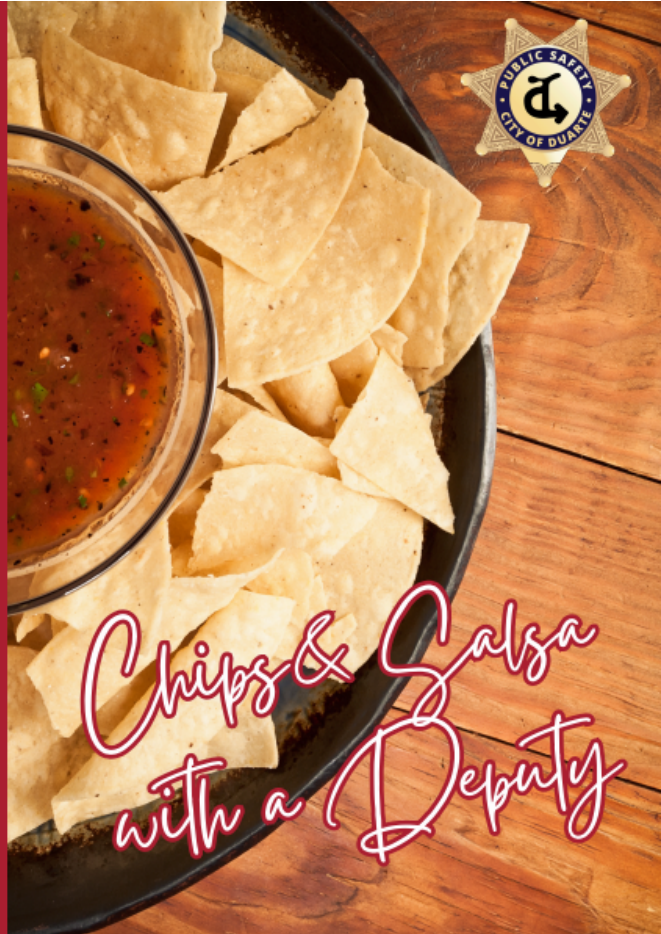
WEDNESDAY,
MARCH 19
4-6 PM



1856 Huntington Dr.
Duarte, CA 91010

For questions please call
(626) 359-5671 ext. 316

Free Chips & Salsa





MEMORANDUM

TO: Mayor and Councilmembers

FROM: Annette Juarez, City Clerk

DATE: January 28, 2025

SUBJECT: **APPROVAL OF CITY COUNCIL CONFERENCE ATTENDANCE**

League of California Cities 2025 City Leaders Summit
April 23-25, 2025
Sacramento, CA

Registration:	\$650.00
Accommodations:	Conference Hotel Rate
Travel:	Economical Airfare



AGENDA REPORT

MEETING DATE: January 28, 2025

TO: Mayor and Members of the City Council

FROM: Kristen Petersen, Assistant City Manager/Director of Administrative Services

SUBJECT: Professional Services Agreement with Willdan Financial Services for Cost Allocation Plan and Comprehensive User Fee Study

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to enter into a Professional Services Agreement with Willdan Financial Services for consulting services related to the development of a Cost Allocation Plan and Comprehensive User Fee Study, with a total amount not to exceed \$38,523.

FISCAL IMPACT: The cost of these services will require a budget amendment of \$39,000 in account number 1805-7965.

BACKGROUND

Cities may impose user fees for services and activities they provide set forth in the State Constitution. A citywide fee schedule establishes user fees and charges related to services. User fees charged may not exceed the estimated reasonable cost to provide a service or regulate an activity. The California Constitution governs fees and requires that: 1) fees be set at a level no more than necessary to cover the reasonable costs of the governmental activity; and 2) the fee bears a reasonable relationship to the payer's burden on, or benefits received from, the governmental activity.

A comprehensive user fee study should be conducted periodically to align with the current economic condition but also abide by the State Constitution. The City of Duarte has not conducted a comprehensive user fee study since 2017.

DISCUSSION/ANALYSIS

On October 24, 2024, the City circulated a Request for Proposal (RFP) for a Cost Allocation Plan and Comprehensive User Fee Study to update the City's current fee schedule. The City received two proposals; one from Willdan Financial Services (Willdan) for \$38,523 and one from Revenue and Cost Specialists (RCS) for \$34,650. While the RCS bid came in slightly lower, City Staff feels that the additional services provided by Willdan are worth the cost difference. Such services include providing the City with user-friendly Excel based models that the City can retain for years after the study. These models can be easily updated to add or remove services and/or costs, update

budgets in future years, and determine the proper allocation of expenditures and on-going service costs provided by the City. Additionally, at the conclusion of the project, Willdan will provide training so that City Staff can independently and efficiently evaluate the effects of changes in certain factors.

The Cost Allocation Study is a four month long process, and the User Fee Study will be a six month process. The Finance Department will be the lead on the project, but all departments will be involved as we gather information for every service and fee throughout the City organization.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to enter into a Professional Services Agreement with Willdan Financial Services for consulting services related to the development of a Cost Allocation Plan and Comprehensive User Fee Study, with a total amount not to exceed \$38,523.

FISCAL IMPACT

The cost for these services will require a budget amendment of \$39,000 in account number 1805-7965.

ATTACHMENT

A. Professional Services Agreement

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 _____ (“**Effective Date**”), by and between the City of Duarte (“**City**”), and Willdan Financial Services (“**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 prepare a Cost Allocation Plan and Comprehensive User Fee Study 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 August 29, 2025, 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 complete the Cost Allocation Plan and the Citywide User Fee Study. Services include gathering information and documents, developing models, preparing and presenting final reports and training staff on models. The services are more particularly described in the “**Scope of Services**,” which is attached hereto and incorporated herein by this reference as Exhibit A. The services may be referred to herein as the “**Services**” or “**Work**.” In the event of any inconsistency between the terms of Exhibit A and this Agreement, the terms of this Agreement shall govern.

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

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

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

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

F. Consultant shall assume all costs arising from the use of patented or copyrighted materials, including, but not limited to, equipment, devices, processes, and software programs, used or incorporated in the Services or Work performed by Consultant under this Agreement. Pursuant to Paragraph 7, Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

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

H. The Parties have determined that prevailing wage laws do not apply to this Agreement because the Services do not include construction, alteration, demolition, installation, or repair work or are otherwise exempt under California's prevailing wage laws (California Labor Code section 1720 et seq.). Notwithstanding the foregoing, it is agreed by the Parties that, in connection with performance of the Services, including, without limitation, any and all "public works" (as defined by applicable law), Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of California Labor Code section 1781, as the same may be amended from time to time, and/or any other similar law. Pursuant to Paragraph 7, Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from and against any liability, loss, damage, cost, or expenses (including but not limited to reasonable attorneys' fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by Consultant or any party performing the Services of any applicable local, State, and/or Federal law, including, without limitation, any applicable Federal and/or State labor laws

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

4. MANAGEMENT

City's Director of Administrative Services 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 Chris Fisher Principal-in-Charge, 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 \$38,523, based on the Scope of Work set forth in Exhibit A.

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

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

6. SUSPENSION OR TERMINATION OF AGREEMENT

A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all Work under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this subparagraph (A), Consultant shall submit a final invoice/report to City pursuant to Paragraph 4, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination is failure by Consultant to have timely performed the Services set forth in Exhibit A. In City's sole and absolute discretion, prior to effecting a suspension or termination

pursuant to this subparagraph (A), City may first serve upon Consultant a written notice of the default specifying the default and the amount of time that Consultant shall have to cure, correct, or remedy the default. If Consultant fails to cure the default within the specified period of time, City shall have the right to immediately terminate this Agreement pursuant to this subparagraph (A). Notwithstanding any other provision of this Agreement to the contrary, City's termination of this Agreement pursuant to this subparagraph (A) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

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

7. RECORDS AND OWNERSHIP OF DOCUMENTS

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

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

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

8. INDEMNIFICATION

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

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

9. INSURANCE

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

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

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

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

D. The City's Director of Administrative Services shall have the authority to adjust or amend the insurance requirements in Exhibit 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 whatever against City, or bind City in any manner.

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

11. NO UNDUE INFLUENCE

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

12. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

13. COVENANT AGAINST DISCRIMINATION

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

14. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

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

15. NOTICES

Any notices which either Party may desire to give or may be required to give to the other Party under this Agreement must be in writing and may be given either by (a) personal service; (b) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery; or (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:

If to City: City of Duarte
Department of Administrative Services
Attn: Kristen Petersen
1600 Huntington Drive
Duarte, California 91010

If to Consultant: Willdan Financial Services
Attn: Chris Fisher
27368 Via Industria, Suite 200
Temecula, CA 92590

16. GOVERNING LAW; ATTORNEYS' FEES; LITIGATION MATTERS

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

17. RIGHTS AND REMEDIES ARE CUMULATIVE; WAIVER

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

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

18. SEVERABILITY

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

19. INTERPRETATION; ENTIRE AGREEMENT

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

20. CONFLICTS OF INTEREST

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

21. NO THIRD-PARTY BENEFICIARIES

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

22. PARAGRAPH HEADINGS AND SUBHEADINGS

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

23. COUNTERPARTS

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

24. EXECUTION OF CONTRACT

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

25. CITY MANAGER AUTHORITY

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

[Signatures on following page.]

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

CITY OF DUARTE

City Manager

Date: _____

CONSULTANT

Willdan Financial Services

By: 
Chris Fisher

Its: Vice President/Director

Date

01/21/2025

ATTEST

City Clerk

Date: _____

APPROVED AS TO FORM
RUTAN & TUCKER, LLP

City Attorney, City of Duarte

Date: _____

EXHIBIT A

Scope of Services

COST ALLOCATION PLAN

1. Initial Document Request
2. Kick-off/Refine Scope
3. Gather Staffing information and Develop Model
4. Test and Review Cost Allocation Methodology
5. Prepare and Present Draft Report
6. Discuss and Revise Report
7. Prepare and Present Final Report/Instruct Staff on Model

CITYWIDE USER FEE STUDY

1. Initial Document Request
2. Compile Inventory of Current and Potential Fees
3. Kick-off/Refine Scope
4. Develop User Fee Model
5. Staff Interviews and Information Gathering
6. Data Analysis and Final Use Fee Schedule
7. Common Fees Comparison
8. Prepare and Present Draft Report
9. Revise Draft Report/Determine Cost Recovery Levels
10. Prepare and Present Final Report/Instruct Staff on Model

Scope of Work

Our proposed work plans, described in detail by task, are provided below. We will maximize efficiency and cost-effectiveness by combining meetings and data gathering efforts between the user fee study and cost allocation plan wherever possible. We explain how each task will be accomplished and identify associated meetings and deliverables. We will work in concert with the City to adjust scopes as needed during the course of the studies.

Cost Allocation Plan

This proposed scope of services addresses the completion of **both the full and OMB compliant versions of the Cost Allocation Plan (CAP)**. We have noted where activities specific to the OMB compliant plan occur.

Task 1: Initial Document Request	
Objective:	Initial due diligence.
Description:	Prior to the kick-off call, relevant documentation will be obtained and reviewed in order to enhance our understanding of the City's current cost allocation plan and internal structure of the agency. A written request for specific data will be sent to the City. The data provided in this task will provide the building blocks for later model development. Our request may include (but is not limited to): - Detailed budget and accounting data; - Prior year's financial data, salary, position, and staffing data; - Organizational structure; - Existing (prior) cost allocation plan and/or user fee documentation and models; and - Data related to various allocation bases that may be incorporated as part of the methodology, i.e., City Council agenda frequencies by department, AP/AR transactions by department, IT equipment distribution by department, etc.
Deliverables:	Willdan: Submit information request to City. City: Provide requested data to Willdan (prior to Task 2, Kick-off Call/Refine Scope). We will follow up with the City to confirm in writing the data that we have received, or which is still outstanding.
Task 2: Kick-off / Confirm Project Strategy / Refine Scope	
Objective:	Confirm project goals and objectives and develop overall project strategy. Identify and discuss policy considerations related to the study and determine appropriate fee categories.
Description:	Willdan will identify and discuss policy matters typically associated with these studies and address data gaps in order to gain a full understanding of the City's goals for the cost allocation plan. We will establish effective lines of communication and processes for information gathering and review, and conduct discussions with City staff to verify the scope, purposes, and objectives for the CAP. We will also discuss costs that may not be allocable for OMB purposes, and the potential impact on the OMB version of the CAP. During this call, we will ask that the City assign a project manager to serve as its primary contact. The selected City project manager will ensure that available data is provided to Willdan in a timely manner, thereby maintaining adherence to the project's schedule. We will review the current cost allocation methodology and discuss with City staff. The objective of this review is to determine specific areas of focus as they relate to the City's objectives, discuss and evaluate current and potential allocation factors, and identify any specific questions or areas of concern with the current CAP.
Meetings:	One (1) project kick-off call/online meeting to initiate the project, discuss data needs and methodologies, and to address policy matters. We would propose to conduct the user fee study kick-off during this same meeting, to maximize efficiency and cost effectiveness of City staff and Willdan time.
Deliverables:	Willdan: If needed, a revised project scope and schedule. City: Provide further data requirements and select/introduce City's project manager.

Task 3: Gather Staffing Information and Develop Cost Allocation Plan Model

Description: This task involves the gathering of specific information, directly from City staff, through interviews and discussion, related to the functions served by indirect staff and the departments served by their activities.

This task also focuses on the development of, and/or adjustment of existing, allocation bases, and the development and testing of a model that will ultimately be used to calculate the proper cost allocations derived from data gathered in prior tasks. The updated model will take into account necessary updates to cost categories, allocation bases or other elements of the methodology to address necessary adjustments from the current methodology.

The model will be developed to incorporate any recent changes in the provision of City services, identify the total cost of providing indirect overhead support services, fully allocate central service costs to operating groups such as Development Services, and will include provision for appropriate inflationary adjustments going forward. The model will also be developed to allocate only those costs eligible under 2 CFR Part 200. This is accomplished by loading relevant data into the model, identifying which costs are not allocable under the OMB guidelines. The OMB Super Circular compliant model is valuable as the City may receive Federal or State grant funding that mandates compliance with Federal OMB regulations.

The model will include flexibility to add or delete support service and/or operating groups as changes occur and also the ability to adjust the model and the results annually for inflation, salary, and benefit increases, as well as contract rates.

We will utilize budget and organizational information, and other required information gathered from City staff to complete the work in this task. Specific discussions will be held to discuss allocation bases, services provided by indirect groups, how central overhead services are provided to and utilized by other departments, cost categories and allocation criteria, and how these will factor into the overall cost allocation methodology.

The model and methodology will produce indirect cost rates and overhead percentages which support the development of fully-burdened hourly City staff rates. These hourly rates can be used for a variety of purposes including incorporation into the User Fee Study's fully burdened personnel rates, billing to Capital Improvement projects work orders, recovery of costs for services provided to City customers working with various City departments, and in the OMB Super Circular compliant CAP, to Federal grants.

Meetings: Online meetings with staff to understand structure and operations as model and allocation bases are developed. Key staff will be interviewed to best understand central overhead staffing and functions and the departments served.

Deliverables: **Willdan:** One (1) user-friendly model in Microsoft Excel format that provides both a full cost allocation plan and an OMB Super Circular compliant cost allocation plan.

Task 4: Test and Review Cost Allocation Methodology

Objective: Test and review model and results with City.

Description: The draft cost allocation plan model will be reviewed with City staff, and adjusted as necessary, to ensure that preliminary allocations provide an accurate depiction of how the central overhead costs should be borne by the operating programs and funds. Over the past several years, we have successfully integrated online meetings by using WebEx™ as an element to our approach.

This allows us to remotely guide staff through the model review and allows you the opportunity to interactively change inputs and test approaches.

Meetings: One (1) online meeting and demonstration with City staff to review the model.

Deliverables: **Willdan and City:** Draft cost allocation plan model review.

Task 5: Prepare and Present Draft Report

Objective: Prepare the draft cost allocation report.

Description: This task involves the draft report preparation. The cost allocation plan's background, model methodologies, and results will be discussed; calculations and supporting data will be presented textually and in easily understood tables and provided to the City.

Meetings: One (1) online meeting to present the draft report to City staff to review and discuss the methodology, approach and results.

Deliverables: **Willdan:** Draft report for City review and input.
City: Review of draft report, with comments, and edits.

Task 6: Discuss and Revise Report

Objective: Review of draft report, cost distribution methods, and model.

Description: An in-depth review of the draft report and model will be conducted to arrive at an optimum allocation method for each expenditure type.

Often, through the course of an engagement, comments usually revolve around issues of understandability; appropriate levels of enterprise funds' cost recovery, etc.; ease of calculation; and overhead costs' distribution methods.

Our reports are structured to include both the overhead and OMB compliant plan, but in the course of review if a separate report is desired for each or just one of the plans, they will be split.

Following a round of comments from City staff and management concerning the draft report, the final report will be prepared for presentation to the Council.

Meetings: One (1) conference call with City staff to review the report with changes and revisions.

Deliverables: Draft report, and revised draft/final report.

Task 7: Prepare and Present Final Report and Model

Objective: Prepare and present the final report to City Council. Educate City staff on the operation and use of the model for future modifications.

Description: This task is the culmination of the cost allocation plan project. Based on staff comments on the draft report, Willdan will prepare the final report for presentation to City Council.

Meetings: One (1) meeting with the City Council to present the final plan if necessary. This meeting would be held in conjunction with the presentation of the user fee study results.

We will also provide staff training on the operation and use of the model, and consult with the City as needed to respond to challenges or questions related to the CAP.

Deliverables: **Willdan:** Provide one (1) electronic PDF file copy of the final report and models (full and OMB Super Circular compliant); and five (5) bound copies, and one (1) unbound copy to the City, if requested. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will be provided on CD.

Citywide User Fee Study

Task 1: Initial Document Request

Objective: Initial due diligence; obtain study-related data.

Description: Prior to the kick-off meeting, we will obtain and review relevant documentation to further enhance our understanding of the services, fees, and rates to be studied. A written request for data will be sent to the City. Please note that Time Survey data is not part of this request and will be gathered during the on-site interviews described in Task 5.

We will request information and documentation on current fees and fee programs, activity levels, and budget and staffing information (to the extent not already available) related specifically to programs and activities which have associated fees, and for which the City has this level of detail.

Deliverables: **Willdan:** Submit information request to City.

City: Provide requested data to Willdan (prior to Task 3, Kick-off Meeting/Refine Scope). As with the cost allocation plan, we will follow up with the City to confirm receipt of requested data and information and highlight data elements that are outstanding.

Task 2: Compile Inventory of Current and Potential Fees

Objective: Willdan will identify a schedule of fees and methodology for calculating the fees.

Description: Based on the results of the initial document request and independent research, incorporate into our model the existing fees provided by the City, to comprise the parameters of the fee study.

Meetings: It is possible that a conference call with the City may be necessary to discuss new fees to implement or existing fees that may no longer be required.

Deliverables: **Willdan:** One (1) draft list of current fees based on initial data provided (to be discussed and finalized during the kick-off call).

City: Review completed fee schedule with comments/revisions to be discussed during the kick-off meeting.

Task 3: Kick-off Conference Call / Refine Scope

Objective: Confirm goals and objectives for the Comprehensive User Fee Study. Identify and discuss policy considerations typically associated with a User Fee Study, for instance cost recovery/subsidy policies, address gaps in data, and refine appropriate existing or new fee categories (based on Task 2).

Description: Verify our understanding of the City's goals, the City's cost-recovery policy for user fees, and to fill any gaps in data/information necessary for the project. It is important for the City and Willdan to identify and address any foreseeable problems and maintain open communication throughout the process.

We will review development-related fees (plan review, building permits, etc.) with Staff, their structure and the process by which the fees are aggregated and calculated for new projects, and discuss questions or concerns that have been raised by applicants related to this process.

During this call, we will ask that the City identify a project manager who will serve as the primary contact for the project. The project manager shall have responsibility for ensuring that all available data is provided in a timely manner, thereby maintaining adherence to the project's schedule.

Meetings: One (1) project kick-off call to initiate the entire project, discuss data needs, and address policy objectives. As mentioned in the cost allocation plan work plan, we suggest combining the kick-off calls to increase efficiency.

Deliverables: **Willdan:** 1) Revised project scope and schedule (if needed); and 2) brief summary of policy decisions (if needed).

City: 1) Provide further data needs; and 2) determine/introduce City's project manager.

Task 4: Develop User Fee Model

Objective: Develop and test model.

Description: This task involves the development of the model ultimately used to calculate the departmental fees, based on data and information gathered in previous tasks and in the Time Survey Interviews.

Key model inputs will include staff and allocated overhead costs per position, and relevant budget data on salaries and benefits.

Most of this information will be developed during the cost allocation plan phase of this project and will be incorporated directly into the user fee model. We will request clarification and/or additional data if necessary.

The model will build upon the cost allocation plan results, to provide an allocation of administrative and overhead costs to fee related activities and departments providing services to customers, so that fees and billable rate schedules incorporate applicable costs.

Furthermore, the fees and rates charged to customers will also reflect the cost of the services being provided, to the extent possible given policy and/or political considerations.

Deliverables: **Willdan:** One (1) user-friendly model in Microsoft Excel format, which, when finalized, City staff can use to calculate fee changes annually, or as often as deemed appropriate by the City Council.

Task 5: Staff Interviews and Information Gathering

Objective: Meet with City staff to complete Time Surveys and understand service delivery processes.

Description: In order to assist staff with the completion of the survey worksheets, we will schedule one business (1) day of meetings with staff; however, the number of meetings needed may vary depending on the number of staff and departments involved.

The Willdan Team will conduct interviews with supervisors/managers, as well as other staff, as deemed appropriate and/or necessary, from each department involved in the user fee study to determine the average time required by City staff to provide each of the services for which a fee is collected.

The fee model is designed so that full cost recovery fees are calculated immediately upon input of staff time. These full costs are also compared to current cost recovery levels.

This will allow Willdan and City staff to conclude with a final meeting to review the draft full cost recovery fees and adjust any times as necessary once all information has been compiled and input into the fee model. We will schedule the interviews with staff to minimize any disruption to their normal workflow.

Meetings: One (1) business day of meetings/staff interviews. These may be either in person (on site), or virtual using Zoom or WebEx, or a combination depending on City Staff availability. We have received feedback that many cities find virtual meetings to be more efficient as they allow for more flexible scheduling and more focused conversation. We will discuss options with City Staff and proceed accordingly.

Over the past three years we have used these tools very successfully and found them to be highly effective and efficient, particularly for follow-up questions and/or discussions.

Deliverables: **Willdan and City:** Time surveys and draft full cost recovery fees.

Task 6: Data Analysis and Final User Fee Schedule

Objective: Incorporate information obtained from interviews and surveys to fully develop model.

Description: We will update the model, based on information received during the surveys and interviews with City Staff, to generate a comprehensive user fee schedule. In addition, it is very common that a supplemental data request may be necessary, based on new fees identified that the City is not currently collecting.

Where appropriate, we will suggest and discuss with staff alternate approaches to existing fee programs (i.e., building fees) and suggest potential areas where fees could be collected where they are not currently.

We will calculate the total cost of providing each City services for which fees may be charged and present the full cost recovery level, both current and projected under the new fees, and revenue projections, given certain assumptions about the levels of subsidy for different fees.

Current levels of cost recovery will be compared to actual full costs calculated during the course of this study. Cost will be calculated at reasonable activity levels and include all appropriate direct and indirect costs and overhead. We will review fee programs for compliance with Propositions 218 and 26.

In developing the fee schedules for each division, we will make recommendations for new fees where appropriate, based on our experience with other cities. Some areas for new fees may be due to changes in law (legalized cannabis), or for activities that the City finds itself performing regularly, but for which no fee is collected.

We will review the fee calculation process, and how ultimate fee burdens for new development projects are calculated, when all plan review and permit fees are included, to ensure the amounts are appropriate and reflect the costs necessary for the City to provide the services for which the fees are charged. Where feasible, we will clarify the fee methodologies, and document those in the report and schedule, to provide guidance for City Staff.

The user fee data analysis and model development may take three (3) to five (5) weeks with frequent correspondence with City staff to discuss current cost recovery amounts, necessary to recover full cost and frequency activity.

Meetings: Virtual meetings, as necessary, to gather additional input, complete analysis and finalize fee schedule.

Deliverables: Final user fee model for City Council presentation and discussion.

Task 7: Common Fees Comparison

Objective: Examine selected user fees charged by up to five (5) comparable cities in Los Angeles County or other jurisdictions that are close in proximity or similar to the City of Duarte.

Description: We will access and use our knowledge of other jurisdictions to benchmark the City's five (5) most common visible fees or highest yielding fees with comparable jurisdictions.

Fee schedules are rarely readily or directly comparable from agency to agency due to definitional and operational differences. For example, a grading permit in one jurisdiction may include the plan check service, while the same permit in another jurisdiction may not, resulting in similar sounding services with widely varying costs. For this reason, Willdan takes a selection of the City's most commonly used and/or highest yielding fees.

The survey will contain the following, a comparison of common or similar fees and charges used by the City and other jurisdictions; current and proposed fees and charges unique to the City of Duarte; fees and charges used by other public entities not currently used in the City; and If possible, identify characteristics and processes unique to the City that account for significant variances in fees and charges used by other jurisdictions.

Deliverables: **Willdan:** Recommendations provided in Task 8 will incorporate the data gathered during our examination.

Task 8: Prepare and Present Draft Report

Objective: Prepare draft report.

Description: This task involves the preparation of the draft report that discusses the study's background, the methodologies utilized in the study, and the results and presentation to various stakeholder groups. As noted below, meetings may occur during this or the next task as appropriate. The calculations used to generate the user fee study will be included textually, as well as in easy to understand tables. Individual fee summaries by department and a comprehensive fee schedule will be included.

The draft report will include the following:

- Key results and findings;
- Description of the methodology and process by which fees were developed, and the procedure for assigning and calculating fees;
- Basic descriptions of each service;
- The full cost of each service at lowest reasonable activity level and current cost recovery levels;
- Costs broken down graphically into indirect and direct components, with a graphic display of the level of cost recovery;
- Fee recommendations with associate levels of cost recovery;
- Projections of potential fee revenue;
- Assessment of reasonableness of each City's costs;
- Review of reasonableness of current consultant cost structure (for Building Division services);
- As appropriate, recommend alternative methodologies for building permit fee calculation; and
- Summary and recommendations.

The objective of the report is to communicate the recommendation of appropriate fees, which include the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic.

Meetings: One (1) conference call with City staff, to present draft results address questions and receive feedback and present and review the draft results.

Deliverables: **Willdan:** Draft report for City review and comment.

City: Review of draft report, with comments and edits.

Task 9: Revise Draft Report/Determine Cost Recovery Levels for Recommended Adoption

Objective: Review of draft report and fee model.

Description: The goal of this task is to conduct an in-depth review of the draft report and model, incorporate feedback and changes as a result of previous discussions, and arrive at an optimum fee structure.

Often through the course of an engagement, City staff will volunteer insightful likes and dislikes regarding the existing fee structure. We listen to this feedback carefully because your staff members know the community best. Comments usually revolve around matters of:

- Understandability;
- Fairness to applicants;
- Ease of calculation;
- Appropriate levels of cost recovery; and
- Full cost recovery hourly rates.

When adjusting fee recovery levels, we believe it is important to address these concerns.

Following one (1) round of comments and feedback from City staff on the draft report, we will prepare the final report for presentation to the City Council.

Meetings: One (1) online demonstration (WebEx) to review the report and model, with any revisions.

Deliverables: Draft report, revised draft /final report.

Task 10: Prepare and Present Final Report/ Provide Model and Instruction to City Staff

Objective: Prepare and present final report to City Council. Instruct staff on the operation and use of the model for future modifications.

Description: This task is the culmination of the entire project. Based on staff comments received regarding the draft report, we will prepare the final report for presentation, and provide the fee model to City Staff, with instruction for its use.

- Meetings:** Up to two (2) meetings with City Council to present the results and adopt the updated fee schedule. We will also provide staff training on the operation and use of the model on the same day, during regular business hours.
- Deliverables:** Provide one (1) electronic PDF file copy of the final report and models; and, if requested, provide five (5) bound copies, and one (1) unbound copy to the City. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will also be provided on CD.

City Staff Support

To complete our tasks, we will need the cooperation of City Staff. We suggest that the City of Duarte assign a key individual to represent the City as the project manager who can function as our primary contact. We anticipate that the City's project manager will:

- 1) Coordinate responses to requests for information;
- 2) Coordinate review of work products; and
- 3) Help resolve policy matters. Willdan will endeavor to minimize the impact on City Staff in the completion of this project.

We will ask for responses to initial information requests in a timely manner. If there are delays on the part of the City, we will contact the City's project manager to steer the project back on track. We will keep the City's project manager informed of data or feedback we need to keep the project on schedule.

Project Disclaimer

The City of Duarte further represents, acknowledges, and agrees that:

- (i) The City uses, or may use, the services of one or more municipal advisors registered with the U.S. Securities and Exchange Commission ("SEC") to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The City is not looking to Willdan to provide, and City shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues);
- (iii) The provisions of this proposal and the services to be provided hereunder as outlined in the scope of services are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the "Exchange Act"), and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto; and
- (v) Notwithstanding all of the foregoing, the City recognizes that interpretive guidance regarding municipal advisory activities is currently quite limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the City will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided by Willdan hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the City is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory 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 connections with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles in an amount not less than \$1,000,000 combined single limit for each accident.

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

(4) 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.



AGENDA REPORT

MEETING DATE: January 28, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Allocation of Permanent Local Housing Allocation (PLHA) Year 5 Funds to the San Gabriel Valley Regional Housing Trust (SGVRHT)

RECOMMENDATION: Adopt Resolution No. 25-03, which would approve allocation of Permanent Local Housing Allocation (PLHA) Year 5 funds to the San Gabriel Valley Regional Housing Trust (SGVRHT), and authorize the City Manager to execute all documents to participate in the PLHA Program

FISCAL IMPACT: None

BACKGROUND

In 2017, Governor Brown signed Senate Bill 2 (SB 2), known as the Building Homes and Jobs Act, which established a \$75 recording fee on real estate documents to increase the supply of affordable housing. The Act establishes the Permanent Local Housing Allocation (PLHA) program administered by the California Department of Housing and Community Development (HCD).

PLHA program funding is awarded as formula grants to non-entitlement jurisdictions (population less than 50,000), such as Duarte, based on the formula prescribed under federal law for the Community Development Block Grant (CDBG) program. Eligible activities for the PLHA funding include the development of affordable rental housing, assisting persons experiencing or at risk of homelessness, efforts to acquire and rehabilitate foreclosed or vacant homes and apartments, or matching portions of funds placed into local or regional housing trust funds.

This is Year 5 of allocations. In past years, the City Council designated the funds to be used by the San Gabriel Valley Regional Housing Trust (SGVRHT). The SGVRHT funds planning and construction of affordable housing for homeless housing and extremely low, very low, and low-income housing projects. The SGVRHT is governed by a nine-member Board of Directors, seven of whom are representatives from the jurisdictions represented, and two of whom are experts in housing and homelessness. Since its creation, the SGVRHT received \$1 million in matching grant funds from the State Local Housing Trust Fund (LHTF) to be directed towards specific projects that will be selected by the SGVRHT and its Boards of Directors.

ANALYSIS

For the Year 5 allocation, the City has been allocated \$54,369. This is a reduction from past years.

The allocation changes each year. Duarte can choose whether to allocate its funds to the Los Angeles County Development Authority (LACDA) or to some other agency that will implement a program. Staff recommends that this year's funds be allocated to the SGVRHT as it has in past years.

The City has designated its funds to the SGVRHT in the past because it has a well-established process for funding housing needs in San Gabriel Valley cities rather than Countywide. The SGVRHT has been very helpful to the City by funding work to address housing issues such as: an analysis of possible shelter site locations, a project to develop a concept plan for a City property that is designated for affordable housing and assisting in marketing the site to affordable housing developers. In past years, LACDA dedicated its funds towards eviction defense and a countywide rental assistance program.

The SGVRHT also uses the PHLA funds to leverage funds for the State's Local Housing Trust Fund (LHTF) grant program, through which the SGVRHT can gain access to matching funds to support homeless housing and affordable housing projects in the San Gabriel Valley. Several other cities in the SGVRHT have either taken action or indicated that they intend to take action to allocate their PLHA funding to the SGVRHT. This is a preferred option because it provides support for developing actual affordable developments in the area. Another significant advantage of this options is that the SGVRHT would be responsible for all reporting on the use of funds.

Other cities in the region also allocate their funds to the SGVRHT, including: Monrovia, Temple City, La Canada Flintridge, La Verne, Claremont and Covina.

City Council action is required to allocate these funds; this is accomplished by adopting the attached Resolution allocating funding to an alternative program.

RECOMMENDATION

Adopt Resolution No. 25-03, which would approve allocation of Permanent Local Housing Allocation (PLHA) Year 5 funds to the San Gabriel Valley Regional Housing Trust (SGVRHT), and authorize the City Manager to execute all documents to participate in the PLHA Program.

FISCAL IMPACT

None

ATTACHMENTS

Resolution No. 25-03

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

RESOLUTION NO. 25-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA APPROVING PARTICIPATION IN THE LOS ANGELES
COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM
AND AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT
FOR FUNDING FOR THIS PROGRAM FROM THE COUNTY OF LOS
ANGELES**

WHEREAS, in September 2017 the California Legislature passed Senate Bill 2 (Building Homes and Jobs Act) resulting in the creating of the Permanent Local Housing Allocation (PLHA) Program administered by the California Department of Housing and Community Development; and

WHEREAS, as a non-entitlement city (population under 50,000), the City receives PLHA funds through the Los Angeles Urban County PLHA Plan; and

WHEREAS, the City of Duarte desires to participate in the Los Angeles Urban County PLHA Program for Year 5; and

WHEREAS, the City authorizes the execution of a contract with the County of Los Angeles in order to receive said PLHA funds; and

WHEREAS, the City has designated its funding in past years to the San Gabriel Valley Regional Housing Trust (SGVRHT) that has made effective use of the funds and taken responsible for all reporting required for the use of those funds.

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

SECTION 1. The City Council approves the Year 5 funding to be utilized by the San Gabriel Valley Regional Housing Trust.

SECTION 2. The City Council authorizes the City Manager to execute any and all documents necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City of Duarte.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall cause this resolution and her certification to be entered in the Book of Resolutions of the Council of this City.

PASSED, APPROVED AND ADOPTED on the 28th day of January 2025.

Cesar Garcia
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 25-03 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 28th day of January 2025, by the following vote:

AYES:	NONE
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

Annette Juarez
City Clerk



AGENDA REPORT

MEETING DATE: January 28, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Albert Nuñez, Management Analyst

SUBJECT: Request from the Duarte Rotary Club for the City of Duarte to Co-sponsor the Women in Rotary Event

RECOMMENDATION: It is recommended that the City Council co-sponsor the Duarte Rotary Club's Women in Rotary event.

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

BACKGROUND

The Duarte Rotary Club has requested that the City of Duarte co-sponsor their upcoming "Women in Rotary" event, scheduled for Friday, March 7 starting at 7 PM. This program celebrates the 1987 U.S. Supreme Court case that ended gender discrimination in Rotary International and similar service clubs. The event is free and open to the public.

DISCUSSION/ANALYSIS

The Duarte Rotary Club has requested the City's assistance solely in advertising the event. This includes but is not limited to the following marketing channels:

- Social Media Platforms
- Electronic Sign
- Flyer Promotion in City Facilities

RECOMMENDATION

It is recommended that the City Council co-sponsor the Duarte Rotary Club's Women in Rotary event.

FISCAL IMPACT

There is no fiscal impact associated with approving this item.

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



AGENDA REPORT

MEETING DATE: January 28, 2025

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Duarte Youth Athletic Club (DYAC) In-Kind Donation Request

RECOMMENDATION: Authorize the City Manager's Office to publicize promotional materials for DYAC's 2025 registration across all the City's communication channels and upcoming Spring 2025 City News

FISCAL IMPACT: None currently

BACKGROUND

The leadership of the Duarte Youth Athletic Club (DYAC) reached out to the City for help promoting their upcoming Spring 2025 season, as their registration numbers are currently lower than expected. DYAC is a fully volunteer-run, non-profit organization that has been offering youth softball and baseball to the Duarte and surrounding communities for over 60 years.

DISCUSSION/ANALYSIS

This in-kind donation would involve City staff sharing the organization's registration promotional piece—already created by them—on the City's electronic sign and social media platforms. Additionally, given the timing and DYAC's willingness to accept late registrations, they've requested to have their ad included in the City's upcoming Spring 2025 City News. This is appropriate since their programming doesn't compete with the City's recreational offerings and aligns with the City's goal of supporting community health, well-being, and quality of life through recreation.

RECOMMENDATION

Authorize the City Manager's Office to publicize promotional materials for DYAC's 2025 registration across all the City's communication channels and upcoming Spring 2025 City News.

FISCAL IMPACT
None currently

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



AGENDA REPORT

MEETING DATE: January 28, 2025

TO: Mayor and Members of the City Council

FROM: Kristen Petersen, Assistant City Manager/Director of Administrative Services

SUBJECT: Assembly Bill 2561

RECOMMENDATION: It is recommended that the City Council Receive and File this report.

FISCAL IMPACT: There is no fiscal impact.

BACKGROUND

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 (“AB 2561”) into law to amend the Meyers-Milias-Brown Act (“MMBA”) and create a new obligation for public agencies to publicly address the status of their vacancies. AB 2561 requires public agencies to present the status of their vacancies in a public hearing before their governing body at least once per fiscal year. This report must also address the recruitment and retention efforts currently employed by the public agency.

Finally, AB 2561 requires that recognized employee organizations shall be entitled to make a presentation before the governing board of a public agency during the same public hearing in which the public agency makes its annual presentation on vacancies. Staff reached out to the Union and they declined giving a presentation.

DISCUSSION/ANALYSIS

As part of the approved Fiscal Year 2024/25 Budget, the City Council approved 45.75 Full-Time positions. This was an increase of one Full-Time position from the prior year. Currently there is only one vacancy, so our vacancy rate is less than 2.2%.

The one vacant position is a Parks and Recreation Manager position. A recruitment was conducted in 2024, but the process was not successful in securing a qualified candidate. As a result, the position was reopened as of January 22, 2025 and applications are being accepted.

RECOMMENDATION

It is recommended that the City Council Receive and File this report.

FISCAL IMPACT

There is no fiscal impact.

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



AGENDA REPORT

MEETING DATE: January 28, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Andres Rangel, Assistant to the City Manager

SUBJECT: Request for Direction Regarding Voter Approved Measure QQ

RECOMMENDATION: It is recommended that the City Council discuss and consider directing staff to 1.) move forward with the process to adopt an ordinance in accordance with Measure QQ, 2.) conduct more research, or 3.) not move forward with adopting an ordinance in accordance with Measure QQ.

FISCAL IMPACT: There is no direct financial impact related to this item.

BACKGROUND

The Marijuana Dispensaries and Tax Measure (Measure QQ) was placed on the 2024 General Municipal Election (Election). Voter approval of Measure QQ would authorize the City Council to adopt an ordinance to permit no more than two (2) storefront retail sales cannabis dispensaries, and tax cannabis businesses up to 10% of gross receipts.

On December 10, 2024, the City Council approved Resolution No. 24-24, declaring the results of the Election. The election results included the passage of Measure QQ by a 52.07% - 47.93% majority vote.

DISCUSSION/ANALYSIS

The passage of Measure QQ allows the City Council to consider adopting the ordinance. Therefore, the City Council has the option to move forward with the process to adopt the ordinance as written in Measure QQ, direct staff to conduct more research regarding allowing retail cannabis storefronts in Duarte, or not move forward with adopting the ordinance.

Establishing the ordinance would entail an extensive process that includes conducting multiple Council and community workshops to collect feedback regarding the placement of cannabis storefronts and cannabis business tax rate (up to 10%), amending the City's land use rules and regulations and tax code to create specialized zones for cannabis businesses and a cannabis

business tax, and working with numerous agencies, such as the LA County Fire Department and LA County Sheriffs to establish safety protocols.

The Council may choose to not move forward with establishing a cannabis storefront and tax ordinance. However, measure QQ passed citywide by a 52.07% - 47.93% majority vote. Moreover, the voter breakdown indicates that the Measure passed in five out of the seven districts.

District Number	Yes Vote	No Vote	District Majority
One	756	816	No
Two	586	489	Yes
Three	763	805	No
Four	681	536	Yes
Five	768	690	Yes
Six	437	390	Yes
Seven	532	437	Yes

RECOMMENDATION

It is recommended that the City Council discuss and consider directing staff to 1.) move forward with the process to adopt an ordinance in accordance with Measure QQ, 2.) conduct more research, or 3.) not move forward with adopting an ordinance in accordance with Measure QQ.

FISCAL IMPACT

There is no direct financial impact related to this item.

ATTACHMENT

None

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager