



**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, March 11, 2025
7:00 PM**

MISSION STATEMENT

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

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

City/Authority Staff:
Brian Villalobos, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Larry Breceda, Director of Public Safety Services
Thai Viet Phan, City Attorney
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: Members of the public may provide in-person comments at the podium in the Council Chamber. Speakers who wish to address the Council must do so by submitting a speaker card **prior to the start of Closed Session for Closed Session items and by 7:00 p.m. for all other designated public comment periods as listed below.** Comments for public hearings will take place after the hearing is opened. Cards will not be accepted after the start of the meeting without the permission of the presiding chair.

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

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

7:00 PM OPEN SESSION

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

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

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

5. SPECIAL ITEMS

- A. Recognition of Pam Romero for her 40 years of service
- B. Community Development Department Update
- C. Parks and Recreation Department Update

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

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

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

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

9. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA)
- B. Approve absence(s) of City Councilmember(s) from the City Council meeting
- C. Approval of Minutes - February 25, 2025 Regular Meeting (CC/HA/FA)
Recommended Action: Approve the minutes of February 25, 2025.
- D. Approval of Warrants - March 11, 2025 (CC/HA/FA)
Recommended Action: Approve the warrants of March 11, 2025.

E. Receive and File the Community Development Department Update

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

F. Receive and File the Parks and Recreation Department Update

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

G. NOC for FY24-25 Annual Striping & Markings

Recommended Action: 1) Accept the project as complete in the amount of \$81,700.00; and 2) Approve a budget amendment to Gas Tax fund (Account No. 220-2210-7812) in the amount of \$3,685.00.

H. NOC ATP Project - Evergreen Pedestrian Improvements

Recommended Action: Accept the project as complete in the amount of \$2,515,515.05.

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS

A. Ordinance Adopting L.A. County Health Code Title 8 & 11

Recommended Action: Conduct a public meeting and hold the first reading of Ordinance No. 25-01.

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

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

13. BUSINESS ITEMS

A. Approval of the L.A. County Dept. of Public Health Contract

Recommended Action: Approve the Department of Public Health Services Contract and Authorize the City Manager to Sign the Contract.

B. Amendment No. 1 to the City Manager Employment Agreement

Recommended Action: Approve Amendment No. 1 to the City Manager Employment Agreement.

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

AFFIDAVIT OF POSTING

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

Dated this 6th day of March 2025.

Annette Juarez, MMC
City Clerk



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: March 5, 2025
SUBJECT: Comments on Agenda Items, Meeting of March 11, 2025

ITEM 5.A. (Special Items). Recognition of Parks and Recreation Administrative Secretary Pam Romero for her 40 years of service and dedication to the City of Duarte.

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

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

ITEM 9.E. (Consent Calendar). The Community Development Department has submitted the monthly report for March 2024 for review.

ITEM 9.F. (Consent Calendar). The Parks and Recreation Department has submitted the monthly report for March 2024 for review.

ITEM 9.G. (Consent Calendar). Notice of Completion: Fiscal Year 2024-25 Citywide Striping and Marking Project No. 25-2 for WGJ Enterprises, Inc. dba PCI - On August 13, 2024, City Council awarded the contract for Fiscal Year 24-25 Citywide Striping and Marking Project to WGJ Enterprises, Inc. dba PCI. On October 2, 2024, the contractor began work for this project. The project consisted of removal of faded and outdated striping and pavement markings such as lane lines, channelizing lines, legends (STOP, crosswalks, keep clear, turn arrows, etc.), and related signage. This project primarily focused on all striping and markings along approximately 1.25 miles of Huntington Drive between Las Lomas Rd and Pops Road. Additionally, the project included the restoration of crosswalks on streets surrounding Beardslee Elementary which were recommended to be improved in the Safe Routes to School Plan. See included Project Location Map (Attachment B) for a comprehensive look on where the improvements were located. The Fiscal Year 24-25 Citywide Striping and Marking Project was included in the 24-25 Capital Improvement Program Budget and was funded by Gas Tax allocations and Measure R Funds. City Council approved the contract amount with a five percent contingency for a total of \$78,015.00. It was noticed that several additional high visibility crosswalks required immediate attention, so there was additional project cost that exceeded the approved five percent contingency by \$3,685.00 and resulted in a final project cost of \$81,700.00.

ITEM 9.H. (Consent Calendar). Notice of Completion: ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project No. 24-5 for FS Contractors, Inc. - On November 14, 2023, City Council awarded a contract for construction of the Caltrans-funded "ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project No. 24-5" to FS Contractors, Inc. The project scope included: Central Ave. Improvements – Construct new sidewalk along the south side of Central Ave., updating of the ADA ramps, and installation of new signing and striping to increase safety for pedestrians and bicyclists; Evergreen St. Improvements – Construct new sidewalk along the north side of Evergreen St. between Brightside Ave. and Highland Ave. to meet all ADA compliance requirements. The project also included new pedestrian lighting and a new bike lane along Evergreen St. with the appropriate signage and pavement markings; Pedestrian / Bicyclist Connection Corridor – Improve the pedestrian corridor south of 210 FWY between Buena Vista Street and Brightside Avenue that completes the connection onto Evergreen Street. Proposed work includes the reconstruction of the pathway surface, pedestrian lighting, new signage and a new block wall along the

south side next to the residential parcels; Pedestrian Underpass Connectivity – Includes the widening of existing sidewalk with decorative paving on the west side of Highland Ave. at the 210 underpass, and signage and striping improvements on Duncannon Ave. at the 210 underpass. The ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project was included in the FY 2023-24 Budget and was funded by State funds in the amount of \$2,023,000 and SB1 funds in the amount of \$560,020.75. The final project cost was \$2,515,515.05 which is within the approved seven and a half percent (7.5%) contingency.

ITEM 11.A. (Public Hearings). Ordinance No. 25-01 Amending the Duarte Municipal Code and Adopting by Reference the Los Angeles County Health Code Title 8 and Title 11 - The City of Duarte's existing Public Health Services contract was executed on July 1, 1963, and has not been updated since it was originally executed. The current public health services contracts contain terms that are outdated, as the legal citations have changed. In 1991, the California State Legislature reorganized the Health and Safety Code. Public Health updated the language and statutory references for the City-County Public Health contracts after a stakeholder engagement process with a workgroup of representative contracted cities to gather feedback and answer questions. The updated local administration of public health services contracts include these updated statutory references and updated contractual language that aligns current public health practice. The proposed Public Health Services contract requires the City to adopt by reference Title 8 and Title 11 of the Los Angeles County Health Code, in order for the County to observe and enforce those enacted ordinances. Ordinance No. 25-01 adopts Title 8 and Title 11 of the Los Angeles County Health Code by reference and amends Duarte Municipal Code Sections 6.04.010 and 6.13.010 to reflect the adopted date of this ordinance on March 25, 2025.

ITEM 13.A. (Business Items). Approve the Department of Public Health Services Contract and Authorize the City Manager to Sign the Contract - The County of Los Angeles has existing public health services contracts with 85 cities across Los Angeles County. California law authorizes contracts for local public health administration between counties and cities. These contracts allow the County's Health Officer to serve as the local health officer within the jurisdictions of the contracted cities. The County has performed these services through Public Health on behalf of the contracted cities for approximately 60 years. The City of Duarte's existing contract was executed on July 1, 1963, and has not been updated since it was originally executed. Accordingly, certain language and provisions of the contracts have become outdated given the changes in applicable law and public health practice over the course of the past seven decades. Public Health is offering these updated contracts to the 85 contracted cities, to replace the existing, but outdated contracts, in order to better align the language of the contract with current County public health practice and modernize the agreements with current statutory citations. There is no direct financial impact related to this item.

ITEM 13.B. (Business Items). Amendment No. 1 to the City Manager Employment Agreement - Brian Villalobos was selected by the City Council of the City of Duarte in June 2023 to become the City Manager and a new two year contract was negotiated in July 2024. The City Council and City Manager Villalobos recently underwent an evaluation and negotiations process, and the parties now mutually agree to amend the terms of the 2024 City of Duarte City Manager Employment Agreement as Amendment No. 1 (collectively with the original 2024 agreement, "Agreement"). Amendment No. 1 to City of Duarte City Manager Employment Agreement includes the following modifications: increase the City Manager's Salary by 5% to \$248,034 beginning January 1, 2025, therefore retroactively increasing the City Manager's compensation to the effective date of this Amendment No. 1; Provide a 5% increase on July 1, 2025, to \$260,435 and an additional 5% increase on January 1, 2026, for a total sum of \$273,456. No other changes to Agreement are proposed at this time. This action will increase expenses in FY 24/25 by \$5,900.

CITY OF DUARTE

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

Tuesday, February 25, 2025

6:30 PM — Closed Session

7:00 PM — Regular Session

6:00 PM CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the meeting to order at 6:06 p.m.

Councilmembers Present: Finlay, Kang, Lewis, Truong, Calderon, Garcia

Councilmembers Absent: Martin Del Campo

Staff Present: Brian Villalobos, City Manager
Thai Viet Phan, City Attorney
Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

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

AYES: FINLAY, KANG, LEWIS, TRUONG, CALDERON, GARCIA

NOES: NONE

ABSTAIN: NONE

ABSENT: MARTIN DEL CAMPO

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Lino Paras wished everyone a Happy New Year; expressed his opinion on City Manager Villalobos; shared his experience working with the City Manager; and voiced concerns over the notice of the meeting time on the online agenda.

4. CLOSED SESSION

The City Council recessed into closed session at 6:10 p.m. to discuss the following:

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

7:00 PM OPEN SESSION

5. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the open session to order at 7:12 p.m.

Councilmembers Present: Finlay, Kang, Lewis, Truong, Calderon, Garcia
Councilmembers Absent: Martin Del Campo
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
Albert Nuñez, Management Analyst
Frances Jimenez, Deputy City Clerk
Stephanie Sandoval, Public Works Manager

6. PLEDGE TO THE FLAG

The flag salute was led by Mayor's Youth Council member Elisa Ramos.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. SPECIAL ITEMS

A. Mayor's Youth Council Update

President Hope Peoples and member Elisa Ramos gave an update on recent and upcoming Mayor's Youth Council events.

B. Recognition of Denny's Restaurant and City of Duarte Resident Toni Martinez for Their Support of First Responders During the January 2025 Windstorm

The City Council presented certificates of recognition to Denny's Restaurant and City of Duarte resident Toni Martinez for their support of First Responders during the January 2025 windstorm. Denny's restaurant and Toni Martinez were commended for their generosity and kindness in providing meals to the National Guard.

Denny's District Manager Ramis Urribarri thanked the City Council and expressed that Denny's is committed to supporting the community.

Toni Martinez shared why she volunteered her time to serve and give back to First Responders.

C. Public Safety Department Update

City Attorney Phan reminded attendees about Brown Act regulations with regard to the City Council being unable to respond to public comments that address items that are not on the agenda and clarified that City Council Meetings are limited public forums.

Public Comment

Mistress Duarte shared his concerns regarding the wording of the agenda item and in regard to public safety within the City.

Trump 45/47 expressed concern with the enforcement rules regarding public comment.

Director of Public Safety Services Breceda reported as of year to date a 45% decline in part 1 crimes; highlighted that 6 of the city's 13 license plate readers have been installed and actively used; shared that the 2025 Homeless Count resulted in a raw number of 6; gave an update on the Pathway Home Program; and detailed the status of the EPA's hazardous materials processing site at Lario Park.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library gave a status update on the library's upcoming reopening.

Deputy City Clerk Jimenez announced upcoming city events.

10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Tom Reyes expressed strong opposition for the development at the Andres Duarte School site and advocated for it to remain a public space.

David Van De Wetering voiced his opinion that the Andres Duarte School site should remain open.

Sylvia Chavez expressed concern for the development project at the Andres Duarte School site and the lack of information on the base rates of the units.

Susan Bolt echoed sentiments that the Andres Duarte School site should not be closed.

Travis Patterson also voiced strong opposition for the development project and the rezoning of the property.

Mistress Duarte stated his opinion on the legality of marijuana and its use by the public; suggested ideas to protect air quality; expressed concern with the EPA's hazardous waste processing site at Lario Park; and communicated his worries regarding crime in the City.

Tonette Reyes expressed concern regarding the rezoning of Andres Duarte School and Otis Park and stated the need for schools to accommodate the influx of students that relocate to the city.

Trump 45/47 stated his opinion regarding the development at the Andres Duarte School site; voiced his opinion on homelessness; discussed *Brandenburg v. Ohio*, 395 U.S. 444 (1969); and expressed concern over corruption within government.

City Attorney Phan reminded attendees about the intended use of the public comment portion of the meeting and reiterated that only topics that are within the City's jurisdiction may be discussed.

Steve Hernandez welcomed the residents of the Royal Oaks Retirement Community into the City per the approval made by Local Agency Formation Commission for the County of Los Angeles (LAFCO) and shared the impact the Duarte Rotary Club made by opening its doors to women.

Councilmember Finlay shared that the annexation of the Royal Oaks Retirement Community will be recorded on March 17, 2025.

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.

Public Comment

Trump waived his public comment request.

C. Approval of Minutes - February 11, 2025 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - February 25, 2025 (CC/HA/FA).

E. The Monthly Financial Report was received and filed.

Public Comment

Mistress Duarte expressed worries regarding the homeless count number and the lack of homeless services; additionally expressed financial concern about transportation options that have been discontinued by Metro.

F. The Public Safety Department Update was received and filed.

Public Comment

Trump discussed Watts v. United States and shared concerns over safety in the City.

Mistress Duarte pointed out the need to increase the amount of license plate readers in the city and communicated his concerns regarding public transportation safety due to potential DUI's.

G. Resolution No. 25-05 was adopted to Set a Public Hearing for the Establishment of Underground Utility District No. 11 on March 25, 2025.

H. Removed from Consent Calendar for Discussion.

Moved by Councilmember Finlay seconded by Councilmember Lewis and carried by the following vote of the City Council to approve items 11A-11G of the Consent Calendar.

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

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

H. Amendment to City Councilmember Intergovernmental Organization Appointment for the California Contract Cities

Councilmember Lewis provided additional information as to his interest in being reinstated as the California Contract Cities Association delegate.

Moved by Councilmember Finlay seconded by Councilmember Calderon and carried by the following vote of the City Council to appoint Councilmember Lewis as the California Contract Cities Delegate for the current year.

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

13. PUBLIC HEARINGS

None.

14. BUSINESS ITEMS

A. Fiscal Year 2024/25 Mid-Year Budget Report

Director of Administrative Services Petersen presented the Fiscal Year 2024/25 Mid-Year Budget Report which detailed projected general fund revenues, projected general fund expenses, and projected special funds.

Discussion ensued regarding the decline of sales tax revenue.

Public Comment

Trump stated his opinion on the mid-year budget report and the City's finances.

Mistress Duarte shared his support for the funds spent on the Sheriff's contract; expressed his opinion on surrounding local sheriff departments; and stated ideas he'd like to hear discussed.

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to receive and file the mid-year budget report and approve the corresponding budget amendments.

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

B. Emergency Repairs Related to 2025 Windstorm, Award of Contract for the 2025 Windstorm Concrete Emergency Repairs Project and Related Budget Amendment for Concrete Repair and Tree and Debris Removal

Public Works Manager Stephanie Sandoval presented a staff report that highlighted the City-wide damages that resulted from the January 7, 2025, windstorms and stated the high priority areas that require immediate work.

Conversation was had regarding the FEMA reimbursement request process.

Moved by Councilmember Finlay seconded by Councilmember Lewis and carried by the following vote of the City Council to authorize emergency purchases pursuant to DMC Section 2.36.050(e); approve the award of contract for the 2025 Windstorm Concrete Emergency Repairs Project to FS Contractors Inc. in the amount of \$151,000, plus a 10% contingency; and approve a \$256,000 budget amendment to account 100-1205-7655 to fund Windstorm related cleanup and repairs.

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

15. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

City Manager Villalobos reported that he, along with Mayor Garcia, attended a meeting with Congressman Cisneros and he also attended the Duarte Community Coordinating Council.

Councilmember Calderon shared he attended Congressman Cisneros's swearing-in and thanked City staff for their work.

Councilmember Finlay shared excitement over the Royal Oaks Retirement Community annexation; and addressed concerns regarding the development at the Duarte Andres School site.

Director of Community Development Hensley gave a brief status update on the development project.

Councilmember Lewis asked for mutual respect in Council Chambers and expressed his commitment to serving the City.

Councilmember Kang shared his opinion on the EPA's hazardous waste processing site at Lario Park and thanked residents for expressing their concerns on the site location.

Mayor Garcia shared he attended Foothill Transit's Annual Bus Rodeo; stated that he is grateful for the opportunity to serve his community; thanked everyone who attended the Breakfast with the Mayor event; highlighted D.A.R.T President Brandon for his success; expressed excitement over the upcoming strategic planning process; and wished his wife a Happy Birthday.

17. ADJOURNMENT

At 9:21 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 2/27/2025 - 3/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1205-8030	DSLPROS	DJI Matrice 30T Drone Package	5515	202513/100-1205-8030-Other...	14,558.21
100-1205-8030	DSLPROS	DJI Matrice 30T Drone Package	5515	202513/100-1205-8030-Other...	2,330.71
100-1205-7636	CONDOR ELITE INC	Public Safety Watch Caps	220668		160.58
100-1205-7655	LA-RICS	(4) Radio Subscription 11/2024	220682		80.00
100-1205-7655	LA-RICS	(4) Radio Subscription 12/2024	220682		80.00
100-4806	OFELIA BAUTISTA	Excursion Cancellation Refund (Rose Parade)	220662		85.00
100-1205-7615	HOME DEPOT CREDIT SERVICES	EOC Supplies	BD25-1090		33.14
100-1205-7615	HOME DEPOT CREDIT SERVICES	EOC Supplies	BD25-1090		42.98
100-1205-7636	FSP DESIGNS	Public Safety Watch Beanies	5521		255.00
100-1205-8030	Security Lines US LLC	Surveillance Camera Damage Repair	5510		1,495.40
100-1205-8030	Security Lines US LLC	Surveillance Camera Repair/Upgrade	5510		2,106.83
100-1205-7655	WEST COAST ARBORISTS INC	Windstorm Emergency Tree Work	5559		24,914.40
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD25-1090		92.30
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD25-1090		118.35
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD25-1090		20.91
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD25-1090		109.15
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD25-1090		96.93
100-1205-7636	Keystone Uniforms	CSO Spicer Jacket	5555		121.22
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD25-1090		55.10
100-1605-7730	HOME DEPOT CREDIT SERVICES	Lunar New Year Decorations Supplies	BD25-1090		79.44
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD25-1090		64.88
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts & Supplies	BD25-1090		41.65
100-1610-7618	HOME DEPOT CREDIT SERVICES	Heat Lamp Propane Refills	BD25-1090		150.43
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pressure Washer	BD25-1090		573.43
100-1205-7655	WEST COAST ARBORISTS INC	2025 Windstorm Tree Removal & Trimming	5559		15,876.20
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 1/2025	5544		874.52
100-1205-7780	SAN GABRIEL VALLEY HUMAN...	Animal Shelter Srvcs 2/2025	5539		6,250.00
100-1205-7814	CALIFORNIA ASSOCIATION OF...	PSM Ariizumi Module One Academy	220664		500.00
100-1405-7980	PARCELQUEST	Parcel & Sales History Information	5534		600.00
100-1605-7730	HOME DEPOT CREDIT SERVICES	Lunar New Year Clay Pots	BD25-1090		56.12
100-1205-7655	LA-RICS	(11) Radios Subscription 1/2025	220682		220.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES...	2025 Building Permit w/SolarAPP+ Subscription	5506		18,500.00
100-1015-7684	CIVICA LAW GROUP, APC	1001 Las Lomas Legal 1/2025	5509		1,882.54
100-1015-7684	CIVICA LAW GROUP, APC	1318 Galen St Legal 1/2025	5509		51.60
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 1/2025	5509		309.60
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citations Legal 1/2025	5509		11,000.00
100-1015-7684	CIVICA LAW GROUP, APC	LASD Costs 1/2025	5509		257.76
100-1815-8011	CANON SOLUTIONS AMERICA ...	Parks & Recreation Printer	220667		1,355.98
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2025	220700		3,399.49
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pickleball Court Storage Shed Locks	BD25-1090		60.17
100-1410-7980	HOME DEPOT CREDIT SERVICES	Yard Parts & Supplies	BD25-1090		64.85
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 1/2025	5504		224.00

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Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 1/19/2025 - 2/1/2025	5502		6,015.21
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	5542		157.35
100-1825-7613	GRAND PRINTING INC	Council Member Business Cards	220677		527.88
100-1825-7613	GRAND PRINTING INC	Public Safety Envelopes	220677		725.22
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pickleball Court Repairs	BD25-1090		131.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		847.62
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Lease/Maint 1/07/2025 - 1/31/2025	BD25-1084		894.49
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		1,109.20
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		1,817.41
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 CA Tire Tax	BD25-1084		8.75
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 CA Tire Tax	BD25-1084		12.25
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		446.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 CA Tire Tax	BD25-1084		8.75
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 2/2025	BD25-1084		306.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 2/01/2025 - 2/28/2025	BD25-1084		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Initial Reg-DMV Fee	BD25-1084		118.00
100-1610-7652	AIR-TRO INC	Public Safety HVAC Repair	220658		400.00
100-1410-7650	WARDS SERVICE	Vehicle #5 Service/Repair	5557		979.36
100-1605-7730	PARTY PRONTO INC	Lunar New Year Equipment Rental	220692		3,167.36
100-1205-7610	CALIFORNIA EMERGENCY SER...	PSM Ariizumi Conference Registration	220665		599.00
100-1805-7653	SECTRAN SECURITY INC	February 2025 Courier Pick-up	5541		340.86

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100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 1/2025	220669		6,123.06
100-1405-7801	COUNTY OF LOS ANGELES DE...	SSMP (Sewer) Audit 1/2025	220669		824.58
100-1605-7002	PAMELA ROMERO	CPR Stipend	5538		76.92
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 2/5/2025	5546		160.00
100-1605-7733	TAMORA SCHOOL OF IRISH D...	SC St Patricks Day Entertainment 3/17/2025	220701		395.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 1/2025	5537		720.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 1/2025	5537		1,640.00
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 Bike/Ped Access Improvements 1/2025	5537	202118-ATP Cycle 4-Professio...	593.75
100-1405-7965	RKA CONSULTING GROUP	Watson Multi-Use Trail Rehab Grant Support 1/2025	5537	202412-Prof Svc-FY24 Bike Tra...	360.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5508		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5508		9.54
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sip n Cricut Winter 2025 S1	5523		210.00
100-1610-8100	DAHLIN GROUP INC	City Hall Building Facade Design Services 1/2025	5511		14,875.00
100-1405-8100	ACT NOW! SIGNS	Utility Box Regulatory Placards	220656	202517-Utility Box Art Program	476.33
100-1605-7733	THEODORE SIEGEL	SC "The Philadelphia Story" Screening/Presentation	220697		150.00
100-1205-7612	CALIFORNIA ASSOCIATION OF...	Don Vaillancourt 2025 Membership	220664		100.00
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	5558		606.88
100-1010-7980	SHAFFER AWARDS	Recognition Plaque-Commissioner Bylsma-Houghton	220696		36.96
100-1610-7652	VIVOAQUATICS INC	Stainless Anchor Sleeve	5556		264.61
100-1610-7652	VIVOAQUATICS INC	Universal Solar Panel	5556		423.68
100-1610-7652	VIVOAQUATICS INC	VP LABOR	5556		625.00
100-1610-7652	VIVOAQUATICS INC	ADA Lift Parts - Cover	5556		326.06
100-1610-7652	VIVOAQUATICS INC	ADA Access Lift, Shipping, and Tax	5556		7,963.13
100-1410-7887	GARVEY EQUIPMENT COMPA...	Equipment Repairs	220675		175.91
100-1410-7980	GARVEY EQUIPMENT COMPA...	Small Equipment & Tools	220675		502.47
100-1410-8030	GARVEY EQUIPMENT COMPA...	Small Equipment & Tools	220675		1,252.67
100-1610-7652	SIMON EQUIPMENT RENTALS	Lift Rental (SC Rain Gutter Repairs)	220698		475.60
100-1205-7761	DATA TICKET INC	Admin Citation Processing 1/2025	5513		106.45
100-1205-7761	DATA TICKET INC	Parking Citation Processing 1/2025	5513		1,702.34
100-1605-7735	LANDEN GRAVES	Youthworks Internshi...	220678		100.00
100-1605-7735	DAVID SOTO	Youthworks Internshi...	220699		100.00
100-1605-7735	JIMENA LOZADA	Youthworks Internshi...	220685		100.00
100-1605-7735	DANIELLA LOLI	Youthworks Internshi...	220684		100.00
100-1605-7735	ALBERT MARIANO	Youthworks Internshi...	220688		100.00
100-1605-7735	DAVID RUIZ	Youthworks Internshi...	220694		100.00
100-1605-7735	SAMUEL LEMUS	Youthworks Internshi...	220683		100.00
100-1605-7735	ANTHONY SERNA	Youthworks Internshi...	220695		100.00
100-1805-7614	STAPLES CONTRACT & COMM...	Office Supplies	5545		112.31
100-1825-7613	STAPLES CONTRACT & COMM...	Copier Paper	5545		365.33
100-1405-7965	LDM ASSOCIATES INC	FY25 Federal Grant Administration 1/2025	5528		900.00
100-1825-7626	FEDEX	Document Delivery 2/11/2025	220673		46.91
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Management 2/2025	5548		9,626.00
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Brisas Sweeping 2/2025	5501		66.00
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Posadas Sweeping 2/2025	5501		66.00
100-1815-7965	MAXTREME SERVICES	IT HelpDesk 2/2025	5531		12,500.00

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100-1410-7076	JACOB RAMIREZ	Tuition Reimbursement	220693		2,427.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5508		34.61
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5508		46.65
100-2121	DE NOVO PLANNING GROUP	1404 Royal Oaks Environmental Analysis 1/2025	220672	202512-100-2121/1404 Royal...	4,795.00
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan/EIR 1/2025	220689	202417-dep-Westminister Ga...	9,787.50
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Products	5542		859.84
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	5542		2,011.03
100-1410-7650	FLEET SERVICES (76 FLEET)	Field Srvc Fuel 1/1/25 - 1/31/25	BD25-1083		179.47
100-1605-7730	SIMON EQUIPMENT RENTALS	Scissor Lift Rental (Lunar New Year)	220698		198.83
100-1205-7761	SUPERIOR CT OF CAL CO OF L...	Citation Tax Revenue 1/2025	220660		3,189.00
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	5558		890.21
100-1810-7673	CONCENTRA	Drug/Alcohol Testing 2/13/2025	220690		128.00
100-1605-7730	SMART & FINAL	Eggfest 2025 Candy	5543		329.86
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvc 2/2/2025 - 2/15/2025	5502		6,762.77
100-1205-8030	FLOCK SAFETY	ALPR Camera Subscription (2nd Installment)	5519		9,750.00
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	5542		187.15
100-1810-7611	SMART & FINAL	Employee Meeting Supplies	5543		125.69
100-1205-7614	STAPLES CONTRACT & COMM...	Public Safety Copier Paper	5545		341.00
100-1610-7616	SCP DISTRIBUTORS LLC	B/S Flag Navy 12X18	5540		600.81
100-1610-7616	SCP DISTRIBUTORS LLC	Set-up Charge, 1 Color Logo	5540		141.13
100-1610-7616	SCP DISTRIBUTORS LLC	Vinyl Coated Cable	5540		214.08
100-1610-7616	SCP DISTRIBUTORS LLC	Lane Line Hardware	5540		377.80
100-1610-7616	SCP DISTRIBUTORS LLC	B/S Letter/Number-Custom Color Combo	5540		577.89
100-1610-7616	SCP DISTRIBUTORS LLC	B/S Flag Gray 12X18	5540		600.81
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 3/2025	220686		1,750.00
100-1825-7630	CANON FINANCIAL SERVICES I...	(2)CH/PS/SC/TC Copier Lease 3/1/25 - 3/31/25	220666		1,723.06
100-1825-7631	CANON FINANCIAL SERVICES I...	(2)CH/PS/SC/TC Copier Maint 1/01/25 - 1/31/25	220666		395.64
100-1605-7750	INLAND EMPIRE TOURS & TR...	Pala Casino 2/20/25 Excursion Transportation	220680		2,089.05
100-1825-7631	CANON SOLUTIONS AMERICA ...	Finance Mgr Printer Maint 1/23/25 - 2/22/25	220667		28.80
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	5543		289.72
100-1605-7733	CURO MANAGED PRINT PRO...	Senior Ctr March Calendar Schedule	220671		18.74
100-1805-7610	ANGELA CHIAROMONTE	Supervisor Training/CSMFO Expense Reimbursement	5507		352.72
100-1005-7643	U.S. BANK	Vinh Truong Headshot Photos (Curo Print)	5554		99.23
100-1005-7643	U.S. BANK	Vinh Truong ICSC Conference Registration 5/2025	5554		850.00
100-1005-7643	U.S. BANK	Vinh Truong ICSC 3 Year Membership	5554		472.50
100-1010-7610	U.S. BANK	Brian V Mtg w/Mayor Pro Tem Del Campo (El Canton)	5554		43.31
100-1010-7610	U.S. BANK	Albert Nunez CAPIO Webinar Registration	5554		45.00
100-1010-7610	U.S. BANK	Brian Villalobos ICSC Conf Registration 5/2025	5554		850.00
100-1010-7610	U.S. BANK	Albert Nunez SGVCMA Networking Lunch (MMASC)	5554		65.00
100-1010-7610	U.S. BANK	Brian V SGVCMA Networking Lunch (MMASC)	5554		65.00

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100-1010-7610	U.S. BANK	Brian V Mtg w/Azusa & Irwindale CMs (Noodles St)	5554		79.78
100-1010-7610	U.S. BANK	Brian V League of CA Cities CM Conf Hotel (Westin)	5554		615.84
100-1010-7610	U.S. BANK	Brian V CCCA Municipal Seminar Registration	5554		950.00
100-1010-7610	U.S. BANK	Brian Villalobos Breakfast w/Mayor (DuarteChamber)	5554		40.00
100-1010-7610	U.S. BANK	Brian V Qtrly Mtg w/ Union Board (Raffi Catering)	5554		183.21
100-1010-7612	U.S. BANK	Brian Villalobos ICSC Membership	5554		300.00
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	5554		18.00
100-1010-7980	U.S. BANK	SG River Working Group Food (Corner Bakery)	5554		327.00
100-1010-7980	U.S. BANK	CC Mtg 2/11/25 Dinner (DoorDash-Urbane Cafe)	5554		81.43
100-1010-7980	U.S. BANK	CC Mtg 2/11/25 Dinner (DoorDash-Cabrera's)	5554		64.85
100-1010-7980	U.S. BANK	CC Mtg 2/11/25 Dinner (Merengue Bakery)	5554		31.85
100-1010-7980	U.S. BANK	CC Mtg 2/11/25 Dinner (Grubhub-El Picosito)	5554		26.93
100-1010-7980	U.S. BANK	CC Mtg 2/11/25 Dessert (Crumbl Cookies)	5554		24.99
100-1010-7980	U.S. BANK	DashPass 2/5/2025 - 3/5/2025 (DoorDash)	5554		9.99
100-1020-7712	U.S. BANK	QR Code Generator (QR-Code-Generator.com)	5554		191.88
100-1020-7712	U.S. BANK	Spotify Membership	5554		19.99
100-1405-7614	U.S. BANK	Office Supplies (Smart & Final)	5553		35.25
100-1405-7975	U.S. BANK	Craig Hensley ICSC Conference Registration	5553		850.00
100-1405-7975	U.S. BANK	Craig Hensley ICSC Membership	5553		175.00
100-1410-7610	U.S. BANK	Gerard Batista PAPA Conf Hotel (Pechanga)	5553		635.04
100-1410-7610	U.S. BANK	Gerard Batista MSA Training/Lunch 2/2025	5553		25.75
100-1410-7614	U.S. BANK	Printer Toner/Whiteboard/Dry Erase Board (Amazon)	5553		521.32
100-1020-7711	U.S. BANK	Annual Awards Supplies (Smart & Final)	5550		584.37
100-1020-7711	U.S. BANK	Annual Awards Supplies (Pavilions)	5550		402.49
100-1020-7711	U.S. BANK	Annual Awards Supplies (Costco)	5550		386.16
100-1020-7711	U.S. BANK	Balance-Kings Game 3/13/25 (LA Kings Tickets)	5550		379.00
100-1020-7711	U.S. BANK	Annual Awards Committee Lunch (Hope Village)	5550		186.11
100-1020-7711	U.S. BANK	Annual Awards Supplies (Smart & Final)	5550		122.77
100-1020-7711	U.S. BANK	Annual Awards Supplies (Smart & Final)	5550		85.71
100-1020-7711	U.S. BANK	Annual Awards Coffee (Cafe Cultura)	5550		99.21
100-1020-7711	U.S. BANK	Annual Awards Supplies (Pavilions)	5550		44.34
100-1020-7711	U.S. BANK	Annual Awards Supplies (Trader Joes)	5550		33.62
100-1020-7711	U.S. BANK	Annual Awards Supplies (BevMo)	5550		24.45

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100-1020-7711	U.S. BANK	Annual Awards Supplies (Party City)	5550		20.39
100-1020-7711	U.S. BANK	Annual Awards Supplies (Smart & Final)	5550		18.81
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 2/4/2025 - 3/3/2025	5550		7.74
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 2/4/2025 - 3/3/2025	5550		7.75
100-1605-7745	U.S. BANK	Boxing Club Las Vegas Showdown Hotel (Hotels.com)	5550		3,722.40
100-1805-7610	U.S. BANK	Kristen Petersen Breakfast w/Mayor (DuarteChamber)	5550		40.00
100-1805-7610	U.S. BANK	Kristen Petersen CCCA Municipal Seminar 5/2025	5550		950.00
100-1810-7611	U.S. BANK	Employee Meeting Food (Tropicana Mkt)	5550		131.39
100-1815-7632	U.S. BANK	Finance Webinar 2/7/2025 - 3/6/205 (Zoom)	5550		96.00
100-1815-7632	U.S. BANK	Accessduarte.info 1 Yr Renewal (NetworkSolutions)	5550		84.15
100-1815-7632	U.S. BANK	Accessduarte.net 1 Yr Renewal (Network Solutions)	5550		19.99
100-1815-7632	U.S. BANK	Accessduarte.org 1 Yr Renewal (Network Solutions)	5550		19.99
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat 2/13/25 - 3/12/25	5550		849.68
100-1825-7626	U.S. BANK	Amazon Business Prime 1 Yr Renewal	5550		384.77
100-1005-7980	U.S. BANK	Council City Apparel (SP Customlids.com)	5551		175.41
100-1020-7711	U.S. BANK	Annual Awards Flowers (Dan Stamis Wholesale)	5551		52.01
100-1020-7711	U.S. BANK	Annual Awards Furnishings (A1 Party)	5551		431.40
100-1020-7711	U.S. BANK	Annual Awards Flowers (GM Floral Company)	5551		188.94
100-1020-7711	U.S. BANK	Annual Awards Flowers (Stems Floral)	5551		171.92
100-1020-7711	U.S. BANK	Annual Awards Flowers (LA Markey Mayesh)	5551		97.56
100-1020-7711	U.S. BANK	Annual Awards Flowers (Del Real Wholesale)	5551		75.00
100-1020-7711	U.S. BANK	Annual Awards Flower Supplies (Home Depot)	5551		58.29
100-1020-7711	U.S. BANK	Annual Awards Flowers (Willie Sanchez Wholesale)	5551		54.00
100-1020-7711	U.S. BANK	Annual Awards Flowers (Mr Pedro Flores)	5551		54.00
100-1020-7711	U.S. BANK	Annual Awards Flowers (Alexa's Flowers)	5551		38.59
100-1020-7711	U.S. BANK	Annual Awards Candles/Decor (Hobby Lobby)	5551		50.60
100-1020-7711	U.S. BANK	Annual Awards Flowers (Trader Joes)	5551		16.52
100-1020-7711	U.S. BANK	REFUND-Annual Awards Furnishing Deposit(A1 Events)	5551		-50.00
100-1605-7610	U.S. BANK	Employee Evaluation Meeting Coffee (Starbucks)	5551		10.70
100-1605-7610	U.S. BANK	Manuel Enriquez Breakfast w/Mayor (DuarteChamber)	5551		25.00
100-1605-7610	U.S. BANK	Kelly Barnes CPRS Conf Airfare (SouthwestAirlines)	5551		169.98
100-1605-7612	U.S. BANK	Manuel Enriquez CPRS Membership 2/1/25 - 1/31/26	5551		165.00

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100-1605-7614	U.S. BANK	Plates/Storage Container (Target)	5551		19.83
100-1605-7614	U.S. BANK	Vinyl (Michaels)	5551		7.71
100-1605-7614	U.S. BANK	Command Strips (Amazon)	5551		9.61
100-1605-7614	U.S. BANK	Office Supplies (Pavilions)	5551		14.29
100-1605-7614	U.S. BANK	Marker/Adhesive Strips (Amazon)	5551		27.22
100-1605-7614	U.S. BANK	Storage Box (Amazon)	5551		12.68
100-1605-7691	U.S. BANK	Commissioner Bylsma-Houghton Flowers (Cynthias)	5551		77.18
100-1605-7730	U.S. BANK	Eggfest 2025 Candy (Smart & Final)	5551		162.78
100-1605-7730	U.S. BANK	Special Event Balloons (SP Premium Party)	5551		33.53
100-1605-7730	U.S. BANK	Deposit-Jump for Autism Balloon Twister (Taylor)	5551		125.00
100-1605-7730	U.S. BANK	Lunar New Year Supplies (Amazon)	5551		44.06
100-1605-7730	U.S. BANK	Eggfest 2025 Toys/Misc (Oriental Trading Co)	5551		376.16
100-1605-7730	U.S. BANK	Lunar New Year Event Supplies (Amazon)	5551		59.14
100-1605-7730	U.S. BANK	Eggfest 2025 Candy (Walmart.com)	5551		379.43
100-1605-7730	U.S. BANK	Eggfest Deposit-Balloon Twister (Taylor Entertain)	5551		235.00
100-1605-7733	U.S. BANK	SC Valentines Day Event Supplies (Smart & Final)	5551		272.87
100-1605-7733	U.S. BANK	SC Paper/Calendar Refills (Amazon)	5551		83.88
100-1605-7735	U.S. BANK	Duarte Dance Competition Registration (StarSystem)	5551		406.00
100-1605-7735	U.S. BANK	Youth Summit Mtg Dinner 1/30/25 (Redwood Pizza)	5551		157.75
100-1605-7735	U.S. BANK	TC Basketball Tournament Prizes (Amazon)	5551		133.76
100-1605-7735	U.S. BANK	TC (5) Lightning Cables (Amazon)	5551		88.15
100-1605-7735	U.S. BANK	TC Duarte Dance Jerseys (Amazon)	5551		82.65
100-1605-7735	U.S. BANK	Teen Ctr CHYLL 2/10/25 Trip (Disneyland Tickets)	5551		1,809.00
100-1605-7741	U.S. BANK	Youth Sports Referee Shirt (Amazon)	5551		17.19
100-1605-7980	U.S. BANK	Valentines Day Employee Lunch Decor (PremiumParty)	5551		19.81
100-1610-7618	U.S. BANK	Senior Ctr Coffee Supplies (Smart & Final)	5551		504.83
100-1610-7618	U.S. BANK	Craft Room Ribbon Rod (Amazon)	5551		10.46
100-1610-7618	U.S. BANK	Facility Door Repairs (Amazon)	5551		36.91
100-1610-7618	U.S. BANK	Facility Maint Supplies/Tools (Amazon)	5551		115.38
100-1810-7980	U.S. BANK	Employee Valentines Lunch Dessert (Sweet Nothings)	5551		168.00
100-1810-7980	U.S. BANK	Employee Valentines Lunch Supplies (Smart & Final)	5551		27.98
100-1810-7980	U.S. BANK	Employee Valentines Lunch Supplies (Target)	5551		19.61
100-2121	U.S. BANK	K Barnes Sam's Club Membership Renewal in Error	5551		54.75
100-1205-7787	MOUNTAIN VISA PLAZA	Public Safety Lease	5532		9,221.00
100-1805-7614	STAPLES CONTRACT & COMM...	Office Supplies	5545		63.42
100-1825-7613	STAPLES CONTRACT & COMM...	Copier Paper	5545		77.34

Council Warrant Register By Account

Payment Dates: 2/27/2025 - 3/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7980	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv 5521297)	BD25-1090		-1.18
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv 4033239)	BD25-1090		-2.38
100-1205-7980	CURO MANAGED PRINT PRO...	Special Needs Window Decals	220671		330.75
100-1605-7610	GEORGE DANG	JPIA Recreation Academy Expense Reimbursement	5512		262.26
100-1605-7735	DELANEY KOVACH	Youthworks Intern Stipend	220681		100.00
100-4812	VICKY GOMIA	SC Sweethearts Dinner Dance Refund	220676		14.10
100-2124	SARAH HERRERA	Gazebo Rent Cancellation (Damage Bond)	220679		50.00
100-4406	SARAH HERRERA	Gazebo Rent Cancellation	220679		75.00
100-5004	SARAH HERRERA	Gazebo Rent Cancellation (Damage Bond)	220679		-50.00
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	5522		75.00
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	5530		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	5518		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	5549		75.00
100-1005-7647	MARTIN CALDERON RIOS	Council Vehicle Allowance	5536		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	5525		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	5529		75.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	5526		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	5503		218.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	5516		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	220663		435.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	5547		435.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	5535		566.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	5505		566.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	5517		435.00
100-2126	MAPLE CONSTRUCTION AND ...	Const/Demo Deposit Refund (Pmt#2024-035)	220687		4,000.00
100-2126	JAIME PARDO	Const/Demo Deposit Refund (Pmt#2024-153)	220691		2,400.00
100-5004	JAIME PARDO	Administrative Fee (Pmt#2024-153)	220691		-125.00
100-2120	FILM THIS	Film Deposit Refund (FP24-04 1070 Hunt Dr)	220674		500.00
100-2120	MARLA AKANA	CC Rent Deposit Refund 2/15/2025	220659		500.00
100-2120	CHANEL TAVERA	SC Rent Deposit Refund 2/22/2025	220702		500.00
100-1010-7610	FRANCES JIMENEZ	Municipal Clerks Institute Expense Reimbursement	5524		250.16
100-1805-7610	CALIFORNIA SOCIETY OF MUN...	Angela Chiaromonte SGV Chapter Mtg 3/19/25	220670		45.00
100-1020-7713	BAY ALARM COMPANY	Museum Security Monitoring 3/01/25 - 5/31/25	BD25-1091		189.00
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitoring 3/01/25 - 5/31/25	BD25-1092		262.41
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 2/2025	5533		135.00
100-1825-7626	FEDEX	Document Delivery 2/26/25	220673		32.36
100-1405-7690	SHAFFER AWARDS	Commission Name Plate	220696		20.89
100-1205-7655	LA-RICS	(11) Radios Subscription 2/2025	220682		220.00

Council Warrant Register By Account

Payment Dates: 2/27/2025 - 3/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1211	MANUEL ENRIQUEZ	Computer Loan	5514		2,956.50
Fund 100 - GENERAL FUND Total:					304,787.24
Fund: 220 - GAS TAX FUN					
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 12/2024	220669		5,584.15
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 1/2025	220669		5,557.47
Fund 220 - GAS TAX FUN Total:					11,141.62
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7906	WEST COAST ARBORISTS INC	Tree Removal	5559		1,359.70
240-2410-7909	WEST COAST ARBORISTS INC	Tree Removal	5559		2,039.55
240-2405-7890	COUNTY OF LOS ANGELES DE...	TMC-KITS Monitoring 1/2025	220669		395.18
240-2420-7887	LANDSCAPE WAREHOUSE INC	Irrigation Repairs & Supplies	5527		200.00
240-2426-7810	A-1 MAINTENANCE SERVICES ...	Grocery Outlet Ctr Sweeping 2/2025	5501		843.00
240-2410-7891	LANDSCAPE WAREHOUSE INC	Huntington Dr Median Irrigation Repairs	5527		58.76
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repairs	5527		147.19
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					5,043.38
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-7965	LDM ASSOCIATES INC	FY25 CDBG ADA Curb Ramps Project 1/2025	5528	202511-Professional Svcs-ADA...	1,260.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					1,260.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 2/01/2025 - 2/28/2025	BD25-1084		679.61
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 2/01/2025 - 2/28/2025	BD25-1084		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 2/01/2025 - 2/28/2025	BD25-1084		441.43
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 2/01/2025 - 2/28/2025	BD25-1084		428.96
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 2/01/2025 - 2/28/2025	BD25-1084		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 2/01/2025 - 2/28/2025	BD25-1084		567.93
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,099.01
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
400-2127	TRUELINE	Retention-ROP Pickleball Court Resurfacing	220703		5,823.06
400-4005-8041	MOORE IACOFANO GOLTSMA...	Boxing Patio at Duarte Park Design Svcs 12/2024	220689	202518-Teen Center Outdoor ...	1,512.50
400-4005-8041	MOORE IACOFANO GOLTSMA...	Boxing Patio at Duarte Park Design Svcs 1/2025	220689	202518-Teen Center Outdoor ...	1,828.75
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					9,164.31
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-8013	FOOTHILL TRANSIT	Installment of 3rd Bus 2/2025	5520		3,887.05
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2025	220700		319.95
440-4405-7650	AUTOZONE	Yard Supplies	220661		25.66
440-4405-7650	AUTOZONE	Yard Supplies	220661		23.38
440-4405-7650	FLEET SERVICES (76 FLEET)	Transportation Fuel 1/1/25 - 1/31/25	BD25-1083		76.83
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2025	5520		21,620.65
440-5004	FOOTHILL TRANSIT	Duarte Local Service 1/2025	5520		-755.68
Fund 440 - PROPOSITION A TRANSIT FUND Total:					25,197.84
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	Installment of 3rd Bus 2/2025	5520		3,180.31
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2025	220700		279.96
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2025	5520		17,689.62

Council Warrant Register By Account

Payment Dates: 2/27/2025 - 3/12/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
460-5004	FOOTHILL TRANSIT	Duarte Local Service 1/2025	5520		-618.28
Fund 460 - PROPOSITION C TRANSIT FUND Total:					20,531.61
Fund: 475 - MEASURE M LR TRANSIT FUND					
475-4750-7965	ADVANTEC CONSULTING ENG...	BV/Central/Evergreen TS Signal Design 1/2025	220657	201918/Prof Svcs-Buena Vista...	5,085.40
475-4750-7965	ADVANTEC CONSULTING ENG...	Buena Vista & Kellwil Traffic Signal Design	220657	202127/Prof Svcs-TS Buena Vi...	2,765.40
Fund 475 - MEASURE M LR TRANSIT FUND Total:					7,850.80
Grand Total:					388,075.81

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	304,787.24
220 - GAS TAX FUN	11,141.62
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	5,043.38
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	1,260.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,099.01
400 - PARK DEVELOPMENT GRANT FUND	9,164.31
440 - PROPOSITION A TRANSIT FUND	25,197.84
460 - PROPOSITION C TRANSIT FUND	20,531.61
475 - MEASURE M LR TRANSIT FUND	7,850.80
Grand Total:	388,075.81

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del...	75.00
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	1,496.73
100-1005-7647	Travel & Exp - Calderon	75.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	175.41
100-1010-7610	Travel, Mtgs & Conf	3,187.30
100-1010-7612	Publications and Dues	318.00
100-1010-7670	Legal Notices	874.52
100-1010-7980	Other Expenses	604.00
100-1015-7684	Code Enforcement Legal	13,501.50
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7711	Employee Recognition C...	3,626.26
100-1020-7712	Community Information ...	9,837.87
100-1020-7713	Historical Museum Bldg...	451.41
100-1205-7610	Travel, Mtgs & Conf	599.00
100-1205-7612	Publications and Dues	100.00
100-1205-7614	Office Supplies	341.00
100-1205-7615	Emergency Supplies	76.12
100-1205-7636	Uniforms	536.80
100-1205-7655	Emergency Services	41,390.60
100-1205-7761	Parking Ticket Collect	4,997.79
100-1205-7780	Animal Control	6,385.00
100-1205-7782	Crossing Guard Contract...	12,777.98
100-1205-7787	Public Safety Cntr Lease	9,221.00
100-1205-7814	Nuisance Abatement	500.00
100-1205-7980	Other Expenses	330.75
100-1205-8030	Other Equipment	30,241.15
100-1211	Computer Loan Program	2,956.50
100-1405-7614	Office Supplies	35.25
100-1405-7690	Planning Commission	20.89
100-1405-7800	Building Department Ser...	18,500.00
100-1405-7801	Industrial Waste Inspect...	6,947.64
100-1405-7965	Professional Services	1,853.75
100-1405-7969	City Engineer	2,360.00
100-1405-7975	Economic Development ...	1,025.00
100-1405-7980	Other Expenses	600.00
100-1405-8100	Other Capital Improvem...	476.33
100-1410-7076	Tuition Reimbursement	2,427.00
100-1410-7610	Travel, Mtgs & Conf	660.79
100-1410-7614	Office Supplies	521.32
100-1410-7650	Vehicle Maintenance	1,158.83

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7656	Emergency Generator	160.00
100-1410-7810	Street Sweeping	132.00
100-1410-7814	Graffiti Removal	3,399.49
100-1410-7887	Repairs & Replacements	175.91
100-1410-7980	Other Expenses	607.79
100-1410-8030	Other Equipment (Capita...	1,252.67
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	467.94
100-1605-7612	Publications and Dues	165.00
100-1605-7614	Office Supplies	91.34
100-1605-7691	Parks & Rec Commission	77.18
100-1605-7730	Special Events	5,246.71
100-1605-7733	Senior Center	928.23
100-1605-7735	Teen Center	3,874.78
100-1605-7736	Youth & Adult Recreatio...	210.00
100-1605-7741	Sports/Playground Progr...	17.19
100-1605-7745	Boxing Program	3,722.40
100-1605-7750	Bus Rentals	2,089.05
100-1605-7980	Other Expenses	19.81
100-1610-7616	Pool Supplies	2,512.52
100-1610-7618	Building Supplies	6,850.45
100-1610-7636	Uniforms	60.07
100-1610-7652	Building Maint Services	10,534.27
100-1610-8100	Other Capital Improvem...	14,875.00
100-1805-7610	Travel, Mtgs & Conf	1,387.72
100-1805-7614	Office Supplies	175.73
100-1805-7653	Bank Charges	340.86
100-1810-7611	Training	257.08
100-1810-7660	Other Services	224.00
100-1810-7673	Physical Exams	128.00
100-1810-7980	Other Expenses	215.59
100-1815-7632	Software	1,069.81
100-1815-7965	Professional Services	12,500.00
100-1815-8011	Computer Equipment (C...	1,355.98
100-1825-7613	Duplications And Photos	1,695.77
100-1825-7626	Postage	464.04
100-1825-7630	Equipment Lease	1,723.06
100-1825-7631	Equipment Maintenance	424.44
100-1825-7674	Retiree Health Insurance	3,525.00
100-1830-8100	Vehicle Replacement (C...	15,853.60
100-2120	Refundable Deposits	1,500.00
100-2121	Pass Through Deposits	14,637.25
100-2124	Gazebo Refundable Dep...	50.00
100-2126	Construction and Demoli...	6,400.00
100-4406	Restroom & Gazebo Ren...	75.00
100-4806	Excursion Fees	85.00
100-4812	Senior Center Fees	14.10
100-5004	Other Revenue	-175.00
220-2210-7890	Repairs-Traffic Signal	11,141.62
240-2405-7890	Repairs-Traffic Signal	395.18
240-2410-7891	Repairs-Medians	205.95
240-2410-7906	Tree Trim-Citywide	1,359.70
240-2410-7909	Tree Trim-Residential	2,039.55
240-2420-7887	Repairs & Replacements	200.00
240-2426-7810	Street Sweeping	843.00
260-2605-7965	Professional Services	1,260.00
320-3205-8013	Vehicles (Capital)	3,099.01
400-2127	Retention Payable	5,823.06

Account Summary

Account Number	Account Name	Payment Amount
400-4005-8041	Park Improvements (Cap...	3,341.25
440-4405-7650	Vehicle Maintenance	125.87
440-4405-7814	Graffiti Removal	319.95
440-4405-7960	Foothill Transit Operatio...	21,620.65
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-755.68
460-4605-7814	Graffiti Removal	279.96
460-4605-7960	Foothill Tranist Operatio...	17,689.62
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-618.28
475-4750-7965	Professional Services	7,850.80
Grand Total:		388,075.81

Project Account Summary

Project Account Key	Payment Amount
None	342,722.26
201918/Prof Svcs-Buena Vista & Central/Evergreen	5,085.40
202118-ATP Cycle 4-Professional Svcs	593.75
202127/Prof Svcs-TS Buena Vista & Kelwill Way	2,765.40
202412-Prof Svc-FY24 Bike Trail Rehab Proj	360.00
202417-dep-Westminister Garden Specific Plan & EIR	9,787.50
202511-Professional Svcs-ADA Curb Ramps	1,260.00
202512-100-2121/1404 Royal Oaks (Environmental)	4,795.00
202513/100-1205-8030-Other Equip-River Bed Grant	16,888.92
202517-Utility Box Art Program	476.33
202518-Teen Center Outdoor Boxing Patio Project	3,341.25
Grand Total:	388,075.81



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 2/27/2025 - 3/11/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 6710 - ACT NOW! INSTANT SIGNS INC					
100-1405-8100	ACT NOW! SIGNS	Utility Box Regulatory Placards	25119	202517-Utility Box Art Program	476.33
Vendor 6710 - ACT NOW! INSTANT SIGNS INC Total:					476.33
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	Public Safety HVAC Repair	452837		400.00
Vendor 2061 - AIR-TRO INC Total:					400.00
Vendor: 6713 - ALBERT MARIANO					
100-1605-7735	ALBERT MARIANO	Youthworks Internshi...	2/2025		100.00
Vendor 6713 - ALBERT MARIANO Total:					100.00
Vendor: 3661 - ALHAMBRA SUPERIOR COURT					
100-1205-7761	SUPERIOR CT OF CAL CO OF L...	Citation Tax Revenue 1/2025	2192025		3,189.00
Vendor 3661 - ALHAMBRA SUPERIOR COURT Total:					3,189.00
Vendor: 6711 - ANTHONY SERNA					
100-1605-7735	ANTHONY SERNA	Youthworks Internshi...	2/2025		100.00
Vendor 6711 - ANTHONY SERNA Total:					100.00
Vendor: 5805 - BAY ALARM COMPANY					
100-1020-7713	BAY ALARM COMPANY	Museum Security Monitoring 3/01/25 - 5/31/25	22001098		189.00
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitoring 3/01/25 - 5/31/25	22016446		262.41
Vendor 5805 - BAY ALARM COMPANY Total:					451.41
Vendor: 3981 - CACEO					
100-1205-7814	CALIFORNIA ASSOCIATION OF...	PSM Ariizumi Module One Academy	200032881		500.00
100-1205-7612	CALIFORNIA ASSOCIATION OF...	Don Vaillancourt 2025 Membership	300021803		100.00
Vendor 3981 - CACEO Total:					600.00
Vendor: 6716 - CALIFORNIA EMERGENCY SERVICES ASSOCIATION					
100-1205-7610	CALIFORNIA EMERGENCY SER...	PSM Ariizumi Conference Registration	2258		599.00
Vendor 6716 - CALIFORNIA EMERGENCY SERVICES ASSOCIATION Total:					599.00
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I...	(2)CH/PS/SC/TC Copier Lease 3/1/25 - 3/31/25	38852879		1,723.06
100-1825-7631	CANON FINANCIAL SERVICES I...	(2)CH/PS/SC/TC Copier Maint 1/01/25 - 1/31/25	38852879		395.64
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					2,118.70
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1815-8011	CANON SOLUTIONS AMERICA ...	Parks & Recreation Printer	163475284		1,355.98
100-1825-7631	CANON SOLUTIONS AMERICA ...	Finance Mgr Printer Maint 1/23/25 - 2/22/25	6010999041		28.80
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					1,384.78
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	3/2025		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: T4931 - CHANEL TAVERA					
100-2120	CHANEL TAVERA	SC Rent Deposit Refund 2/22/2025	R107033		500.00
Vendor T4931 - CHANEL TAVERA Total:					500.00

Council Warrant Register By Vendor

Payment Dates: 2/27/2025 - 3/11/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6038 - CONDOR ELITE INC					
100-1205-7636	CONDOR ELITE INC	Public Safety Watch Caps	CO-42497		160.58
Vendor 6038 - CONDOR ELITE INC Total:					160.58
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 1/2025	25021003887		6,123.06
100-1405-7801	COUNTY OF LOS ANGELES DE...	SSMP (Sewer) Audit 1/2025	25021003983		824.58
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					6,947.64
Vendor: 4171 - CSMFO					
100-1805-7610	CALIFORNIA SOCIETY OF MUN...	Angela Chiaromonte SGV Chapter Mtg 3/19/25	200027324		45.00
Vendor 4171 - CSMFO Total:					45.00
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7733	CURO MANAGED PRINT PRO...	Senior Ctr March Calendar Schedule	10436		18.74
100-1205-7980	CURO MANAGED PRINT PRO...	Special Needs Window Decals	10456		330.75
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					349.49
Vendor: 6714 - DANIELLA LOLI					
100-1605-7735	DANIELLA LOLI	Youthworks Internshi...	2/2025		100.00
Vendor 6714 - DANIELLA LOLI Total:					100.00
Vendor: 6712 - DAVID RUIZ					
100-1605-7735	DAVID RUIZ	Youthworks Internshi...	2/2025		100.00
Vendor 6712 - DAVID RUIZ Total:					100.00
Vendor: 5920 - DAVID SOTO					
100-1605-7735	DAVID SOTO	Youthworks Internshi...	2/2025		100.00
Vendor 5920 - DAVID SOTO Total:					100.00
Vendor: 6718 - DE NOVO PLANNING GROUP					
100-2121	DE NOVO PLANNING GROUP	1404 Royal Oaks Environmental Analysis 1/2025	4600	202512-100-2121/1404 Royal...	4,795.00
Vendor 6718 - DE NOVO PLANNING GROUP Total:					4,795.00
Vendor: 6719 - DELANEY KOVACH					
100-1605-7735	DELANEY KOVACH	Youthworks Intern Stipend	2/2025		100.00
Vendor 6719 - DELANEY KOVACH Total:					100.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		446.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Lease/Maint 1/07/2025 - 1/31/2025	FBN5255114		894.49
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		847.62
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		433.48

Council Warrant Register By Vendor

Payment Dates: 2/27/2025 - 3/11/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		911.10
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		1,109.20
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		1,817.41
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 2/2025	FBN5255114		306.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 2/01/2025 - 2/28/2025	FBN5255114		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Initial Reg-DMV Fee	FBN5255114		118.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 CA Tire Tax	FBN5255114		12.25
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 CA Tire Tax	FBN5255114		8.75
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 CA Tire Tax	FBN5255114		8.75
Vendor 6189 - ENTERPRISE FM TRUST Total:					15,853.60
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery 2/11/2025	8-770-92505		46.91
100-1825-7626	FEDEX	Document Delivery 2/26/25	8-784-28631		32.36
Vendor 0087 - FEDEX Total:					79.27
Vendor: t2365 - FILM THIS					
100-2120	FILM THIS	Film Deposit Refund (FP24-04 1070 Hunt Dr)	R106117		500.00
Vendor t2365 - FILM THIS Total:					500.00
Vendor: 4308 - GARVEY EQUIPMENT COMPANY					
100-1410-7887	GARVEY EQUIPMENT COMPA...	Equipment Repairs	166339		175.91
100-1410-7980	GARVEY EQUIPMENT COMPA...	Small Equipment & Tools	166340		502.47
100-1410-8030	GARVEY EQUIPMENT COMPA...	Small Equipment & Tools	166340		1,252.67
Vendor 4308 - GARVEY EQUIPMENT COMPANY Total:					1,931.05
Vendor: 5340 - GRAND PRINTING INC					
100-1825-7613	GRAND PRINTING INC	Council Member Business Cards	113327		527.88
100-1825-7613	GRAND PRINTING INC	Public Safety Envelopes	113331		725.22
Vendor 5340 - GRAND PRINTING INC Total:					1,253.10
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1205-7615	HOME DEPOT CREDIT SERVICES	EOC Supplies	4813206		33.14
100-1205-7615	HOME DEPOT CREDIT SERVICES	EOC Supplies	3554743		42.98
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	5195501		92.30
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	5901602		118.35
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	4133520		20.91
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	4363361		109.15
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	4394191		96.93
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	8304404		55.10
100-1605-7730	HOME DEPOT CREDIT SERVICES	Lunar New Year Decorations Supplies	4527798		79.44
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	3032521		64.88
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts & Supplies	3800702		41.65
100-1610-7618	HOME DEPOT CREDIT SERVICES	Heat Lamp Propane Refills	1305120		150.43
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pressure Washer	1517525		573.43

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Payment Dates: 2/27/2025 - 3/11/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7730	HOME DEPOT CREDIT SERVICES	Lunar New Year Clay Pots	7305780		56.12
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pickleball Court Storage Shed Locks	6521158		60.17
100-1410-7980	HOME DEPOT CREDIT SERVICES	Yard Parts & Supplies	552197		64.85
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pickleball Court Repairs	4033239		131.14
100-1410-7980	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv 5521297)	779515		-1.18
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv 4033239)	779515		-2.38
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					1,787.41
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
100-1605-7750	INLAND EMPIRE TOURS & TR...	Pala Casino 2/20/25 Excursion Transportation	62884		2,089.05
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					2,089.05
Vendor: 6717 - JACOB RAMIREZ					
100-1410-7076	JACOB RAMIREZ	Tuition Reimbursement	2182025		2,427.00
Vendor 6717 - JACOB RAMIREZ Total:					2,427.00
Vendor: T4929 - JAIME PARDO					
100-2126	JAIME PARDO	Const/Demo Deposit Refund (Pmt#2024-153)	R104200		2,400.00
100-5004	JAIME PARDO	Administrative Fee (Pmt#2024-153)	R104200		-125.00
Vendor T4929 - JAIME PARDO Total:					2,275.00
Vendor: 6715 - JIMENA LOZADA					
100-1605-7735	JIMENA LOZADA	Youthworks Internshi...	2/2025		100.00
Vendor 6715 - JIMENA LOZADA Total:					100.00
Vendor: 6581 - LANDEN GRAVES					
100-1605-7735	LANDEN GRAVES	Youthworks Internshi...	2/2025		100.00
Vendor 6581 - LANDEN GRAVES Total:					100.00
Vendor: 6690 - LA-RICS					
100-1205-7655	LA-RICS	(4) Radio Subscription 11/2024	DUARTE FY24/25-05		80.00
100-1205-7655	LA-RICS	(4) Radio Subscription 12/2024	DUARTE FY24/25-06		80.00
100-1205-7655	LA-RICS	(11) Radios Subscription 1/2025	DUARTE FY24/25-07		220.00
100-1205-7655	LA-RICS	(11) Radios Subscription 2/2025	DUARTE FY24/25-08		220.00
Vendor 6690 - LA-RICS Total:					600.00
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 3/2025	huntplaz-1735-0325		1,750.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,750.00
Vendor: T4930 - MAPLE CONSTRUCTION AND DEVELOPMENT INC					
100-2126	MAPLE CONSTRUCTION AND ...	Const/Demo Deposit Refund (Pmt#2024-035)	R102882		4,000.00
Vendor T4930 - MAPLE CONSTRUCTION AND DEVELOPMENT INC Total:					4,000.00
Vendor: 0004 - MARLA AKANA					
100-2120	MARLA AKANA	CC Rent Deposit Refund 2/15/2025	R106896		500.00
Vendor 0004 - MARLA AKANA Total:					500.00
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Gardens Specific Plan/EIR 1/2025	0090157	202417-dep-Westminister Ga...	9,787.50
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					9,787.50
Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA					
100-1810-7673	CONCENTRA	Drug/Alcohol Testing 2/13/2025	85964280		128.00
Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA Total:					128.00

Council Warrant Register By Vendor

Payment Dates: 2/27/2025 - 3/11/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T4897 - OFELIA BAUTISTA					
100-4806	OFELIA BAUTISTA	Excursion Cancellation Refund (Rose Parade)	2002068.002		85.00
Vendor T4897 - OFELIA BAUTISTA Total:					85.00
Vendor: 6286 - PARTY PRONTO INC					
100-1605-7730	PARTY PRONTO INC	Lunar New Year Equipment Rental	044335		3,167.36
Vendor 6286 - PARTY PRONTO INC Total:					3,167.36
Vendor: 6639 - SAMUEL LEMUS					
100-1605-7735	SAMUEL LEMUS	Youthworks Internshi...	2/2025		100.00
Vendor 6639 - SAMUEL LEMUS Total:					100.00
Vendor: T4933 - SARAH HERRERA					
100-2124	SARAH HERRERA	Gazebo Rent Cancellation (Damage Bond)	2002122.002		50.00
100-4406	SARAH HERRERA	Gazebo Rent Cancellation	2002122.002		75.00
100-5004	SARAH HERRERA	Gazebo Rent Cancellation (Damage Bond)	2002122.002		-50.00
Vendor T4933 - SARAH HERRERA Total:					75.00
Vendor: 0202 - SHAFFER AWARDS					
100-1010-7980	SHAFFER AWARDS	Recognition Plaque-Commissioner Bylsma-Houghton	8524		36.96
100-1405-7690	SHAFFER AWARDS	Commission Name Plate	8559		20.89
Vendor 0202 - SHAFFER AWARDS Total:					57.85
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1610-7652	SIMON EQUIPMENT RENTALS	Lift Rental (SC Rain Gutter Repairs)	170169		475.60
100-1605-7730	SIMON EQUIPMENT RENTALS	Scissor Lift Rental (Lunar New Year)	170317		198.83
Vendor 0206 - SIMON EQUIPMENT RENTALS Total:					674.43
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2025	18340		3,399.49
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					3,399.49
Vendor: 5686 - TAMORA SCHOOL OF IRISH DANCE					
100-1605-7733	TAMORA SCHOOL OF IRISH D...	SC St Patricks Day Entertainment 3/17/2025	0000071		395.00
Vendor 5686 - TAMORA SCHOOL OF IRISH DANCE Total:					395.00
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC "The Philadelphia Story" Screening/Presentation	3/13/2025		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: T4932 - VICKY GOMIA					
100-4812	VICKY GOMIA	SC Sweethearts Dinner Dance Refund	2000574.005		14.10
Vendor T4932 - VICKY GOMIA Total:					14.10
Vendor: 4797 - WEX BANK					
100-1410-7650	FLEET SERVICES (76 FLEET)	Field Srvcs Fuel 1/1/25 - 1/31/25	102559430		179.47
Vendor 4797 - WEX BANK Total:					179.47
Fund 100 - GENERAL FUND Total:					76,510.61
Fund: 220 - GAS TAX FUN					
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 12/2024	25011303648		5,584.15

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Payment Dates: 2/27/2025 - 3/11/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 1/2025	25021004245		5,557.47
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					11,141.62
Fund 220 - GAS TAX FUN Total:					11,141.62
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DE...	TMC-KITS Monitoring 1/2025	25021003949		395.18
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					395.18
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					395.18
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 2/01/2025 - 2/28/2025	FBN5255114		679.61
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 2/01/2025 - 2/28/2025	FBN5255114		428.96
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 2/01/2025 - 2/28/2025	FBN5255114		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 2/01/2025 - 2/28/2025	FBN5255114		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 2/01/2025 - 2/28/2025	FBN5255114		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 2/01/2025 - 2/28/2025	FBN5255114		441.43
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: 5454 - MOORE IACOFANO GOLTSMAN INC					
400-4005-8041	MOORE IACOFANO GOLTSMA...	Boxing Patio at Duarte Park Design Srvc 12/2024	0089872	202518-Teen Center Outdoor ...	1,512.50
400-4005-8041	MOORE IACOFANO GOLTSMA...	Boxing Patio at Duarte Park Design Srvc 1/2025	0090221	202518-Teen Center Outdoor ...	1,828.75
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					3,341.25
Vendor: 6629 - TRUELINE CONSTRUCTION & SURFACING INC					
400-2127	TRUELINE	Retention-ROP Pickleball Court Resurfacing	2715		5,823.06
Vendor 6629 - TRUELINE CONSTRUCTION & SURFACING INC Total:					5,823.06
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					9,164.31
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Yard Supplies	02814556622		25.66
440-4405-7650	AUTOZONE	Yard Supplies	02814557582		23.38
Vendor 1491 - AUTOZONE Total:					49.04
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2025	18340		319.95
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					319.95
Vendor: 4797 - WEX BANK					
440-4405-7650	FLEET SERVICES (76 FLEET)	Transportation Fuel 1/1/25 - 1/31/25	102559430		76.83
Vendor 4797 - WEX BANK Total:					76.83
Fund 440 - PROPOSITION A TRANSIT FUND Total:					445.82
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 1/2025	18340		279.96
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					279.96
Fund 460 - PROPOSITION C TRANSIT FUND Total:					279.96

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Payment Dates: 2/27/2025 - 3/11/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 475 - MEASURE M LR TRANSIT FUND					
Vendor: 6674 - ADVANTEC CONSULTING ENGINEERS INC					
475-4750-7965	ADVANTEC CONSULTING ENG...	BV/Central/Evergreen TS Signal Design 1/2025	9801-0676-02	201918/Prof Svcs-Buena Vista...	5,085.40
475-4750-7965	ADVANTEC CONSULTING ENG...	Buena Vista & Kellwil Traffic Signal Design	9801-0677-01	202127/Prof Svcs-TS Buena Vi...	2,765.40
Vendor 6674 - ADVANTEC CONSULTING ENGINEERS INC Total:					7,850.80
Fund 475 - MEASURE M LR TRANSIT FUND Total:					7,850.80
Grand Total:					108,887.31

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	76,510.61
220 - GAS TAX FUN	11,141.62
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	395.18
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,099.01
400 - PARK DEVELOPMENT GRANT FUND	9,164.31
440 - PROPOSITION A TRANSIT FUND	445.82
460 - PROPOSITION C TRANSIT FUND	279.96
475 - MEASURE M LR TRANSIT FUND	7,850.80
Grand Total:	108,887.31

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7980	Other Expenses	36.96
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7713	Historical Museum Bldg...	451.41
100-1205-7610	Travel, Mtgs & Conf	599.00
100-1205-7612	Publications and Dues	100.00
100-1205-7615	Emergency Supplies	76.12
100-1205-7636	Uniforms	160.58
100-1205-7655	Emergency Services	600.00
100-1205-7761	Parking Ticket Collect	3,189.00
100-1205-7814	Nuisance Abatement	500.00
100-1205-7980	Other Expenses	330.75
100-1405-7690	Planning Commission	20.89
100-1405-7801	Industrial Waste Inspect...	6,947.64
100-1405-8100	Other Capital Improvem...	476.33
100-1410-7076	Tuition Reimbursement	2,427.00
100-1410-7650	Vehicle Maintenance	179.47
100-1410-7814	Graffiti Removal	3,399.49
100-1410-7887	Repairs & Replacements	175.91
100-1410-7980	Other Expenses	607.79
100-1410-8030	Other Equipment (Capita...	1,252.67
100-1605-7730	Special Events	3,501.75
100-1605-7733	Senior Center	563.74
100-1605-7735	Teen Center	900.00
100-1605-7750	Bus Rentals	2,089.05
100-1610-7618	Building Supplies	1,470.41
100-1610-7652	Building Maint Services	875.60
100-1805-7610	Travel, Mtgs & Conf	45.00
100-1810-7673	Physical Exams	128.00
100-1815-8011	Computer Equipment (C...	1,355.98
100-1825-7613	Duplications And Photos	1,253.10
100-1825-7626	Postage	79.27
100-1825-7630	Equipment Lease	1,723.06
100-1825-7631	Equipment Maintenance	424.44
100-1825-7674	Retiree Health Insurance	435.00
100-1830-8100	Vehicle Replacement (C...	15,853.60
100-2120	Refundable Deposits	1,500.00
100-2121	Pass Through Deposits	14,582.50
100-2124	Gazebo Refundable Dep...	50.00
100-2126	Construction and Demoli...	6,400.00
100-4406	Restroom & Gazebo Ren...	75.00
100-4806	Excursion Fees	85.00
100-4812	Senior Center Fees	14.10
100-5004	Other Revenue	-175.00
220-2210-7890	Repairs-Traffic Signal	11,141.62
240-2405-7890	Repairs-Traffic Signal	395.18

Account Summary

Account Number	Account Name	Payment Amount
320-3205-8013	Vehicles (Capital)	3,099.01
400-2127	Retention Payable	5,823.06
400-4005-8041	Park Improvements (Cap...	3,341.25
440-4405-7650	Vehicle Maintenance	125.87
440-4405-7814	Graffiti Removal	319.95
460-4605-7814	Graffiti Removal	279.96
475-4750-7965	Professional Services	7,850.80
Grand Total:		108,887.31

Project Account Summary

Project Account Key	Payment Amount
None	82,636.43
201918/Prof Svcs-Buena Vista & Central/Evergreen	5,085.40
202127/Prof Svcs-TS Buena Vista & Kelwill Way	2,765.40
202417-dep-Westminister Garden Specific Plan & EIR	9,787.50
202512-100-2121/1404 Royal Oaks (Environmental)	4,795.00
202517-Utility Box Art Program	476.33
202518-Teen Center Outdoor Boxing Patio Project	3,341.25
Grand Total:	108,887.31



**COMMUNITY DEVELOPMENT
STATUS REPORT
March 2025**

PROJECT/PROGRAM	STATUS
DEVELOPMENT	
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive)	This is a two-phase project with a total of 178 rooms with 72 in the first phase. Utility plans are still in process and the development team is working on resolving easement issues. Building permits were issued in December. The applicant plans to start construction in March 2025 but based on recent activity that may be pushed back.
Andres Duarte School	This is a Duarte Unified School District (DUSD) project which entails the development of the Andres Duarte School site with a residential development. The School District has selected a developer for the development: a partnership of Adept Development, MW Investments Group and SGV Property Fund. The Andres Duarte school site property is 14.1 acres. The preliminary plan, acted on by DUSD, includes 169 units and preserves a portion of Otis Gordon Park. The property has a general plan and zoning of Public Facilities so any development of the property will require City Council approval. The Parks & Recreation Commission reviewed the concept for the Otis Gordon Park rebuild at its September meeting. The EIR consultant has been hired. The Notice of EIR preparation has been issued. Work on the EIR is in process. The City hosted an EIR Scoping Meeting on January 7 and the consultant provided an overview of the proposed environmental analysis and explained the EIR process.
BP Charging Station 2107 Huntington Dr.	Permits have been issued, and construction is in process for the new EV charging station on the property at the northeast corner of Huntington Drive and Bradbourne. This is a new style of charging station that includes several charging spaces and a lounge area for customers that are waiting for their vehicles to charge. The project should be completed by early-mid March.
1501-1525 Huntington Dr.	A developer has recently purchased the building at 1501 Huntington Drive (formerly Morrolito Restaurant). This same developer owns the former Maya building and the vacant property. The short term plan is to demolish all of the buildings. This should occur in the next two months. The longer term plan is to build a mixed use project that meets the requirements of the Town Center Specific Plan. This is a longer

PROJECT/PROGRAM	STATUS
	term project, but is a positive step in building out the Town Center area.
Former Nissan Dealership	The Nissan dealership on the northeast corner of Buena Vista Street and Central Avenue has permanently closed. Staff has met with the new owner to discuss possible development of the site. The priority is for a new car dealership for the location. In the most recent discussion with the owner's representative, it was reported that the plan is to begin marketing the property in early 2025. In the interim the property will be used for new car parking and will be well maintained.
New Infinity/Nissan Dealership	Nissan has moved to the former Used Car Superstore at 1125 Central Ave. The Infinity brand will also be sold at this location. The new owner has informed Staff that future plans include upgrades to the building and signs.
Envision Ford	Envision Ford at 1031 Central Ave. recently completed construction on a new freeway sign. The owners also plan to make a significant upgrade to the property with a new building.
2400 Huntington Drive	The City's Housing Authority owns the property at 2400 Huntington Drive and has recently entered into an Exclusive Negotiating Agreement with Jamboree Housing to work on a plan for property sale and development. The City Staff is working with the San Gabriel Valley COG and the San Gabriel Valley Regional Housing Trust on possible financial assistance for the development.
1404-1414 Royal Oaks Drive	Shuorung Properties LLC has recently filed an application to construct 11 townhomes on the property at 1404-1414 Royal Oaks Drive, currently two single family homes. This requires environmental, a general plan amendment, zone change and design review. The environmental process has started and will take 4-6 months. The hearing process will follow.
1401 Santo Domingo	A 20 unit townhome development was approved for the property. The property recently was sold to a new owner that plans to develop the site. Plans have not yet been submitted for plan check.
Metro Parking Lot	Staff has been working with Metro for the past several years on the development of the Metro parking lot as part of the Duarte Station Specific Plan. The intent is to replace the Metro parking into a parking structure and construct workforce housing along Fasana Road at Highland Avenue. Metro has awarded an Exclusive Negotiating Agreement to Jamboree Housing. The plan is for a development with between 100-120 units of multi-

PROJECT/PROGRAM	STATUS
	generation housing. There is currently no schedule for development.
Town Center North	Staff has been meeting with property owners to develop a proposal for a complete center rehabilitation that includes new, upgraded facades, an upgraded parking lot and related improvements. Staff has been working with a commercial broker team with the goal of spurring activity. The City has hired an Architect and Engineer to develop a detailed concept plan for façade and parking lot upgrades to the center. The City has approved an Exclusive Negotiating Agreement with Red Mountain, one of the owners in the center, to work toward the sale of the City's corner property. The goal is for the owner to assist the City in coordinating all the property owners to participate in a comprehensive improvement of the entire center as a part of the development plan.
Royal Oaks Annexation	The Council approved the annexation, including the pre-zoning and related items. LAFCO approved the annexation at its February hearing. There is a 30 day waiting period, then the item is forwarded for recording. The property will be officially annexed in mid-March.
Solana at Duarte Station 1750 Fasana Road	MBK is building Solana, a 292-unit apartment building. This building is the location of the "Duarte Station" sign that is an icon, located on the roof of the building. Pre leasing is under way and the building will open soon.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: Hope Plaza was recently completed and opened to its first patient on February 3. It is an 8 story, 350,000 square foot outpatient clinic, south of the Northeast parking structure. The City of Hope has recently submitted concept plans for a new building for pathology, radiology and oncology.
Westminster Gardens	Human Good, the owner, plans for a major campus expansion and has recently filed an application. The City hired MIG to assist in the preparation of the specific plan amendment and EIR. The request is for this expansion to accommodate up to 600 total units; this includes assisted living and memory care units, and mixed use. This project will take 12+ months, but Staff has had kick off meetings with the consultant and HumanGood and there is positive progress.
928 Huntington Dr.	A 16-unit apartment development has been approved for the property. Permits have been issued and construction has started. The project was put on hold while the contractor works out some construction details with SCE but should restart in the near future.

PROJECT/PROGRAM	STATUS
<u>PUBLIC WORKS</u>	
Highland Promenade	This project is funded by a Measure M Grant. It is for an expanded right of way along the west side of Highland Ave. that would have a park-like pedestrian walkway. The City and the property owner of 1801 Highland have approved an easement agreement. Staff discussed the right of way issue with Metro for its piece recently and the details will be resolved when the site development moves forward. City has hired KHR to develop engineering plans. Staff and the City consultant are working with SCE on moving power poles. Final plans are complete. The project bid process started the first week in March.
Recreation Trail Upgrades	Duarte was awarded a \$1.6 million federal appropriation for accessibility and quality of life upgrades to the Donald and Bernice Watson Recreation Trail. This funding was included in the 2023 Omnibus Appropriations Bill, thanks to Congresswoman Napolitano. We are still waiting to receive the funds as the State manages the process for how funds will be distributed, a process that typically takes several months. In the next few months, Staff is working on finalizing paving details, looking to hire a landscape consultant to coordinate a final bid set for Parks & Recreation Commission and City Council review. An aerial survey has been completed and the concept plan is being developed. In coordinating with Cal Trans, the date that funding will be available has changed, so the project won't go out to bid until early 2025 at the earliest. The Parks & Recreation Commission reviewed the concept plans in November.
Encanto Park Infiltration Project	A water infiltration project at Encanto Park is in the feasibility and early design phase. The initial plan is to locate the structure in the park area under the soccer field. Now that the JPA has been formed to manage construction and maintenance, the project can move forward. The design is at 60% now and the JPA will be working on developing a budget. When a final budget estimate is completed and the plans are at 90% completion or more, City Staff and the JPA will provide City Council an update and City Staff and the JPA will start public outreach.
Huntington Drive Medians	The bid awarded to FS Contractors. The project construction has recently started and will take about four months.



**PARKS AND RECREATION
STATUS REPORT
March 2025**

PROJECT/PROGRAM		STATUS
<u>YOUTH AND SENIOR PROGRAMS</u>		
Spring Recreation Classes Registration	Registration for spring recreational classes opens Monday, March 10. To view the full list of this upcoming season’s offerings or register for a class, visit ACCESSDUARTE.COM and then click on the “City News” icon, at the top of the webpage.	
<u>SPECIAL EVENTS</u>		
Duarte Spring Fashion Show	Join us for Duarte’s annual Fashion Show, in collaboration with Macy’s of Santa Anita, on Saturday, March 15, at 1 PM. This runway event will showcase residents and neighbors of all ages as they flaunt their amateur modeling skills, featuring Macy’s latest spring clothing collections. The show will take place at the Duarte Performing Arts Center. Presale tickets are available for \$10, or \$15 at the door. You can purchase your tickets at the Duarte Teen Center.	
Cesar Chavez Day of Service 2025	Come celebrate the life and legacy of civil rights leader Cesar Chavez with a day of service in Duarte on Saturday, March 22, from 9 AM to 1 PM. The event will begin with a short program honoring Cesar Chavez, followed by a campus beautification project at Westminster Gardens. To volunteer, register at ACCESSDUARTE.COM, click on the “Parks & Recreation/Pool” icon, then select “Register for Classes” to complete your registration. Your registration includes a continental breakfast and lunch.	
Jump For Autism	Join the Parks and Recreation Department on National Autism Day, Wednesday, April 2 from 6 – 8 PM at the Duarte Teen Center for our second annual Jump for Autism. This exciting event will feature a silent dance party, sensory stations, helpful resources, and light refreshments while supplies last.	
Underwater Egg Hunt	Dive into fun at the Duarte Pool on Sunday, April 6, at 1 PM for the Department’s annual Underwater Egg Hunt! After the hunt, stay for spring craft stations, photos with the Easter Bunny, and open recreation swim. The event fee is \$3 for residents and \$5 for non-residents. Be sure to register at ACCESSDUARTE.COM by Friday, April 4.	
Spring Break ‘25: Recreation Swim	During Duarte Unified School District’s Spring Break, April 7 – 11, the Duarte Pool will be open for recreation swim for all residents and guests from 1:30 – 3:30 PM. Daily admission is \$1 for ages 12 and under, \$2 for teens and adults, and \$1 for seniors 55+ or persons with a disability.	



AGENDA REPORT

MEETING DATE: March 11, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Marvin Carpio, Assistant Civil Engineer

SUBJECT: Notice of Completion: Fiscal Year 2024-25 Citywide Striping and Marking Project No. 25-2 for WGJ Enterprises, Inc. dba PCI

RECOMMENDATION: It is recommended that the City Council: 1) accept the project as complete in the amount of \$81,700.00; and 2) approve a budget amendment to Gas Tax fund (Account No. 220-2210-7812) in the amount of \$3,685.00

FISCAL IMPACT: The Fiscal Year 24-25 Citywide Striping and Marking Project was included in the 24-25 Capital Improvement Program Budget and was funded by Gas Tax allocations and Measure R Funds. City Council approved the contract amount with a five percent contingency for a total of \$78,015.00. It was noticed that several additional high visibility crosswalks required immediate attention, so there was additional project cost that exceeded the approved five percent contingency by \$3,685.00 and resulted in a final project cost of \$81,700.00

BACKGROUND

On August 13, 2024, City Council awarded the contract for Fiscal Year 24-25 Citywide Striping and Marking Project to WGJ Enterprises, Inc. dba PCI. On October 2, 2024, the contractor began work for this project.

The project consisted of removal of faded and outdated striping and pavement markings such as lane lines, channelizing lines, legends (STOP, crosswalks, keep clear, turn arrows, etc.), and related signage. This project primarily focused on all striping and markings along approximately 1.25 miles of Huntington Drive between Las Lomas Rd and Pops Road. Additionally, the project included the restoration of crosswalks on streets surrounding Beardslee Elementary which were recommended to be improved in the Safe Routes to School Plan. See included Project Location Map (Attachment B) for a comprehensive look on where the improvements were located.

FISCAL IMPACT

The Fiscal Year 24-25 Citywide Striping and Marking Project was included in the 24-25 Capital Improvement Program Budget and was funded by Gas Tax allocations and Measure R Funds. City Council approved the contract amount with a five percent contingency for a total of \$78,015.00. It was noticed that several additional high visibility crosswalks required immediate attention, so there was additional project cost that exceeded the approved five percent contingency by \$3,685.00 and resulted in a final project cost of \$81,700.00.

RECOMMENDATION

It is recommended that the City Council: 1) accept the project as complete in the amount of \$81,700.00; and 2) approve a budget amendment to Gas Tax fund (Account No. 220-2210-7812) in the amount of \$3,685.00.

ATTACHMENTS

Attachment A – Before and After Photos

Attachment B – Project Locations Map

Attachment C – Notice of Completion

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

ATTACHMENT "A"

BEFORE

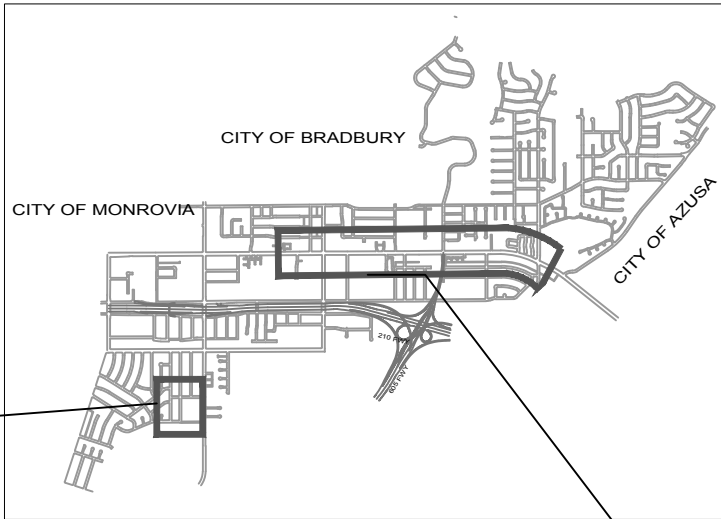
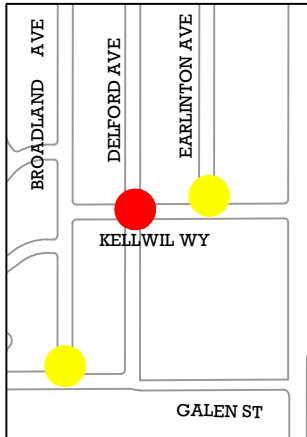
AFTER



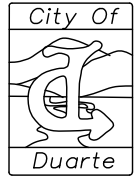
ATTACHMENTS “B” and “C”

(Please see next pages)

SRTS Portion

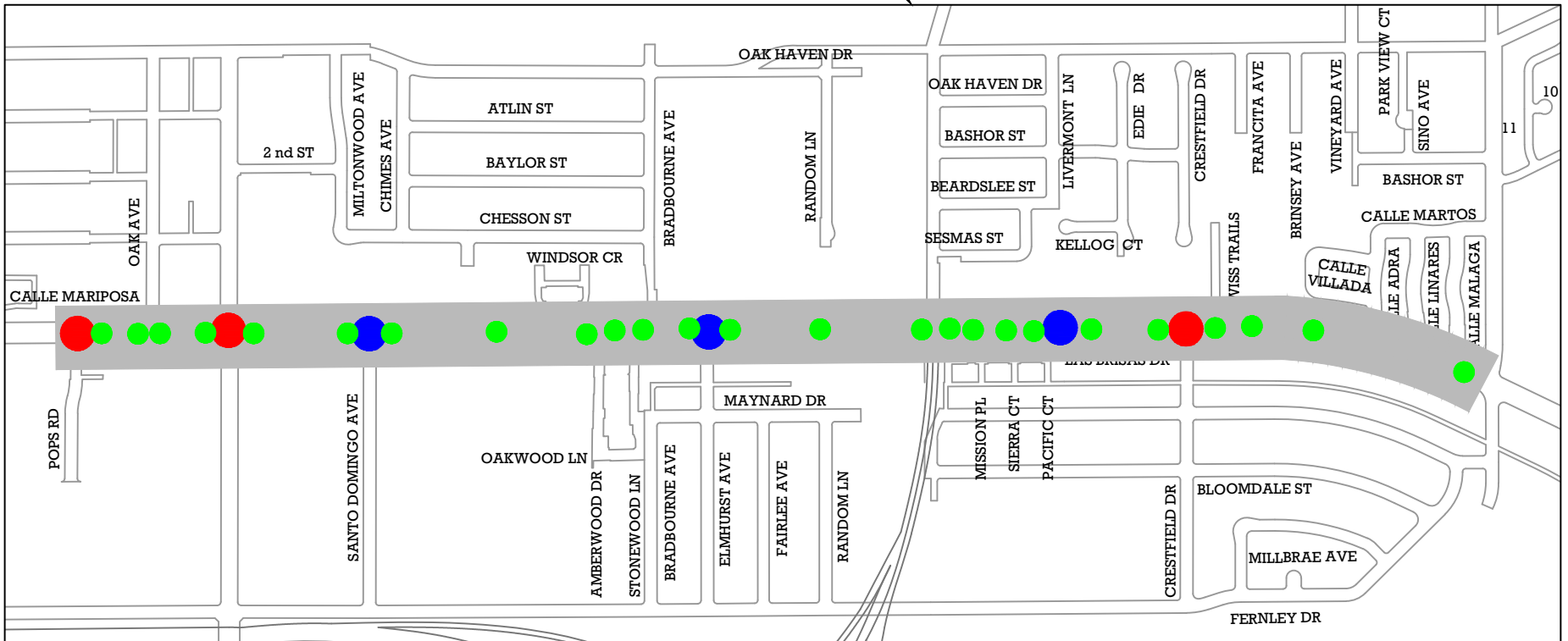


Project Location Map FY 24-25 Striping Project



LEGEND

- NEW HIGH VISIBILITY CROSSWALKS
- KEEP CLEAR MARKINGS
- NEW CROSSWALK WITH SIGN POST
- DIRECTIONAL ARROWS, SET OF 2
- 12,000 LINEAR FT OF WHITE SKIP LINE



RECORDING REQUESTED BY:

CITY OF DUARTE

WHEN RECORDED MAIL TO THIS ADDRESS:

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

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or AGENT of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The full name of the OWNER is: **CITY OF DUARTE**
3. The full address of the OWNER is: **1600 Huntington Dr. Duarte, CA 91010**
4. The nature of the interest or estate of the undersigned is: (i.e., In Fee.) **Fee Interest.**
5. A work of improvement on the property hereinafter described was COMPLETED on **Monday, Nov 4, 2024**
6. The work of improvement completed is described as follows: **FY 24-25 Citywide Striping and Marking Project**
7. The name of the original contractor, if any, for such work of improvement is: **WGJ Enterprises, Inc. dba PCI.**
8. The street address of said property is: **Intersection at Earlington Ave / Kellwill Way, Broadlan Ave / Galen St, Kellwill Way / Delford Ave, Huntington Dr / Crestfield Dr, Huntington Dr / Highland Ave, Huntington Dr / Pops Rd, and all striping along Huntington Dr. from Las Lomas Rd to Pops Rd.**
9. The property on which said work of improvement was completed is in the City of Duarte, County of LOS ANGELES, State of CALIFORNIA, and is described as follows: **The scope of work for Citywide Striping and Marking Project consists of the removal of existing traffic control devices and installation of new thermoplastic pavement striping, crosswalks, markings and legends.**

CITY OF DUARTE

March 11, 2025

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

VERIFICATION

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

March 11, 2025 at Duarte, California

Brian Villalobos, City Manager



AGENDA REPORT

MEETING DATE: March 11, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Stephanie Sandoval, Public Works Manager

SUBJECT: Notice of Completion: ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project No. 24-5 for FS Contractors, Inc.

RECOMMENDATION: It is recommended that the City Council accept the project as complete in the amount of \$2,515,515.05

FISCAL IMPACT: The ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project was included in the FY 2023-24 Budget and was funded by State funds in the amount of \$2,023,000 and SB1 funds in the amount of \$560,020.75. The final project cost was \$2,515,515.05 which is within the approved seven and a half percent (7.5%) contingency. There is adequate budget allocated for this project

BACKGROUND

On November 14, 2023, City Council awarded a contract for construction of the Caltrans-funded “ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project No. 24-5” to FS Contractors, Inc.

The project scope included:

- Central Ave. Improvements – Construct new sidewalk along the south side of Central Ave., updating of the ADA ramps, and installation of new signing and striping to increase safety for pedestrians and bicyclists.
- Evergreen St. Improvements – Construct new sidewalk along the north side of Evergreen St. between Brightside Ave. and Highland Ave. to meet all ADA compliance requirements. The project also included new pedestrian lighting and a new bike lane along Evergreen St. with the appropriate signage and pavement markings.

- Pedestrian / Bicyclist Connection Corridor – Improve the pedestrian corridor south of 210 FWY between Buena Vista Street and Brightside Avenue that completes the connection onto Evergreen Street. Proposed work includes the reconstruction of the pathway surface, pedestrian lighting, new signage and a new block wall along the south side next to the residential parcels.
- Pedestrian Underpass Connectivity – Includes the widening of existing sidewalk with decorative paving on the west side of Highland Ave. at the 210 underpass, and signage and striping improvements on Duncannon Ave. at the 210 underpass.

RECOMMENDATION

It is recommended that the City Council accept the project as complete in the amount of \$2,515,515.05.

FISCAL IMPACT

The ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project was included in the FY 2023-24 Budget and was funded by State funds in the amount of \$2,023,000 and SB1 funds in the amount of \$560,020.75. The final project cost was \$2,515,515.05 which is within the approved seven and a half percent (7.5%) contingency. There is adequate budget allocated for this project.

ATTACHMENTS

Attachment A. Before and After Photos

Attachment B. Notice of Completion

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

ATTACHMENT “A”

BEFORE



AFTER



New Pedestrian Lighting



RECORDING REQUESTED BY:

CITY OF DUARTE

WHEN RECORDED MAIL TO THIS ADDRESS:

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

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or AGENT of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The full name of the OWNER is: **CITY OF DUARTE**
3. The full address of the OWNER is: **1600 Huntington Dr. Duarte, CA 91010**
4. The nature of the interest or estate of the undersigned is: (i.e., In Fee.) **Fee Interest.**
5. A work of improvement on the property hereinafter described was COMPLETED on **Wednesday, December 11, 2024**
6. The work of improvement completed is described as follows: **ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project**
7. The name of the original contractor, if any, for such work of improvement is: **FS Contractors Inc.**
8. The street address of said property is: **Central Ave and Evergreen St from Buena Vista St and Highland Ave, Buena Vista Ave, Duncannon Ave and Highland Ave from Central Ave to Evergreen St.**
9. The property on which said work of improvement was completed is in the City of Duarte, County of LOS ANGELES, State of CALIFORNIA, and is described as follows: **The scope of the work includes the removal of existing pavement surfaces, construction of new sidewalk, widening of new decorative sidewalk, pedestrian lighting, new bike lane to include updated signage for existing bike lane and installation of new thermoplastic (extrusion type) pavement striping, markings, legends and red curb..**

CITY OF DUARTE

March 11, 2025

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

VERIFICATION

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

March 11, 2025 at Duarte, California

Brian Villalobos, City Manager



AGENDA REPORT

MEETING DATE: March 11, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

SUBJECT: Ordinance Amending the Duarte Municipal Code and Adopting by Reference the Los Angeles County Health Code Title 8 and Title 11

RECOMMENDATION: It is recommended that City Council conduct a public meeting and hold the first reading of Ordinance No. 25-01

FISCAL IMPACT: None

BACKGROUND

The County of Los Angeles has existing public health services contracts with 85 cities across Los Angeles County. California law authorizes contracts for local public health administration between counties and cities. These contracts allow the County's Health Officer to serve as the local health officer within the jurisdictions of the contracted cities. The County has performed these services through Public Health on behalf of the contracted cities for approximately 60 years. The City of Duarte's existing contract was executed on July 1, 1963, and has not been updated since it was originally executed.

The Los Angeles County Health Department, recognizing that the existing contract language was outdated, conducted several meetings with the 85 contract cities to adopt new language for the proposed new contract.

DISCUSSION

The current public health services contracts contain terms that are outdated, as the legal citations have changed. In 1991, the California State Legislature reorganized the Health and Safety Code. Public Health updated the language and statutory references for the City-County Public Health contracts after a stakeholder engagement process with a workgroup of representative contracted cities to gather feedback and answer questions. The updated local administration of public health services contracts include these updated statutory references and updated contractual language that aligns current public health practice.

The proposed Public Health Services contract requires the City to adopt by reference Title 8 and Title 11 of the Los Angeles County Health Code, in order for the County to observe and enforce those enacted ordinances. Ordinance No. 25-01 adopts Title 8 and Title 11 of the Los Angeles County Health Code by reference and amends Duarte Municipal Code Sections 6.04.010 and 6.13.010 to reflect the adopted date of this ordinance on March 25, 2025.

RECOMMENDATION

It is recommended that the City Council conduct a public hearing and hold the first reading of Ordinance No. 25-01.

FISCAL IMPACT

None.

ATTACHMENTS

A. Ordinance No. 25-01

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

ORDINANCE NO. 25-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING THE DUARTE MUNICIPAL CODE AND ADOPTING BY REFERENCE THE LOS ANGELES COUNTY HEALTH CODE TITLE 8 AND TITLE 11 PURSUANT TO THE REQUIREMENT OF THE DEPARTMENT OF PUBLIC HEALTH PUBLIC HEALTH SERVICES CONTRACT WITH THE COUNTY OF LOS ANGELES

WHEREAS, the City of Duarte (“City”) desires to continue to contract with the County of Los Angeles (“County”) for the performance of public health services by the County’s Department of Public Health, for the County’s Health Officer to act as the City’s Health Officer, and for the County’s Department of Public Health to serve as the City’s Environmental Health Department; and

WHEREAS, the County agrees to continue performing such services on the terms and conditions set forth in the Department of Public Health Public Health Services Contract No. PH-005612 (“Contract”); and

WHEREAS, the Contract is authorized by California Health and Safety Code Sections 101400 and 101405; and

WHEREAS, to effectuate public health services for the City, the County and its duly appointed Health Officer shall exercise the powers and duties that are conferred upon local health officers by law; and

WHEREAS, the County Health Officer shall fulfill the obligations and exercise the authority conferred by California Health and Safety Code Sections 101470 and 101475 within the territorial jurisdiction of the City in the performance of this Contract; and

WHEREAS, the proposed Public Health Services contract requires the City to adopt by reference Title 8 and Title 11 of the Los Angeles County Health Code, in order for the County to observe and enforce those enacted ordinances.

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

SECTION 1. The Recitals above are true and correct and incorporated herein by this Reference.

SECTION 2. The Duarte Municipal Code Sections 6.04.010 is replaced in its entirety to reflect the effective date of the Public Health Services contract as follows:

Section 6.04.010 – Code adopted by reference

The City of Duarte hereby adopts by reference, that certain public health code known and designated as the "Public Health Code of the County of Los Angeles," County Ordinance No. 7583, as amended through and including Ordinance No. 25-01, adopted March 25, 2025. Such code shall be and become the public health code of the city, regulating matters concerning the public health within the city.

SECTION 3. The Duarte Municipal Code Section 6.13.010 is replaced in its entirety to reflect the effective date of the Public Health Services contract as follows:

6.13.010 - County code adopted by reference

Except as herein provided, County of Los Angeles Ordinance No. 2018-0037, known as the Local Agency Management Program (LAMP), as contained in Title 8 (Consumer Protection, Business and Wage Regulations) and Title 11 (Health and Safety) of the Los Angeles County Code is hereby incorporated by reference as adopted by Ordinance No. 25-0, adopted March 25, 2025, and shall regulate conventional and non-conventional onsite wastewater treatment systems (OWTS) within the city of Duarte, including review, siting, permitting and operational requirements for OWTS, and providing for collections of fees associated with the monitoring and enforcement of OWTS.

SECTION 4. The City Council finds and determines that this ordinance is exempt from the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15060(c)(2), in that the adoption of this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment, and is further and independently exempt from the California Environmental Quality Act under State CEQA Guidelines Section 15061(b)(3), in that it can be seen with certainty there is no possibility the adoption of this Ordinance will have a significant effect on the environment. In addition, the repeal is exempt under CEQA Guidelines section 15321, relating to the enforcement of a law.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

THE FOREGOING ORDINANCE IS PASSED, APPROVED, AND ADOPTED by a vote of no less than a majority of City Council at a regular meeting of the City Council of the City of Duarte held on the 25th day of March 2025.

Cesar A. 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 Ordinance No. 25-01 was introduced for first reading on March 11, 2025 and was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 25th day of March 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Annette Juarez
City Clerk



AGENDA REPORT

MEETING DATE: March 11, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

SUBJECT: Approval of the Department of Public Health Services Contract

RECOMMENDATION: Approve the Department of Public Health Services Contract and Authorize the City Manager to Sign the Contract

FISCAL IMPACT: There is no direct financial impact related to this item. Public Health provides the local administration of public health services to cities on a no-cost basis. For facilities or locations that require a County issued public health permit, the contract continues to permit the County to solely collect the required public health permit fees to fund the cost of its operations. For the administration of other public health services that do not require a public health permit, Public Health will continue to provide those services using current funding sources. This contract only permits Public Health to charge a cost reimbursement fee to the City in the instance that we request additional public health administration or inspection services that are either non-customary or outside of the scope of public health services under this contract.

BACKGROUND

The County of Los Angeles has existing public health services contracts with 85 cities across Los Angeles County. California law authorizes contracts for local public health administration between counties and cities. These contracts allow the County's Health Officer to serve as the local health officer within the jurisdictions of the contracted cities. The County has performed these services through Public Health on behalf of the contracted cities for approximately 60 years. The City of Duarte's existing contract was executed on July 1, 1963, and has not been updated since it was originally executed.

Accordingly, certain language and provisions of the contracts have become outdated given the changes in applicable law and public health practice over the course of the past seven decades. Public Health is offering these updated contracts to the 85 contracted cities, to replace the existing, but outdated contracts, in order to better align the language of the contract with current County public health practice and modernize the agreements with current statutory citations.

DISCUSSION/ANALYSIS

State law allows cities to contract with a County for the administration of local public health services and the performance by the County health officer of any enforcement functions within the City related to ordinances of public health and sanitation, and all inspections and other related functions within the City (Health and Safety Code Section 101400). Cities with an existing contract have consented to the County Health Officer to enforce and observe laws, orders and regulations related to public health within the city (Health and Safety Code Section 101405). Specific categories of State mandated public health functions performed by the County Health Officer for the cities are provided in Title 17 of the California Code of Regulations, Section 1276, and include the following services: public health statistics (birth and death certificates); communicable disease control (COVID-19, tuberculosis, hepatitis, sexually transmitted infections); medical and nursing services to promote maternal and child health; environmental health and sanitation services; health education programs; public health laboratory and testing services; public health nursing services; and services in nutrition, chronic disease, family planning, and the social determinants affecting health.

The current public health services contracts contain terms that are outdated, as the legal citations have changed. In 1991, the California State Legislature reorganized the Health and Safety Code. Public Health updated the language and statutory references for the City-County Public Health contracts after a stakeholder engagement process with a workgroup of representative contracted cities to gather feedback and answer questions. The updated local administration of public health services contracts include these updated statutory references and updated contractual language that aligns current public health practice.

FISCAL IMPACT

There is no direct financial impact related to this item. Public Health provides the local administration of public health services to cities on a no-cost basis. For facilities or locations that require a County issued public health permit, the contract continues to permit the County to solely collect the required public health permit fees to fund the cost of its operations. For the administration of other public health services that do not require a public health permit, Public Health will continue to provide those services using current funding sources. This contract only permits Public Health to charge a cost reimbursement fee to the City in the instance that we request additional public health administration or inspection services that are either non-customary or outside of the scope of public health services under this contract.

ATTACHMENTS

Attachment A. Department of Public Health Public Health Services Contract No. PH-005612

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

**DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH SERVICES CONTRACT**

THIS CONTRACT "Contract" is made and entered into on _____

by and between

COUNTY OF LOS ANGELES
(hereafter "County")

and

CITY OF DUARTE
(hereafter "City")

THIS PUBLIC HEALTH SERVICES CONTRACT ("Contract") is made by and between the County of Los Angeles, hereinafter referred to as the "County", and the City of Duarte hereinafter referred to as "City."

RECITALS:

The City desires to continue to contract with the County for the performance of public health services by the County's Department of Public Health ("Public Health"), for the County's Health Officer to act as the City's Health Officer, and for the County's Department of Public Health to serve as the City's Environmental Health Department.

The County agrees to continue performing such services on the terms and conditions set forth in this Contract.

This Contract is authorized by California Health and Safety Code Sections 101400 and 101405.

To effectuate public health services for the City, the County and its duly appointed Health Officer shall exercise the powers and duties that are conferred upon local health officers by law.

The County Health Officer shall fulfill the obligations and exercise the authority conferred by California Health and Safety Code Sections 101470 and 101475 within the territorial jurisdiction of the City in the performance of this Contract.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **TERM:** This Contract shall become effective upon date of execution, and replace all prior contracts for public health services between the City and County. This contract shall continue in full force and effect until June 30, 2029. Subject to Section 7 below, this Contract shall thereafter be automatically renewed for consecutive five (5) year terms, for an indefinite period, without further action by either City or County, unless City or County terminates the Contract in the manner set forth in Section 7.
2. **PUBLIC HEALTH SERVICES:** The County and the County's Health Officer shall observe and enforce within the territorial jurisdiction of the City all of the following:
 - a. Orders, quarantine, and other regulations, concerning public health, prescribed by the California Department of Public Health ("CDPH").
 - b. Statutes relating to public health.
 - c. Provisions of Los Angeles County Code, Title 11, and any amendments thereto, as adopted by City by ordinance or resolution, to the same extent as they are enforced in the unincorporated area of the County.
3. **DESCRIPTION OF PUBLIC HEALTH FUNCTIONS:**
 - a. The performance of all public health services, the standard of performance and other matters incidental to the performance of public health services and observation and enforcement of public health statutes, regulations, ordinances and CDPH orders and guidance shall be determined solely at the discretion of the County Health Officer and/or Director of County

Public Health. The control of County personnel under this Contract shall remain exclusively with the County.

- b. The County agrees to continue to perform for the City such public health services as are authorized or mandated by state laws or regulations related to public health, to be performed by the local health officer or local enforcement agency.
 - i. Pursuant to California Health and Safety Code section 101045, the County shall investigate health and sanitary conditions in detention facilities operated by the City, if any. County may bill and receive payment from City for inspection and reporting services in the manner provided by Paragraph 4, subsections (g) and (h) of this Contract.
 - ii. For future enactments of state law or regulation, County agrees to perform public health services that impose a specific duty or obligation on the local health officer to observe or enforce. Should future state law statutory or regulatory enactment related to public health not impose a duty or obligation on the local health officer, City may request in writing that the County perform that public health service. Should County elect to perform that discretionary public health service for City, pursuant to such City request, then County may bill and receive payment from City for inspection and reporting services in the manner provided by Section 4, subsections (g) and (h) of this Contract.
- c. The County agrees to continue to perform for the City such public health services as authorized or mandated by provisions of Title 11 of the Los Angeles County Code, and any amendments or additions thereto, that the City has adopted via ordinance or resolution.
 - i. Should the County Board of Supervisors enact future provisions to or amend existing provisions of Title 11 of the Los Angeles County Code, County will inform the City of the newly enacted provision or amendment via email to the City's Manager, and describe the

- enacted new provision or amendment and the impact to the services performed under this Contract, if any.
- ii. For future ordinances that may be enacted by the Board of Supervisors into Title 11 of the Los Angeles County Code, in order for the County to observe and enforce that enacted ordinance within the City, the City must approve the incorporation of the identical version of that new Title 11 provision into its municipal code via ordinance or by resolution of the City Council.
 - iii. Any future amendments to provisions of Title 11 of the Los Angeles County Code that exist in the City's Municipal Code at the date of the execution of this Contract, shall be incorporated by the City into its municipal code.
- d. The County shall issue public health permits and licenses to permittees located within the City and collect the fees as provided for in Los Angeles County Code, Title 8, Chapter 8.04. Such fees shall be retained by County Public Health for the benefit of County as full compensation for the services performed by the Public Health Director and County Health Officer on behalf of the City.
- i. County may, from time to time, amend or alter the public health permit or license fees charged to those individuals or entities required to obtain a public health permit or license pursuant to either state statute or Los Angeles County Code, Title 8, Chapter 8.04.
 - ii. City may not set, collect, or retain public health permit or license fees for any public health service performed by County under this Contract.
- e. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to provide the public health services described in this Contract and as necessary to protect the public health, safety, and welfare as determined by Public Health in its sole discretion. All persons employed in

the performance of public health services and functions under this Contract shall be County personnel.

4. GENERAL TERMS:

- a. To facilitate the performance of public health services, City and County will cooperate and assist each other to fulfill the purpose and intent of this Contract.
- b. Exhibit A of this Contract, which is attached hereto and incorporated herein, shall provide the language of the City's Municipal Code, as amended, that reflects the City's specific adoption of Division 1 of Title 11 of the Los Angeles County Code as of the effective date of this Contract. Exhibit A may be revised to reflect any changes to the City's Municipal Code regarding Title 11 of the Los Angeles County Code.
- c. All persons employed in the performance of such public health duties, functions and services for City shall be County employees or personnel and no City employee shall be supplanted by County, and no person employed by County under this Contract shall have any City pension, civil service, or any status or right.
- d. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or be liable for compensation to or required to indemnify any County employee for injury or sickness arising out of his or her employment.
- e. The parties have executed an Assumption of Liability Contract approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Contract approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this Contract by reference. In the event that the Board of Supervisors later approves a revised Joint Indemnity Contract, and the City executes the

revised contract, the subsequent contract as of its effective date shall supersede the contract previously in effect between the parties hereto.

- f. City is not required to separately reimburse County for the performance or enforcement of any City ordinance or resolution which adopts identical provisions of Los Angeles County Code, Title 11, and its amendments.
 - g. Should City request in writing additional public health services of the County, that are not required by statute, regulation or CDPH Order, or as provided in Title 11 of the Los Angeles County Code, the County may charge the City, at rates approved by the Board of Supervisors, an hourly rate that will reimburse the County for the costs for the provision of those specific public health services.
 - h. County, through its Director of Public Health, must render to City within twenty (20) calendar days after the close of each calendar month an itemized invoice which covers all extra services performed for City if such services were requested by the City in writing, during said month, and City must pay County within thirty (30) days after date of such invoice.
 - i. If a violation of public health statutes, regulations or ordinances results in a public health hazard within the City, County will notify the City Manager in writing. If the City elects to pursue legal prosecution or abatement, City shall provide to County contact information for counsel that will represent the City or the People in any legal proceeding to abate or mitigate the public health hazard. City shall bear the full cost of such proceedings. County may bill City on an hourly basis for time spent by County employees participating in such legal proceedings.
5. **NOTICES:** Notices hereunder must be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, attention to the parties at the addresses listed below. Public Health Director, or the Director's designee, is authorized to execute all notices or demands which are required or permitted by County under this Contract.

Addresses and parties to be notified may be changed by providing at least ten (10) working days prior written notice to the other party.

A. Notices to County must be addressed as follows:

- (1) Department of Public Health
Environmental Health – Administrative Headquarters
5050 Commerce Drive
Baldwin Park, California 91706
Attention: Director, Environmental Health
E-mail: EHAdmin@ph.lacounty.gov
- (2) Department of Public Health
Contracts and Grants Division
5555 Ferguson Drive, 2nd Floor, Suite 210
Commerce, CA 90022
Attention: Division Director
Email: contracts-grants@ph.lacounty.gov
- (3) Department of Public Health
Office of the Director
Attention: Director, Public Health
313 North Figueroa Street
Los Angeles, CA 90012
Email: DPHDirector@ph.lacounty.gov

B. Notices to City must be addressed as follows:

- (1) City of: Duarte
Attention: City Manager
1600 Huntington Drive
Duarte, CA 91010
Email: bvillalobos@accessduarte.com
Phone: (626) 357-7931

6. **GOVERNING LAW, JURISDICTION, AND VENUE:** This Contract will be governed by, and will be construed in accordance with, the laws of the State of California. City agrees and consents to the exclusive jurisdiction of the courts of the State of California or the United States Courthouse, Central District, Western Division, for all purposes regarding this Contract and further agrees and consents

that venue of any action brought under this Contract shall be exclusively in the County of Los Angeles.

7. **TERMINATION FOR CONVENIENCE:** The performance of services under this Contract may be terminated, with or without cause, in whole or in part, from time to time when such action is deemed by County or City to be in their own best interest. Termination of services hereunder shall be effectuated by the delivery of an advance written Notice of Termination of the entire Contract by one party to the other at least one hundred and eighty (180) calendar days prior to July 1 of the following calendar year. The termination of services may only be effective on July 1 of the calendar year, so as to assure no lapse in public health and local health officer services to the residents of City.
8. **ALTERATION OF TERMS/AMENDMENTS:** The body of this Contract and any Exhibits attached hereto, and documents incorporated by reference, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Contract. No addition to, or alteration of, the terms of this Contract, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to this Contract which is formally approved and executed by the parties in the same manner as this Contract.
9. **INDEPENDENT CONTRACTOR STATUS:** This Contract is by and between the County and City and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and City. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

10. NO INTENT TO CREATE A THIRD-PARTY BENEFICIARY CONTRACT:

Notwithstanding any other provision of this Contract, the parties do not in any way intend that any person shall acquire any rights as a third-party beneficiary under this Contract.

11. VALIDITY: If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

12. WAIVER: No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by its Director of Public Health, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officer, the month, day, and year first written above.

CITY OF DUARTE

COUNTY OF LOS ANGELES

By: _____
Brian Villalobos
City Manager

By: _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

Date: _____

Date: _____

APPROVED AS TO FORM
BY THE OFFICE OF THE CITY ATTORNEY

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL

THAI VIET PHAN, City Attorney

DAWYN R. HARRISON, County Counsel

By: _____
City Attorney

APPROVED AS TO CONTRACT
ADMINISTRATION:
Department of Public Health

Date: _____

By: _____
Contracts and Grants Division

ATTEST:
ANNETTE JUAREZ, City Clerk

Date: _____

By: _____
City Clerk

Date: _____
(AFFIX CORPORATE SEAL HERE)

#07642:db

Exhibit A:
CITIES - HEALTH OFFICER - ADOPTION OF COUNTY CODE
DUARTE

ADOPTION OF OUR COUNTY CODE TITLE 8 & TITLE 11

6.04.010 - Code adopted by reference.
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There is hereby adopted that certain public health code known and designated as the "Public Health Code of the County of Los Angeles," County Ordinance No. 7583, as amended through and including Ordinance No. 10728, adopted August 14, 1973. Such code shall be and become the public health code of the city, regulating matters concerning the public health within the city.

(Ord. 386 § 1, 1975: Ord. 222 § 2 (part), 1968: Ord. 199 § 1, 1961: Ord. 96 § 1, 1962)
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6.13.010 - County code adopted by reference.

Except as herein provided, County of Los Angeles Ordinance No. 2018-0037, known as the Local Agency Management Program (LAMP), as contained in Title 8 (Consumer Protection, Business and Wage Regulations) and Title 11 (Health and Safety) of the Los Angeles County Code is hereby incorporated by reference and shall regulate conventional and non-conventional onsite wastewater treatment systems (OWTS) within the city of Duarte, including review, siting, permitting and operational requirements for OWTS, and providing for collections of fees associated with the monitoring and enforcement of OWTS.
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(Ord. No. 890 , § 1, 2-12-2019)

CITY MUNICIPAL CODE EXCLUSION OF SPECIFIC PUBLIC HEALTH SERVICES

None



AGENDA REPORT

MEETING DATE: March 11, 2025

TO: Mayor and Members of the City Council

FROM: Thai Viet Phan, City Attorney

SUBJECT: Amendment No. 1 to the City Manager Employment Agreement

RECOMMENDATION: It is recommended that City Council approve Amendment No. 1 to the City Manager Employment Agreement.

FISCAL IMPACT: This action will increase expenses in FY 24/25 by \$5,900

BACKGROUND

Brian Villalobos was selected by the City Council of the City of Duarte in June 2023 to become the City Manager and a new two year contract was negotiated in July 2024. The City Council and City Manager Villalobos recently underwent an evaluation and negotiations process, and the parties now mutually agree to amend the terms of the 2024 City of Duarte City Manager Employment Agreement as Amendment No. 1 (collectively with the original 2024 agreement, “Agreement”).

Amendment No. 1 to City of Duarte City Manager Employment Agreement includes the following modifications:

- Increase the City Manager’s Salary by 5% to \$248,034 beginning January 1, 2025, therefore retroactively increasing the City Manager’s compensation to the effective date of this Amendment No. 1.
- Provide a 5% increase on July 1, 2025, to \$260,435 and an additional 5% increase on January 1, 2026, for a total sum of \$273,456.

No other changes to Agreement are proposed at this time.

These amendments reflect the dedication, experience, and value that City Manager Villalobos brings to the City with his over three decades of municipal and public safety experience.

RECOMMENDATION

It is recommended that City Council approve Amendment No. 1 to the City Manager Employment Agreement.

FISCAL IMPACT

This action will increase expenses in FY 24/25 by \$5,900

ATTACHMENTS

- A. Amendment No. 1 to City of Duarte City Manager Employment Agreement
- B. July 9, 2024, City of Duarte City Manager Employment Agreement

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

AMENDMENT NO. 1 TO CITY OF DUARTE CITY MANAGER EMPLOYMENT AGREEMENT

This AMENDMENT NO. 1 TO CITY OF DUARTE CITY MANAGER EMPLOYMENT AGREEMENT (the “Amendment”) is made and entered as of March 11, 2025, by and between the CITY OF DUARTE, a public body and general law city of the State of California (the “City”), and BRIAN VILLALOBOS, an individual (the “City Manager”), for the purpose of amending the written “City of Duarte City Manager Employment Agreement” entered into between City and City Manager as of July 9, 2024 (“Agreement”):

SECTION 1. SALARY ADJUSTMENT.

Subsection A of “Section 6. Salary and Benefits” is amended to read:

A. City agrees to pay City Manager for his services rendered pursuant hereto an annual base salary of Two Hundred Forty-Eight Thousand, and Thirty-Four Dollars (\$248,034) (“Base Salary”), effective on January 1, 2025, (“Base Salary Effective Date”), payable in equal installments at the same time as other employees of the City are paid.

City Manager shall receive salary increases of 5% on each of the following effective dates: 5% on July 1, 2025, for a sum of Two Hundred and Sixty-Thousand, Four Hundred and Thirty-Five Dollars (\$260,435), and 5% January 1, 2026, with a resulting salary of Two Hundred and Seventy-Three Thousand, Four Hundred and Fifty-Six Dollars (\$273,456).

It shall be the responsibility of City Manager to advise City each year of the necessity for the annual performance review, and to schedule same, by closed session with the City Council, or other appropriate procedure. Notwithstanding the necessity for at least one annual performance review, City Council may perform other performance reviews of City Manager’s performance, at any time. City Council may implement adjustments to salary, other benefits, or both, during the period of any performance review, provided, however, that consistent with Government Code section 54956, such compensation or benefits may only be modified at a regularly scheduled meeting of the City Council.

SECTION 2. OTHER TERMS UNCHANGED

Except as set forth in this Amendment, all terms, conditions, and provisions of the Agreement are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the City of Duarte has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the City Manager has signed and executed this Agreement, both in duplicate, to become effective as of the Effective Date.

CITY:

CITY OF DUARTE

Cesar Garcia, Mayor
City of Duarte

ATTEST:

Annette Juarez, City Clerk
City of Duarte

**APPROVED AS TO FORM:
RUTAN & TUCKER, LLP**

Thai Viet Phan, City Attorney
City of Duarte

CITY MANAGER:

BRIAN VILLALOBOS, an individual

CITY OF DUARTE CITY MANAGER EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (the “Agreement”) is made and entered as of July 9, 2024, by and between the CITY OF DUARTE, a public body and general law city of the State of California (the “City”), and BRIAN VILLALOBOS, an individual (the “City Manager”), both of whom understand as follows:

RECITALS:

WHEREAS, the City desires to employ the services of BRIAN VILLALOBOS as the City Manager as provided by the Duarte Municipal Code Chapter 2.12; and

WHEREAS, it is the desire of the City to establish certain conditions of employment and to set working conditions of said City Manager; and

WHEREAS, the City Council conducted an evaluation of the City Manager in June 2024 and found that the City Manager’s work and achievements warranted renewal of the City Manager’s contract; and

WHEREAS, City Manager desires to maintain employment as City Manager of said City.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES.

A. City hereby agrees to employ BRIAN VILLALOBOS as City Manager of said City to perform the functions and duties specified in the Duarte Municipal Code Chapter 2.12, pursuant to Government Code sections 36501, 36506, and 34851 et seq., and as provided by other state and federal law, and to perform other legally permissible and proper duties and functions as the City Council of the City of Duarte (the “City Council”) shall from time to time assign.

B. City Manager, with prior written approval of the City Council, may undertake outside professional activities for compensation, including teaching, speaking, and writing, provided they do not interfere with City Manager’s normal duties, are done only during vacation or other non-working time of City Manager, and are not done with any then-existing vendors or contractors of the City, or past vendors or contractors where conflicts of interest are triggered under state or local law. Under no circumstances shall such outside activity create a conflict with the duties of the City Manager and the interests of the City. The City Council, in its sole discretion, may determine when such a conflict exists.

C. Pursuant to Municipal Code Section 2.12.070, City Manager shall devote his full-time work duties to the office of the City Manager. Subject to paragraph 1(B) above, City Manager shall not, while employed by the City, perform any other work for hire, and shall not perform any unpaid or volunteer work that conflicts with performance of his duties as City Manager. City Manager shall perform those duties and have those responsibilities that are commonly assigned to a City Manager of a general law city in the State of California with a council-manager form of government, and as are further set forth in the City’s Municipal Code, including but not limited to

Chapter 2.12.090 thereof, as may be amended from time to time. The terms of Municipal Code Chapter 2.12, as the same may from time to time be amended, are incorporated herein as though fully set forth. In the event of any conflict between the terms of this Agreement and the terms of Chapter 2.12, the provisions of this Agreement shall prevail pursuant to the authority of the City Council to enter into this Agreement set forth in Municipal Code Section 2.12.120.

SECTION 2. TERM.

A. The term of this Agreement shall be from July 10, 2024 (the "Effective Date"), through and including June 30, 2026, unless earlier terminated as provided herein. Thereafter, the parties may renew the Agreement pursuant to their mutual agreement.

B. City Manager shall serve at the pleasure of City Council. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Council acting for the City to terminate the services of City Manager at any time, with or without cause, subject only to the provisions set forth in Section 5 of this Agreement, and the provisions of the Duarte Municipal Code, Chapter 2.12, not otherwise waived hereunder.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Manager to resign at any time from his position with City, subject only to the provision set forth in Section 4, Paragraph G, of this Agreement.

SECTION 3. ADMINISTRATIVE LEAVE WITH PAY.

City may place City Manager on Administrative Leave with full pay and benefits at any time during the term of this Agreement. However, if the purpose of placing City Manager on Administrative Leave With Pay is to conduct an investigation into potential wrongdoing, and after that investigation, City Manager is convicted of a crime involving abuse of their office or position, then pursuant to Government Code Section 53243, City Manager shall be required to fully reimburse City for any salary or benefits received while on Administrative Leave With Pay. "Abuse of office or position" shall be as defined in Government Code Section 53243.4, as may be amended.

SECTION 4. TERMINATION AND SEVERANCE PAY.

A. The City Council shall have the right at any time during the term of the Agreement, upon thirty (30) days' prior written notice to City Manager, and notwithstanding the provisions of subdivisions (a) through (d) of Municipal Code Section 2.12.110, but subject to the limitation set forth in subdivision (e) of Municipal Code Section 2.12.110 [no dismissal within 90 days of election or appointment of Council member], to terminate this Agreement and City Manager's employment, for any reason or for no reason, by a vote of a majority of the members of the City Council (and not a majority vote of the quorum only, in the event of a meeting where less than the full number of members are present, and the majority of the quorum is less than four votes) voting at regular, adjourned regular, or special meeting of the City Council. If such termination is involuntary and for reasons other than "misconduct in office" or "for cause" as further specified herein, City Manager shall be entitled to receive a severance payment in an amount provided in Duarte Municipal Code section 2.12.060. The severance payment provided for herein shall be in addition to, and not offset by, any payment to which City Manager may otherwise be entitled to,

or qualify for, through the Chief Executive Separation Payment provided under the California Joint Powers Insurance Authority's Memorandum of Coverage – Primary Liability Program.

B. The City Manager and City acknowledge and agree that there is a mutual benefit in advancing and maintaining a positive and non-controversial resolution to the employment relationship. In keeping with the spirit of this provision, and as a condition to the receipt of any amount of severance pay as provided in paragraph 4.A above, and as partial consideration therefor, City Manager agrees not to make any public or private statements critical or disparaging of the City, the City Council, its members, department heads, officers, or employees.

C. Pursuant to Government Code sections 53243, 53243.1 and 53243.2, if City Manager is convicted of a crime involving an abuse of his office or position, all of the following shall apply: (1) if City Manager is provided with administrative leave pay pending an investigation, City Manager shall be required to fully reimburse City such amounts paid; (2) if City pays for the criminal legal defense of City Manager (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), City Manager shall be required to fully reimburse City such amounts paid. For purposes of this Section, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (2) a crime against public justice, including, but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

D. To the extent City Manager's termination is not involuntary, is for misconduct in office, or is otherwise "for cause" as provided below, City Manager shall be entitled to no severance pay from the City. Any of the following, for the purposes of Duarte Municipal Code Section 2.12.110(e), shall constitute "misconduct in office":

(1) conviction of a felony or misdemeanor involving misrepresentation, fraud, or moral turpitude;

(2) knowingly and unlawfully participating in a governmental decision in which the City Manager has a conflict of interest as defined in Government Code sections 87100, et seq., or Government Code sections 1090 et seq.;

(3) abuse of alcohol, prescription medications, stimulants, or controlled substances that materially affects City Manager's discharge of his duties;

(4) failure to follow a written directive of the City Council, after written notice of such failure is provided to City Manager;

(5) repeated or recurring unexcused absences from the City Manager office, City Hall, or City Manager's duties;

(6) performance of outside business interests, or participation in transactions, contracts, or financial activities that conflict directly with City's policies or activities, without prior consent of any such conflict in writing by City Council;

(7) conduct that is publicly insubordinate, or humiliating, or demeaning to the City or City Council;

(8) willful destruction or misuse of City property;

(9) willful and unlawful retaliation against any employee, officer, official, manager, agent, or representative of the City, or member of the general public, who in good faith reports, discloses, reveals, or divulges to any appropriate authority, any violation of law, or any facts or information pertaining thereto; and

(10) willful disclosure of closed session confidential communications, attorney-client confidential communications, or other information whose confidentiality is privileged or protected by law.

Apart from such grounds for removal as are otherwise defined under state law, the Duarte Municipal Code, or this Agreement, the determination of what constitutes appropriate "cause" for termination of City Manager shall be within the sole discretion of the City Council.

E. Nothing in this Agreement shall prohibit City from imposing discipline less than termination upon City Manager, including written reprimands, or suspensions. Such discipline may be imposed by City in its discretion.

F. In the absence of grounds for imposing discipline on City Manager, in the event: (1) City at any time during the term of this Agreement reduces the salary or other financial benefits of City Manager in a greater percentage than an applicable across-the-board reduction for all general full-time employees of City; or (2) City refuses, following written notice by City Manager to the City Attorney specifying a breach of this Employment Agreement, to remedy or undertake to remedy any such breach, then City Manager may, at his option, elect to be deemed to be "terminated" as of that time, and shall be entitled to the severance pay from City.

G. In the event City Manager voluntarily resigns his position with City before expiration of the above-referenced term of his employment, then City Manager shall give City no less than sixty (60) days' notice in advance, unless the parties otherwise agree, and City Manager shall not be entitled to any severance pay from City.

SECTION 5. DISABILITY.

If City Manager is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity, or health for a period of six (6) successive weeks beyond any accrued sick leave to which City Manager is entitled, or for the legal duration of the Family and Medical Leave Act (whichever is greater), City shall have the option to terminate this Agreement. Termination pursuant to this Section will not subject the City to payment of severance pay. However, City Manager shall be compensated for any accrued vacation, holidays, and other accrued benefits on the same basis as any other employee of the City pursuant to the Personnel Rules.

SECTION 6. SALARY AND BENEFITS.

A. Salary.

City agrees to pay City Manager for his services rendered pursuant hereto an annual base

salary of Two Hundred Thirty-Six Thousand, Two Hundred and Twenty-Three Dollars (\$236,223.00) (“Base Salary”), effective on July 1, 2024, (“Base Salary Effective Date”), payable in equal installments at the same time as other employees of the City are paid. It shall be the responsibility of City Manager to advise City of a mid-year review to take place in or around November or December as well as the necessity for the annual performance review to take place in or around March or April, and to schedule same, by closed session with the City Council, or other appropriate procedure. Notwithstanding the necessity for at least one mid-year review and one annual performance review, City Council may perform other performance reviews of City Manager’s performance, at any time. City Council may implement adjustments to salary, bonuses, and/or other benefits during the period of any performance review, provided, however, that consistent with Government Code section 54956, such compensation or benefits may only be modified at a regularly scheduled meeting of the City Council.

B. Benefits.

In addition to the salary referred to in Paragraph 6.A above, City Manager shall receive from City the following benefits:

(a) the same package(s) of health/medical insurance benefits and dental and vision allowances as available to all other full-time City employees;

(b) the same package(s) of life insurance and disability insurance as available to all other full-time City employees;

(c) participation in PERS in the same manner and to the same extent as available to all other full-time City employees;

(d) an automobile expense reimbursement of Seven Hundred and Fifty Dollars (\$750.00) each month;

(e) provision of a City–owned cellular phone, data plan, tablet, and additional similar communications and computing equipment as deemed appropriate by City Council (excluding desktop computer equipment for use outside City Hall);

(f) paid membership in the International City/County Management Association (ICMA); and the California City Management Foundation (CCMF).

(g) paid travel and meeting attendance for City Manager to professional groups and associations related to the City Manager position and industry-related topics, as may be approved by the City Council as part of the annual City budget or subsequent appropriations; provided, however, that any out-of-state business travel or other reimbursed travel requested by City Manager for other members of City staff at the same event for which City Manager receives reimbursed travel must be approved in advance by the City Council; and

(h) vacation of up to one hundred twenty (120) hours of paid vacation time annually; which shall accrue sixty (60) hours upon the Effective Date of this Agreement, and sixty (60) hours on the sixth month anniversary, and thereafter all one hundred twenty (120) hours on the anniversary date of the Effective Date. Not more than eighty (80) hours of vacation may be

taken consecutively by City Manager without the prior approval of the City Council. Carryover and accrual of vacation time shall be subject to the following provisions: City Manager shall have the option, not later than thirty (30) days prior to end of each fiscal year ending June 30, to provide notice to the City Council that they City Manager elects to either (i) be paid for any unused vacation time existing as of the end of that fiscal year just ended, or (ii) carryover to the next fiscal year that began that July 1 such unused vacation time; provided, however, that in no event shall City Manager be permitted to carry over more than three hundred and sixty (360) hours of unused vacation time for a given year, or cumulatively. In addition, City Manager shall not be permitted to have or accumulate at any time more than three hundred and sixty (360) hours of unused vacation time, regardless of the actual number of hours of unused vacation time. Unused vacation time as defined and limited by the foregoing provisions shall be paid to City Manager at the time of expiration or termination of this Agreement, in addition to such severance payment to which City Manager is entitled to under this Agreement, if any.

(i) participation in deferred compensation, in the same manner and to the same extent as available to all other full-time employees.

SECTION 7. HOURS OF WORK.

City Manager shall use his best faith efforts to respond timely, after normal business hours, if necessary, to any exigent situation or circumstance that may arise during such interim period of unavailability. In addition to working normal business hours, it is recognized that City Manager must devote time outside the normal office hours to business of the City. In consideration for these obligations, City Manager shall have sixty (60) hours annually of Administrative Time Off. Sixty (60) additional hours shall accrue each anniversary of the Effective Date of July 1 thereafter. This leave may be used to take time off or sold back to the City at 100% of its monetary value. Administrative leave will not accrue from one fiscal year to the next.

SECTION 8. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

A. The City Council, in consultation with the City Manager, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of City Manager, provided such terms and conditions are not inconsistent or in conflict with the provisions of this Agreement, the Duarte Municipal Code or any applicable state or federal law.

B. All regulations and rules of the City relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to City Manager as they would to other general full-time employees of City, in addition to the benefits specifically set forth herein for the benefit of City Manager.

SECTION 9. SURETY BOND.

In accordance with Municipal Code Section 2.12.040, it is mutually understood and agreed that City Manager will file with the City Council, prior June 1, 2023, a corporate surety bond to be approved by the City Council to secure the faithful performance of the duties imposed upon City Manager as City Manager. The amount of the surety bond required herein shall be One

Million Dollars (\$1,000,000.00). Said bond shall be paid for by the City as provided in Municipal Code Section 2.12.040. Alternatively, this requirement may be met by the City securing no less than One Million Dollars (\$1,000,000.00) of Government Crime insurance, which covers the activities of the City Manager.

SECTION 10. ARBITRATION.

A. Dispute Resolution and Binding Arbitration.

City Manager and City agree that any dispute that arises out of or relates to City Manager's employment with City, including but not limited to any dispute that concerns the validity, enforceability, or breach of this Agreement, or any dispute against any present or former officer, director, employee, agent, attorney, or insurer of the City, shall be submitted to binding arbitration. City Manager represents and warrants to City that his agreement to submit any disputes hereunder to binding arbitration is voluntary, and City Manager acknowledges that such arbitration has not been required by City as a condition of employment. In this regard, City Manager understands and knowingly waives any contrary provision or protection under California Labor Code section 432.6. City Manager and City agree that any claim arising hereunder shall be brought in the individual capacity of the City Manager or City, and not as a collective or representative claim on behalf of any person or class. Nothing in this section shall prevent City Manager from filing or maintaining a charge with the United States Equal Employment Opportunity commission or the National Labor Relations Board, from making a workers' compensation claim, or from seeking unemployment benefits. Disputes that may not be subject to pre-dispute arbitration agreement by law are excluded from this Agreement. City shall be responsible for payment of the costs of the services of the arbitrator. City Manager will not be subject to any retaliation or discrimination if City Manager seeks to challenge this arbitration provision or participate in a class or collective action. The arbitration shall take place in Los Angeles County, California, and both City and City Manager agree to submit to the jurisdiction of the arbitrator selected in accordance with rules and procedures as they shall mutually agree, or in the absence of such agreement, under the arbitration rules of JAMS. Except as to the right to a hearing under Duarte Municipal Code section 2.12.110(b), City Manager and City agree that this arbitration procedure will be the exclusive means of redress for any disputes relating to or arising from City Manager's employment with City, including disputes over rights provided by federal, state, or local statutes, regulations, ordinances, and common law, including all laws that prohibit discrimination based on any protected classification. The parties each expressly waive the right to a jury trial, and agree that the arbitrator's award shall be final and binding on the parties, provided that any award shall be reviewable by a court of law to the fullest extent allowed by law, including for any error of law by the arbitrator. The arbitrator shall have discretion to award monetary and other damages, or to award no damages, and to fashion any other relief the arbitrator deems appropriate, but only to the extent consistent with law. The parties expressly agree that each party shall bear its own costs and attorneys' fees incurred in bringing or defending an action under this Section, to the fullest extent allowed by law at the time of the arbitration. By their initials below, each signing party acknowledges that it understands it is waiving its right to trial by jury of any issues arising under this Agreement, and is knowingly and voluntarily waiving them:

City Initials: V.F

City Manager Initials: RCV

SECTION 11. NOTICES.

Notices pursuant to this Agreement shall be given by: (1) email with verification of delivery; (2) personal delivery; (3) overnight delivery service with confirmation; or (4) deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

CITY: CITY OF DUARTE
 1600 Huntington Drive
 Duarte, CA 91010
 Attn: City Clerk
 email: ajuarez@accessduarte.com

with copy to: RUTAN & TUCKER, LLP
 18575 Jamboree Rd., 9th Fl.
 Irvine, CA 92612
 Attn: Thai Viet Phan, Esq.
 email: tphan@rutan.com

CITY MANAGER: BRIAN VILLALOBOS
 655 Sierra Meadow Dr
 Sierra Madre, CA 91024
 email: bvillalobos@accessduarte.com

Notice shall be deemed given as of the date of personal, overnight delivery, email, or facsimile service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 12. GENERAL PROVISIONS.

A. This Agreement shall constitute the entire agreement between the parties. No prior oral or written communications are incorporated herein.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of City Manager.

C. This Agreement may be signed in counterparts with signature pages transmitted by email, facsimile, personal delivery, or overnight delivery, all of which will be treated as originals.

D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. No officer, official, City manager, agent, or representative of the City shall be personally liable to City Manager in the event of any default or breach by the City of this Agreement or for any amount which may become due to City Manager under this Agreement or for breach by City of any of the terms of this Agreement.

F. Governing Law; Remedies; Attorneys' Fees/Litigation Matters; Waivers.

(1) The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement.

(2) In addition to any other rights or remedies and consistent with the arbitration clauses applicable hereunder, 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 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 City Manager be entitled to economic or consequential damages or to punitive damages.

(3) 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. 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.

(4) Waivers of the provisions of this Agreement by any party hereto shall not be effective unless in writing.

G. 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, including but not limited to any recruitment brochures or materials, are merged into this Agreement and shall be of no further force or effect.

H. Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

I. Amendment; Modification. This Agreement may be amended or modified only by a written instrument approved as to form by the City Attorney and signed by both parties after approval of same by a majority of the members of the City Council voting in open session at regular, adjourned regular, or special meeting of the City Council.

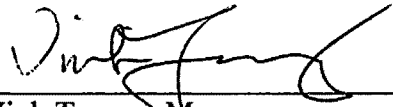
J. Time for Approval. Once this Agreement has been signed by City Manager and delivered to the Mayor, it shall thereafter be null and void unless approved by a majority of the

members of the City Council voting in open session at regular, adjourned regular, or special meeting of the City Council, not later than August 30, 2024.

IN WITNESS WHEREOF, the City of Duarte has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the City Manager has signed and executed this Agreement, both in duplicate, to become effective as of the Effective Date.

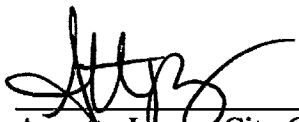
CITY:

CITY OF DUARTE



Vinh Truong, Mayor
City of Duarte

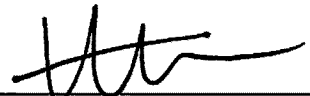
ATTEST:



Annette Juarez, City Clerk
City of Duarte

APPROVED AS TO FORM:

RUTAN & TUCKER, LLP



Thai Viet Phan, City Attorney
City of Duarte

CITY MANAGER:



BRIAN VILLALOBOS, an individual