

**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, May 13, 2025
7:00 PM**

MISSION STATEMENT

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

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

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

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.

6:30 PM CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS- Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.
4. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Government Code § 54956.9
Initiation of litigation pursuant to Government Code § 54956.9(d)(4)
Number of potential cases: One (1)
Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

7:00 PM OPEN SESSION

5. CALL TO ORDER AND ROLL CALL
6. PLEDGE TO THE FLAG
7. CITY ATTORNEY CLOSED SESSION REPORT
8. 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.

9. SPECIAL ITEMS
 - A. Recognition of Duarte Dance
 - B. Recognition of State of the City Food Sponsors
 - C. Older Americans Month Proclamation and Senior Volunteer of the Year
 - D. Community Development Department Update
 - E. Parks and Recreation Department Update
10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS
11. 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.

12. 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.

13. CONSENT CALENDAR

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

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

- C. Approval of Minutes - April 22, 2025 Special Meeting, April 22, 2025 Regular Meeting and May 5, 2025 Special Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of April 22, 2025 and May 5, 2025.

- D. Approval of Warrants - May 13, 2025 (CC/HA/FA)

Recommended Action: Approve the warrants of May 13, 2025.

- E. Community Development Department Update

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

- F. Parks and Recreation Department Update

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

- G. 2024 Housing Element Annual Progress Report

Recommended Action: Approve the report for filing with the California Department of Housing and Community Development.

- H. Award of Contract for the Highland Promenade Project

Recommended Action: Approve the award of contract for the Highland Promenade Project to Green Giant Landscape Inc. in the amount of \$1,116,890.

- I. Notice of Completion: Replacement of Audio and Visual Equipment in the City Council Chambers/Community Center

Recommended Action: Authorize the Notice of Completion for the Replacement of Audio and Visual Equipment Project (25-7) in the City Council Chambers/Community Center.

- J. Approval of a Professional Services Agreement with Raycom Data Technologies for scanning

Recommended Action: Authorize the City Manager to sign a Professional Services Agreement with Raycom Data Technologies for document scanning.

K. Letter of Support for the San Gabriel Valley Mosquito and Vector Control District's Request for State and Federal Assistance Following the 2025 Eaton Fire

Recommended Action: Approve a letter of support for the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) as they seek state funding and FEMA reimbursement to address public health threats posed by stagnant water in fire-damaged swimming pools following the 2025 Eaton Fire.

14. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

15. PUBLIC HEARINGS

A. Tax Equity and Fiscal Responsibility Act (TEFRA) hearing on Issuance of Tax Exempt Bonds for HumanGood

Recommended Action: 1) Conduct the public hearing under the requirements of TEFRA and the Internal Revenue Code of 1986, as amended; and 2) Adopt Resolution 25-09 approving the issuance of the Bonds by the California Municipal Finance Authority (CMFA) for the benefit of HumanGood, to provide for the financing or refinancing of the Project and the refunding of existing bonds, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code.

16. 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.

17. BUSINESS ITEMS

A. Proposal for Renderings of Huntington Drive Median Landscape Plan

Recommended Action: Discuss proposal and provide direction to Staff.

B. Memorandum - Approval of City Council Expenses

Recommended Action: Approve the transfer of \$1,610 from account fund 1005-7641 to 1005-7640.

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

19. ADJOURNMENT

In memory of Pabla Casillas Ramos

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 8th day of May, 2025.

Frances Jimenez
Interim City Clerk



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: May 7, 2025
SUBJECT: Comments on Agenda Items, Meeting of May 13, 2025

ITEM 9.A. (Special Items). Recognition of Duarte Dance members for winning the Star Systems Dance Competition and the Thunderstruck Dance Competition.

ITEM 9.B. (Special Items). The City of Duarte recognizes El Canton de La Patrona, Max's Mexican Cuisine, Old Spaghetti Factory, Cabrera's, Sweet Nothings, La Michoacana, Paloma Bakery, IHOP, Silver Strings, Hope Peoples, and Katarina Schransky, for their contributions in making the State of the City a success.

ITEM 9.C. (Special Items). Older American Month Proclamation and Recognition of Senior Volunteer of the Year Rose Gant.

ITEM 9.D. (Special Items). Community Development Department update - Community Development Director Hensley will provide an update for the council.

ITEM 9.E. (Special Items). Parks and Recreation Department update - Parks and Recreation Director Enriquez will provide an update for the council.

ITEM 13.E. (Consent Calendar). The Community Development Department has submitted the monthly report for May 2025 for review.

ITEM 13.F. (Consent Calendar). The Parks and Recreation Department has submitted the monthly report for May 2025 for review.

ITEM 13.G. (Consent Calendar). 2024 Housing Element Annual Progress Report - Government Code Section 65400 requires that the City provide the State Department of Housing and Community Development (HCD) an annual report of its progress on implementation of the Housing Element. The City Council adopted the 2021-2029 (6th Cycle) Housing Element on January 11, 2022, which was one of the first to be approved by the State in the LA Metro area. The report measures the Element's progress in the production of residential units. The report outlines City progress towards its regional housing needs by income category on an annual basis over the Regional Housing Need Assessment (RHNA) planning period and progress towards implementation of Housing Element programs. The City's 6th cycle RHNA target is 888 units. HCD requires that the City Council approve the submission of the annual report.

ITEM 13.H. (Consent Calendar). Award of Contract for the Highland Promenade Project - The City was awarded a Measure M Grant to construct pedestrian improvements near the Metro station. The improvements included the Duarte Road Pedestrian Improvements Project, which was completed in 2022 and the Highland Promenade Project that will be constructed with this contract. The Duarte Road Pedestrian and Highland Promenade improvements are part of the City's first-mile-last mile plan to improve pedestrian safety and create an active and inviting environment near Duarte Station. The recently completed Evergreen Street improvements were also a part of that plan. The Duarte Station Specific Plan (DSSP) was adopted by the City Council in November of 2019. The DSSP guides the development of the area adjacent and north of the Metro A Line Station. One of the design elements of the plan was the proposal for a 33' wide pedestrian zone (Promenade) along the west side of Highland Avenue north to the 210 Freeway. The Highland Promenade Project includes a range of pedestrian enhancements, featuring wider decorative

sidewalks, pedestrian lighting consistent with the style in the area, and distinctive high-visibility crosswalks designed with a unique foothills design. Additionally, the project will introduce trees to provide shade and enhance the pedestrian experience, along with tree grates that reflect the established theme from the Esperanza and Solana developments on Fasana Road. Construction plans and specifications for this project were made available and the project was published in accordance with the Duarte Municipal Code (DMC) Section 2.36.060. On April 8, 2025, nine (9) bids were submitted electronically. The lowest responsible and responsive bidder is Green Giant Landscape Inc. (\$1,116,980). They have successfully completed multiple projects with similar features in various cities including Covina, Commerce, Signal Hill, Newport Beach, and Huntington Beach. They have provided all of the required documentation, and it has been determined acceptable per the bid document requirements. The Highland Promenade Project was included in the 2024/2025 and 2025/2026 Capital Improvement Program Budget. The project cost is \$1,340,268 which is the contract amount with a twenty percent contingency and is funded by a Measure M Grant, and Street Improvement Development Fees.

ITEM 13.I. (Consent Calendar). Notice of Completion: Replacement of Audio and Visual Equipment in the City Council Chambers/Community Center - Project No. 25-7 - At the City Council Meeting on October 22, 2024, the Council awarded a Professional Services Agreement to Western Audio Visual for the Replacement of Audio and Visual Equipment Project (25-7) in the City Council Chambers/Community Center. The project scope included the design and engineering of new display systems throughout the Chamber, a new Crestron signal distribution and switching and control system, new audio system including transceivers and wireless microphones, two stage speakers, broadcast room wiring, and a new ADA-accessible lectern with a hydraulic lift mechanism. The agreement also covered installation, testing, and a one-year maintenance service plan. Following initial troubleshooting and fine-tuning, the new equipment is fully operational, providing clear and reliable audio-visual communication for City Council meetings, public workshops, and other events for both in-person attendees and remote viewers. Total project cost is \$126,448. Funds for the project are budgeted in Fiscal Year 2024/25 under Other Capital Improvements (270-2705-8100).

ITEM 13.J. (Consent Calendar). Professional Services Agreement with Raycom Data Technologies for scanning services - The City has file cabinets full of paper files from past projects that we need to keep. These files include: agendas, agenda packets and minutes from past meetings; project files; and other documents that need to be preserved. Over the years, some of these documents have been scanned and stored, but most have not. With the recent approval of the Records Management Policy and Retention Schedule, the importance of having quality records organization and management has increased. The proposed process is to scan all paper files into digital format and use the Laserfiche software and storage system for long term storage of records. The City has been using Laserfiche for several years and it has been effective. A few years ago, all building permits were scanned and placed in the system and the results have been positive. A proposal for scanning is a bit different than other proposals. The reason is that the scanning cost is by document and the number of documents is an estimate. The proposal includes a document estimate that was made by City Staff and Raycom. Based on that estimate the cost is \$54,000. The proposed Professional Services Agreement provides a “not to exceed” cost, that allows a 10% contingency rounded up. The maximum cost of this contract would be \$60,000.

ITEM 13.K. (Consent Calendar). Letter of Support for the San Gabriel Valley Mosquito and Vector Control District’s Request for State and Federal Assistance Following the 2025 Eaton Fire - The San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) is an independent special district established under California Health and Safety Code §§ 2000–2093, with statutory authority to protect public health from mosquito-borne diseases. The District serves 26 cities and unincorporated areas in Los Angeles County, representing over 1.5 million residents. SGVMVCD’s funding model, based on a benefit assessment on local parcels, is designed to support routine mosquito control operations, not large-scale disaster response. However, the Eaton Fire has triggered a public health emergency beyond the District’s

operational and fiscal capacity. Post-fire assessments confirmed that 2,811 swimming pools in the impacted area are now unmaintained, with 1,408 confirmed to be non-functional due to fire-related damage. These stagnant water bodies, most located near residential areas, have become active mosquito breeding grounds. Before the fire, SGVMVCD monitored approximately 343 unmaintained swimming pools in the region. This marks an unprecedented increase in unmanaged water sources, multiplying the District's usual monitoring workload by more than eight times. SGVMVCD has verified through field surveillance that over 80% of these fire-damaged pools are producing mosquito larvae. This rise in mosquito density and upcoming seasonal temperature rises pose a serious threat to public health across the San Gabriel Valley. Despite these health threats, no state or federal agency involved in post-fire cleanup has the authority or mandate to address stagnant water hazards. Debris removal operations conducted by the U.S. Army Corps of Engineers remove ash and surface debris but do not address the water-filled, structurally damaged pool basins. SGVMVCD remains the only agency with the expertise and legal authority to perform this work, and it has been forced to initiate ongoing emergency operations without any supplemental funding. SGVMVCD has formally requested regional support to advocate for state funding and FEMA reimbursement to address this emerging health crisis. To support SGVMVCD's efforts, staff has prepared a letter addressed to the San Gabriel Valley Legislative Caucus, urging legislative support and funding for mosquito abatement in post-fire recovery.

ITEM 15.A. (Public Hearings). Resolution No. 25-9 - Tax Equity and Fiscal Responsibility Act (TEFRA) hearing on Issuance of Tax Exempt Bonds for HumanGood - HumanGood, HumanGood NorCal, HumanGood SoCal or HumanGood Fresno, each a California nonprofit public benefit corporation has requested that the California Municipal Finance Authority (CMFA) issue bonds. A part of the process in this bond issuance, is a public hearing by the City and approval of a Resolution. HumanGood will use the bond funds for a variety of purposes that include refunding existing bonds and also to finance or refinance expenditures for various renovations to existing infrastructure and upgrades to housing units and amenities at Westminster Gardens located at 1420 Santo Domingo Avenue and Royal Oaks located at 1763 Royal Oaks Drive North. Holding the public hearing and adopting the proposed Resolution do not obligate the City in any manner for payment of the principal, interest, fees or any other costs associated with the issuance of the Bonds.

ITEM 17.A. (Business Items). Proposal for Renderings of Huntington Drive Median Landscape Plan - The Huntington Drive median beautification project is currently under construction. It is scheduled to be completed by early June. At a recent meeting, the City Council requested that Staff bring back a proposal for 3D renderings of the proposed median landscape plan. The current landscape architect has provided a rendering; however, the request was to produce a higher quality and more detailed set of renderings. The City has recently been working with Site Design Studios on another local project and requested a proposal for detailed 3D renderings of the proposed median landscape plan. The proposal includes "3 renders of 3 locations with birds' eye and eye level viewpoints." This would include digital copies of images. The maximum cost will be \$8,300. This would include \$7,800 for the renderings and \$500 for a reimbursable allowance to cover high quality printed copies, travel and related items if necessary. Based on the current schedule, the renderings would be delivered in two to three weeks.

ITEM 17.B. (Business Items). Approval of City Council Expenses - Mayor Garcia would like to represent the City of Duarte at this year's California Contract Cities Annual Conference. However, the registration fees and hotel stay would cause him to be over his Fiscal Year 2024-25 annual council expense fund account. Councilmember Tera Martin Del Campo does not plan on attending the California Contract Cities Conference and has agreed that the Mayor should represent the City at the conference. She, therefore, is willing to allow Mayor Garcia to use her unused council expense funds. It should be noted that there is an established precedence for the transfer of unused City Council expense funds between council members. The request is for the City Council to approve the transfer of \$1,610 from account fund 1005-7641 to 1005-7640.



PROCLAMATION

OLDER AMERICANS MONTH

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the City of Duarte hereby proclaims May 2025 as Older Americans Month. This year's theme, "Flip the Script on Aging," focuses on transforming how society perceives, talks about, and approaches aging and encourages individuals and communities to challenge stereotypes and dispel misconceptions. We call upon all residents to join us in honoring older adults' contributions, exploring opportunities for staying active and engaged as we age, and highlighting the opportunities for purpose, exploration, and connection that come with aging.

ATTEST:

Frances Jimenez, Interim City Clerk

Cesar A. Garcia, Mayor



CITY OF DUARTE

Minutes of the SPECIAL MEETING OF THE CITY COUNCIL

Tuesday, April 22, 2025

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the Special Meeting to order at 5:03 p.m.

- Councilmembers Present: Finlay (arrived at 5:17 p.m.), Kang, Truong, Calderon, Martin Del Campo, Garcia
- Councilmembers Absent: Lewis
- Staff Present: Brian Villalobos, City Manager
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
Stephanie Sandoval, Public Works Manager
Frances Jimenez, Deputy City Clerk

2. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA

None.

3. FIVE YEAR CAPITAL IMPROVEMENT PROJECT WORKSHOP

Assistant City Manager/Director of Administrative Services Petersen provided an overview of the timeline of the upcoming budget process; gave a summary of completed and upcoming projects; and started reviewing the draft Capital Improvement Program (CIP) by highlighting the planned street improvement projects.

Community Development Director Hensley provided information on the maintenance of the streets.

Public Works Manager Sandoval shared further details on the street rehabilitation programs and the specifications of the pavement management program. She provided clarification regarding the rating used to categorize streets' pavement condition and the maintenance efforts done as a result.

Director Petersen detailed the funding source matrix for various capital improvement projects; discussed possible options for gas tax replacement funds; and explained the fund balance for traditional transportation fund sources.

Discussion ensued regarding transportation methods within the city and the funding resources used.

Per Council direction, Director Petersen confirmed that Prop A and Prop C funds could be used as a resource for future consideration when it comes to funding street improvement projects.

Suggestions were made by the City Council to consider using Town Center Improvement funds for street improvements on Huntington Drive and the surrounding area.

Director Hensley shared breakdown of the most recent estimated cost for the Donald and Bernice Watson Recreation Trail Improvement project, totaling \$1.7 million and highlighted the project scope of work.

Conversation was had regarding specific improvements that need to be made to the Recreation Trail and the bid specifications.

The City Council requested holding a workshop regarding the Recreation Trail to further discuss additional lighting, the need for repaving and additional suggested upgrades.

Director Petersen detailed the Duarte Park Playground and Surface Replacement project and shared the breakdown of each element along with its associated costs.

Director of Parks and Recreation Enriquez shared which aspects work best as stand-alone projects.

Dialogue occurred regarding phasing out the project elements, the return on investment for the community with the specific addition of a dog park, and the funding resources available.

Per questions made by the City Council, Director Enriquez shared that the city owns and maintains the Monrovia Historical Museum building.

Director Hensley responded to questions asked by the City Council and discussed the pricing and liability of replacing the banner poles that were previously located at Buena Vista.

Conversation was had regarding additional signage options.

To clarify questions posed by the City Council, Director Enriquez provided a status update on the Fish Canyon Trail Restoration project.

The City Council shared concerns regarding a lack of involvement between the city and the Duarte Historical Museum as well as with the Duarte Chamber of Commerce. Staff shared information concerning the Chamber of Commerce's leadership team.

City Manager Villalobos informed the City Council about NPDES Programs and their associated costs.

Director Petersen thanked everyone for attending.

4. ADJOURNMENT - To Scheduled Regular City Council Meeting

At 6:47 p.m., the City Council adjourned the meeting to the scheduled regular City Council meeting.

Cesar A. Garcia, Mayor

Frances Jimenez, Interim City Clerk

CITY OF DUARTE

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

**Tuesday, April 22, 2025
7:00 PM — Regular Session**

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL

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

Councilmembers Present: Finlay, Kang, Truong, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Lewis
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
 Andres Rangel, Assistant to the City Manager
 Frances Jimenez, Interim City Clerk

2. ADOPTION OF THE AGENDA

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

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

3. PLEDGE TO THE FLAG

The flag salute was led by Hope Peoples.

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

None.

5. SPECIAL ITEMS

A. Mayor's Youth Council Update

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

B. Public Safety Department Update

Director of Public Safety Services Breceda reported a year-to-date 27% decline in part 1 crimes; highlighted recent work done by the special assignment team; thanked Captain Meza of Temple Station for his support of the department; and introduced our new Sergeant assigned to Duarte, Lamont Dobbins.

Sergeant Lamont Dobbins shared his work experience and expressed excitement over his new role.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Interim City Clerk Jimenez announced upcoming city events.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Vincent Basobas, Programs Manager for the NAPAFAASA, National Asian Pacific American Families Allied for Substance Awareness and Harm Reduction, invited the community to an upcoming Secondhand Smoke-Free Breathe Easy Duarte Town Hall.

Emily Castellano-Millares advocated for students with disabilities in the Duarte Unified School District.

Lilibeth Peñafurte shared her opinion on the lack of transparency and communication regarding special education needs within the school district and asked the City to create inclusive and adaptive parks.

Maritza Moreno stated her opinion regarding the future of special education and asked for consideration from the city of Duarte and the Duarte Unified School District.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

None.

9. CONSENT CALENDAR

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

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

C. Approval of Minutes - April 8, 2025 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - April 22, 2025 (CC/HA/FA).

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

F. Receive and File the Public Safety Department Update.

G. Second Reading and Adoption of Ordinance No. 25-02.

H. Authorization of the City Manager to sign a Professional Services Agreement with Fehr & Peers for the preparation of a parking and circulation assessment for the City of Hope Campus, as required by the City of Hope Specific Plan, in the amount of \$99,000.

I. Award of Contract for the Fiscal Year 24-25 Citywide Asphalt Repair Project No. 25-1 to Hardy & Harper Inc. in the amount of \$86,480.

J. Adoption of Resolution No. 25-08 certifying the completion of the Fish Canyon Trail Restoration and Access Planning Project (RMC21010).

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

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS

None.

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

13. BUSINESS ITEMS

A. Discussion of the Local Area Fire Hazard Zone Maps

City Manager Villalobos gave a presentation on CalFire's release of the updated LRA Local Responsibility Area (LRA) Fire Hazard Severity Zones (FHSZ) Map for Southern California. He explained that within 120 days of official notice from CalFire, the City must adopt the maps as presented or with alterations. He noted that the city cannot decrease the severity in any fire zones, only increase; and shared that the maps are available to view on the website where public comment will be accepted.

City Manager Villalobos also detailed the timeline for the next steps in bringing back an ordinance to council for approval and clarified that the fire hazard maps will not impact insurance rates and are solely used for the purpose of emergency planning.

In response to questions made by the City Council, City Manager Villalobos shared that the maps are used as a tool for fire and emergency management, evacuation planning, brush clearance, building codes, and more.

Discussion ensued regarding future funding sources for hardening homes and other needs for residents in high-severity zones.

Moved by Councilmember Finlay, seconded by Councilmember Kang, and carried by the following vote of the City Council to Receive and File the information regarding the Local Responsibility Area Hazard Severity Zones Map.

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

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

Assistant City Manager/Director of Administrative Services Petersen thanked the City Council for participating in the Five-Year Capital Improvement Project Workshop and reminded them about the upcoming Budget workshop.

City Manager Villalobos reported he attended recent community events and thanked the department heads, staff, and Director Petersen for putting together the CIP workshop.

Mayor Pro Tem Martin Del Campo reported she attended the Foothill Metro extension meeting and thanked the mothers who shared during public comment.

Councilmember Calderon shared that he attended an Earth Day celebration hosted by the LA County Sanitation District and reminded residents to take care of the earth.

Councilmember Finlay commended city staff for another successful Eggfest; reported she attended the City Selection Committee Meeting; thanked Mayor Corey Calaycay for suggesting satellite stations for the City Selection Committee meetings; and expressed excitement over the upcoming State of the City event.

In response to a question posed by Councilmember Kang, City Manager Villalobos confirmed that renderings have been provided to the city council and explained that a proposal would need to come back for council approval if anything further would like to be done. Councilmember Kang requested a quote be brought back to council for discussion and direction.

Councilmember Truong reported he attended the SGVCOG Governing Board meeting; stated his opinion on the city's work addressing homelessness; reported he attended the SGVCOG EENR meeting; and discussed AQMD's mandate to meet a threshold of pollution emissions.

Mayor Garcia recognized Duarte educators Ms. Tracy McCullough, Ms. Lisa Smith, and Ms. Hannah

Rodriguez for the work they do; shared pride in the work done by the Parks and Recreation department in creating an inclusive environment through events; shared recent community events he attended; announced he was a panelist for Assemblywoman Blanca Rubio's Young Legislator's program; and invited residents to the upcoming State of the City event.

Councilmember Kang shared fond memories of Mary Sommerlot.

15. ADJOURNMENT

At 7:52 p.m., the City Council adjourned the meeting in memory of Mary Sommerlot, active community member and Pope Francis.

Cesar A. Garcia, Mayor

Frances Jimenez, Interim City Clerk

CITY OF DUARTE

Minutes of the SPECIAL MEETING OF THE CITY COUNCIL

Monday, May 5, 2025

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the Special Meeting to order at 4:08 p.m.

Councilmembers Present: Finlay, Kang, Truong, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Lewis
Staff Present: Brian Villalobos, City Manager
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
Frances Jimenez, Interim City Clerk

2. BUDGET OVERVIEW

City Manager Villalobos thanked Assistant City Manager / Director of Administrative Services Petersen and the department heads for their hard work and gave a summary of the budget proposal.

Director Petersen shared an overview of the budget process and the expected timeline.

3. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA

Steve Hernandez asked to make his public comment at the end of the presentation.

4. BUDGET DISCUSSION

Director Petersen summarized the projected general fund and reviewed the general fund revenues, expenses, the expected deficit and the carryover capital projects. She also detailed her conservative approach to projecting revenue due to the economic uncertainty of sales tax revenue and the recent tariffs.

Discussion ensued regarding dealerships within the city and their respective sales tax contributions.

In response to questions posed by the City Council, staff confirmed that there is nothing official to report regarding who will occupy the shopping center space at 1470 Mountain Ave. However, the plan is to open in summer 2026.

The City Council discussed autonomous driving and its impact on the city's revenue model.

Director Petersen continued reviewing streams of revenue such as building permits, plan checks, and sales tax.

In reply to questions made by the City Council, City Manager Villalobos clarified that Measure QQ authorized the City Council to permit storefront retail sales cannabis dispensaries. However, choosing to move forward is at the discretion of the City Council and the item was tabled to be brought back when Council directs to do so.

Chamber President Dr. Gregory Endelman, Executive Director Kalpna Shah and past president Victor Benavides introduced themselves and gave an overview of the history of the Duarte Chamber of Commerce, the organization's purpose and objectives, as well as its current financial health. Dr. Endelman stated that the proposed budget presented to the City Council for consideration totaled \$156,000 and further explained the current structure of the organization.

Executive Director Shah detailed the operational costs; shared that there is 15% increase in prices; accounted for upcoming increases in staff salaries; and explored the various options for office locations.

The City Council suggested looking into renting out office space at Saltbox, a workspace and logistics

support location in Duarte.

Victor Benavides provided background information regarding the organization's financial model, lack of sufficient staffing, and the need for a physical location.

Discussion followed concerning the low number of memberships, improvements needed for increasing business engagement, and various office options were considered.

Executive Director Shah gave a breakdown of operational costs, including payroll, rent, insurance, and additional expenses.

The City Council engaged in dialogue with regard to financing options and comparisons were made with other local Chambers who operate based on a different financial model. Conversation was also had regarding the scope of contracting services and the need to define the Chamber's purpose.

The City Council provided feedback regarding new proposed initiatives and the organization's contributions to local businesses; shared expectations in terms of contracted services; and requested additional data and innovative proposals to support their financial request.

Per the City Council's request, Director Petersen shared the draft budget for the Chamber of Commerce in the upcoming fiscal year and detailed the historical trend of what has been allocated in the past.

It was the consensus of the City Council to hold an additional workshop for the sole purpose of analyzing the Duarte Chamber of Commerce's proposed budget before the final budget is brought to council for approval.

Words of appreciation were shared for the joint collaboration with the City of Duarte and the Chamber of Commerce.

Director Petersen continued explaining the general fund expenses according to each department and conversation was had regarding key projects. She also listed the general fund balance as of June 2026 along with the projected other funds; and reiterated the direction given at the capital improvement workshop.

5. DISCUSSION AND DIRECTION TO STAFF ON FY 2025-26 BUDGET

The City Council provided direction regarding expenditures, revenues and projects for the 2025-2026 fiscal year and confirmed that they would like to hold a workshop to discuss the Recreation Trail Improvement project in detail.

Discussion ensued regarding banner poles, along with locations in need of trash receptacles and bus shelters. Further conversation was brought up regarding the Duarte Chamber of Commerce's purpose and what value they can bring to the community if appropriate measures are taken to improve operations.

The City Council thanked Director Petersen, the department heads, and staff for their efforts in putting together the budget and setting up the workshop.

Public Comment

Steve Hernandez stated his opinion on the economy, the recent tariffs imposed, and the contributions the Parks and Recreation department have made that have resulted in a strong return on investment for the community.

The City Council shared their opinion regarding the uncertainty of the future in terms of the economy.

6. ADJOURNMENT

At 6:32 p.m., the City Council adjourned the meeting.

Cesar A. Garcia, Mayor

Frances Jimenez, Interim City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1805-7980	DISABILITY ACCESS CONSULT...	DACTrak Subscription 6/1/2024 - 5/31/2025	5746		2,000.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 7/2024	5778		427.50
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 8/2024	5778		367.50
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 9/2024	5778		270.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 10/2024	5778		315.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 11/2024	5778		580.00
100-1005-7647	MARTIN CALDERON RIOS	Council Vehicle Allowance	5783		75.00
100-1205-7780	HOME DEPOT CREDIT SERVICES	Animal Control Supplies	BD25-1330		24.78
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 1/2025	5778		515.00
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Santa Sleigh Escorts 12/18/24 & 12/19/24	5772		2,556.50
100-1605-7733	THEODORE SIEGEL	Senior Ctr 'Big' Screening & Presentation	220869		150.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Painters Tape	BD25-1330		83.06
100-1610-7618	HOME DEPOT CREDIT SERVICES	Park Paint Supplies	BD25-1330		93.09
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 2/2025 Balance Due	5778		10.00
100-1605-7733	SONIC SOUNDS	SC Thursday Night Dance DJ 5/22/2025	220877		475.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	TC/SC Plumbing Repairs	BD25-1330		38.95
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC/Shop Supplies	BD25-1330		81.49
100-1610-7618	HOME DEPOT CREDIT SERVICES	FC Restroom Door Handles	BD25-1330		30.78
100-1610-7618	HOME DEPOT CREDIT SERVICES	PS/FC Supplies/Repairs	BD25-1330		102.84
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Towels	5787		95.92
100-1415-7661	RUDY'S PLUMBING INC	Backflow Testing-Skate Park	5785		140.00
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Products	5787		1,127.96
100-1605-7730	HOME DEPOT CREDIT SERVICES	Cesar Chavez Day Gardening Gloves	BD25-1330		98.83
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pickleball Court Repairs	BD25-1330		103.34
100-1205-7636	KEYSTONE UNIFORMS	PSM Ariizumi Uniforms	5807		196.08
100-1205-7636	KEYSTONE UNIFORMS	CC/ACO Hadloc Uniforms	5807		185.53
100-1605-7735	DELONG UNLIMITED, CHAD DE..	TC/CHYLL Sweaters	220836		238.14
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 3/2025	5778		545.00
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 3/2025	220863		45.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES...	Building & Safety Srvcs 3/2025	5742		38,644.59
100-1410-7887	HOSE-MAN INC	Repair to Water Truck Tank	220845		111.67
100-1610-7618	HOME DEPOT CREDIT SERVICES	Exterior Park Paint/Interior Facility Paint	BD25-1330		344.80
100-1610-7652	ACCO ENGINEERED SYSTEMS	Teen Ctr HVAC Maintenance (Quarterly)	5732		1,095.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	Town Ctr HVAC Maintenance (Quarterly)	5732		3,611.00
100-1605-7733	SMART & FINAL	SC Easter Event Supplies	5788		129.32
100-1610-7652	WET VIEWS	Weekly Aquatic Maintenance of Duarte Pools 3/2025	5779		1,950.00
100-1205-7780	SAN GABRIEL VALLEY HUMAN...	Animal Shelter Services 4/2025	5786		6,250.00
100-1605-7730	SMART & FINAL	Jump for Autism Event Participants Food	5788		224.25

Council Warrant Register By Account

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Janitorial Svc...	5766		2,020.44
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 3/2025	220875		4,245.92
100-1205-7650	FIX AUTO MONROVIA - S AND...	Vehicle 25 Repair	220874		4,697.31
100-1815-7632	MAXTREME SERVICES	Office 365 1/2025 - 3/2025	5776		1,410.75
100-1815-7632	MAXTREME SERVICES	Google Maxhavens 1/2025 - 3/2025	5776		346.05
100-1205-7610	CALIFORNIA ASSOCIATION OF...	CC/ACO 2025 Code Enforcement Registration	220829		695.00
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 3/2025	5739		32.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		555.98
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Tax on Gain on Prior	BD25-1329		1,160.83
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		1,109.16
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		1,086.66
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		223.54
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		849.35
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 4/2025	BD25-1329		306.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		395.08
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		827.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		432.59
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		782.72
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		479.96
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		702.15
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		696.76
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		592.91
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		434.37
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		447.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		586.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		477.31
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		580.21
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		574.63
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		1,817.39
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 4/01/2025 - 4/30/2025	BD25-1329		566.86
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 3/2025	220834		1,752.53
100-1605-7735	SMART & FINAL	Mayor's Youth Council Trip Supplies	5788		210.71
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools & Supplies	BD25-1330		322.14
100-1410-7980	HOME DEPOT CREDIT SERVICES	Return-City Yard Tools (Inv #4022477)	BD25-1330		-44.07
100-1605-7733	THEODORE SIEGEL	SC 'Field of Dreams' Screening/Presentation	220870		150.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5743		25.46

Council Warrant Register By Account

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5743		9.54
100-1205-7636	FSP DESIGNS	Public Safety Ball Caps	5758		790.21
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 3/2025	5772		447,784.15
100-1610-7618	GRAINGER	Sports Park Lighting	5761		1,151.04
100-1610-7618	GRAINGER	Sports Park Lighting	5761		447.62
100-1410-8100	SOUTH COAST LIGHTING & DE...	Lantern Light Fixtures	220873		22,309.09
100-1610-7652	MARCUS LEON BANKS SR	Duarte Sports Pk Pickleball Court Light Repair	220826		875.00
100-1405-7650	AUTOZONE	CMD Vehicle #33 Supplies	220825		74.55
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	5788		67.17
100-1410-7980	HOME DEPOT CREDIT SERVICES	Refund-City Yard Supplies (Inv #4022477)	BD25-1330		-27.63
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools	BD25-1330		43.47
100-1610-7652	SUNBELT RENTALS INC	Lift Rental (Otis Gordon Sports Pk Light Repair)	5791		2,609.73
100-1605-7733	SONIC SOUNDS	SC Cinco de Mayo Entertainment 5/5/2025	220877		250.00
100-1610-7652	AIR-TRO INC	Duarte Park HVAC Routine Call	220823		136.00
100-1010-7614	STAPLES	Office Supplies	5790		84.15
100-1010-7980	SHAFFER AWARDS	IHOP Recognition Plaque	220868		25.72
100-1410-8100	SOUTH COAST LIGHTING & DE...	Royal Oaks Trail Globes	220873		1,455.30
100-1205-7761	DATA TICKET INC	Parking Ticket Rolls	5745		3,368.26
100-1205-7636	KEYSTONE UNIFORMS	CC/ACO Hadloc/PSM Ariizumi Uniforms	5807		150.00
100-1205-7761	DATA TICKET INC	Admin Citation Processing 3/2025	5745		870.29
100-1205-7761	DATA TICKET INC	Parking Citation Processing 3/2025	5745		2,094.78
100-1205-7887	MONROVIA LOCK SHOP	Public Safety Office Key Replacements	220831		138.13
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 4/2025	5750		171.00
100-1205-7655	FS CONTRACTORS INC	2025 Windstorm Concrete Repair Phase II	5755		144,682.50
100-2127	FS CONTRACTORS INC	Retention	5755		-7,234.13
100-1605-7002	PAMELA ROMERO	CPR Stipend	5784		76.92
100-2121	RINCON CONSULTANTS INC	Andres Duarte School EIR/PM 3/2025	5782	202424- 100-2121/1433 Crestf..	19,328.50
100-1010-7980	THE SAUCE CREATIVE SERVICE...	SOTC 4/24/25 Promo Design	5794		300.00
100-1605-7741	SCMAF-SAN GABRIEL VALLEY	SCMAF SGV Basketball Tournament Fees	220866		1,050.00
100-1815-7980	MAXTREME SERVICES	CC PC/Keyboard/Mouse/Laptop Bags/Misc	5776		1,724.71
100-1815-8011	MAXTREME SERVICES	P&R Macbook Air/External Drive/MacBook Pro	5776		3,371.86
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Mgmt 4/2025	5797		9,626.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	5759		1,056.47
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Brisas Sweeping 4/2025	5731		66.00
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Posadas Sweeping 4/2025	5731		66.00
100-1205-7887	MONROVIA LOCK SHOP	Public Safety Door Lock Replacement/Keys	220831		471.39
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5743		15.40
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5743		46.65
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 4/15/2025	220861		73.00
100-2126	FS CONTRACTORS INC	Const/Demo Deposit Refund (P#2025-24ROW)	5752		3,020.00
100-5004	FS CONTRACTORS INC	Administrative Fee (P#2025-24ROW)	5752		-125.00
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Products	5787		864.44
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	5787		801.05

Council Warrant Register By Account

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 3/30/2025 - 4/12/2025	5734		3,755.16
100-1020-7722	GRANICUS INC	Domain Name Change	5762		1,000.00
100-1205-7614	STAPLES	PS Office Supplies	5790		69.92
100-1205-7694	STAPLES	Public Safety Commission Supplies	5790		43.98
100-1205-7780	STAPLES	Dog Licensing Supplies	5790		46.70
100-1605-7737	INLAND EMPIRE TOURS & TR...	Excursion Transportation 4/15/2025	220846		2,299.95
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	5809		646.54
100-1205-7980	SHAFFER AWARDS	Sgt Dobbins Name Plate	220868		28.67
100-1005-7642	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Margaret Finlay	220864		112.50
100-1010-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Brian Villalobos	220864		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Larry Breceda	220864		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Tony Hadloc	220864		262.50
100-1805-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Kristen Petersen	220864		262.50
100-1805-7965	WILLDAN FINANCIAL SERVICES	Cost Allocation Plan & User Fee Study 4/4/25	5811		4,995.00
100-1010-7980	CURO MANAGED PRINT PRO...	SOTC Address Backdrop	220835		419.90
100-1805-7614	STAPLES	Office Supplies	5790		13.80
100-1205-7614	STAPLES	Office Supplies	5790		72.65
100-1805-7614	STAPLES	Office Supplies	5790		100.23
100-1825-7613	STAPLES	Copier Paper	5790		155.00
100-1405-8100	FS CONTRACTORS INC	Change Order 8	5753	202416-Cap Improv-Huntingt...	1,351.25
100-1405-8100	FS CONTRACTORS INC	Huntington Dr Median Islands Landscape Improvement	5753	202416-Cap Improv-Huntingt...	1,096,205.00
100-1405-8100	FS CONTRACTORS INC	Change Order 6	5753	202416-Cap Improv-Huntingt...	3,600.00
100-1405-8100	FS CONTRACTORS INC	Change Order 7	5753	202416-Cap Improv-Huntingt...	2,598.67
100-2127	FS CONTRACTORS INC	Retention	5753	202416-Retention-Huntington...	-55,187.75
100-1605-7730	SIMON EQUIPMENT RENTALS	Eggfest 2025 DJ Generator Rental	220871		59.42
100-1610-7652	INX BUILDING MAINTENANCE	Senior Ctr Rental Clean-ups 4/6, 4/13, 4/20/25	5766		495.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Dance Gymnastics 3/27/25 - 4/17/25	5780		315.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Tiny Tumblers 3/27/25 - 4/17/25	5780		504.00
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	5787		108.29
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Signs	220835		132.60
100-1605-7733	CURO MANAGED PRINT PRO...	SC Aframe Calendar of Activities 5/2025	220835		18.79
100-1605-7741	CHALLENGER TEAMWEAR	Youth Sports LAS Soccer Medals	5741		86.20
100-1815-7965	MAXTREME SERVICES	IT Helpdesk 4/2025	5776		12,500.00
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 5/2025	220852		1,750.00
100-1825-7630	QUADIENT LEASING USA INC	CH Postage Machine Lease 5/23/25 - 8/22/25	220862		579.09
100-2126	RACHEL ONG	Const/Demo Deposit Refund (P#2024-495)	220858		1,307.50
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 4/3/2025	5792		160.00
100-2122	DIVISION OF THE STATE ARCH...	Disability Access Fee Q1 2025	220837		166.40
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Prints (3)	220835		149.18
100-1010-7980	CURO MANAGED PRINT PRO...	SOTC Promo Prints	220835		255.78
100-1010-7980	TROPICANA MARKET	CIP Workshop 4/22/25 Catering	220876		230.56
100-1010-7980	SMART & FINAL	CIP Workshop 4/22/25 Desserts	5788		31.67
100-1205-7779	AIDA TORRES	DART Trip Santa Barbara Gas Reimbursement	5795		25.00
100-1810-7610	MICHELLE BROWN	JPIA HR Training/PSHRA-SC Conf/Misc Expenses	220828		83.02
100-1810-7611	MICHELLE BROWN	Employee Meeting Supplies	220828		0.84

Council Warrant Register By Account

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	5743		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	5743		9.54
100-1205-7787	MOUNTAIN VISA PLAZA	Public Safety Lease	5777		9,391.00
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 2/23/25 - 3/29/25	5763		5,433.75
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticker Making 3/27/25-4/17/25	5764		56.00
100-2122	WRIGHT WOOD ROOFING INC	Business License Refund (Job Address in Arcadia)	220878		4.00
100-4004	WRIGHT WOOD ROOFING INC	Business License Refund (Job Address in Arcadia)	220878		306.00
100-1605-7736	AGI ACADEMY	Instructor Fee-Math Workshop 3/28/25-4/25/25	5733		189.00
100-1605-7756	AGI ACADEMY	Instructor Fee-SC Computer 3/25/25-4/15/25	5733		189.00
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Programs	220835		116.03
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Podium Foam Board	220835		5.53
100-1405-7965	EMERGENCY PLANNING CON...	Local Hazard Mitigation Plan Prep 10/2024 - 4/2025	220840		37,000.00
100-1205-7650	WALLACE SIGN COMPANY	Vehicle #25 Decal Replacement	5808		303.88
100-1825-7630	CANON FINANCIAL SERVICES I...	(2)CH/CMD/PS/SC/TC Copier Lease 5/2025	220830		1,730.30
100-1825-7631	CANON FINANCIAL SERVICES I...	(2)CH/CMD/PS/SC/TC Copier Maint 3/2025	220830		464.53
100-1010-7980	JONATHAN STEPHEN OCHOA	SOTC Event Coverage Video	220857		800.00
100-2123	ALLIANT INSURANCE SERVICES	Special Event/Instructor Insurance 1/2025 - 3/2025	5735		978.00
100-1605-7734	MANUEL ENRIQUEZ	FC Cash Register Maintenance	5748		95.00
100-1805-7654	LSL, LLP	FY25 Audit-One Time Onboarding Fee	5773		3,680.00
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	5788		193.08
100-1010-7651	COUNTY OF LOS ANGELES REG..	November 5, 204 Election Services	220832		61,569.66
100-1010-7610	U.S. BANK	Brian Villalobos ICSC Conf Airfare (Southwest)	5806		414.37
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/Union Board (Perrys Joint)	5806		102.17
100-1010-7610	U.S. BANK	CMO Quarterly Staff Mtg 4/15/25 (Jersey Mikes)	5806		95.00
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/Dr Hillman (Mikomi Sushi)	5806		81.11
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/Union Board (Smart & Final)	5806		22.98
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	5806		18.00
100-1010-7980	U.S. BANK	SOTC Giveaway Mugs (4Imprint)	5806		826.35
100-1010-7980	U.S. BANK	SOTC Supplies/Music (Amazon)	5806		431.85
100-1010-7980	U.S. BANK	SOTC Decorations/Supplies (Etsy)	5806		194.77
100-1010-7980	U.S. BANK	CC Mtg 3/25/25 Dessert (Costco)	5806		26.99
100-1010-7980	U.S. BANK	DashPass 4/5/2025 - 5/5/2025 (DoorDash)	5806		9.99
100-1010-7980	U.S. BANK	SOTC Food (Tortilleria La Paloma)	5806		50.00
100-1020-7712	U.S. BANK	Spotify Membership	5806		19.99
100-1020-7720	U.S. BANK	PEG Channel Disconnection Balance (Spectrum)	5806		82.55
100-1020-7720	U.S. BANK	PEG Channel Disconnection Balance (Spectrum)	5806		82.55
100-1205-7610	U.S. BANK	Larry Breceda CACEO Conf Airfare (Southwest)	5806		383.96

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Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7610	U.S. BANK	Craig Hensley ICSC Conference Airfare (Southwest)	5805		416.97
100-1410-7610	U.S. BANK	Gerard Batista 2025 SoCal PWX Training/Lunch	5805		209.93
100-1410-7610	U.S. BANK	Gerard Batista 4/22/25 MSA Training/Lunch	5805		36.40
100-1410-7612	U.S. BANK	Hydrawise Plan Subscription (Paddle.com)	5805		383.00
100-1205-7779	U.S. BANK	DART Trip 3/30/25 Tickets (Six Flags)	5799		1,272.00
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 4/4/25 - 5/3/25	5799		8.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 4/4/25 - 5/3/25	5799		9.00
100-1605-7745	U.S. BANK	TC Boxing Show 5/24/25 Hotel (Hotel.com)	5799		3,314.28
100-1805-7614	U.S. BANK	CIP Workshop Binders (Walmart)	5799		43.43
100-1805-7965	U.S. BANK	STR Trend Report 1/2025 - 3/2025 (STRcom)	5799		660.00
100-1805-7980	U.S. BANK	Employee Staff Meeting Food (T Burgers)	5799		91.84
100-1810-7611	U.S. BANK	'Lunch & Learn' Event Catering (Jersey Mikes)	5799		275.00
100-1810-7611	U.S. BANK	Employee Training Food (Smart & Final)	5799		138.95
100-1810-7671	U.S. BANK	City Clerk Job Posting (CCAC)	5799		300.00
100-1810-7980	U.S. BANK	PS Workstation Chair Mat (Amazon)	5799		111.59
100-1810-7980	U.S. BANK	Employee Lunch Meeting Supplies (Basin 141)	5799		64.77
100-1815-7632	U.S. BANK	Finance Webinar 4/7/25 - 5/6/25 (Zoom)	5799		96.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat 4/13/25 - 5/12/25	5799		849.68
100-1815-7632	U.S. BANK	cityofduarte.com 4/7/2025 - 4/6/2026 (Zoom)	5799		1,599.00
100-1205-7615	U.S. BANK	FC Trama Kit (LifeSecure)	5800		712.95
100-1205-7615	U.S. BANK	EOC (3 sets) Brass Paper Weights (Amazon)	5800		90.93
100-1205-7615	U.S. BANK	EOC (2) Hand Trucks (Costco)	5800		353.58
100-1205-7615	U.S. BANK	EOC (7 sets) Brass Paper Weights (Amazon)	5800		201.60
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/8/25 (Old Mission SB)	5800		159.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/7/25 (Wheel Fun Rentals)	5800		127.90
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/7/25 (McDonalds)	5800		120.35
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/9/25 (McDonalds)	5800		110.73
100-1205-7779	U.S. BANK	DART Uniforms (FSP Designs)	5800		94.50
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/8/25 (Jack in the Box)	5800		160.90
100-1205-7779	U.S. BANK	DART Dodger Game Dinner 4/15/25 (Jersey Mikes)	5800		83.65
100-1205-7779	U.S. BANK	DART Game Board (Amazon)	5800		20.03
100-1205-7779	U.S. BANK	DART Field Trip 4/19/25 (Ultrazone)	5800		490.00
100-1205-7779	U.S. BANK	DART Volunteer Event 4/4/25 (Wingstop)	5800		73.98
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/8/25 (Cal Coast Adv)	5800		400.00

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Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	DART Trip 3/30/25 (Six Flags Magic Mountain)	5800		373.03
100-1205-7779	U.S. BANK	DART Monrovia Gardening Volunteer Lunch (Wendys)	5800		69.10
100-1205-7779	U.S. BANK	MIT Outreach 3/27/25 (Dominos Pizza)	5800		55.06
100-1205-7779	U.S. BANK	DART Field Trip 4/15/25 Tickets (LA Dodgers)	5800		721.00
100-1205-7779	U.S. BANK	Coffee with the Sheriffs 4/16/25 (Starbucks)	5800		80.40
100-1205-7779	U.S. BANK	DART Earth Day Event 4/22/25 (Daves Hot Chicken)	5800		42.58
100-1205-7779	U.S. BANK	DART Member Cap/Gown (SoCalGrad)	5800		40.79
100-1205-7779	U.S. BANK	TC HIPPA Group Counseling (Amazon)	5800		82.60
100-1205-7779	U.S. BANK	DART Spring Break Trip Supplies (Vons)	5800		82.68
100-1205-7779	U.S. BANK	DART Meeting 3/28/25 (Dominos Pizza)	5800		40.75
100-1205-7779	U.S. BANK	DART Dodger Game Parking 4/15/25 (MLB Dodgers)	5800		35.00
100-1205-7779	U.S. BANK	DART Lunch 4/19/25 (Costco)	5800		47.31
100-1205-7779	U.S. BANK	DART Spring Break Trip Supplies (Santa Cruz Mkt)	5800		295.63
100-1205-7780	U.S. BANK	Dog License Renewal Postcards (Gotprint.com)	5800		250.75
100-1205-7887	U.S. BANK	UPS Battery (Amazon)	5800		40.78
100-1205-7980	U.S. BANK	Bryan Ariizumi CCEO Third Party Module Fee (CACEO)	5800		400.00
100-1205-7980	U.S. BANK	College Intern Interview Panel Food (Hope Village)	5800		104.03
100-1205-7980	U.S. BANK	Bryan Ariizumi CCEO Application Fee (CACEO)	5800		210.00
100-1205-7980	U.S. BANK	Office Supplies (Target)	5800		55.51
100-1205-8030	U.S. BANK	UTV Tarp (Harbor Freight)	5800	202513/100-1205-8030-Other...	15.23
100-1010-7980	U.S. BANK	Return-Plates (Amazon)	5802		-35.27
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Porto's Bakery)	5802		69.93
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Hobby Lobby)	5802		19.94
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Tropicana Mkt)	5802		109.98
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Martino's Bakery)	5802		207.20
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Cynthia's Flowers)	5802		240.00
100-1020-7711	U.S. BANK	Dodger Open Day Supplies (Sprouts)	5802		7.49
100-1020-7711	U.S. BANK	Employee Appreciation (Sweet Nothings Cake Shop)	5802		62.95
100-1020-7711	U.S. BANK	Dodger Opening Day Raffle Prize (Lids)	5802		35.27
100-1020-7711	U.S. BANK	Dodger Opening Day Desserts (Del Taco)	5802		13.16
100-1205-7655	U.S. BANK	Learn-to-Swim Facility Registration (AmerRedCross)	5802		650.00
100-1605-7610	U.S. BANK	Manuel Enriquez Training Lunch (MendocinoFarms)	5802		17.29
100-1605-7610	U.S. BANK	CA Trails & Greenway Conf Pkg (Sheraton Fairplex)	5802		25.50
100-1605-7610	U.S. BANK	Manuel Enriquez Conference Mtg Dinner (TasteCraft)	5802		28.93

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100-1605-7610	U.S. BANK	Refund-Marilyn Mays Trip Protection (Expedia)	5802		-32.51
100-1605-7610	U.S. BANK	P&R Staff Mtg Snacks/Coffee (Starbucks)	5802		84.65
100-1605-7612	U.S. BANK	When to Work Annual Subscription	5802		1,560.00
100-1605-7614	U.S. BANK	Aluminum Foil Sheets (Amazon)	5802		13.45
100-1605-7614	U.S. BANK	3-Ring Binders (Amazon)	5802		34.22
100-1605-7614	U.S. BANK	Large Desk Pad (Amazon)	5802		70.72
100-1605-7614	U.S. BANK	Tape/Binder Inserts (Amazon)	5802		20.48
100-1605-7614	U.S. BANK	Labels (Amazon)	5802		22.82
100-1605-7614	U.S. BANK	Certificate Holders/Paper Clips (Amazon)	5802		27.04
100-1605-7614	U.S. BANK	Storage Bags (Amazon)	5802		10.99
100-1605-7614	U.S. BANK	Purell Hand Sanitizer (Amazon)	5802		23.09
100-1605-7650	U.S. BANK	Vehicle #31 Fuel 4/10/25 (Circle K 76)	5802		57.33
100-1605-7730	U.S. BANK	Jump for Autism Craft Supplies (Amazon)	5802		59.20
100-1605-7730	U.S. BANK	2025 Eggfest Puppy Hunt Prizes (Target)	5802		72.16
100-1605-7730	U.S. BANK	205 Eggfest Table Rental (Seven Seasons Party)	5802		32.00
100-1605-7730	U.S. BANK	2025 Eggfest Pennant Flags (Amazon)	5802		119.28
100-1605-7730	U.S. BANK	Jump for Autism Bouncer (HopSkipNaBounce)	5802		228.00
100-1605-7730	U.S. BANK	2025 Eggfest Staff/Volunteer Snacks (PaneraBread)	5802		80.71
100-1605-7730	U.S. BANK	Splash in the Park X-Shot (Costco)	5802		53.12
100-1605-7733	U.S. BANK	SC Cinco de Mayo Event Snacks (Tacos El Torito)	5802		347.29
100-1605-7733	U.S. BANK	Return-SC Back Drop (Amazon)	5802		-44.08
100-1605-7733	U.S. BANK	SC Easter Event/Pickleball Supplies (Amazon)	5802		129.92
100-1605-7733	U.S. BANK	SC Softball Opening Day Decorations (Amazon)	5802		32.27
100-1605-7733	U.S. BANK	SC Softball Opening Day Lunch (Jersey Mikes)	5802		256.50
100-1605-7733	U.S. BANK	SC (2) Sewing Machines (Amazon)	5802		264.12
100-1605-7733	U.S. BANK	SC Egg Hunt Supplies (Amazon)	5802		79.54
100-1605-7733	U.S. BANK	SC Copier Paper (Amazon)	5802		79.84
100-1605-7734	U.S. BANK	FC Underwater Egg Hunt Supplies (Amazon)	5802		86.97
100-1605-7734	U.S. BANK	Deposit-Summer KickOff Pool Party Food (In-N-Out)	5802		800.00
100-1605-7734	U.S. BANK	FC Underwater Egg Hunt Snacks (Walmart.com)	5802		239.73
100-1605-7735	U.S. BANK	5/5/25 Event Pinata Decorations (Amazon)	5802		39.76
100-1605-7735	U.S. BANK	Youth Summit Mtg w/Monrovia 4/22/25 (RedwoodPizza)	5802		100.68
100-1605-7735	U.S. BANK	Duarte Dance Competition Registration(Showstopper)	5802		515.00
100-1605-7736	U.S. BANK	P&R Class Television/Mount (Amazon)	5802		342.53
100-1605-7737	U.S. BANK	LA Dodger Excursion Tickets 7/1/2025	5802		2,328.40
100-1605-7737	U.S. BANK	LA Dodger Excursion Parking Pass 7/1/2025	5802		60.00

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100-1605-7737	U.S. BANK	Deposit-Excursion 5/18/2025 (LA Sparks)	5802		200.00
100-1605-7741	U.S. BANK	Youth Sports Soccer Cones (Amazon)	5802		58.76
100-1605-7741	U.S. BANK	Youth Sports/LAS Soccer Goal (Amazon)	5802		106.94
100-1605-7741	U.S. BANK	Sports/Playgrounds Bocce Tape (Amazon)	5802		40.87
100-1605-7741	U.S. BANK	Sports/Playgrounds/Futsal Court Nets (SatorSoccer)	5802		561.13
100-1605-7980	U.S. BANK	Employee Appreciation (See's Candy)	5802		17.76
100-1605-7980	U.S. BANK	PT Staff Years of Service Gift Cards (Target)	5802		575.00
100-1610-7618	U.S. BANK	Rubber Door Stoppers (Amazon)	5802		26.44
100-1610-7618	U.S. BANK	Recreation Rotating Cable Tray/Power Strip (VARI)	5802		110.50
100-1610-7618	U.S. BANK	Portable Carpet Cleaner w/Warranty (Amazon)	5802		120.29
100-1610-7618	U.S. BANK	Recreation Dept Office Furniture (Varidesk)	5802		1,137.05
100-1610-7652	U.S. BANK	Major Pool Renovation (LA Cnty Dept-Public Health)	5802		1,780.68
100-1810-7980	U.S. BANK	Staff Appreciation (Nothing Bundt Cakes)	5802		46.00
100-2121	U.S. BANK	Refund-K Barnes Sam's Club Membership (In Error)	5802		-54.75
100-1825-7626	FEDEX	Document Delivery 4/22/2025	220842		50.53
100-4302	LILIANA NUNEZ	Citation Refund	220856		146.00
100-1605-7735	DUARTE RECREATION PETTY ...	Duarte Dance Competition Parking	220838		25.75
100-1605-7735	DUARTE RECREATION PETTY ...	Youth Summit Meeting 4/22/25 Dinner	220838		5.00
100-1610-7618	DUARTE RECREATION PETTY ...	Heat Gun	220838		51.94
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 12/2024	220839	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 1/2025	220839	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 2/2025	220839	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 3/2025	220839	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 4/2025	220839	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 5/2025	220839	250004 - Property Rent - Next...	2,001.51
100-4801	MARTHA ORDAZ	Folklorico Dance Class Refund (Camila Ruiz)	220859		90.00
100-1410-7980	HOME DEPOT CREDIT SERVICES	Early Pay Discount	BD25-1330		-0.79
100-1605-7735	DAVID SOTO	Youthworks Internshi...	220872		100.00
100-1605-7735	SAMUEL LEMUS	Youthworks Internshi...	220849		100.00
100-1605-7735	LANDEN GRAVES	Youthworks Internshi...	220844		100.00
100-1605-7735	ALBERT MARIANO	Youthworks Internshi...	220853		100.00
100-1605-7735	DAVID RUIZ	Youthworks Internshi...	220865		100.00
100-1605-7735	ANTHONY SERNA	Youthworks Internshi...	220867		100.00
100-1605-7735	DELANEY KOVACH	Youthworks Internshi...	220848		100.00
100-1605-7735	JIMENA LOZADA	Youthworks Internshi...	220851		100.00
100-1605-7735	DANIELLA LOLI	Youthworks Internshi...	220850		100.00
100-2120	CHRISTINE GOLDITCH	ROP Bldg Rent Deposit Refund 4/12/25	220843		150.00
100-1805-7965	HDL COREN & CONE	Property Tax Srvcs 4/2025 - 6/2025	5765		3,551.91
100-1605-7736	DANCEFIT LLC	Instructor Fee-Baby Ballet/Hip Hop 3/25/25-4/22/25	5744		1,344.00
100-1010-7980	DOLPHIN RENTS INC	2025 SOTC Table/Chairs/Linens	5747		704.18
100-2120	PACIFIC HYDROTECH CORPOR...	Cash Bond Refund (P#2024-89ROW)	220860		10,271.53

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100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class 55+ 4/1/25-4/22/25	5736		36.40
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class Youth 4/1/25-4/22/25	5736		109.20
100-1015-7682	ARDUENGO INVESTIGATIONS,...	Personnel Investigation 4/2025	220824		3,492.00
100-1500	MARILYN MAYS	Advance-San Diego Boxing Show Down	220854		2,137.72
100-1020-7724	SOUTHERN CALIFORNIA EDIS...	PO Pkg Lot Lease 5/01/2025 - 7/31/2025	5789		2,541.75
100-1205-7779	AIDA TORRES	DART Officer Meeting Meal	5795		47.31
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	5760		75.00
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	5775		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	5756		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	5798		75.00
100-1005-7647	MARTIN CALDERON RIOS	Council Vehicle Allowance	5783		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	5767		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	5771		75.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	5769		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	220827		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	5738		218.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	5749		435.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	5781		566.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	5793		435.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	5740		566.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	5751		435.00
Fund 100 - GENERAL FUND Total:					2,038,970.80
Fund: 220 - GAS TAX FUN					
220-2210-7813	TRAFFICALM SYSTEMS LLC	City Yard Flashing Chevron Sign	5796		1,703.37
220-2205-8100	KHR ASSOCIATES	Highland Promenade Design/Const 8/31/24-3/11/25	5768	202106-2205-8100-Highland P...	39,372.50
220-2225-8100	EVANBROOKSASSOCIATES INC	MAT Program Cycle 2 Grant Writing Srvcs	220841		14,102.00
220-2210-7890	COUNTY OF LOS ANGELES DE...	FY24 CalTrans Furnished Controller 3/2025	220834		765.23
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 3/2025	220834		6,692.67
220-2225-8070	FS CONTRACTORS INC	Sidewalk Replacement @ 3503 Conata St	5755		1,598.00
220-2210-8070	INNOCENTI CONSTRUCTION I...	Huntington Dr & Brycedale Ave Crosswalk Striping	220847		6,800.00
Fund 220 - GAS TAX FUN Total:					71,033.77
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
225-2127	FS CONTRACTORS INC	Retention- ATP Project	5754	202118- Retention- ATP Cycle 4	24,625.76
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					24,625.76
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Aloysia Moore Park	5785		140.00
240-2405-7888	HOME DEPOT CREDIT SERVICES	Safety Camera Lighting Supplies	BD25-1330		34.43
240-2405-7888	HOME DEPOT CREDIT SERVICES	Return-Safety Camera Light Supplies (Inv #0533238)	BD25-1330		-22.95
240-2405-7888	HOME DEPOT CREDIT SERVICES	Safety Camer Lighting Supplies	BD25-1330		22.01
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Mountain Ave Parkway	5785		140.00

Council Warrant Register By Account

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Lena Valenzuela Park	5785		140.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Parkway	5785		140.00
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electronic Sign Electrical Repairs	BD25-1330		95.08
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electrical Repairs	BD25-1330		11.30
240-2410-7662	MARIPOSA LANDSCAPES INC	Duarte Rd Median Planting (Buena Vista to Yard)	5774		22,610.00
240-2410-7906	WEST COAST ARBORISTS INC	Citywide Tree Removal	5810		2,516.75
240-2410-7662	BEE REMOVERS	280 Mel Canyon Bee Removal 3/26/25	5737		145.00
240-2410-7888	HOME DEPOT CREDIT SERVICES	Thorsen Park Flag Pole Repairs	BD25-1330		35.27
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	5770		26.07
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	5770		162.68
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	5770		311.43
240-2410-7888	LANDSCAPE WAREHOUSE INC	Northview Park Irrigation Repairs	5770		130.31
240-2426-7810	A-1 MAINTENANCE SERVICES ...	Grocery Outlet Ctr Sweeping 4/2025	5731		843.00
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	5770		324.95
240-2433-7887	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Villas LLD	5785		140.00
240-2410-7662	COUNTY OF LOS ANGELES AGR..	Royal Oaks Trail Gopher Control 1/2025	220833		355.64
240-2410-7898	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repairs	5770		190.97
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	5770		62.46
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	5770		17.90
240-2410-7888	LANDSCAPE WAREHOUSE INC	Encanto Park Irrigation Repairs	5770		143.50
240-2410-7888	HOME DEPOT CREDIT SERVICES	Early Pay Discount	BD25-1330		-0.64
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					28,715.16

Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND

290-2905-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 3/2025	5772		24,480.43
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					24,480.43

Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)

320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 4/01/2025 - 4/30/2025	BD25-1329		681.15
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 4/01/2025 - 4/30/2025	BD25-1329		429.95
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 4/01/2025 - 4/30/2025	BD25-1329		569.24
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 4/01/2025 - 4/30/2025	BD25-1329		493.32
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 4/01/2025 - 4/30/2025	BD25-1329		490.00
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 4/01/2025 - 4/30/2025	BD25-1329		442.41
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,106.07

Fund: 400 - PARK DEVELOPMENT GRANT FUND

400-4005-8041	MOORE IACOFANO GOLTSMA...	Boxing Patio at Duarte Park Design Services 3/2025	220855	202518-Teen Center Outdoor ...	3,377.50
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					3,377.50

Fund: 440 - PROPOSITION A TRANSIT FUND

440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	BD25-1330		286.61
440-4405-8013	FOOTHILL TRANSIT	73rd Installment of 3rd Bus 4/2025	5757		3,887.05
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 3/2025	220875		399.62
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2025	5757		21,263.12
440-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2025	5757		-727.90
Fund 440 - PROPOSITION A TRANSIT FUND Total:					25,108.50

Council Warrant Register By Account

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	73rd Installment of 3rd Bus 4/2025	5757		3,180.31
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 3/2025	220875		349.66
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2025	5757		17,397.09
460-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2025	5757		-595.55
Fund 460 - PROPOSITION C TRANSIT FUND Total:					20,331.51
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-2127	FS CONTRACTORS INC	Retention- ATP Project	5754	202118-Retention-ATP Cycle 4...	101,150.01
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					101,150.01
Grand Total:					2,340,899.51

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	2,038,970.80
220 - GAS TAX FUN	71,033.77
225 - SB-1, Road Maintenance/Rehab Fund	24,625.76
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	28,715.16
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	24,480.43
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,106.07
400 - PARK DEVELOPMENT GRANT FUND	3,377.50
440 - PROPOSITION A TRANSIT FUND	25,108.50
460 - PROPOSITION C TRANSIT FUND	20,331.51
620 - COMMUNITY IMPROVEMENT FUND	101,150.01
Grand Total:	2,340,899.51

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	187.50
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7647	Travel & Exp - Calderon	150.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7610	Travel, Mtgs & Conf	715.63
100-1010-7612	Publications and Dues	280.50
100-1010-7614	Office Supplies	84.15
100-1010-7651	Election Services	61,569.66
100-1010-7980	Other Expenses	5,322.88
100-1015-7682	Labor Counsel Legal	3,492.00
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7711	Employee Recognition C...	118.87
100-1020-7712	Community Information ...	9,645.99
100-1020-7720	DCTV	165.10
100-1020-7722	City Website	1,000.00
100-1020-7724	Post Office Parking	2,541.75
100-1205-7610	Travel, Mtgs & Conf	1,078.96
100-1205-7612	Publications and Dues	525.00
100-1205-7614	Office Supplies	142.57
100-1205-7615	Emergency Supplies	1,359.06
100-1205-7636	Uniforms	1,321.82
100-1205-7650	Vehicle Maintenance	5,001.19
100-1205-7655	Emergency Services	145,332.50
100-1205-7694	Public Safety Commission	43.98
100-1205-7761	Parking Ticket Collect	6,333.33
100-1205-7779	Youth Programs	5,151.28
100-1205-7780	Animal Control	9,602.23
100-1205-7781	Contract Law Enforceme...	450,340.65
100-1205-7782	Crossing Guard Contract...	3,755.16
100-1205-7787	Public Safety Cntr Lease	9,391.00
100-1205-7887	Repairs & Replacements	650.30
100-1205-7980	Other Expenses	798.21
100-1205-8030	Other Equipment	15.23
100-1405-7610	Travel, Mtgs & Conf	416.97
100-1405-7650	Vehicle Maintenance	74.55
100-1405-7800	Building Department Ser...	38,644.59
100-1405-7801	Industrial Waste Inspect...	1,752.53
100-1405-7965	Professional Services	42,433.75
100-1405-8100	Other Capital Improvem...	1,103,754.92
100-1410-7610	Travel, Mtgs & Conf	246.33

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7612	Publications and Dues	383.00
100-1410-7656	Emergency Generator	160.00
100-1410-7810	Street Sweeping	132.00
100-1410-7814	Graffiti Removal	4,245.92
100-1410-7887	Repairs & Replacements	111.67
100-1410-7980	Other Expenses	293.12
100-1410-8100	Other Capital Improvem...	23,764.39
100-1415-7661	Other Serv-Sports Park	140.00
100-1500	Advances	2,137.72
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	123.86
100-1605-7612	Publications and Dues	1,560.00
100-1605-7614	Office Supplies	222.81
100-1605-7650	Vehicle Maintenance	57.33
100-1605-7730	Special Events	1,026.97
100-1605-7733	Senior Center	2,327.50
100-1605-7734	Fitness Center	1,221.70
100-1605-7735	Teen Center	2,044.04
100-1605-7736	Youth & Adult Recreatio...	2,896.13
100-1605-7737	Adult Excursions	4,888.35
100-1605-7741	Sports/Playground Progr...	1,903.90
100-1605-7745	Boxing Program	3,314.28
100-1605-7756	Senior Recreation Classes	189.00
100-1605-7980	Other Expenses	592.76
100-1610-7617	Pool Chemicals	1,056.47
100-1610-7618	Building Supplies	7,827.68
100-1610-7636	Uniforms	66.32
100-1610-7652	Building Maint Services	14,809.58
100-1805-7612	Publications and Dues	262.50
100-1805-7614	Office Supplies	157.46
100-1805-7654	Audit Services	3,680.00
100-1805-7965	Professional Services	9,206.91
100-1805-7980	Other Expenses	2,091.84
100-1810-7610	Travel, Mtgs & Conf	83.02
100-1810-7611	Training	414.79
100-1810-7660	Other Services	32.00
100-1810-7671	Recruiting	300.00
100-1810-7980	Other Expenses	222.36
100-1815-7632	Software	4,301.48
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	1,724.71
100-1815-8011	Computer Equipment (C...	3,371.86
100-1825-7613	Duplications And Photos	155.00
100-1825-7626	Postage	50.53
100-1825-7630	Equipment Lease	2,309.39
100-1825-7631	Equipment Maintenance	464.53
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7980	Other Expenses	73.00
100-1830-8100	Vehicle Replacement (C...	15,685.50
100-2120	Refundable Deposits	10,421.53
100-2121	Pass Through Deposits	19,273.75
100-2122	Disability Access & Educ ...	170.40
100-2123	Special Event Insurance ...	978.00
100-2125	Metro Pass Through (TA...	45.00
100-2126	Construction and Demoli...	4,327.50
100-2127	Retention Payable	-62,421.88
100-4004	Business License Tax	306.00
100-4302	Parking Citations	146.00

Account Summary

Account Number	Account Name	Payment Amount
100-4408	Property Rental	12,009.06
100-4801	Youth & Adult Recreatio...	90.00
100-5004	Other Revenue	-125.00
220-2205-8100	Other Capital Improvem...	39,372.50
220-2210-7813	Regulatory Signs	1,703.37
220-2210-7890	Repairs-Traffic Signal	7,457.90
220-2210-8070	Street Improvements (C...	6,800.00
220-2225-8070	Street Improvements (C...	1,598.00
220-2225-8100	Other Capital Improvem...	14,102.00
225-2127	Retention Payable	24,625.76
240-2405-7888	Repairs-Citywide	139.87
240-2410-7662	Other Serv-Citywide	23,670.64
240-2410-7888	Repairs-Citywide	308.44
240-2410-7891	Repairs-Medians	905.49
240-2410-7898	Tree Plant-Medians	190.97
240-2410-7906	Tree Trim-Citywide	2,516.75
240-2426-7810	Street Sweeping	843.00
240-2433-7887	Repairs & Replacements	140.00
290-2905-7781	Contract Law Enforceme...	24,480.43
320-3205-8013	Vehicles (Capital)	3,106.07
400-4005-8041	Park Improvements (Cap...	3,377.50
440-4405-7650	Vehicle Maintenance	286.61
440-4405-7814	Graffiti Removal	399.62
440-4405-7960	Foothill Transit Operatio...	21,263.12
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-727.90
460-4605-7814	Graffiti Removal	349.66
460-4605-7960	Foothill Tranist Operatio...	17,397.09
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-595.55
620-2127	Retention Payable	101,150.01
Grand Total:		2,340,899.51

Project Account Summary

Project Account Key	Payment Amount
None	1,092,453.78
202106-2205-8100-Highland Promenade Measure M	39,372.50
202118- Retention- ATP Cycle 4	24,625.76
202118-Retention-ATP Cycle 4-Grant	101,150.01
202416-Cap Improv-Huntington Dr Median Landscape	1,103,754.92
202416-Retention-Huntington Drive Median Landscape	-55,187.75
202424- 100-2121/1433 Crestfield(Andres Duarte)	19,328.50
202513/100-1205-8030-Other Equip-River Bed Grant	15.23
202518-Teen Center Outdoor Boxing Patio Project	3,377.50
250004 - Property Rent - Nextel Rent (Otis Gordon)	12,009.06
Grand Total:	2,340,899.51



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5086 - ACCO ENGINEERED SYSTEMS					
100-1610-7652	ACCO ENGINEERED SYSTEMS	Teen Ctr HVAC Maintenance (Quarterly)	20676845		1,095.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	Town Ctr HVAC Maintenance (Quarterly)	20676846		3,611.00
Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:					4,706.00
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	DART Trip Santa Barbara Gas Reimbursement	4/9/2025		25.00
100-1205-7779	AIDA TORRES	DART Officer Meeting Meal	4/18/2025		47.31
Vendor 1388 - AIDA TORRES Total:					72.31
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	Duarte Park HVAC Routine Call	454525		136.00
Vendor 2061 - AIR-TRO INC Total:					136.00
Vendor: 6713 - ALBERT MARIANO					
100-1605-7735	ALBERT MARIANO	Youthworks Internshi...	4/2025		100.00
Vendor 6713 - ALBERT MARIANO Total:					100.00
Vendor: 6588 - ALBERTO R PEREZ					
100-1610-7652	WET VIEWS	Weekly Aquatic Maintenance of Duarte Pools 3/2025	2644		1,950.00
Vendor 6588 - ALBERTO R PEREZ Total:					1,950.00
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 3/30/2025 - 4/12/2025	100458		3,755.16
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					3,755.16
Vendor: 1311 - ALLIANT INSURANCE SERVICES INC-NPB MAIN					
100-2123	ALLIANT INSURANCE SERVICES	Special Event/Instructor Insurance 1/2025 - 3/2025	3064064		978.00
Vendor 1311 - ALLIANT INSURANCE SERVICES INC-NPB MAIN Total:					978.00
Vendor: 4645 - ANCOM GROUP INC					
100-1605-7736	AGI ACADEMY	Instructor Fee-Math Workshop 3/28/25-4/25/25	SP25-1		189.00
100-1605-7756	AGI ACADEMY	Instructor Fee-SC Computer 3/25/25-4/15/25	SP25-1 4222025		189.00
Vendor 4645 - ANCOM GROUP INC Total:					378.00
Vendor: 6711 - ANTHONY SERNA					
100-1605-7735	ANTHONY SERNA	Youthworks Internshi...	4/2025		100.00
Vendor 6711 - ANTHONY SERNA Total:					100.00
Vendor: 6729 - ARDUENGO INVESTIGATIONS, PROFESSIONAL LAW CORP					
100-1015-7682	ARDUENGO INVESTIGATIONS,...	Personnel Investigation 4/2025	00001		3,492.00
Vendor 6729 - ARDUENGO INVESTIGATIONS, PROFESSIONAL LAW CORP Total:					3,492.00
Vendor: 6429 - ARK INTERNATIONAL INC					
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class 55+ 4/1/25-4/22/25	S1-11494		36.40
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class Youth 4/1/25-4/22/25	S1-11496		109.20
Vendor 6429 - ARK INTERNATIONAL INC Total:					145.60
Vendor: 1491 - AUTOZONE					
100-1405-7650	AUTOZONE	CMD Vehicle #33 Supplies	02814607734		74.55
Vendor 1491 - AUTOZONE Total:					74.55

Council Warrant Register By Vendor

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 3981 - CACEO					
100-1205-7610	CALIFORNIA ASSOCIATION OF...	CC/ACO 2025 Code Enforcement Registration	200033604		695.00
Vendor 3981 - CACEO Total:					695.00
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 3/2025	806650		32.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					32.00
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I...	(2)CH/CMD/PS/SC/TC Copier Lease 5/2025	40276619		1,730.30
100-1825-7631	CANON FINANCIAL SERVICES I...	(2)CH/CMD/PS/SC/TC Copier Maint 3/2025	40276619		464.53
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					2,194.83
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	5/2025		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	5/2025		75.00
Vendor 6340 - CESAR A GARCIA Total:					75.00
Vendor: 5792 - CHALLENGER TEAMWEAR					
100-1605-7741	CHALLENGER TEAMWEAR	Youth Sports LAS Soccer Medals	1274070		86.20
Vendor 5792 - CHALLENGER TEAMWEAR Total:					86.20
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES...	Building & Safety Svcs 3/2025	68702		38,644.59
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					38,644.59
Vendor: T4946 - CHRISTINE GOLDITCH					
100-2120	CHRISTINE GOLDITCH	ROP Bldg Rent Deposit Refund 4/12/25	R107265		150.00
Vendor T4946 - CHRISTINE GOLDITCH Total:					150.00
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4226678168		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4226678168		9.54
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4227400414		15.40
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4227400414		46.65
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4228174154		25.46
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4228174154		9.54
Vendor 5140 - CINTAS CORPORATION #693 Total:					132.05
Vendor: 0692 - COUNTY OF LA REGISTRAR-RECORDER/COUNTY CLERK					
100-1010-7651	COUNTY OF LOS ANGELES REG...	November 5, 204 Election Services	25-2061		61,569.66
Vendor 0692 - COUNTY OF LA REGISTRAR-RECORDER/COUNTY CLERK Total:					61,569.66
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DE...	Industrial Waste Inspections 3/2025	25040705110		1,752.53
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					1,752.53
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1010-7980	CURO MANAGED PRINT PRO...	SOTC Address Backdrop	103567		419.90
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Signs	103581		132.60
100-1605-7733	CURO MANAGED PRINT PRO...	SC Aframe Calendar of Activities 5/2025	103586		18.79
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Prints (3)	103588		149.18
100-1010-7980	CURO MANAGED PRINT PRO...	SOTC Promo Prints	103590		255.78
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Programs	103593		116.03
100-1010-7980	CURO MANAGED PRINT PRO...	2025 SOTC Podium Foam Board	103598		5.53
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					1,097.81

Council Warrant Register By Vendor

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6650 - DANCEFIT LLC					
100-1605-7736	DANCEFIT LLC	Instructor Fee-Baby Ballet/Hip Hop 3/25/25-4/22/25	#9		1,344.00
Vendor 6650 - DANCEFIT LLC Total:					1,344.00
Vendor: 6714 - DANIELLA LOLI					
100-1605-7735	DANIELLA LOLI	Youthworks Internshi...	4/2025		100.00
Vendor 6714 - DANIELLA LOLI Total:					100.00
Vendor: 5025 - DARRELL RAY CARROLL					
100-1205-7887	MONROVIA LOCK SHOP	Public Safety Office Key Replacements	25629		138.13
100-1205-7887	MONROVIA LOCK SHOP	Public Safety Door Lock Replacement/Keys	25612		471.39
Vendor 5025 - DARRELL RAY CARROLL Total:					609.52
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Parking Ticket Rolls	0325TKSTK		3,368.26
100-1205-7761	DATA TICKET INC	Admin Citation Processing 3/2025	177479		870.29
100-1205-7761	DATA TICKET INC	Parking Citation Processing 3/2025	178183		2,094.78
Vendor 5501 - DATA TICKET INC Total:					6,333.33
Vendor: 6712 - DAVID RUIZ					
100-1605-7735	DAVID RUIZ	Youthworks Internshi...	4/2025		100.00
Vendor 6712 - DAVID RUIZ Total:					100.00
Vendor: 5920 - DAVID SOTO					
100-1605-7735	DAVID SOTO	Youthworks Internshi...	4/2025		100.00
Vendor 5920 - DAVID SOTO Total:					100.00
Vendor: 6719 - DELANEY KOVACH					
100-1605-7735	DELANEY KOVACH	Youthworks Internshi...	4/2025		100.00
Vendor 6719 - DELANEY KOVACH Total:					100.00
Vendor: 3838 - DELONG UNLIMITED SCREEN PRINTING					
100-1605-7735	DELONG UNLIMITED, CHAD DE..	TC/CHYLL Sweaters	22-11623		238.14
Vendor 3838 - DELONG UNLIMITED SCREEN PRINTING Total:					238.14
Vendor: 5880 - DISABILITY ACCESS CONSULTANTS LLC					
100-1805-7980	DISABILITY ACCESS CONSULT...	DACTrak Subscription 6/1/2024 - 5/31/2025	24-134		2,000.00
Vendor 5880 - DISABILITY ACCESS CONSULTANTS LLC Total:					2,000.00
Vendor: 5248 - DIVISION OF THE STATE ARCHITECT					
100-2122	DIVISION OF THE STATE ARCH...	Disability Access Fee Q1 2025	1/2025 - 3/2025		166.40
Vendor 5248 - DIVISION OF THE STATE ARCHITECT Total:					166.40
Vendor: 1381 - DOLPHIN RENTS INC					
100-1010-7980	DOLPHIN RENTS INC	2025 SOTC Table/Chairs/Linens	01-219392-7		704.18
Vendor 1381 - DOLPHIN RENTS INC Total:					704.18
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7735	DUARTE RECREATION PETTY ...	Youth Summit Meeting 4/22/25 Dinner	04282025		5.00
100-1605-7735	DUARTE RECREATION PETTY ...	Duarte Dance Competition Parking	04282025		25.75
100-1610-7618	DUARTE RECREATION PETTY ...	Heat Gun	04282025		51.94
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					82.69
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 12/2024	106201	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 1/2025	106544	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 2/2025	106822	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 3/2025	107132	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 4/2025	107458	250004 - Property Rent - Next...	2,001.51
100-4408	DUARTE UNIFIED SCHOOL DIS...	SBA/Nextel Lease 5/2025	107903	250004 - Property Rent - Next...	2,001.51
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					12,009.06

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Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	5/2025		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00
Vendor: 6096 - EMERGENCY PLANNING CONSULTANTS					
100-1405-7965	EMERGENCY PLANNING CON...	Local Hazard Mitigation Plan Prep 10/2024 - 4/2025	1-4232025		37,000.00
Vendor 6096 - EMERGENCY PLANNING CONSULTANTS Total:					37,000.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		479.96
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		555.98
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 3 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		1,817.39
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		477.31
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		580.21
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		696.76
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		574.63
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		447.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		566.86
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 29 Tax on Gain on Prior	FBN5299171		1,160.83
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		395.08
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		1,086.66
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 26 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		849.35
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		434.37
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		432.59
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		782.72
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 4/2025	FBN5299171		306.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		223.54
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		702.15
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		592.91
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 17 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		827.50
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 9 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		1,109.16
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 4/01/2025 - 4/30/2025	FBN5299171		586.12
Vendor 6189 - ENTERPRISE FM TRUST Total:					15,685.50
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 4/2025	1081969		171.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					171.00
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery 4/22/2025	8-842-30934		50.53
Vendor 0087 - FEDEX Total:					50.53

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 1570 - FRIEDRICH ENTERPRISES INC					
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Brisas Sweeping 4/2025	209571		66.00
100-1410-7810	A-1 MAINTENANCE SERVICES ...	Las Posadas Sweeping 4/2025	209572		66.00
Vendor 1570 - FRIEDRICH ENTERPRISES INC Total:					132.00
Vendor: 4039 - FSP DESIGNS					
100-1205-7636	FSP DESIGNS	Public Safety Ball Caps	13154		790.21
Vendor 4039 - FSP DESIGNS Total:					790.21
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	153065		1,056.47
Vendor 4690 - FULLER ENGINEERING INC Total:					1,056.47
Vendor: 6728 - GONZALO M VASQUEZ					
100-1605-7733	SONIC SOUNDS	SC Thursday Night Dance DJ 5/22/2025	2025-004		475.00
100-1605-7733	SONIC SOUNDS	SC Cinco de Mayo Entertainment 5/5/2025	2025-009		250.00
Vendor 6728 - GONZALO M VASQUEZ Total:					725.00
Vendor: 1092 - GRAINGER					
100-1610-7618	GRAINGER	Sports Park Lighting	9467276409		1,151.04
100-1610-7618	GRAINGER	Sports Park Lighting	9467276417		447.62
Vendor 1092 - GRAINGER Total:					1,598.66
Vendor: 5347 - GRANICUS INC					
100-1020-7722	GRANICUS INC	Domain Name Change	201750		1,000.00
Vendor 5347 - GRANICUS INC Total:					1,000.00
Vendor: 6175 - HARRIS & ASSOCIATES					
100-1405-7965	HARRIS & ASSOCIATES	Landscape District Assessment 2/23/25 - 3/29/25	67283		5,433.75
Vendor 6175 - HARRIS & ASSOCIATES Total:					5,433.75
Vendor: 3570 - HDL COREN & CONE					
100-1805-7965	HDL COREN & CONE	Property Tax Srvcs 4/2025 - 6/2025	SIN049720		3,551.91
Vendor 3570 - HDL COREN & CONE Total:					3,551.91
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1205-7780	HOME DEPOT CREDIT SERVICES	Animal Control Supplies	8542687		24.78
100-1610-7618	HOME DEPOT CREDIT SERVICES	Painters Tape	8523122		83.06
100-1610-7618	HOME DEPOT CREDIT SERVICES	Park Paint Supplies	4810603		93.09
100-1610-7618	HOME DEPOT CREDIT SERVICES	TC/SC Plumbing Repairs	9543737		38.95
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC/Shop Supplies	7516558		81.49
100-1610-7618	HOME DEPOT CREDIT SERVICES	FC Restroom Door Handles	7516602		30.78
100-1610-7618	HOME DEPOT CREDIT SERVICES	PS/FC Supplies/Repairs	0550744		102.84
100-1605-7730	HOME DEPOT CREDIT SERVICES	Cesar Chavez Day Gardening Gloves	2534909		98.83
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pickleball Court Repairs	2534910		103.34
100-1610-7618	HOME DEPOT CREDIT SERVICES	Exterior Park Paint/Interior Facility Paint	0301141		344.80
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools & Supplies	4022477		322.14
100-1410-7980	HOME DEPOT CREDIT SERVICES	Return-City Yard Tools (Inv #4022477)	4221115		-44.07
100-1410-7980	HOME DEPOT CREDIT SERVICES	Refund-City Yard Supplies (Inv #4022477)	1211653		-27.63
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools	1531361		43.47
100-1410-7980	HOME DEPOT CREDIT SERVICES	Early Pay Discount	2491804		-0.79
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					1,295.08
Vendor: 0367 - HOSE-MAN INC					
100-1410-7887	HOSE-MAN INC	Repair to Water Truck Tank	00092729		111.67
Vendor 0367 - HOSE-MAN INC Total:					111.67

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
100-1605-7737	INLAND EMPIRE TOURS & TR...	Excursion Transportation 4/15/2025	63786		2,299.95
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					2,299.95
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	Teen Ctr Janitorial Svc...	992861		2,020.44
100-1610-7652	INX BUILDING MAINTENANCE	Senior Ctr Rental Clean-ups 4/6, 4/13, 4/20/25	993365		495.00
Vendor 6309 - INX BUILDING MAINTENANCE Total:					2,515.44
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	5/2025		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 6398 - JACQUELINE HASTY					
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticker Making 3/27/25-4/17/25	DP&R4-2025		56.00
Vendor 6398 - JACQUELINE HASTY Total:					56.00
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	5/2025		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00
Vendor: 6715 - JIMENA LOZADA					
100-1605-7735	JIMENA LOZADA	Youthworks Internshi...	4/2025		100.00
Vendor 6715 - JIMENA LOZADA Total:					100.00
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	5/2025		435.00
Vendor 0086 - JOHN FASANA Total:					435.00
Vendor: 6724 - JONATHAN STEPHEN OCHOA					
100-1010-7980	JONATHAN STEPHEN OCHOA	SOTC Event Coverage Video	202504224		800.00
Vendor 6724 - JONATHAN STEPHEN OCHOA Total:					800.00
Vendor: 5406 - JOSE ANGEL FIERROS					
100-1205-7655	FS CONTRACTORS INC	2025 Windstorm Concrete Repair Phase II	3585		144,682.50
100-2127	FS CONTRACTORS INC	Retention	3585		-7,234.13
100-2126	FS CONTRACTORS INC	Const/Demo Deposit Refund (P#2025-24ROW)	R107071		3,020.00
100-5004	FS CONTRACTORS INC	Administrative Fee (P#2025- 24ROW)	R107071		-125.00
100-1405-8100	FS CONTRACTORS INC	Huntington Dr Median Islands Landscape Improvement	3594	202416-Cap Improv-Huntingt...	1,096,205.00
100-1405-8100	FS CONTRACTORS INC	Change Order 6	3594	202416-Cap Improv-Huntingt...	3,600.00
100-1405-8100	FS CONTRACTORS INC	Change Order 7	3594	202416-Cap Improv-Huntingt...	2,598.67
100-1405-8100	FS CONTRACTORS INC	Change Order 8	3594	202416-Cap Improv-Huntingt...	1,351.25
100-2127	FS CONTRACTORS INC	Retention	3594	202416-Retention-Huntington...	-55,187.75
Vendor 5406 - JOSE ANGEL FIERROS Total:					1,188,910.54
Vendor: 6581 - LANDEN GRAVES					
100-1605-7735	LANDEN GRAVES	Youthworks Internshi...	4/2025		100.00
Vendor 6581 - LANDEN GRAVES Total:					100.00
Vendor: T4947 - LILIANA NUNEZ					
100-4302	LILIANA NUNEZ	Citation Refund	DU020028219		146.00
Vendor T4947 - LILIANA NUNEZ Total:					146.00
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Santa Sleigh Escorts 12/18/24 & 12/19/24	252076TZ		2,556.50
100-1205-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 3/2025	252643TZ		447,784.15
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					450,340.65

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4086 - LSL, LLP					
100-1805-7654	LSL, LLP	FY25 Audit-One Time Onboarding Fee	68395		3,680.00
Vendor 4086 - LSL, LLP Total:					3,680.00
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAG...	Chamber Lease 5/2025	huntplaz-1735		1,750.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,750.00
Vendor: 6039 - MANUEL ENRIQUEZ					
100-1605-7734	MANUEL ENRIQUEZ	FC Cash Register Maintenance	4/22/2025		95.00
Vendor 6039 - MANUEL ENRIQUEZ Total:					95.00
Vendor: 5981 - MARCUS LEON BANKS SR					
100-1610-7652	MARCUS LEON BANKS SR	Duarte Sports Pk Pickleball Court Light Repair	000162		875.00
Vendor 5981 - MARCUS LEON BANKS SR Total:					875.00
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	5/2025		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: 4422 - MARILYN MAYS					
100-1500	MARILYN MAYS	Advance-San Diego Boxing Show Down	5/23/25-5/25/25		2,137.72
Vendor 4422 - MARILYN MAYS Total:					2,137.72
Vendor: T4948 - MARTHA ORDAZ					
100-4801	MARTHA ORDAZ	Folklorico Dance Class Refund (Camila Ruiz)	2002160.002		90.00
Vendor T4948 - MARTHA ORDAZ Total:					90.00
Vendor: 6695 - MARTIN CALDERON RIOS					
100-1005-7647	MARTIN CALDERON RIOS	Council Vehicle Allowance	12/2024		75.00
100-1005-7647	MARTIN CALDERON RIOS	Council Vehicle Allowance	5/2025		75.00
Vendor 6695 - MARTIN CALDERON RIOS Total:					150.00
Vendor: 4286 - MAXTREME INC					
100-1815-7632	MAXTREME SERVICES	Google Maxhavens 1/2025 - 3/2025	13792		346.05
100-1815-7632	MAXTREME SERVICES	Office 365 1/2025 - 3/2025	13792		1,410.75
100-1815-7980	MAXTREME SERVICES	CC	13793		1,724.71
		PC/Keyboard/Mouse/Laptop Bags/Misc			
100-1815-8011	MAXTREME SERVICES	P&R Macbook Air/External Drive/MacBook Pro	13793		3,371.86
100-1815-7965	MAXTREME SERVICES	IT Helpdesk 4/2025	13794		12,500.00
Vendor 4286 - MAXTREME INC Total:					19,353.37
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	5/2025		435.00
Vendor 1042 - MICHAEL TARR Total:					435.00
Vendor: 4740 - MICHELLE BROWN					
100-1810-7610	MICHELLE BROWN	JPIA HR Training/PSHRA-SC Conf/Misc Expenses	4222025		83.02
100-1810-7611	MICHELLE BROWN	Employee Meeting Supplies	4222025		0.84
Vendor 4740 - MICHELLE BROWN Total:					83.86
Vendor: 2461 - MVP, LLC					
100-1205-7787	MOUNTAIN VISA PLAZA	Public Safety Lease	5/2025		9,391.00
Vendor 2461 - MVP, LLC Total:					9,391.00
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 7/2024	6405		427.50
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 8/2024	13477		367.50

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 9/2024	19912		270.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 10/2024	25763		315.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 11/2024	29640		580.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 1/2025	40070		515.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 2/2025 Balance Due	45599B		10.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 3/2025	52231		545.00
Vendor 6280 - ONLY CREMATIONS FOR PETS Total:					3,030.00
Vendor: T4949 - PACIFIC HYDROTECH CORPORATION					
100-2120	PACIFIC HYDROTECH CORPOR...	Cash Bond Refund (P#2024-89ROW)	R105279		10,271.53
Vendor T4949 - PACIFIC HYDROTECH CORPORATION Total:					10,271.53
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	5/2025		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS					
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 4/15/2025	599277		73.00
Vendor 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS Total:					73.00
Vendor: 6176 - QUADIENT LEASING USA INC					
100-1825-7630	QUADIENT LEASING USA INC	CH Postage Machine Lease 5/23/25 - 8/22/25	Q1829489		579.09
Vendor 6176 - QUADIENT LEASING USA INC Total:					579.09
Vendor: T4945 - RACHEL ONG					
100-2126	RACHEL ONG	Const/Demo Deposit Refund (P#2024-495)	R106273		1,307.50
Vendor T4945 - RACHEL ONG Total:					1,307.50
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 3/2025	6024897		45.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					45.00
Vendor: 6591 - RINCON CONSULTANTS INC					
100-2121	RINCON CONSULTANTS INC	Andres Duarte School EIR/PM 3/2025	64774	202424- 100-2121/1433 Crestf..	19,328.50
Vendor 6591 - RINCON CONSULTANTS INC Total:					19,328.50
Vendor: 0076 - ROTARY CLUB OF DUARTE					
100-1005-7642	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Margaret Finlay	FY25 Q4		112.50
100-1010-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Brian Villalobos	FY25 Q4		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Tony Hadloc	FY25 Q4		262.50
100-1205-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Larry Breceda	FY25 Q4		262.50
100-1805-7612	ROTARY CLUB OF DUARTE	FY25 Q4 Dues-Kristen Petersen	FY25 Q4		262.50
Vendor 0076 - ROTARY CLUB OF DUARTE Total:					1,162.50
Vendor: 4142 - RUDY'S PLUMBING INC					
100-1415-7661	RUDY'S PLUMBING INC	Backflow Testing-Skate Park	11874		140.00
Vendor 4142 - RUDY'S PLUMBING INC Total:					140.00
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	5/2025		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: 6639 - SAMUEL LEMUS					
100-1605-7735	SAMUEL LEMUS	Youthworks Internshi...	4/2025		100.00
Vendor 6639 - SAMUEL LEMUS Total:					100.00

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMANE...	Animal Shelter Services 4/2025	4/2025D		6,250.00
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					6,250.00
Vendor: 0282 - SCMAF-SAN GABRIEL VALLEY					
100-1605-7741	SCMAF-SAN GABRIEL VALLEY	SCMAF SGV Basketball Tournament Fees	SGVBBALL25-Duarte		1,050.00
Vendor 0282 - SCMAF-SAN GABRIEL VALLEY Total:					1,050.00
Vendor: 0202 - SHAFFER AWARDS					
100-1010-7980	SHAFFER AWARDS	IHOP Recognition Plaque	8634		25.72
100-1205-7980	SHAFFER AWARDS	Sgt Dobbins Name Plate	8645		28.67
Vendor 0202 - SHAFFER AWARDS Total:					54.39
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Towels	087039		95.92
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Products	087507		1,127.96
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Products	089197		864.44
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	089226		801.05
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	089226-01		108.29
Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:					2,997.66
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1605-7730	SIMON EQUIPMENT RENTALS	Eggfest 2025 DJ Generator Rental	172075		59.42
Vendor 0206 - SIMON EQUIPMENT RENTALS Total:					59.42
Vendor: 0209 - SMART & FINAL					
100-1605-7733	SMART & FINAL	SC Easter Event Supplies	227577-4012025		129.32
100-1605-7730	SMART & FINAL	Jump for Autism Event Participants Food	865833		224.25
100-1605-7735	SMART & FINAL	Mayor's Youth Council Trip Supplies	357000		210.71
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	034288		67.17
100-1010-7980	SMART & FINAL	CIP Workshop 4/22/25 Desserts	115400		31.67
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	009233		193.08
Vendor 0209 - SMART & FINAL Total:					856.20
Vendor: T4691 - SOFIA A PEREZ					
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Dance Gymnastics 3/27/25 - 4/17/25	001		315.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Tiny Tumblers 3/27/25 - 4/17/25	001		504.00
Vendor T4691 - SOFIA A PEREZ Total:					819.00
Vendor: 4597 - SOUTH COAST LIGHTING & DESIGN INC					
100-1410-8100	SOUTH COAST LIGHTING & DE...	Lantern Light Fixtures	S501004		22,309.09
100-1410-8100	SOUTH COAST LIGHTING & DE...	Royal Oaks Trail Globes	S502170		1,455.30
Vendor 4597 - SOUTH COAST LIGHTING & DESIGN INC Total:					23,764.39
Vendor: 5447 - SOUTHERN CALIFORNIA EDISON					
100-1020-7724	SOUTHERN CALIFORNIA EDIS...	PO Pkg Lot Lease 5/01/2025 - 7/31/2025	7701264538		2,541.75
Vendor 5447 - SOUTHERN CALIFORNIA EDISON Total:					2,541.75
Vendor: 2688 - STAPLES CONTRACT & COMMERCIAL INC					
100-1010-7614	STAPLES	Office Supplies	6029033796		84.15
100-1205-7614	STAPLES	PS Office Supplies	6029448790		69.92
100-1205-7694	STAPLES	Public Safety Commission Supplies	6029448790		43.98
100-1205-7780	STAPLES	Dog Licensing Supplies	6029448790		46.70
100-1805-7614	STAPLES	Office Supplies	6029520032		13.80
100-1205-7614	STAPLES	Office Supplies	6029520033		72.65
100-1805-7614	STAPLES	Office Supplies	6029520034		100.23
100-1825-7613	STAPLES	Copier Paper	6029520034		155.00
Vendor 2688 - STAPLES CONTRACT & COMMERCIAL INC Total:					586.43

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	5/2025		435.00
Vendor 0083 - STEVE ESBENSHADE Total:					435.00
Vendor: 6541 - STEVE RICHARD ENTERPRISES INC					
100-1205-7650	FIX AUTO MONROVIA - S AND...	Vehicle 25 Repair	3298		4,697.31
Vendor 6541 - STEVE RICHARD ENTERPRISES INC Total:					4,697.31
Vendor: 6462 - SUNBELT RENTALS INC					
100-1610-7652	SUNBELT RENTALS INC	Lift Rental (Otis Gordon Sports Pk Light Repair)	167418120-0001		2,609.73
Vendor 6462 - SUNBELT RENTALS INC Total:					2,609.73
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 4/3/2025	SA-55294		160.00
Vendor 1610 - SUNWEST ENGINEERING Total:					160.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 3/2025	18378		4,245.92
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					4,245.92
Vendor: 6457 - TERA MARTIN DEL CAMPO					
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	5/2025		75.00
Vendor 6457 - TERA MARTIN DEL CAMPO Total:					75.00
Vendor: 3904 - TERESA RENTERIA					
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	5/2025		566.00
Vendor 3904 - TERESA RENTERIA Total:					566.00
Vendor: 4241 - THE SAUCE CREATIVE SERVICES CORP					
100-1010-7980	THE SAUCE CREATIVE SERVICE...	SOTC 4/24/25 Promo Design	7530		300.00
Vendor 4241 - THE SAUCE CREATIVE SERVICES CORP Total:					300.00
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	Senior Ctr 'Big' Screening & Presentation	4/10/2025		150.00
100-1605-7733	THEODORE SIEGEL	SC 'Field of Dreams' Screening/Presentation	5/15/2025		150.00
Vendor 5544 - THEODORE SIEGEL Total:					300.00
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	5/2025		75.00
Vendor 6100 - TONEY LEWIS Total:					75.00
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Mgmt 4/2025	14536		9,626.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					9,626.00
Vendor: 5476 - TROPICANA MARKET					
100-1010-7980	TROPICANA MARKET	CIP Workshop 4/22/25 Catering	1132166		230.56
Vendor 5476 - TROPICANA MARKET Total:					230.56
Vendor: 4484 - U.S. BANK					
100-1010-7610	U.S. BANK	Brian Villalobos ICSC Conf Airfare (Southwest)	4252025BV		414.37
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/Union Board (Perrys Joint)	4252025BV		102.17
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/Union Board (Smart & Final)	4252025BV		22.98
100-1010-7610	U.S. BANK	CMO Quarterly Staff Mtg 4/15/25 (Jersey Mikes)	4252025BV		95.00
100-1010-7610	U.S. BANK	Brian Villalobos Mtg w/Dr Hillman (Mikomi Sushi)	4252025BV		81.11
100-1010-7612	U.S. BANK	Pasadena Star News Online Subscription	4252025BV		18.00

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1010-7980	U.S. BANK	SOTC Decorations/Supplies (Etsy)	4252025BV		194.77
100-1010-7980	U.S. BANK	SOTC Food (Tortilleria La Paloma)	4252025BV		50.00
100-1010-7980	U.S. BANK	CC Mtg 3/25/25 Dessert (Costco)	4252025BV		26.99
100-1010-7980	U.S. BANK	SOTC Supplies/Music (Amazon)	4252025BV		431.85
100-1010-7980	U.S. BANK	SOTC Giveaway Mugs (4Imprint)	4252025BV		826.35
100-1010-7980	U.S. BANK	DashPass 4/5/2025 - 5/5/2025 (DoorDash)	4252025BV		9.99
100-1020-7712	U.S. BANK	Spotify Membership	4252025BV		19.99
100-1020-7720	U.S. BANK	PEG Channel Disconnection Balance (Spectrum)	4252025BV		82.55
100-1020-7720	U.S. BANK	PEG Channel Disconnection Balance (Spectrum)	4252025BV		82.55
100-1205-7610	U.S. BANK	Larry Breceda CACEO Conf Airfare (Southwest)	4252025BV		383.96
100-1405-7610	U.S. BANK	Craig Hensley ICSC Conference Airfare (Southwest)	4252025CH		416.97
100-1410-7610	U.S. BANK	Gerard Batista 4/22/25 MSA Training/Lunch	4252025CH		36.40
100-1410-7610	U.S. BANK	Gerard Batista 2025 SoCal PWX Training/Lunch	4252025CH		209.93
100-1410-7612	U.S. BANK	Hydrawise Plan Subscription (Paddle.com)	4252025CH		383.00
100-1205-7779	U.S. BANK	DART Trip 3/30/25 Tickets (Six Flags)	4252025KP		1,272.00
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 4/4/25 - 5/3/25	4252025KP		8.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 4/4/25 - 5/3/25	4252025KP		9.00
100-1605-7745	U.S. BANK	TC Boxing Show 5/24/25 Hotel (Hotel.com)	4252025KP		3,314.28
100-1805-7614	U.S. BANK	CIP Workshop Binders (Walmart)	4252025KP		43.43
100-1805-7965	U.S. BANK	STR Trend Report 1/2025 - 3/2025 (STRcom)	4252025KP		660.00
100-1805-7980	U.S. BANK	Employee Staff Meeting Food (T Burgers)	4252025KP		91.84
100-1810-7611	U.S. BANK	Employee Training Food (Smart & Final)	4252025KP		138.95
100-1810-7611	U.S. BANK	'Lunch & Learn' Event Catering (Jersey Mikes)	4252025KP		275.00
100-1810-7671	U.S. BANK	City Clerk Job Posting (CCAC)	4252025KP		300.00
100-1810-7980	U.S. BANK	PS Workstation Chair Mat (Amazon)	4252025KP		111.59
100-1810-7980	U.S. BANK	Employee Lunch Meeting Supplies (Basin 141)	4252025KP		64.77
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat 4/13/25 - 5/12/25	4252025KP		849.68
100-1815-7632	U.S. BANK	Finance Webinar 4/7/25 - 5/6/25 (Zoom)	4252025KP		96.00
100-1815-7632	U.S. BANK	cityofduarte.com 4/7/2025 - 4/6/2026 (Zoom)	4252025KP		1,599.00
100-1205-7615	U.S. BANK	FC Trama Kit (LifeSecure)	4252025LB		712.95
100-1205-7615	U.S. BANK	EOC (2) Hand Trucks (Costco)	4252025LB		353.58
100-1205-7615	U.S. BANK	EOC (7 sets) Brass Paper Weights (Amazon)	4252025LB		201.60
100-1205-7615	U.S. BANK	EOC (3 sets) Brass Paper Weights (Amazon)	4252025LB		90.93
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/7/25 (Wheel Fun Rentals)	4252025LB		127.90

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	DART Field Trip 4/15/25 Tickets (LA Dodgers)	4252025LB		721.00
100-1205-7779	U.S. BANK	DART Field Trip 4/19/25 (Ultrazone)	4252025LB		490.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/8/25 (Cal Coast Adv)	4252025LB		400.00
100-1205-7779	U.S. BANK	DART Trip 3/30/25 (Six Flags Magic Mountain)	4252025LB		373.03
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/8/25 (Jack in the Box)	4252025LB		160.90
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/8/25 (Old Mission SB)	4252025LB		159.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/7/25 (McDonalds)	4252025LB		120.35
100-1205-7779	U.S. BANK	DART Spring Break Trip Supplies (Santa Cruz Mkt)	4252025LB		295.63
100-1205-7779	U.S. BANK	DART Earth Day Event 4/22/25 (Daves Hot Chicken)	4252025LB		42.58
100-1205-7779	U.S. BANK	DART Meeting 3/28/25 (Dominos Pizza)	4252025LB		40.75
100-1205-7779	U.S. BANK	DART Lunch 4/19/25 (Costco)	4252025LB		47.31
100-1205-7779	U.S. BANK	MIT Outreach 3/27/25 (Dominos Pizza)	4252025LB		55.06
100-1205-7779	U.S. BANK	DART Dodger Game Parking 4/15/25 (MLB Dodgers)	4252025LB		35.00
100-1205-7779	U.S. BANK	DART Monrovia Gardening Volunteer Lunch (Wendys)	4252025LB		69.10
100-1205-7779	U.S. BANK	DART Member Cap/Gown (SoCalGrad)	4252025LB		40.79
100-1205-7779	U.S. BANK	DART Volunteer Event 4/4/25 (Wingstop)	4252025LB		73.98
100-1205-7779	U.S. BANK	DART Spring Break Trip 4/9/25 (McDonalds)	4252025LB		110.73
100-1205-7779	U.S. BANK	TC HIPPA Group Counseling (Amazon)	4252025LB		82.60
100-1205-7779	U.S. BANK	DART Spring Break Trip Supplies (Vons)	4252025LB		82.68
100-1205-7779	U.S. BANK	DART Dodger Game Dinner 4/15/25 (Jersey Mikes)	4252025LB		83.65
100-1205-7779	U.S. BANK	DART Uniforms (FSP Designs)	4252025LB		94.50
100-1205-7779	U.S. BANK	Coffee with the Sheriffs 4/16/25 (Starbucks)	4252025LB		80.40
100-1205-7779	U.S. BANK	DART Game Board (Amazon)	4252025LB		20.03
100-1205-7780	U.S. BANK	Dog License Renewal Postcards (Gotprint.com)	4252025LB		250.75
100-1205-7887	U.S. BANK	UPS Battery (Amazon)	4252025LB		40.78
100-1205-7980	U.S. BANK	College Intern Interview Panel Food (Hope Village)	4252025LB		104.03
100-1205-7980	U.S. BANK	Bryan Ariizumi CCEO Third Party Module Fee (CACEO)	4252025LB		400.00
100-1205-7980	U.S. BANK	Office Supplies (Target)	4252025LB		55.51
100-1205-7980	U.S. BANK	Bryan Ariizumi CCEO Application Fee (CACEO)	4252025LB		210.00
100-1205-8030	U.S. BANK	UTV Tarp (Harbor Freight)	4252025LB	202513/100-1205-8030-Other...	15.23
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Cynthia's Flowers)	4252025ME		240.00
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Martino's Bakery)	4252025ME		207.20
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Tropicana Mkt)	4252025ME		109.98
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Porto's Bakery)	4252025ME		69.93
100-1010-7980	U.S. BANK	RO Annexation Bridge Party (Hobby Lobby)	4252025ME		19.94

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100-1010-7980	U.S. BANK	Return-Plates (Amazon)	4252025ME		-35.27
100-1020-7711	U.S. BANK	Employee Appreciation (Sweet Nothings Cake Shop)	4252025ME		62.95
100-1020-7711	U.S. BANK	Dodger Opening Day Raffle Prize (Lids)	4252025ME		35.27
100-1020-7711	U.S. BANK	Dodger Open Day Supplies (Sprouts)	4252025ME		7.49
100-1020-7711	U.S. BANK	Dodger Opening Day Desserts (Del Taco)	4252025ME		13.16
100-1205-7655	U.S. BANK	Learn-to-Swim Facility Registration (AmerRedCross)	4252025ME		650.00
100-1605-7610	U.S. BANK	Manuel Enriquez Conference Mtg Dinner (TasteCraft)	4252025ME		28.93
100-1605-7610	U.S. BANK	Refund-Marilyn Mays Trip Protection (Expedia)	4252025ME		-32.51
100-1605-7610	U.S. BANK	CA Trails & Greenway Conf Pkg (Sheraton Fairplex)	4252025ME		25.50
100-1605-7610	U.S. BANK	Manuel Enriquez Training Lunch (MendocinoFarms)	4252025ME		17.29
100-1605-7610	U.S. BANK	P&R Staff Mtg Snacks/Coffee (Starbucks)	4252025ME		84.65
100-1605-7612	U.S. BANK	When to Work Annual Subscription	4252025ME		1,560.00
100-1605-7614	U.S. BANK	Certificate Holders/Paper Clips (Amazon)	4252025ME		27.04
100-1605-7614	U.S. BANK	Storage Bags (Amazon)	4252025ME		10.99
100-1605-7614	U.S. BANK	3-Ring Binders (Amazon)	4252025ME		34.22
100-1605-7614	U.S. BANK	Purell Hand Sanitizer (Amazon)	4252025ME		23.09
100-1605-7614	U.S. BANK	Labels (Amazon)	4252025ME		22.82
100-1605-7614	U.S. BANK	Aluminum Foil Sheets (Amazon)	4252025ME		13.45
100-1605-7614	U.S. BANK	Tape/Binder Inserts (Amazon)	4252025ME		20.48
100-1605-7614	U.S. BANK	Large Desk Pad (Amazon)	4252025ME		70.72
100-1605-7650	U.S. BANK	Vehicle #31 Fuel 4/10/25 (Circle K 76)	4252025ME		57.33
100-1605-7730	U.S. BANK	2025 Eggfest Puppy Hunt Prizes (Target)	4252025ME		72.16
100-1605-7730	U.S. BANK	205 Eggfest Table Rental (Seven Seasons Party)	4252025ME		32.00
100-1605-7730	U.S. BANK	Jump for Autism Bouncer (HopSkipNaBounce)	4252025ME		228.00
100-1605-7730	U.S. BANK	2025 Eggfest Pennant Flags (Amazon)	4252025ME		119.28
100-1605-7730	U.S. BANK	Jump for Autism Craft Supplies (Amazon)	4252025ME		59.20
100-1605-7730	U.S. BANK	Splash in the Park X-Shot (Costco)	4252025ME		53.12
100-1605-7730	U.S. BANK	2025 Eggfest Staff/Volunteer Snacks (PaneraBread)	4252025ME		80.71
100-1605-7733	U.S. BANK	Return-SC Back Drop (Amazon)	4252025ME		-44.08
100-1605-7733	U.S. BANK	SC Egg Hunt Supplies (Amazon)	4252025ME		79.54
100-1605-7733	U.S. BANK	SC Softball Opening Day Decorations (Amazon)	4252025ME		32.27
100-1605-7733	U.S. BANK	SC Easter Event/Pickleball Supplies (Amazon)	4252025ME		129.92
100-1605-7733	U.S. BANK	SC Copier Paper (Amazon)	4252025ME		79.84
100-1605-7733	U.S. BANK	SC Cinco de Mayo Event Snacks (Tacos El Torito)	4252025ME		347.29
100-1605-7733	U.S. BANK	SC Softball Opening Day Lunch (Jersey Mikes)	4252025ME		256.50
100-1605-7733	U.S. BANK	SC (2) Sewing Machines (Amazon)	4252025ME		264.12
100-1605-7734	U.S. BANK	Deposit-Summer KickOff Pool Party Food (In-N-Out)	4252025ME		800.00

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7734	U.S. BANK	FC Underwater Egg Hunt Snacks (Walmart.com)	4252025ME		239.73
100-1605-7734	U.S. BANK	FC Underwater Egg Hunt Supplies (Amazon)	4252025ME		86.97
100-1605-7735	U.S. BANK	Youth Summit Mtg w/Monrovia 4/22/25 (RedwoodPizza)	4252025ME		100.68
100-1605-7735	U.S. BANK	5/5/25 Event Pinata Decorations (Amazon)	4252025ME		39.76
100-1605-7735	U.S. BANK	Duarte Dance Competition Registration(Showstopper)	4252025ME		515.00
100-1605-7736	U.S. BANK	P&R Class Television/Mount (Amazon)	4252025ME		342.53
100-1605-7737	U.S. BANK	Deposit-Excursion 5/18/2025 (LA Sparks)	4252025ME		200.00
100-1605-7737	U.S. BANK	LA Dodger Excursion Tickets 7/1/2025	4252025ME		2,328.40
100-1605-7737	U.S. BANK	LA Dodger Excursion Parking Pass 7/1/2025	4252025ME		60.00
100-1605-7741	U.S. BANK	Youth Sports Soccer Cones (Amazon)	4252025ME		58.76
100-1605-7741	U.S. BANK	Sports/Playgrounds/Futsal Court Nets (SatorSoccer)	4252025ME		561.13
100-1605-7741	U.S. BANK	Sports/Playgrounds Bocce Tape (Amazon)	4252025ME		40.87
100-1605-7741	U.S. BANK	Youth Sports/LAS Soccer Goal (Amazon)	4252025ME		106.94
100-1605-7980	U.S. BANK	PT Staff Years of Service Gift Cards (Target)	4252025ME		575.00
100-1605-7980	U.S. BANK	Employee Appreciation (See's Candy)	4252025ME		17.76
100-1610-7618	U.S. BANK	Recreation Dept Office Furniture (Varidesk)	4252025ME		1,137.05
100-1610-7618	U.S. BANK	Portable Carpet Cleaner w/Warranty (Amazon)	4252025ME		120.29
100-1610-7618	U.S. BANK	Rubber Door Stoppers (Amazon)	4252025ME		26.44
100-1610-7618	U.S. BANK	Recreation Rotating Cable Tray/Power Strip (VARI)	4252025ME		110.50
100-1610-7652	U.S. BANK	Major Pool Renovation (LA Cnty Dept-Public Health)	4252025ME		1,780.68
100-1810-7980	U.S. BANK	Staff Appreciation (Nothing Bundt Cakes)	4252025ME		46.00
100-2121	U.S. BANK	Refund-K Barnes Sam's Club Membership (In Error)	4252025ME		-54.75
Vendor 4484 - U.S. BANK Total:					33,340.05
Vendor: 6586 - UNIFORM HEADQUARTERS					
100-1205-7636	KEystone UNIFORMS	PSM Ariizumi Uniforms	071021		196.08
100-1205-7636	KEystone UNIFORMS	CC/ACO Hadloc Uniforms	071022		185.53
100-1205-7636	KEystone UNIFORMS	CC/ACO Hadloc/PSM Ariizumi Uniforms	071086		150.00
Vendor 6586 - UNIFORM HEADQUARTERS Total:					531.61
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	5/2025		75.00
Vendor 6196 - VINH TRUONG Total:					75.00
Vendor: 5935 - WALLACE SIGN COMPANY					
100-1205-7650	WALLACE SIGN COMPANY	Vehicle #25 Decal Replacement	22954		303.88
Vendor 5935 - WALLACE SIGN COMPANY Total:					303.88
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	83174444		646.54
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					646.54

Council Warrant Register By Vendor

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5015 - WILLDAN FINANCIAL SERVICES					
100-1805-7965	WILLDAN FINANCIAL SERVICES	Cost Allocation Plan & User Fee Study 4/4/25	010-61947		4,995.00
Vendor 5015 - WILLDAN FINANCIAL SERVICES Total:					4,995.00
Vendor: T4944 - WRIGHT WOOD ROOFING INC					
100-2122	WRIGHT WOOD ROOFING INC	Business License Refund (Job Address in Arcadia)	R3946		4.00
100-4004	WRIGHT WOOD ROOFING INC	Business License Refund (Job Address in Arcadia)	R3946		306.00
Vendor T4944 - WRIGHT WOOD ROOFING INC Total:					310.00
Fund 100 - GENERAL FUND Total:					2,038,970.80
Fund: 220 - GAS TAX FUN					
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
220-2210-7890	COUNTY OF LOS ANGELES DE...	FY24 CalTrans Furnished Controller 3/2025	25040705150		765.23
220-2210-7890	COUNTY OF LOS ANGELES DE...	Traffic Signal Maintenance 3/2025	25040705487		6,692.67
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					7,457.90
Vendor: 4809 - EVANBROOKSASSOCIATES INC					
220-2225-8100	EVANBROOKSASSOCIATES INC	MAT Program Cycle 2 Grant Writing Srvcs	25004-7		14,102.00
Vendor 4809 - EVANBROOKSASSOCIATES INC Total:					14,102.00
Vendor: T3322 - INNOCENTI CONSTRUCTION INC					
220-2210-8070	INNOCENTI CONSTRUCTION I...	Huntington Dr & Brycedale Ave Crosswalk Striping	12856		6,800.00
Vendor T3322 - INNOCENTI CONSTRUCTION INC Total:					6,800.00
Vendor: 5406 - JOSE ANGEL FIERROS					
220-2225-8070	FS CONTRACTORS INC	Sidewalk Replacement @ 3503 Conata St	3591		1,598.00
Vendor 5406 - JOSE ANGEL FIERROS Total:					1,598.00
Vendor: 6206 - KHR ASSOCIATES					
220-2205-8100	KHR ASSOCIATES	Highland Promenade Design/Const 8/31/24-3/11/25	25-11384	202106-2205-8100-Highland P...	39,372.50
Vendor 6206 - KHR ASSOCIATES Total:					39,372.50
Vendor: 6570 - TRAFFICALM SYSTEMS LLC					
220-2210-7813	TRAFFICALM SYSTEMS LLC	City Yard Flashing Chevron Sign	INV175632		1,703.37
Vendor 6570 - TRAFFICALM SYSTEMS LLC Total:					1,703.37
Fund 220 - GAS TAX FUN Total:					71,033.77
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
Vendor: 5406 - JOSE ANGEL FIERROS					
225-2127	FS CONTRACTORS INC	Retention- ATP Project	3531	202118- Retention- ATP Cycle 4	24,625.76
Vendor 5406 - JOSE ANGEL FIERROS Total:					24,625.76
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					24,625.76
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1060 - BEE REMOVERS					
240-2410-7662	BEE REMOVERS	280 Mel Canyon Bee Removal 3/26/25	603164		145.00
Vendor 1060 - BEE REMOVERS Total:					145.00
Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/WTS & MEASURES					
240-2410-7662	COUNTY OF LOS ANGELES AGR..	Royal Oaks Trail Gopher Control 1/2025	251033		355.64
Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/WTS & MEASURES Total:					355.64
Vendor: 1570 - FRIEDRICH ENTERPRISES INC					
240-2426-7810	A-1 MAINTENANCE SERVICES ...	Grocery Outlet Ctr Sweeping 4/2025	209570		843.00
Vendor 1570 - FRIEDRICH ENTERPRISES INC Total:					843.00

Council Warrant Register By Vendor

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
240-2405-7888	HOME DEPOT CREDIT SERVICES	Safety Camera Lighting Supplies	0533238		34.43
240-2405-7888	HOME DEPOT CREDIT SERVICES	Return-Safety Camera Light Supplies (Inv #0533238)	9250757		-22.95
240-2405-7888	HOME DEPOT CREDIT SERVICES	Safety Camer Lighting Supplies	9523121		22.01
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electronic Sign Electrical Repairs	7524208		95.08
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electrical Repairs	5512084		11.30
240-2410-7888	HOME DEPOT CREDIT SERVICES	Thorsen Park Flag Pole Repairs	2544778		35.27
240-2410-7888	HOME DEPOT CREDIT SERVICES	Early Pay Discount	2491804		-0.64
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					174.50
Vendor: 3968 - LANDSCAPE WAREHOUSE III					
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	4213302		26.07
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	4213303		162.68
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	4213584		311.43
240-2410-7888	LANDSCAPE WAREHOUSE INC	Northview Park Irrigation Repairs	4213607		130.31
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	4213653		324.95
240-2410-7898	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repairs	4213934		190.97
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	4214072		62.46
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repairs	4214073		17.90
240-2410-7888	LANDSCAPE WAREHOUSE INC	Encanto Park Irrigation Repairs	4214127		143.50
Vendor 3968 - LANDSCAPE WAREHOUSE III Total:					1,370.27
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
240-2410-7662	MARIPOSA LANDSCAPES INC	Duarte Rd Median Planting (Buena Vista to Yard)	113273		22,610.00
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					22,610.00
Vendor: 4142 - RUDY'S PLUMBING INC					
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Aloysia Moore Park	11873		140.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Mountain Ave Parkway	11875		140.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Lena Valenzuela Park	11876		140.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Parkway	11877		140.00
240-2433-7887	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Villas LLD	11878		140.00
Vendor 4142 - RUDY'S PLUMBING INC Total:					700.00
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7906	WEST COAST ARBORISTS INC	Citywide Tree Removal	227371		2,516.75
Vendor 1521 - WEST COAST ARBORISTS INC Total:					2,516.75
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					28,715.16
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIF...	Sheriff Contract 3/2025	252643TZ		24,480.43
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					24,480.43
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					24,480.43
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 4/01/2025 - 4/30/2025	FBN5299171		681.15
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 4/01/2025 - 4/30/2025	FBN5299171		442.41
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 4/01/2025 - 4/30/2025	FBN5299171		429.95
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 4/01/2025 - 4/30/2025	FBN5299171		490.00

Council Warrant Register By Vendor

Payment Dates: 4/24/2025 - 5/14/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 4/01/2025 - 4/30/2025	FBN5299171		493.32
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 4/01/2025 - 4/30/2025	FBN5299171		569.24
Vendor 6189 - ENTERPRISE FM TRUST Total:					<u>3,106.07</u>
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					<u>3,106.07</u>
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
400-4005-8041	MOORE IACOFANO GOLTSMA...	Boxing Patio at Duarte Park Design Services 3/2025	0091066	202518-Teen Center Outdoor ...	3,377.50
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					<u>3,377.50</u>
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					<u>3,377.50</u>
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 3192 - Foothill Transit					
440-4405-8013	FOOTHILL TRANSIT	73rd Installment of 3rd Bus 4/2025	SI010709		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2025	SI010710		21,263.12
440-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2025	SI010710		-727.90
Vendor 3192 - Foothill Transit Total:					<u>24,422.27</u>
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	2510177		286.61
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					<u>286.61</u>
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 3/2025	18378		399.62
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					<u>399.62</u>
Fund 440 - PROPOSITION A TRANSIT FUND Total:					<u>25,108.50</u>
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 3192 - Foothill Transit					
460-4605-8013	FOOTHILL TRANSIT	73rd Installment of 3rd Bus 4/2025	SI010709		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2025	SI010710		17,397.09
460-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2025	SI010710		-595.55
Vendor 3192 - Foothill Transit Total:					<u>19,981.85</u>
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 3/2025	18378		349.66
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					<u>349.66</u>
Fund 460 - PROPOSITION C TRANSIT FUND Total:					<u>20,331.51</u>
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
Vendor: 5406 - JOSE ANGEL FIERROS					
620-2127	FS CONTRACTORS INC	Retention- ATP Project	3531	202118-Retention-ATP Cycle 4...	101,150.01
Vendor 5406 - JOSE ANGEL FIERROS Total:					<u>101,150.01</u>
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					<u>101,150.01</u>
Grand Total:					<u><u>2,340,899.51</u></u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	2,038,970.80
220 - GAS TAX FUN	71,033.77
225 - SB-1, Road Maintenance/Rehab Fund	24,625.76
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	28,715.16
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	24,480.43
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,106.07
400 - PARK DEVELOPMENT GRANT FUND	3,377.50
440 - PROPOSITION A TRANSIT FUND	25,108.50
460 - PROPOSITION C TRANSIT FUND	20,331.51
620 - COMMUNITY IMPROVEMENT FUND	101,150.01
Grand Total:	2,340,899.51

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	187.50
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7647	Travel & Exp - Calderon	150.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7610	Travel, Mtgs & Conf	715.63
100-1010-7612	Publications and Dues	280.50
100-1010-7614	Office Supplies	84.15
100-1010-7651	Election Services	61,569.66
100-1010-7980	Other Expenses	5,322.88
100-1015-7682	Labor Counsel Legal	3,492.00
100-1020-7710	Chamber Of Commerce	1,750.00
100-1020-7711	Employee Recognition C...	118.87
100-1020-7712	Community Information ...	9,645.99
100-1020-7720	DCTV	165.10
100-1020-7722	City Website	1,000.00
100-1020-7724	Post Office Parking	2,541.75
100-1205-7610	Travel, Mtgs & Conf	1,078.96
100-1205-7612	Publications and Dues	525.00
100-1205-7614	Office Supplies	142.57
100-1205-7615	Emergency Supplies	1,359.06
100-1205-7636	Uniforms	1,321.82
100-1205-7650	Vehicle Maintenance	5,001.19
100-1205-7655	Emergency Services	145,332.50
100-1205-7694	Public Safety Commission	43.98
100-1205-7761	Parking Ticket Collect	6,333.33
100-1205-7779	Youth Programs	5,151.28
100-1205-7780	Animal Control	9,602.23
100-1205-7781	Contract Law Enforceme...	450,340.65
100-1205-7782	Crossing Guard Contract...	3,755.16
100-1205-7787	Public Safety Cntr Lease	9,391.00
100-1205-7887	Repairs & Replacements	650.30
100-1205-7980	Other Expenses	798.21
100-1205-8030	Other Equipment	15.23
100-1405-7610	Travel, Mtgs & Conf	416.97
100-1405-7650	Vehicle Maintenance	74.55
100-1405-7800	Building Department Ser...	38,644.59
100-1405-7801	Industrial Waste Inspect...	1,752.53
100-1405-7965	Professional Services	42,433.75
100-1405-8100	Other Capital Improvem...	1,103,754.92
100-1410-7610	Travel, Mtgs & Conf	246.33

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7612	Publications and Dues	383.00
100-1410-7656	Emergency Generator	160.00
100-1410-7810	Street Sweeping	132.00
100-1410-7814	Graffiti Removal	4,245.92
100-1410-7887	Repairs & Replacements	111.67
100-1410-7980	Other Expenses	293.12
100-1410-8100	Other Capital Improvem...	23,764.39
100-1415-7661	Other Serv-Sports Park	140.00
100-1500	Advances	2,137.72
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	123.86
100-1605-7612	Publications and Dues	1,560.00
100-1605-7614	Office Supplies	222.81
100-1605-7650	Vehicle Maintenance	57.33
100-1605-7730	Special Events	1,026.97
100-1605-7733	Senior Center	2,327.50
100-1605-7734	Fitness Center	1,221.70
100-1605-7735	Teen Center	2,044.04
100-1605-7736	Youth & Adult Recreatio...	2,896.13
100-1605-7737	Adult Excursions	4,888.35
100-1605-7741	Sports/Playground Progr...	1,903.90
100-1605-7745	Boxing Program	3,314.28
100-1605-7756	Senior Recreation Classes	189.00
100-1605-7980	Other Expenses	592.76
100-1610-7617	Pool Chemicals	1,056.47
100-1610-7618	Building Supplies	7,827.68
100-1610-7636	Uniforms	66.32
100-1610-7652	Building Maint Services	14,809.58
100-1805-7612	Publications and Dues	262.50
100-1805-7614	Office Supplies	157.46
100-1805-7654	Audit Services	3,680.00
100-1805-7965	Professional Services	9,206.91
100-1805-7980	Other Expenses	2,091.84
100-1810-7610	Travel, Mtgs & Conf	83.02
100-1810-7611	Training	414.79
100-1810-7660	Other Services	32.00
100-1810-7671	Recruiting	300.00
100-1810-7980	Other Expenses	222.36
100-1815-7632	Software	4,301.48
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	1,724.71
100-1815-8011	Computer Equipment (C...	3,371.86
100-1825-7613	Duplications And Photos	155.00
100-1825-7626	Postage	50.53
100-1825-7630	Equipment Lease	2,309.39
100-1825-7631	Equipment Maintenance	464.53
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7980	Other Expenses	73.00
100-1830-8100	Vehicle Replacement (C...	15,685.50
100-2120	Refundable Deposits	10,421.53
100-2121	Pass Through Deposits	19,273.75
100-2122	Disability Access & Educ ...	170.40
100-2123	Special Event Insurance ...	978.00
100-2125	Metro Pass Through (TA...	45.00
100-2126	Construction and Demoli...	4,327.50
100-2127	Retention Payable	-62,421.88
100-4004	Business License Tax	306.00
100-4302	Parking Citations	146.00

Account Summary

Account Number	Account Name	Payment Amount
100-4408	Property Rental	12,009.06
100-4801	Youth & Adult Recreatio...	90.00
100-5004	Other Revenue	-125.00
220-2205-8100	Other Capital Improvem...	39,372.50
220-2210-7813	Regulatory Signs	1,703.37
220-2210-7890	Repairs-Traffic Signal	7,457.90
220-2210-8070	Street Improvements (C...	6,800.00
220-2225-8070	Street Improvements (C...	1,598.00
220-2225-8100	Other Capital Improvem...	14,102.00
225-2127	Retention Payable	24,625.76
240-2405-7888	Repairs-Citywide	139.87
240-2410-7662	Other Serv-Citywide	23,670.64
240-2410-7888	Repairs-Citywide	308.44
240-2410-7891	Repairs-Medians	905.49
240-2410-7898	Tree Plant-Medians	190.97
240-2410-7906	Tree Trim-Citywide	2,516.75
240-2426-7810	Street Sweeping	843.00
240-2433-7887	Repairs & Replacements	140.00
290-2905-7781	Contract Law Enforceme...	24,480.43
320-3205-8013	Vehicles (Capital)	3,106.07
400-4005-8041	Park Improvements (Cap...	3,377.50
440-4405-7650	Vehicle Maintenance	286.61
440-4405-7814	Graffiti Removal	399.62
440-4405-7960	Foothill Transit Operatio...	21,263.12
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-727.90
460-4605-7814	Graffiti Removal	349.66
460-4605-7960	Foothill Tranist Operatio...	17,397.09
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-595.55
620-2127	Retention Payable	101,150.01
Grand Total:		2,340,899.51

Project Account Summary

Project Account Key	Payment Amount
None	1,092,453.78
202106-2205-8100-Highland Promenade Measure M	39,372.50
202118- Retention- ATP Cycle 4	24,625.76
202118-Retention-ATP Cycle 4-Grant	101,150.01
202416-Cap Improv-Huntington Dr Median Landscape	1,103,754.92
202416-Retention-Huntington Drive Median Landscape	-55,187.75
202424- 100-2121/1433 Crestfield(Andres Duarte)	19,328.50
202513/100-1205-8030-Other Equip-River Bed Grant	15.23
202518-Teen Center Outdoor Boxing Patio Project	3,377.50
250004 - Property Rent - Nextel Rent (Otis Gordon)	12,009.06
Grand Total:	2,340,899.51



**COMMUNITY DEVELOPMENT
STATUS REPORT
May 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 stated that construction would start in March 2025. This has not happened and there has been little to no progress since December. Project approvals will expire in June 2025.
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 building is almost complete and a May opening is planned.
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

PROJECT/PROGRAM	STATUS
	longer term plan is to build a mixed use project that meets the requirements of the Town Center Specific Plan. This is a longer 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. The owners recently reported that plans for upgrade have been moved back to 2026.
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.

PROJECT/PROGRAM	STATUS
Metro Parking Lot	Staff has been working with Metro for the past several years on the development of the Metro parking lot as part of the Duarte Station Specific Plan. The intent is to replace the Metro parking into a parking structure and construct workforce housing along Fasana Road at Highland Avenue. Metro has awarded an Exclusive Negotiating Agreement to Jamboree Housing. The plan is for a development with between 100-120 units of multi-generation housing. There is currently no schedule for development.
Town Center North	Staff has been meeting with property owners to develop a proposal for a complete center rehabilitation that includes new, upgraded facades, an upgraded parking lot and related improvements. Staff has been working with a commercial broker team with the goal of spurring activity. The City has hired an Architect and Engineer to develop a detailed concept plan for façade and parking lot upgrades to the center. The City has approved an Exclusive Negotiating Agreement with Red Mountain, one of the owners in the center, to work toward the sale of the City's corner property. The goal is for the owner to assist the City in coordinating all the property owners to participate in a comprehensive improvement of the entire center as a part of the development plan.
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

PROJECT/PROGRAM	STATUS
	works out some construction details with SCE but should restart in the near future.
<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. Award of bid is scheduled for May 13. The project should begin in June.
Recreation Trail Upgrades	Duarte was awarded a \$1.6 million federal appropriation for accessibility and quality of life upgrades to the Donald and Bernice Watson Recreation Trail. This funding was included in the 2023 Omnibus Appropriations Bill, thanks to Congresswoman Napolitano. The Parks & Recreation Commission reviewed the concept plans in November. Plans are almost completed and a workshop will be scheduled for an upcoming Council meeting.
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 started. The project should be completed by the end of May.
Annual Street Rehab Project	This year's project will start in late May. Many of the streets for this year's project are in the southwest portion of the city.
Annual Asphalt Repair	This project will include repair to several locations in the city where the asphalt is in poor shape and will repair damaged asphalt around manholes. This year's project will start in late May.
<u>Field Services</u>	
Grid Pruning	The annual tree pruning project will start in mid-May. This year's focus will be in the area between Buena Vista and Mt. Olive between Royal Oak and Central.

PROJECT/PROGRAM	STATUS
Annual Tree Planting	Annual tree planting is in process and will be completed by mid-May.
Brush Clearance	The bi-annual brush clearance project is underway and will be completed by mid-May.



PARKS AND RECREATION STATUS REPORT May 2025

PROJECT/PROGRAM STATUS	
<u>YOUTH AND SENIOR PROGRAMS</u>	
Registration for Summer Day Camps Now Open	Registration for the Department's Summer Day Camps is now live at ACCESSDUARTE.COM. This year, camps will be offered out of Duarte and Royal Oaks Parks, for youth ages 5 – 12 years old, from 8 AM to 5 PM. Each week brings a brand-new theme and tons of fun! Campers will dive into exciting games, get creative with arts and crafts, stay active with sports, and make unforgettable memories all summer long!
<u>SPECIAL EVENTS</u>	
Water Safety Day at the Duarte Pool Postponed	Due to the unexpected closure of the Duarte pools for maintenance and repairs, our Water Safety Day, originally scheduled for May 18, has been postponed. However, the Department is committed to rescheduling this important event once the pool is operational again and will announce the new date once more information is available.
Community Yard Sale Rescheduled	Due to the rain on April 26, this spring's Community Yard Sale has been rescheduled to Saturday, May 29, from 8 AM to 2 PM at the Senior Center Parking Lot. Vendor spaces are sold out, but we encourage everyone in the community to come out and discover that unexpected treasure you didn't know you needed!
<u>CAPITAL IMPROVEMENT PROJECTS</u>	
Fitness Center Exercise Room Temporarily Closing May 19 for Upgrades	Beginning Monday, May 19, the exercise room in the Fitness Center will be temporarily closed for upgrades. The project, an initiative by the Duarte City Council and their commitment to being the <i>City of Health</i>, was originally scheduled to span two fiscal years. However, thanks to accelerated planning and Council action, enhancements will now be completed just in time for summer. Here's what's changing: • Brand new state-of-the-art cardio, strength, and free weight equipment for an even better workout experience • New flooring for enhanced comfort and safety • A redesigned layout to improve workout flow During the temporary closure, all active memberships will be placed on hold and extended automatically for the duration of the closure period. However, members wishing to access other amenities can contact the facility to keep their membership active. The room's grand reopening is scheduled for June 14.



AGENDA REPORT

MEETING DATE: May 13, 2025
TO: Mayor and Members of the City Council
FROM: Craig Hensley, Community Development Director
BY: Jason Golding, Planning Manager
SUBJECT: 2024 Housing Element Annual Progress Report
RECOMMENDATION: Approve the report for filing with the California Department of Housing and Community Development
FISCAL IMPACT: No fiscal impact

BACKGROUND

Government Code Section 65400 requires that the City provide the State Department of Housing and Community Development (HCD) an annual reporting of its progress on implementation of the Housing Element. The City Council adopted the 2021-2029 (6th Cycle) Housing Element on January 11, 2022, which was one of the first to be approved by the State in the LA Metro area. The attached report measures the Element's progress in the production of residential units. The report outlines City progress towards its regional housing needs by income category on an annual basis over the Regional Housing Need Assessment (RHNA) planning period and progress towards implementation of Housing Element programs. The City's 6th cycle RHNA target is 888 units. HCD requires that the City Council approve submittal of the annual report.

DISCUSSION/ANALYSIS

In 2024, the City continued several years of considerable residential growth. Thirty-four (34) residential units were permitted, comprised of 33 accessory dwelling units (ADU's) and one (1) new single-family residence. Over 60% of these ADU's were able to be counted towards the City's goal of providing affordable housing, with six (6) units at the "very low" income level, 13 units at the "low income" level, and one (1) unit at the "moderate" level. Last year, residential development applications for 34 units were submitted and 28 residential units were entitled – except for one single-family residence, all of these projects were ADU's. 19 units were completed last year, all of them ADU's. There were no residential units demolished.

The Housing Element also contains 25 programs to assist in the development of housing, as shown on Table D of the attached Annual Progress Report. There has been continued progress in implementing our Housing Element, with many programs already completed or are continually being implemented.

Since the beginning of the Housing Element planning period in 2021, the City has permitted 382

residential units. Halfway through the planning period, the City has permitted the development of over 43% of the RHNA target, 20% of those units are considered affordable. The income level for these units consists of:

- Extremely Low 2 units
- Very Low 9 units
- Low 59 units
- Moderate 8 units
- Above Moderate 306 units

The Community Development Department anticipates significant progress in next year's (2025) annual report, including:

Completion – Solana at Duarte Station residential apartment project (292 units) is expected to final by the end of Spring 2025.

Construction Anticipated – 928 Huntington multiple-family development (16 units) and 1401 Santo Domingo condominium project (20 units).

Entitlements Anticipated – Crestfield Homes at the former Andres Duarte School site (169 units) and 1404-1414 Royal Oaks townhouse development (11 units).

ADU's – As of April 15th, nine (9) ADU applications have been submitted, and 10 have been approved. We estimate 25-35 ADU units will be completed in 2025.

RECOMMENDATION

Approve the report for filing with the California Department of Housing and Community Development.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

A. 2024 Housing Element – Annual Progress Report

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

Jurisdiction	Duarte	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A

Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes	
1					2	3	4	5							6		7	8	9	10		11	12	13
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below								0	6	0	13	0	1	14	34	0	0							
	8531-018-002	912 Hurstview		24-02	SFD	O	1/10/24								1	1		NONE	No	No	Approved	Discretionary		
	8530-019-036	1332 Maynard		24-03	ADU	R	1/10/24				1				1	1		NONE	No	No	Approved	Ministerial		
	8527-014-005	2244 Golden Meadow		24-04	ADU	R	1/12/24							1	1			NONE	No	No	Approved	Ministerial		
	8528-003-044	1705 Buena Vista		24-06	ADU	R	2/13/24		1						1			NONE	No	No	Approved	Ministerial		
	8604-015-022	1436 Crestfield		24-07	ADU	R	2/15/24				1				1			NONE	No	No	Approved	Ministerial		
	8610-008-043	3321 Elda		24-08	ADU	R	2/22/24							1	1			NONE	No	No	Approved	Ministerial		
	8528-008-028	1608 Cotter		24-09	ADU	R	2/28/24				1				1			NONE	No	No	Approved	Ministerial		
	8602-001-020	2622 Gardi		24-10	ADU	R	3/11/24							1	1			NONE	No	No	Approved	Ministerial		
	8531-025-009	2052 Park Rose		24-12	ADU	R	4/9/24				1				1			NONE	No	No	Approved	Ministerial		
	8602-020-034	625 Fairwood		24-14	ADU	R	4/18/24							1	1			NONE	No	No	Approved	Ministerial		
	8529-002-030	1945 Atlin		24-15	ADU	R	4/24/24				1				1			NONE	No	No	Approved	Ministerial		
	8529-003-039	2045 Baylor		24-16	ADU	R	5/9/24							1	1			NONE	No	No	Approved	Ministerial		
	8602-007-006	2528 Dalbo		24-18	ADU	R	5/28/24							1	1			NONE	No	No	Approved	Ministerial		
	8528-002-047	1652 Broadland		24-20	ADU	R	6/3/24		1						1			NONE	No	No	Approved	Ministerial		
	8528-008-063	1657 Eastford		24-21	ADU	R	6/5/24				1				1			NONE	No	No	Approved	Ministerial		
	8531-017-019	1824 Mountain		24-23	ADU	R	7/2/24				1				1			NONE	No	No	Approved	Ministerial		
	8533-008-022	1331 Galen		24-26	ADU	R	7/15/24		1						1			NONE	No	No	Approved	Ministerial		
	8531-020-021	916 Lewiston		24-27	ADU	R	7/16/24				1				1			NONE	No	No	Pending	Ministerial		
	8528-010-062	1615 Glenford		24-29	ADU	R	7/24/24				1				1			NONE	No	No	Approved	Ministerial		
	8530-017-022	1554 Second		24-30	ADU	R	7/31/24							1	1			NONE	No	No	Withdrawn	Ministerial		
	8528-003-030	1542 Shepherd		24-32	ADU	R	8/7/24								1			NONE	No	No	Approved	Ministerial		
	8610-009-012	511 Mountaincrest		24-33	ADU	R	8/12/24						1		1			NONE	No	No	Pending	Ministerial		
	8530-010-023	1623 Third		24-34	ADU	R	8/22/24							1	1			NONE	No	No	Pending	Ministerial		
	8533-008-019	1315 Galen		24-36	ADU	R	9/5/24				1				1			NONE	No	No	Approved	Ministerial		
	8604-008-031	2603 Bashor		24-38	ADU	R	9/16/24							1	1			NONE	No	No	Approved	Ministerial		
	8531-029-021	2237 Citrusview		24-39	ADU	R	9/23/24		1						1			NONE	No	No	Approved	Ministerial		
	8531-020-013	933 Newington		24-40	ADU	R	9/24/24				1				1			NONE	No	No	Pending	Ministerial		
	8531-001-018	1934 Earlington		24-42	ADU	R	11/11/24				1				1			NONE	No	No	Pending	Ministerial		
	8529-007-027	1011 Miltonwood		24-43	ADU	R	11/18/24							1	1			NONE	No	No	Pending	Ministerial		
	8529-007-027	317 Clarkview		24-44	ADU	R	11/20/24							1	1			NONE	No	No	Approved	Ministerial		
	8610-006-001	3108 Royal Oaks		24-46	ADU	R	11/27/24							1	1			NONE	No	No	Pending	Ministerial		
	8531-029-029	2343 Citrusview		24-47	ADU	R	12/3/24				1				1			NONE	No	No	Approved	Ministerial		
	8531-015-005	1827 Wardell		24-49	ADU	R	12/11/24		1						1			NONE	No	No	Pending	Ministerial		
	8531-013-005	1900 Warrington		24-50	ADU	R	12/12/24				1				1			NONE	No	No	Pending	Ministerial		

Table A2																
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement									
1					2	3	4							5	6	
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	
Summary Row: Start Data Entry Below							0	5	0	11	0	1	11		28	
	8604-002-035	928 Crestfield Dr		2023-161	ADU	R									0	
	8604-016-021	2530 Millbrae St		2023-363	ADU	R									0	
	8531-007-001	2052 Broach Ave		2023-119	ADU	R									0	
	8533-008-019	1315 GALEN ST		2024-495	ADU	R				1				9/30/24	1	
	853-101-0013	1829 Broadland Ave		2023-361	ADU	R									0	
	8528-009-047	1480 Three Ranch Rd		2023-287	ADU	R									0	
	8527-014-005	2244 Golden Meadow Dr		2023-559	ADU	R							1	3/13/24	1	
	8528-003-044	1705 Buena Vista St		2024-080	ADU	R		1						3/4/24	1	
	8604-014-027	2513 Bloomdale St		2022-672	ADU	R									0	
	8531-024-015	2043 Park Rose Ave		2023-277	ADU	R									0	
	8602-007-019	2553 Elda St		2024-145	ADU	R							1	3/4/24	1	
	8530-019-036	1332 Maynard Dr		2024-162	ADU	R				1				3/4/24	1	
	8528-002-047	1652 Broadland Ave		2024-498	ADU	R		1						10/1/24	1	
	8604-008-031	2603 BASHOR ST		2024-490	ADU	R							1	10/14/24	1	
	8531-021-022	808 Lewiston St		2023-548	ADU	R									0	
	8531-017-019	1824 Mountain Ave		2024-314	ADU	R		1						7/3/24	1	
	8610-021-033	3541 Conata St		2023-308	ADU	R									0	
	8604-015-022	1436 Crestfield Dr		2024-224	ADU	R				1				4/1/24	1	
	8528-006-047	1646 Brightside Ave		2023-544	ADU	R									0	
	8528-006-038	1614 Buena Vista St		2023-537	ADU	R									0	
	8602-013-004	3070 Fish Canyon Rd		2024-003	ADU	R									0	
	8610-008-043	3321 Elda St		2024-153	ADU	R							1	4/23/24	1	
	8602-001-020	2622 Gardi St		2024-195	ADU	R							1	5/9/24	1	
	8531-025-009	2052 Park Rose Ave		2024-198	ADU	R				1				4/9/24	1	
	8604-011-012	2557 Maynard Dr		2022-246	ADU	R									0	
	8529-005-039	831 Random Ln		2024-185	ADU	R				1				2/8/24	1	
	8528-008-063	1657 EASTFORD AVE		2024-321	ADU	R				1				7/17/24	1	
	8602-020-034	625 Fairwood St		2024-300	ADU	R							1	6/26/24	1	
	8528-008-028	1608 Cotter Ave		2024-173	ADU	R				1				4/24/24	1	
	8529-003-039	2045 Baylor St		2024-254	ADU	R							1	5/29/24	1	
	8527-013-014	2239 Golden Meadow Dr		2024-346	ADU	R						1		7/16/24	1	
	8610-015-035	317 CLARKVIEW DR		2024-556	ADU	R							1	11/25/24	1	
	8528-003-030	1542 SHEPHERD DR		2024-483	ADU	R							1	10/9/24	1	
	8610-015-003	3415 Markwood St.		24-24	ADU	R							1	1/25/24	1	
	8529-002-030	1945 Atlin St		24-15	ADU	R				1				5/13/24	1	
	8531-029-021	2237 Citrusview Ave		24-39	ADU	R		1						12/3/24	1	
	8602-007-006	2528 Dalbo St		24-18	ADU	R							1	6/25/24	1	
	8531-029-029	2343 Citrusview Ave.		24-47	ADU	R				1				12/18/24	1	
	8533-008-022	1331 Galen		2024-380	ADU	R		1						8/13/24	1	
	8528-010-062	1615 Glenford		24-29	ADU	R				1				9/24/24	1	
	8531-018-002	912 HURSTVIEW		24-02	SFD	O				1				1/24/24	1	
	8531-014-030	1838 Wardell		2021-400	ADU	R									0	
	8602-029-022	2759 Starpine		2021-423	ADU	R									0	
	8531-025-003	2016 Parkrose		2023-059	ADU	R									0	
	8531-003-033	1858 Delford		2022-524	ADU	R									0	
	8602-010-015	330 Tocino		2022-507	ADU	R									0	
	8604-014-023	2508 Maynard		2023-070	ADU	R									0	
	8529-008-002	1017 Chimes		2023-110	ADU	R									0	
	8531-017-020	1818 Mountain		2023-203	ADU	R									0	

	8528-002-051	1637 Broadland		2023-190	ADU	R									0
	8531-009-006	1910 Capehart		2023-220	ADU	R									0
	8604-002-049	917 Crestfield		2023-294	ADU	R									0
	8531-029-010	2344 Mountain		2023-307	ADU	R									0
	8528-003-031	1546 Shepherd		2023-269	ADU	R									0
	8528-008-059	1650 Duncannon		2023-390	ADU	R									0
	8531-001-016	1924 Earlington		2023-398	ADU	R									0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Building Permits							8	9
			7								
Current APN	Street Address	Project Name ⁺	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits
			0	6	0	13	0	1	14		34
8604-002-035	928 Crestfield Dr								1	01/04/2024	1
8604-016-021	2530 Millbrae St					1				01/11/2024	1
8531-007-001	2052 Broach Ave			1						01/18/2024	1
8533-008-019	1315 GALEN ST					1				11/27/2024	1
853-101-0013	1829 Broadland Ave					1				01/24/2024	1
8528-009-047	1480 Three Ranch Rd					1				02/15/2024	1
8527-014-005	2244 Golden Meadow Dr								1	05/09/2024	1
8528-003-044	1705 Buena Vista St			1						05/21/2024	1
8604-014-027	2513 Bloomdale St			1						05/29/2024	1
8531-024-015	2043 Park Rose Ave			1						06/13/2024	1
8602-007-019	2553 Elda St								1	07/31/2024	1
8530-019-036	1332 Maynard Dr					1				08/20/2024	1
8528-002-047	1652 Broadland Ave			1						10/22/2024	1
8604-008-031	2603 BASHOR ST								1	12/02/2024	1
8531-021-022	808 Lewiston St					1				12/02/2024	1
8531-017-019	1824 Mountain Ave			1						12/04/2024	1
8610-021-033	3541 Conata St								1	09/09/2024	1
8604-015-022	1436 Crestfield Dr								1	09/30/2024	1
8528-006-047	1646 Brightside Ave					1				01/08/2024	1
8528-006-038	1614 Buena Vista St					1				02/21/2024	1
8602-013-004	3070 Fish Canyon Rd								1	03/27/2024	1
8610-008-043	3321 Elda St								1	06/18/2024	1
8602-001-020	2622 Gardi St								1	06/24/2024	1
8531-025-009	2052 Park Rose Ave					1				08/01/2024	1
8604-011-012	2557 Maynard Dr					1				08/12/2024	1
8529-005-039	831 Random Ln					1				09/03/2024	1
8528-008-063	1657 EASTFORD AVE					1				09/05/2024	1
8602-020-034	625 Fairwood St								1	09/05/2024	1
8528-008-028	1608 Cotter Ave					1				10/09/2024	1
8529-003-039	2045 Baylor St								1	10/24/2024	1
8527-013-014	2239 Golden Meadow Dr							1		10/28/2024	1
8610-015-035	317 CLARKVIEW DR								1	12/16/2024	1
8528-003-030	1542 SHEPHERD DR								1	12/18/2024	1
8610-015-003	3415 Markwood St.										0
8529-002-030	1945 Atlin St										0
8531-029-021	2237 Citrusview Ave										0

8602-007-006	2528 Dalbo St										0
8531-029-029	2343 Citrusview Ave.										0
8533-008-022	1331 Galen										0
8528-010-062	1615 Glenford										0
8531-018-002	912 HURSTVIEW								1	6/25/24	1
8531-014-030	1838 Wardell										0
8602-029-022	2759 Starpine										0
8531-025-003	2016 Parkrose										0
8531-003-033	1858 Delford										0
8602-010-015	330 Tocino										0
8604-014-023	2508 Maynard										0
8529-008-002	1017 Chimes										0
8531-017-020	1818 Mountain										0
8528-002-051	1637 Broadland										0
8531-009-006	1910 Capehart										0
8604-002-049	917 Crestfield										0
8531-029-010	2344 Mountain										0
8528-003-031	1546 Shepherd										0
8528-008-059	1650 Duncannon										0
8531-001-016	1924 Earlington										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Certificates of Occupancy								
			10							11	12
Current APN	Street Address	Project Name ⁺	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness
			0	3	0	11	0	4	1		19
8604-002-035	928 Crestfield Dr								1	4/4/24	1
8604-016-021	2530 Millbrae St					1				5/14/24	1
8531-007-001	2052 Broach Ave										0
8533-008-019	1315 GALEN ST										0
853-101-0013	1829 Broadland Ave										0
8528-009-047	1480 Three Ranch Rd										0
8527-014-005	2244 Golden Meadow Dr										0
8528-003-044	1705 Buena Vista St										0
8604-014-027	2513 Bloomdale St										0
8531-024-015	2043 Park Rose Ave										0
8602-007-019	2553 Elda St										0
8530-019-036	1332 Maynard Dr										0
8528-002-047	1652 Broadland Ave										0
8604-008-031	2603 BASHOR ST										0
8531-021-022	808 Lewiston St										0
8531-017-019	1824 Mountain Ave										0
8610-021-033	3541 Conata St										0
8604-015-022	1436 Crestfield Dr										0
8528-006-047	1646 Brightside Ave					1				3/20/24	1
8528-006-038	1614 Buena Vista St										0
8602-013-004	3070 Fish Canyon Rd										0
8610-008-043	3321 Elda St										0
8602-001-020	2622 Gardi St										0
8531-025-009	2052 Park Rose Ave										0
8604-011-012	2557 Maynard Dr					1				11/11/24	1
8529-005-039	831 Random Ln										0
8528-008-063	1657 EASTFORD AVE										0
8602-020-034	625 Fairwood St										0
8528-008-028	1608 Cotter Ave										0
8529-003-039	2045 Baylor St										0
8527-013-014	2239 Golden Meadow Dr										0
8610-015-035	317 CLARKVIEW DR										0
8528-003-030	1542 SHEPHERD DR										0
8610-015-003	3415 Markwood St.										0
8529-002-030	1945 Atlin St										0

8531-029-021	2237 Citrusview Ave										0
8602-007-006	2528 Dalbo St										0
8531-029-029	2343 Citrusview Ave.										0
8533-008-022	1331 Galen										0
8528-010-062	1615 Glenford										0
8531-018-002	912 HURSTVIEW										0
8531-014-030	1838 Wardell					1				11/14/24	1
8602-029-022	2759 Starpine					1				7/11/24	1
8531-025-003	2016 Parkrose					1				11/21/24	1
8531-003-033	1858 Delford					1				4/17/24	1
8602-010-015	330 Tocino							1		5/9/24	1
8604-014-023	2508 Maynard			1						5/14/24	1
8529-008-002	1017 Chimes			1						5/15/24	1
8531-017-020	1818 Mountain					1				2/1/24	1
8528-002-051	1637 Broadland					1				8/12/24	1
8531-009-006	1910 Capehart							1		4/15/24	1
8604-002-049	917 Crestfield							1		3/27/24	1
8531-029-010	2344 Mountain			1						1/23/24	1
8528-003-031	1546 Shepherd					1				2/15/24	1
8528-008-059	1650 Duncannon					1				2/21/24	1
8531-001-016	1924 Earlington							1		6/4/24	1

Table A2																
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																
Project Identifier				Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus			
			13	14	15	16	17	18	19	20			21	22	23	24
Current APN	Street Address	Project Name*	How many of the units were Extremely Low Income?	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/D estroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)
			0							0						
8604-002-035	928 Crestfield Dr			NONE	Y			ADU rent survey & HCD affordability calculator								
8604-016-021	2530 Millbrae St			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-007-001	2052 Broach Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8533-008-019	1315 GALEN ST			NONE	Y			ADU rent survey & HCD affordability calculator								
853-101-0013	1829 Broadland Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-009-047	1480 Three Ranch Rd			NONE	Y			ADU rent survey & HCD affordability calculator								
8527-014-005	2244 Golden Meadow Dr			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-003-044	1705 Buena Vista St			NONE	Y			ADU rent survey & HCD affordability calculator								
8604-014-027	2513 Bloomdale St			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-024-015	2043 Park Rose Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8602-007-019	2553 Elda St			NONE	Y			ADU rent survey & HCD affordability calculator								
8530-019-036	1332 Maynard Dr			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-002-047	1652 Broadland Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8604-008-031	2603 BASHOR ST			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-021-022	808 Lewiston St			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-017-019	1824 Mountain Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8610-021-033	3541 Conata St			NONE	Y			ADU rent survey & HCD affordability calculator								
8604-015-022	1436 Crestfield Dr			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-006-047	1646 Brightside Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-006-038	1614 Buena Vista St			NONE	Y			ADU rent survey & HCD affordability calculator								
8602-013-004	3070 Fish Canyon Rd			NONE	Y			ADU rent survey & HCD affordability calculator								
8610-008-043	3321 Elda St			NONE	Y			ADU rent survey & HCD affordability calculator								
8602-001-020	2622 Gardi St			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-025-009	2052 Park Rose Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8604-011-012	2557 Maynard Dr			NONE	Y			ADU rent survey & HCD affordability calculator								
8529-005-039	831 Random Ln			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-008-063	1657 EASTFORD AVE			NONE	Y			ADU rent survey & HCD affordability calculator								
8602-020-034	625 Fairwood St			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-008-028	1608 Cotter Ave			NONE	Y			ADU rent survey & HCD affordability calculator								
8529-003-039	2045 Baylor St			NONE	Y			ADU rent survey & HCD affordability calculator								
8527-013-014	2239 Golden Meadow Dr			NONE	Y			ADU rent survey & HCD affordability calculator								
8610-015-035	317 CLARKVIEW DR			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-003-030	1542 SHEPHERD DR			NONE	Y			ADU rent survey & HCD affordability calculator								
8610-015-003	3415 Markwood St.			NONE	Y			ADU rent survey & HCD affordability calculator								
8529-002-030	1945 Atlin St			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-029-021	2237 Citrusview Ave			NONE	Y			ADU rent survey & HCD affordability calculator								

8602-007-006	2528 Dalbo St			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-029-029	2343 Citrusview Ave.			NONE	Y			ADU rent survey & HCD affordability calculator								
8533-008-022	1331 Galen			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-010-062	1615 Glenford			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-018-002	912 HURSTVIEW			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-014-030	1838 Wardell			NONE	Y			ADU rent survey & HCD affordability calculator								
8602-029-022	2759 Starpine			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-025-003	2016 Parkrose			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-003-033	1858 Delford			NONE	Y			ADU rent survey & HCD affordability calculator								
8602-010-015	330 Tocino			NONE	Y			ADU rent survey & HCD affordability calculator								
8604-014-023	2508 Maynard			NONE	Y			ADU rent survey & HCD affordability calculator								
8529-008-002	1017 Chimes			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-017-020	1818 Mountain			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-002-051	1637 Broadland			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-009-006	1910 Capehart			NONE	Y			ADU rent survey & HCD affordability calculator								
8604-002-049	917 Crestfield			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-029-010	2344 Mountain			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-003-031	1546 Shepherd			NONE	Y			ADU rent survey & HCD affordability calculator								
8528-008-059	1650 Duncannon			NONE	Y			ADU rent survey & HCD affordability calculator								
8531-001-016	1924 Earlington			NONE	Y			ADU rent survey & HCD affordability calculator								

Jurisdiction	Duarte	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	269	-	-	-	-	-	-	-	-	-	-	9	260
	Non-Deed Restricted		-	-	-	3	6	-	-	-	-	-		
Low	Deed Restricted	145	-	-	-	-	-	-	-	-	-	-	59	86
	Non-Deed Restricted		8	7	21	10	13	-	-	-	-	-		
Moderate	Deed Restricted	137	-	-	-	-	-	-	-	-	-	-	8	129
	Non-Deed Restricted		-	-	-	7	1	-	-	-	-	-		
Above Moderate		337	-	-	292	-	14	-	-	-	-	-	306	31
Total RHNA		888												
Total Units			8	7	313	20	34	-	-	-	-	-	382	506
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2021	2022	2023	2024	2025	2026	2027	2028	2029	6	7
		Extremely low-Income Need											Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		135		2	-	-	-	-	-	-	-	-	2	133

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		Duarte	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Housing Code Enforcement and Abatement	Monitor housing conditions in the city and respond to complaints. Inform violators of available rehabilitation assistance through the County to correct code deficiencies. Through remediation of substandard housing conditions, return approximately six units/year to safe and sanitary conditions.	2021-2029	Based on code enforcement case logs, during 2024, a total of 38 substandard residential units that had been cited for code violations were returned to safe and sanitary condition. The City has created a database on multi-family properties over 50 years in age and has established an Apartment Inspection Program (see Program #3).
2. Multi-family Acquisition and Rehabilitation Program	Monitor the availability of LIHTCs going forward as State budgets are released in order to determine the feasibility and potential implementation of an Acquisition and Rehabilitation Program.	Monitor LIHTCs annually through State budgets and award of funds	The financial analysis conducted for the City showed that Low Income Housing Tax Credits (LIHTCs) are necessary for acquisition/rehabilitation projects to be economically feasible in Duarte. However, both the 4% and 9% LIHTC programs have become increasingly competitive, with a focus on new construction projects and permanent supportive housing. The City has been monitoring LIHTCs awards, and with just 12% of the total 193 projects awarded funds in 2024 going towards acquisition/rehab, it was determined that initiation of this program is not feasible at this time.
3. Apartment Inspection Program	Establish pilot multi-family inspection program. If program is successful and moves forward, prioritize inspections in Duarte's identified low resource neighborhoods (Census Tract 4301.02).	By 2024	Renovation of a 30-unit apartment building, originally cited for substandard conditions in 2022, was completed in 2024. The City's Public Safety and Community Development Departments have completed the process of establishing a new Multi-Family Housing Inspection Program for rental properties with five or more units. The program's significant criteria include: a) criteria for inspections; b) roles between Public Safety, Building & Safety, and Planning Departments; c) frequency of inspection of properties; d) process for notifying owners of code violations/findings from inspection, along with timeframes for corrections; and e) metrics for measuring program progress. Properties located in Duarte's low resource neighborhoods (Census Tract 4301.02) will receive priority for the first round of inspections.
4. Preservation and Monitoring of Assisted Rental Housing	Establish annual monitoring procedures for rent restricted units provided through city incentives and/or financial assistance. Contact property owners within one year of potential affordability expiration to initiate preservation discussions.	Monitoring procedures - 2022	The City made contact with one property owner with rent restricted units at-risk of losing its contract in 2021. The Section 8 HAP contract on Duarte Park Apartments has been extended from 2022 to 2027. In 2025, the City intends to mail a letter to the owners of Duarte Parks Apartments, a designated Affordable Housing Overlay (AHO) site, to encourage infill expansion to take full advantage of the density bonuses allowed under the AHO and to maximize potential development yield on this underutilized site. The City has not established local monitoring procedures for rent restricted units, but will do so once any locally funded affordable projects and projects restricted based on local incentives come on line.
5. Preserve and Protect Existing Tenants and Housing	Adopt Housing Element policy that acknowledges and supports the implementation of State laws to protect existing tenants from displacement. Inform developers of the replacement housing requirements under SB 330, AB 1397 and density bonus law. Update the Municipal Code in 2022 to specify replacement housing requirements on nonvacant sites consistent with Government Code 65583.2(g)(3).	Adopt Housing Element and Code amendment in 2022	The City adopted <i>Policy 1.1.5 Tenant Protections</i> within the Housing Element in 2022 which supports the implementation of State laws to protect existing tenants from displacement through: requirements for just cause evictions, limitations on rent increases, and replacement housing requirements. In 2023, the City added a new chapter to the Municipal Code (Chapter 19.64.030 - Retention of Affordable Housing) which codifies replacement housing requirements under Government Code 65583.2(g)(3).
6. Affordable Housing Density Bonus	Encourage the use of density bonus incentives by advertising on Duarte's website and by providing information on available density and regulatory incentives in conjunction with discussions with development applicants.	2021-2029	The City did not have any discussions with developers or project applicants on density bonus incentives for affordable housing during 2024. The City did however adopt an Affordable Housing Overlay (AHO) which explicitly states that the AHO may be applied by itself or in combination with a State Density Bonus to provide density bonuses beyond those allowed under State Density Bonus Law. The City will be updating its website in mid-2025, and among other updates, will add information on incentives available under both the AHO and state density bonus law.
7. Efficient Project Review	Offer concurrent processing of residential projects, pre-application reviews, CEQA exemptions, and use of program EIRS.	Develop an SB 35 checklist and processing procedures by 2022	The City has produced SB 35/330 applications, procedures and forms and they are available to the public upon request. The City is still in the process of uploading the forms and application onto our website as part of a comprehensive update to the City of Duarte website. Program EIRs for both the Town Center and Duarte Station specific plans were utilized to streamline project reviews under CEQA. Staff continues to offer pre-application reviews, including for ADU applicants, and encourages any project that requires multiple entitlements to be processed concurrently.
8. Zoning Text Amendments for Special Needs Housing	Amend the Code to facilitate housing for special needs populations: - Allow supportive housing as a use by right in all zones where multi-family and mixed use is permitted; eliminate parking requirements for supportive housing located within ½ mile of public transit. - Amend parking standards for emergency shelters to a ratio based on to the number of shelter staff. - Allow small employee housing (6 or fewer) in all residential zone districts - Establish by right processing procedures for Low Barrier Navigation Centers in areas zoned for mixed use and non-residential zones permitting multifamily uses	Amend the Zoning Code in 2022	Municipal Code Amendment 23-01 addresses all revisions specified under this program to better facilitate housing for special needs populations. The Code amendment was adopted by City Council in April 2023.

9. Fair Housing Program - Housing Mobility Strategies	• Continue directing fair housing inquiries to the Housing Rights Center • Continue strategies to address senior housing needs. Provide at least 300 additional senior housing units as part of Westminster Gardens expansion plan, including at least 150 units affordable to lower and moderate income households • Continue to support the provision of housing for persons with disabilities • Post info at Senior Center re: fair housing and conduct presentation every two years about services available through the County CDC, Housing Rights Center and the City • Twice during the planning period, reach out to landlords of low-income apartment complexes to provide education and materials about the Section 8 program • Publish Fair Housing information, including any community meetings on non-traditional media such as Facebook or Instagram	2021-2029	The City continues to distribute fair housing information at the public counter through the community newsletter, and on its website, and refers fair housing related complaints to the Housing Rights Center. In regards to senior housing, the City has continued to work with the owners of Westminster Gardens in developing plans to expand their current Life Plan Community by over 400 new units, including at least 150 affordable units (refer to Program #10). Staff has also included more robust outreach to the Senior Center about available fair housing resources. In 2023, CDD staff sent letters to landlords of low-income apartment complexes to provide education and materials about the Section 8 program; five of the six complexes contacted are located in census tract 4301.01, a Disadvantaged Community. Due to a lack of response from the affected owners, the City has decided to mail letters to these owners every two years, which will occur next in 2025.
10. Fair Housing Program - Place Based Strategies, New Opportunities	- Invest in infrastructure and public improvements in central Duarte • Provide a mix of affordable and market rate housing in TCSP & DSSP • Partner with the Economic Dev. Comm. to support initiatives that create jobs accessible to residents in central Duarte • Apply for Greenhouse Gas Reduction Funds for efforts such as tree planting/restoration, home energy efficiency, zero-emission and plug-in hybrid vehicles, and affordable housing • Contact Cal EPA to ID steps to address “Disadvantaged Community” designation in CT 4301.01. Seek funding for infrastructure improvements in this area • Support funding applications for projects/programs consistent with the Housing Element • Provide regulatory/technical assistance to affordable housing developers and non-profit organizations • Assist in the development of at least 2 affordable and/or mixed income housing projects, providing at least 100 affordable units	2021-2029	Numerous infrastructure improvement projects were initiated or completed in Census Tract 4301.01 in central Duarte (a designated "disadvantaged community") during 2024. Construction has begun on the "Evergreen Pedestrian Improvements" project, which includes pedestrian sidewalk and lighting along the north side of Evergreen St, from Highland Avenue to Brightside Avenue, and a widening of the sidewalk on the west side of Highland Ave under the 210 freeway underpass. Construction has also begun on a new sidewalk on the south side of Central Avenue between Highland and Duncannon. Plans, estimates and specifications are in process for the "Highland Promenade" project, which will provide for an expanded right-of-way and park-like pedestrian walkway along the west side of Highland Ave. Plans, specifications and estimates are also underway for the "Recreation Trail Upgrades" project, which is partially located in Census Tract 4301.01, encompassing accessibility and quality of life upgrades to the Donald and Bernice Watson Recreation Trail (e.g. safety lighting, accessibility improvements, public art, repaving, etc). Construction has been completed on upgraded ADA ramps at all streets crossed by the I-210, including Central/Evergreen & Buena Vista in census tract 4301.01. Finally, on a citywide basis, staff has been providing assistance and working diligently with several developers on the creation of new affordable housing units: Westminster Gardens (see Program #22), Metro Development Site (see Program #19), 2400 Huntington (see Program #15), and Andres Duarte School Site (see Program #15).
11. Fair Housing Program - Displacement, Substandard Housing Strategies	• Through remediation of substandard housing conditions, return approximately six units/year to safe and sanitary condition • Monitor the availability of LIHTCs to assess feasibility of establishing Acquisition/Rehabilitation Program • Establish annual monitoring procedures for rent restricted units provided through City incentives and/or financial assistance • Enforce State laws that protect existing tenants from displacement • Establish a pilot multi-family residential inspection program by 2024. If the program is successful and moves forward, prioritize inspections in Duarte’s identified low resource neighborhoods • Promote housing rehabilitation programs on non-traditional media (such as Facebook and Instagram)	2021-2029	Refer to implementation status under the following programs: Housing Code Enforcement and Abatement; Multi-family Acquisition and Rehabilitation Program; Preservation and Monitoring of Assisted Rental Housing; Preserve and Protect Existing Tenants and Housing; and Apartment Inspection Program
12. Senior Housing Opportunities	Actively pursue senior housing opportunities. Provide incentives and potential assistance for affordable units in Westminster Gardens.	Adopt Westminster Gardens Specific Plan in 2024 inclusive of incentives for affordable units	Human Good, the non-profit owner of Westminster Gardens life community, plans for a major campus expansion and filed an application for a Specific Plan Amendment and an EIR. The City hired MIG to assist in the preparation of the entitlements. The request is for this expansion to accommodate up to 550 total units, which is an increase of 401 units. The construction of at least 150 units with rents affordable to lower and moderate income households has been integrated as a project requirement. The expansion includes independent living, assisted living, memory care, and mixed use units. During 2024, the specific plan amendment and related EIR were initiated, the Notice of Preparation was distributed and a scoping meeting was conducted. The City expects the Public Hearing process to take place before the end of 2025.
13. Housing Opportunities for Persons Living with Disabilities	Coordinate with SGPRC to publicize info on resources. Pursue State/Federal funds for supportive housing in affordable housing projects. Amend the Code re: reasonable accommodations & community care facilities with 6+.	Amend the Zoning Code in 2022	Municipal Code Amendment 23-01 addresses all revisions specified under this program to better facilitate housing for persons living with disabilities, including permitting large (6+ residents) community care facilities in all residential zones and eliminating the subjective requirement to consider impacts to surrounding uses when reviewing requests for reasonable accommodation. The Code amendment was adopted by City Council in April 2023.
14. Homeless Services Strategy	Implement City’s Homelessness Plan. Coordinate with the SGVCOG and SGV Regional Housing Trust. Conduct media outreach on the Landlord Incentives Program.	Report to Council annually on implementation of Homelessness Plan. Begin media outreach in 2022	The City’s 2024 Point-In-Time Count (conducted January 2024) identified 20 unsheltered individuals in Duarte. In addition, City staff conduct monthly counts, with the count at the end of 2024 identifying 9 unsheltered individuals. The City has been collaborating with the San Gabriel Valley COG to receive services from its specialized homeless outreach teams through the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). In 2024, L.A. CADA consolidated its High Acuity and Supplemental team to increase services in Duarte from two to five days a week, and connected 109 unsheltered individuals to supportive services. The City received Measure H funds from the San Gabriel Valley COG to provide rapid-rehousing services to homeless individuals, and in 2024 these funds were used assist 7 unhoused individuals with interim housing and/or supportive services provided by L.A. CADA. In 2024, the City collaborated with LA County Supervisor Barger’s Office and the City of Monrovia to conduct the Pathway Home operation. Pathway Home provides interim housing and supportive services to individuals experiencing homelessness, with the goal of transitioning them into permanent housing. The initiative connected 19 homeless individuals in Duarte to interim housing and supportive services during calendar year 2024.

15. Affordable Housing Development Assistance	Provide regulatory incentives, land write-downs and available financial assistance for the development of affordable and mixed-income housing. Issue an RFQ for development on identified Housing Element sites and market sites on the City's website. Prepare a concept development plan for site #8, followed by an RFP specifying City incentives, and selection of a development partner in coordination with property owners. Assist in the development of at least two affordable and/or mixed income housing projects, providing at least 100 units affordable to lower and moderate income households.	Issue RFQ in on Housing Element sites in 2023. Develop concept plan for site #8 and issue RFP by 2025.	City staff have been in discussions with developers involving affordable housing assistance on the following Housing Element sites: Site 1 - During 2024, LA Metro entered into an ENA (exclusive negotiating agreement) with Jamboree Housing Corporation (JHC) to be the developer of the approximately 125 unit affordable housing project. Duarte Staff is working in partnership with Metro and JHC to move the development forward; Site 6 - Staff is actively working with HumanGood on an amendment to the Westminster Gardens Specific Plan and related EIR for a major expansion that will include at least 150 affordable units as well as market rate senior housing; Site 8 - Staff worked with the San Gabriel Valley Regional Housing Trust (SGVRHT) to develop and distribute an RFP, a prospective site plan, development plan and concept elevations for an affordable housing project in the 2400 block of Huntington Drive. The Duarte Housing Authority owns two of the six parcels involved in the RFP and intends to contribute the land to help create affordable housing, in addition to a minimum of \$900,000 in affordable housing funds. SGVRHT has pledged, but not yet approved, the contribution of \$2,000,000 for the project. In 2024, the City entered into an ENA with JHC to develop the two City-owned parcels and to pursue additional land assembly of adjoining properties within Site 8. The intent is to move forward with the project once the property acquisition process is complete. In 2023, a new site was identified for development - the former Andres Duarte Elementary School property. This property was an active school and therefore not identified for development when the Housing Element was approved. In 2024, the School District approved a development agreement with Crestfield Homes, LLC for the leasing and development of the property. Crestfield Homes has proposed conceptual plans for 169 units and has initiated an EIR process related to the proposed rezoning of the property. The City has indicated that in order to consider the property's rezoning, 15% - 20% of the project must be dedicated to moderate income households. The City is in the process of seeking Council approval to hire a financial consultant to determine the appropriate amount of moderate income units and to determine guidelines for management of such units. In total, these projects are expected to provide over 300.
16. Homeowner Assistance	Provide information on available County and State programs and on City website. Apply to State in conjunction with future City assisted workforce housing. Evaluate the requirements under SB 9, and amend the Code accordingly.	Apply to State as workforce projects are proposed. Amend the Development Code for consistency with SB 9 in 2022.	The City offers information and referral to State and County programs on the Housing page on the City's website. Ordinance 907 was adopted in March 2022, adding subchapter 19.10.035 (Duplex Developments in Single-family Residential Zones) and Chapter 19.88 (Urban Lot Splits) to the Development Code to implement SB 9.
17. Section 8 Rental Assistance	Continue participation and coordination with HACoLA and provide information on the City website. Reach out to landlords re: participation.	Twice during planning period, reach out to landlords.	The City continues to encourage eligible persons to participate in the rental assistance program, and provides program links on the City website. In March 2023, the City sent letters low income landlords to encourage participation in the Section 8 rental assistance program, and will follow up with a second round of letters later in the planning cycle.
18. Sustainable Development & Green Programs	Implement Sustainable Development Practices in new development, and promote green programs among residents and businesses.	2021-2029	All projects are evaluated and regulated by the California Green Building Code; MCA 23-01 adopted by City Council in April 2023 deleted Municipal Code Chapter 19.52 Sustainable Development Practices since the Green Building Code requires energy efficiency in excess of these local standards. The City encourages developments to achieve LEED certification or equivalency. For example, the City of Hope Specific Plan includes a mitigation measure for most buildings to achieve LEED equivalency, with the City of Hope Hotel achieving the equivalent of a LEED Silver certification in 2022. A second building, the Duarte Outpatient Clinic, is under construction. Conditions of approval also require the building to acheive LEED certification.
19. Duarte Station Specific Plan	Facilitate residential and mixed-use development in the Transit Station TOD. Coordinate with Metro in selection of developer for parking lot site.	Select parking lot developer by 2022	Staff has been coordinating with LA Metro for the past several years on development of the Metro parking lot as a 100% workforce housing project as part of the Duarte Station Specific Plan. LA Metro issued an RFP and pre-development plans were considered by a panel selected by Metro in 2023. During 2024, LA Metro entered into an ENA (exclusive negotiating agreement) with Jamboree Housing Corporation (JHC) to be the developer of the approximately 125 unit affordable housing project. Duarte Staff is working in partnership with Metro and JHC to move the development forward.
20. Town Center Specific Plan	Amend Specific Plan to include affordable housing as Tier 3 Community Benefit and to provide for density transfers.	Amend Plan by 2022. Review and make adjustments as appropriate in 2025.	The Town Center Specific Plan (TCSP) Amendment 23-01, adopted by City Council in April 2023, added affordable housing as a "community benefit" Tier 3 option and provides an option for transfer of development rights within the TCSP.
21. Affordable Housing Overlay	Adopt an Affordable Housing Overlay (AHO) Ordinance. Amend Zoning Map to designate Housing Element sites 7, 8, 9 and 10 with the AHO, and contact property owners regarding consolidation of parcels, and available regulatory and financial assistance for affordable residential development. Issue an RFQ for development on designated Housing Element sites (2023).	Adopt Affordable Housing Overlay by 2023, and contact property owners regarding lot consolidation.	The Duarte City Council adopted Ordinance No. 927 in October 2024, adding a new chapter (19.26) to the Duarte Development Code that establishes an Affordable Housing Overlay (AHO) zoning designation. The AHO applies to four opportunity sites as designated in the City's 2021-2029 Housing Element, offering increased densities and other incentives to developers that provide affordable housing as part of a development project. Staff worked with the San Gabriel Valley Regional Housing Trust (SGVRHT) to develop and distribute an RFP, a prospective site plan, development plan and concept elevations for an affordable housing project on AHO site #8 located in the 2400 block of Huntington Drive. The Duarte Housing Authority owns two of the six parcels involved in the RFP and intends to contribute the land to help create affordable housing, in addition to a minimum of \$900,000 in affordable housing funds. SGVRHT has pledged, but not yet approved, the contribution of \$2,000,000 for the project. In 2024, the City entered into an ENA with JHC to develop the two City-owned parcels and to pursue additional land assembly of adjoining properties within Site 8. The intent is to move forward with the project once the property acquisition process is complete.
22. Westminster Gardens Specific Plan & Rezone Program	Amend the Specific Plan to accommodate at least 300 additional units, at least half of which would be affordable to lower and moderate income households.	Amend Plan by 2024, including requirements for inclusion of affordable units.	Human Good, the non-profit owner of Westminster Gardens life community, plans for a major campus expansion and filed an application for a Specific Plan Amendment and an EIR. The City hired MIG to assist in the preparation of the entitlements. The request is for this expansion to accommodate up to 550 total units, which is an increase of 401 units. The construction of at least 150 units with rents affordable to lower and moderate income households has been integrated as a project requirement. The expansion includes independent living, assisted living, memory care, and mixed use units. During 2024, the specific plan amendment and related EIR were initiated, the Notice of Preparation was distributed and a scoping meeting was conducted. The City expects the Public Hearing process to take place before the end of 2025.
23. Accessory Dwelling Units	Achieve production of an average of 12 ADUs annually. Provide pre-approved ADU construction plans, and provide education and outreach to homeowners on the ADU development process.	Provide pre-approved plans and initiate homeowner outreach by 2023.	During 2024, the City issued 33 building permits for ADUs, and similar to the 20 ADU permits issued in 2023, continues to well exceed its annual production goal of 12 ADUs. The City collected ADU rent data from on-line rental websites throughout 2024 and first quarter 2025, and of the 20 non-duplicative listings within the City of Duarte, rents ranged from \$1,190 - \$3,000 per month, with an overall average rent of \$2,092. Factoring in SCAG's estimate of 15% of ADUs that are provided rent-free and can therefore be assumed to be affordable to very low income households (0-50% AMI), the rent survey reveals the following affordability of ADUs in the community: 18% of ADU rentals affordable to very low income households; 39% of ADU rentals affordable to low income households; 4% of ADU rentals affordable to moderate income households; and 39% of ADU rentals affordable to above moderate income households. In 2024, the City collaborated with the San Gabriel Valley Council of Governments on utilizing elements of their pre-approved ADU program. Staff is working on our own in-house pre-approved ADU program, and has thus far identified several architectural designs that will be available for use, developed application forms, and drafted criterion for eligibility in the program; completion of the program is anticipated by mid-2025. As a part of the pre-approved ADU program, Staff intends on creating a more robust outreach and educational program to disseminate this information to residents. Staff has and continues to update educational information, processing pamphlets, and submittal requirements in association with ADU development.

24. Track and Monitor Accessory Dwelling Units	Establish ADU tracking system; conduct mid-cycle review and report to HCD.	Tracking system (2022). Conduct review in 2025, and as necessary, expand marketing within 6 months, or rezone within one year.	Staff has created an ADU tracking system and uses this platform weekly to monitor information on ADU entitlement, size, type, and development status. Utilizing the City's log of ADU's receiving certificates of occupancy over the past several years, the City mailed a survey to 46 ADU owners and tenants in August 2023 asking a series of questions on affordability, occupancy, and income. A total of nine completed surveys were returned: six from owners and three from tenants. The results of the survey showed the following rent distribution: no rent charged - 6 respondents (67%); rent < \$780 - 1 respondent (11%); rent \$1,100 to \$1,660 - 1 respondent (11%); rent > \$1870 - 1 respondent (11%). While the City's 2024 ADU rent survey (described under Program #23 above) has more data points and is thus a better predictor of actual ADU rents and affordability in Duarte, this ADU owner/tenant survey does confirm that a significant proportion of ADUs are provided rent-free.
25. No Net Loss Monitoring	Develop procedure to monitor development of Housing Element sites. Provide information on available sites and development on City website.	Develop monitoring procedures in 2022. Place site inventory and information on incentives on website in 2022.	The City has not received applications for development on any of the ten sites included in the Housing Element sites inventory. Following HCDs No Net Loss Capacity Calculation Tool example, Staff is in the process of developing a formal no net-loss monitoring procedure to monitor development on Housing Element sites in the future.

Jurisdiction	Duarte	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Duarte	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Duarte	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Duarte	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Los Angeles County jurisdictions, please format the APN's as follows:9999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Duarte	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY.
This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted	Notes
1				2	3	4							5	6
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Duarte	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	Duarte	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Local Early Action Planning (LEAP) Reporting

(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$150,000.00		Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Housing Element preparation and related tasks	\$78,636.39	\$78,636.39	Completed	None	Housing Element adopted 1/11/2022 and subsequently found in compliance by HCD
Safety Element and Environmental Justice policies and CEQA review	\$43,626.80	\$43,626.80	Completed	None	
Inclusionary Analysis	\$26,132.50	\$26,132.50	Completed	None	
Staff report preparation	\$1,604.31	\$1,604.31	Completed	None	

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	5
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		11
Total Units		28

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	6
Low	Deed Restricted	0
	Non-Deed Restricted	13
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		14
Total Units		34

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	3
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	4
Above Moderate		1
Total Units		19



AGENDA REPORT

MEETING DATE: May 13, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Stephanie Sandoval, Public Works Manager

SUBJECT: Award of Contract for the Highland Promenade Project

RECOMMENDATION: It is recommended that City Council: Approve the award of contract for the Highland Promenade Project to Green Giant Landscape Inc. in the amount of \$1,116,890

FISCAL IMPACT: The Highland Promenade Project was included in the 2024/2025 and 2025/2026 Capital Improvement Program Budget. The project cost is \$1,340,268 which is the contract amount with a twenty percent contingency and is funded by a Measure M Grant, and Street Improvement Development Fees

BACKGROUND

The City was awarded a Measure M Grant to construct pedestrian improvements near the Metro station. The improvements included the Duarte Road Pedestrian Improvements Project, which was completed in 2022 and the Highland Promenade Project that will be constructed with this contract. The Duarte Road Pedestrian and Highland Promenade improvements are part of the City's first-mile-last mile plan to improved pedestrian safety and create an active and inviting environment near Duarte Station. The recently completed Evergreen Street improvements were also a part of that plan.

The Duarte Station Specific Plan (DSSP) was adopted by the City Council in November of 2019. The DSSP guides the development of the area adjacent and north of the Metro A Line Station. One of the design elements of the plan was the proposal for a 33' wide pedestrian zone (Promenade) along the west side of Highland Avenue north to the 210 Freeway. The Highland Promenade Project includes a range of pedestrian enhancements, featuring wider decorative sidewalks, pedestrian lighting consistent with the style in the area, and distinctive high-visibility crosswalks designed with a unique foothills design. Additionally, the project will introduce trees to provide shade and enhance the pedestrian experience, along with tree grates that reflect the established theme from the Esperanza and Solana developments on Fasana Road.

City Council authorized the City Manager to sign a Professional Services Agreements with KHR Associates in December 2023 and with Site Design Studio in April 2024 to prepare the engineering and landscape architecture plans. However, this project has required significant coordination during the design phase as it features the undergrounding of nearby utility poles and efforts to acquire right of way to accomplish the original promenade plan. This prolonged the design phase and last year, Metro approved an amendment to the funding agreement to extend the deadline of the use of the grant funds to June 2026.

Although attempts were made, all the right of way could not be acquired so in an effort to continue moving forward without losing grant funds, the plan will be completed in multiple phases.

1801 Highland. This property is the industrial building directly to the north of the station. The owner was willing to provide an 8' easement to allow a total of 16' of improvements. If the property redevelops in the future, the property owner will be required to complete the additional public improvements in the remaining 17 feet. The area currently is well landscaped and well maintained, so it will complement the improvements.

Metro Parking Lot. Metro was willing to provide the City a license agreement to make improvements up to 16', which will match the improvements on the 1801 Highland property. Metro has agreed that the additional 17' will be constructed by the developer of the Metro property. This will be a future phase. Metro is currently negotiating a deal to sell the property to a residential developer that will build a mixed use building with commercial/office facing the promenade and residential above.

1716 Evergreen. This property is the industrial building between Evergreen Street and Fasana Road. On this property, the property owner was not willing to sell the additional property or provide an easement. The two main reasons were the loss of several parking spaces and a concern that the change would create drainage issues. For this portion, the first phase improvements will be 8' wide. If the property redevelops in the future, the property owner will be required to complete the additional public improvements in the remaining 25 feet.

The DSSP planned for the Highland Promenade to have three main design areas, the Plaza, the Hub and the Canopy. This first phase sets the design theme and focuses on improved access, but it also is consistent with the overall plan. It is a positive first step in making the Highland Promenade a great local asset.

DISCUSSION/ANALYSIS

Construction plans and specifications for this project were made available and the project was published in accordance with the Duarte Municipal Code (DMC) Section 2.36.060.

On April 8, 2025, nine (9) bids were submitted electronically. The results are as follows:

1	Green Giant Landscape Inc	\$ 1,116,890.00
2	Leonida Builders, Inc.	\$ 1,281,530.00

3	FS Contractors, Inc.	\$ 1,314,520.00
4	ANEEN CONSTRUCTION, INC.	\$ 1,526,700.00
5	CT&T Concrete Paving Inc.	\$ 1,611,736.30
6	AVA Builders, Inc.	\$ 1,639,978.10
7	Gentry General Engineering, Inc.	\$ 1,699,996.00
8	Los Angeles Engineering, Inc.	\$ 1,885,000.00
9	Axiom Group	\$ 2,146,423.55

The lowest responsible and responsive bidder is Green Giant Landscape Inc. They have successfully completed multiple projects with similar features in various cities including Covina, Commerce, Signal Hill, Newport Beach, and Huntington Beach. They have provided all of the required documentation, and it has been determined acceptable per the bid document requirements.

The City recognizes that this area is heavily used by students attending Duarte High School and the California School of the Arts on Central. Construction is anticipated to begin during the summer break in order to limit the impact to traffic and other regular multimodal users. However, the project is anticipated to carry into the new school year and work will require more comprehensive temporary pedestrian access during construction.

As with all contracts, a contingency amount is considered for this project in anticipation of any potential contract changes due to unforeseen circumstances. Because of the proximity to the Metro A line station, the transition into the Metro lot and the undergrounding of utilities near Duarte Road there may be a need for additional coordination. Therefore, a twenty percent contingency has been added to this contract and will only be used if deemed necessary by staff.

RECOMMENDATION

It is recommended that City Council approve the award of contract for the construction of the Highland Promenade Project to Green Giant Landscaping Inc. in the amount of \$1,116,980.

FISCAL IMPACT

The Highland Promenade Project was included in the 2024/2025 and 2025/2026 Capital Improvement Program Budget. The project cost is \$1,340,268 which is the contract amount with a twenty percent contingency and is funded by a Measure M Grant, and Street Improvement Development Fees.

ATTACHMENTS

- A. Architectural Rendering of Proposed Improvements
- B. Project Locations Map
- C. Agreement for Construction

Fiscal Review:



Kristen Petersen
Assistant City Manager/

Reviewed and Approved:



Brian Villalobos
City Manager



OVERALL PLAN



ENLARGEMENT 1



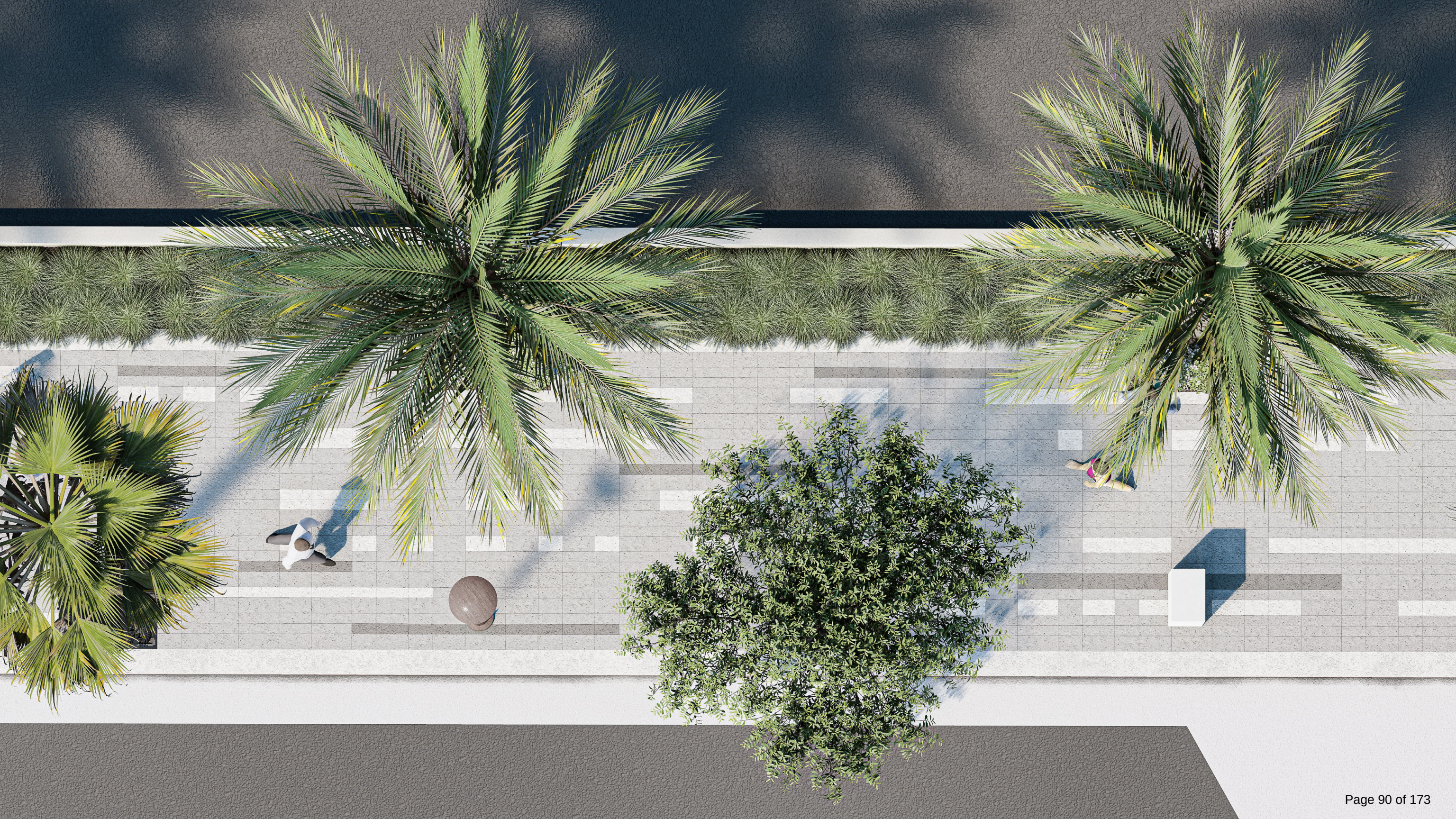
ENLARGEMENT 2



PAVING PATTERN



COLORED CROSSWALK













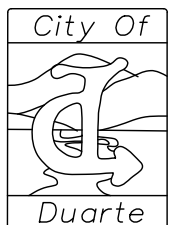






City of Duarte

ATTACHMENT B



CITY OF DUARTE
AGREEMENT FOR CONSTRUCTION OR MAINTENANCE SERVICES

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

1. RECITALS.

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

- A. That City desires to obtain through Contractor the work set forth and described in the Scope of Work attached hereto as Exhibit A and incorporated herein by this reference (“**Contractor Services**”).
- B. That Contractor represents to the City that Contractor is well qualified to perform the Contractor Services by reason of Contractor’s training, expertise, experience, and background.
- C. That the public interest, convenience, and necessity require that City obtain the Contractor Services upon the terms and conditions set forth herein.
- D. That City and Contractor mutually desire to enter into this Agreement for the provision of the Contractor Services by Contractor for and on behalf of City, in accordance with the terms and conditions set forth herein.

2. SERVICES AND WORK

- A. Provision of Contractor Services. During the term of this Agreement, Contractor shall provide the Contractor Services as set forth in Exhibit A. Time is of the essence for this Agreement.
- B. Additional Services. If City desires to add additional work, services, work locations, or service locations not specifically described in Exhibit A (“**Additional Services**”), City shall notify Contractor thereof at least thirty (30) days in advance of the time such Additional Services shall commence. Contractor shall perform such Additional Services, and compensation for the work performed shall be paid by City in accordance with the Budget and Fee Schedule attached hereto as Exhibit B and incorporated herein by this reference, or as otherwise may be agreed in writing by City and Contractor. It is expressly understood by Contractor that the provisions of this Subsection 2(B) shall not apply to work specifically set forth in Exhibit A or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the work to be performed as

included in Scope of Work may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation. Unless contradictory of this Subsection 2(B), all provisions in this Agreement applicable to Contractor's performance of the Contractor Services shall also apply to the Additional Services.

- C. Standard of Performance. In performing the Contractor Services, Contractor shall use the skill and care that a highly specialized professional with significant expertise in the field would use under similar circumstances. To the extent that Contractor retains subcontractors to perform any portion of any of the Contractor Services, Contractor has a duty to City to ensure that the tasks, work, and services performed by such subcontractors meet the same highly specialized professional level, skill, and expertise expected of Contractor.
- D. Labor, Equipment, Materials. Contractor shall equip itself with all necessary labor, equipment, and materials to perform the Contractor Services specified in this Agreement. Contractor represents that the Contractor Services will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable Federal, State, and local laws to perform the Contractor Services. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of the Contractor Services and as required by law. Contractor ensures that all goods, materials, equipment, or personal property included within the Contractor Services shall be of good quality and fit for the purpose intended.
- E. Work Site. Contractor has or will investigate the work site and is or will be fully acquainted with the conditions there existing, prior to commencement of the Contractor Services. Should Contractor discover any conditions, including any latent or unknown conditions, which will materially affect the performance of the Contractor Services, Contractor shall immediately inform City of such fact in writing and shall not proceed except at Contractor's risk until written instructions are received from the City Representative (as defined below).
- F. Independent Contractor. All Contractor Services, and all work, services, labor, equipment, and materials furnished in conjunction therewith shall be furnished by Contractor as an independent contractor, subject to the inspection and approval of City, or the City Representative (as defined below). City shall have the right to control Contractor only as to results of the Contractor Services rendered pursuant to this Agreement. Neither City nor any of its officers, officials, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner. No City-provided employee benefits shall be available to the Contractor or any of Contractor's employees in connection with this

Agreement. Except for the fees paid to Contractor as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing Contractor Services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing Contractor Services hereunder.

3. AUTHORITY OF THE CITY REPRESENTATIVE

- A. City Representative. The “**City Representative**” shall be Stephani Sandoval, Public Works Manager of City of Duarte, acting personally or through their duly authorized agents, each agent acting only within the scope of authority delegated to them.
- B. Scope of Authority. The City Representative shall convey to Contractor the decision of City regarding any and all questions which may arise as to the quality or acceptability of materials furnished and work performed, and as to the manner of performance and rate of progress of the work. The City Representative shall further convey to Contractor the decision of City regarding all questions which may arise as to the acceptable fulfillment of this Agreement on the part of Contractor; and all questions as to claims and compensations. The City Representative’s communicated decisions shall be final, and the City Representative shall have authority to enforce and make effective such communicated decisions so that Contractor can carry out such decisions promptly.

4. TERM OF AGREEMENT

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

5. SUSPENSION OR TERMINATION OF AGREEMENT

- A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Contractor. Upon receipt of said notice, Contractor shall immediately cease all Contractor Services under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this Subsection 5(A), Contractor shall submit a final invoice/report to City pursuant to Section 6, and City shall be entitled to receive a return of the fee paid to Contractor, or portion thereof, if the reason for the termination is failure by Contractor to have timely performed the Services set forth in Exhibit A. In City’s sole and absolute discretion, prior to effecting a suspension or termination pursuant to this Subsection 5(A), City may first serve upon Contractor a written notice of the default specifying the default and the amount of time that Contractor shall have to cure, correct, or remedy the default. If Contractor fails to cure the default within the specified period of time, City shall have the right to immediately terminate this Agreement pursuant to this Subsection 5(A). Notwithstanding any other provision of this Agreement to the contrary, City’s termination of this Agreement

pursuant to this Subsection 5(A) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

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

6. COMPENSATION

- A. Amount of Compensation. Compensation will be determined according to the Budget and Fee Schedule set forth in Exhibit B.
- B. Invoices. Contractor shall invoice City monthly for all work performed by Contractor under this Agreement. Invoices shall include billings for all charges, including authorized direct costs incurred by Contractor during the month covered by the invoice. All charges for labor, work, or services shall describe with specificity the services rendered and shall set forth the number of hours worked and hourly rates in accordance with Exhibit B. Within thirty (30) days of receipt of an invoice, and upon determination by City that the invoice is in order and that Contractor has performed all requested or required work or services in a timely and competent manner, City shall pay such invoice.
- C. Records of Contractor Services and Payments. Contractor shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of Contractor Services under this Agreement. Contractor shall also maintain adequate records of Services provided in sufficient detail to produce an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of six (6) years after receipt of final payment.

7. LICENSES, PERMITS, APPROVALS, FEES

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

which is current and in good standing. Contractor shall take out and maintain during the life of this Agreement a valid City Business License.

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

8. INSURANCE AND LIABILITY

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

9. INDEMNIFICATION

- A. Contractor shall indemnify, defend (with legal counsel approved by City), and hold harmless City and City Personnel from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation) of every nature ("**Claims**") arising out of or in connection with Contractor's negligence, recklessness, or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of City. Should

conflict of interest principles preclude a single legal counsel from representing both City and Contractor, or should City otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse City its costs of defense, including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation. Contractor shall promptly pay any final judgment rendered against City and City Personnel with respect to Claims determined by a trier of fact to have been the result of Contractor's negligent, reckless, or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive the expiration or termination of this Agreement.

- B. Contractor's obligations under this Section 9 apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by City or City Personnel. However, without affecting the rights of City under any provision of this Agreement, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the Parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.
- C. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and all amounts for which City may be liable to third parties, by reason of Contractor's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform Contractor's obligations under this Agreement. City in its sole and absolute discretion, may withhold from any payment due to Contractor, without liability for interest, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or withhold shall not act as a waiver of Contractor's obligation to pay City any sums Contractor owes City.

10. OBSERVING LAWS AND ORDINANCES

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

Personnel against any claim or assertion of liability, or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by Contractor or by its agents, representatives, employees, or subcontractors.

11. NON-DISCRIMINATION

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

12. PATENTED AND COPYRIGHTED MATERIALS

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

13. PREVAILING WAGE REQUIREMENTS

- A. Public Work. Contractor expressly acknowledges and agrees that City has never previously affirmatively represented to Contractor, its employees, or its agents in writing or otherwise that the work to be covered under this Agreement is not a “public work,” as defined in California Labor Code section 1720 of the Labor Code. In connection with the development, construction (as defined by applicable law), and operation of the project, including, without limitation, any public work (as defined by applicable law), if any, Contractor shall bear all risks of payment or non-payment of Federal and/or State prevailing wages and/or the implementation of California Labor Code sections 1726 and 1781, as the same may be enacted, adopted, or amended from time to time, and/or any other provision of law. To the extent applicable, City will enforce all penalties required by law for Contractor’s failure to pay prevailing wages.
- B. California Labor Code. Contractor’s attention is directed to Division 2, Part 7, Chapter 1 of the Labor Code of the State of California and especially to Article 2 (Wages) and Article 3 (Working Hours), thereof.

(i) In accordance with California Labor Code sections 1773 and 1773.2, City has found and determined the general prevailing rates of wages in the locality in which the public work is to be performed are those determined by the Director of Industrial Relations and available at <https://www.dir.ca.gov/OPRL/2022-1/PWD/Southern.html>. Copies of the prevailing rates of wages are maintained with City’s principal office and are

available to any interested party on request. Contractor shall post a copy of the prevailing rate of per diem wages at each job site.

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

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

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

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

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

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

- C. Bidding Eligibility. Pursuant to California Labor Code section 1771.1, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations.
- D. DIR Monitoring. Pursuant to California Labor Code section 1771.4, Contractor is hereby notified that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. CONFLICTS OF INTEREST

- A. City Personnel. No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Contractor Services performed under this Agreement.
- B. Contractor. Contractor represents, warrants, and covenants that he, she, or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor further agrees that while this Agreement is in effect, Contractor shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor acknowledges that pursuant to the provisions of the Political Reform Act (California Government Code section 87100 et seq.), City may determine Contractor to be a "Contractor" as that term is defined by the Political Reform Act. In the event City makes such a determination, Contractor agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as required by City. In such event, Contractor further agrees to require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" to disclose such other person's financial interests as required by City.

15. NO UNDUE INFLUENCE

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

16. ASSIGNMENT

Contractor shall not assign, hypothecate, or otherwise transfer this Agreement or any portion hereof, without first obtaining the written consent of City. If such an assignment,

hypothecation, or transfer is made or attempted by Contractor, the assignment, hypothecation, or transfer shall be void; and City, at its sole option, may terminate this Agreement upon the giving of a 24-hour written notice to Contractor of such termination.

17. PERFORMANCE

If Contractor should neglect to prosecute the work to City's satisfaction, or, in City's reasonable discretion, fail to perform any provisions of this Agreement, City, after five (5) days written notice to Contractor, may without prejudice to any other remedy City may take appropriate action, including, but not limited to, any of the following: (i) meeting with Contractor and/or its agents or subcontractors to review the quality of the work and resolve matters of concern; (ii) requiring Contractor to have the work repeated at no additional fee until it is satisfactory; (iii) withholding payment of City's compensation to Contractor for any unsatisfactory work performed; (iv) suspending delivery of work to Contractor for an indefinite time; (v) correcting such deficiencies and deducting the cost thereof from the payment then or thereafter due Contractor, provided, however, that the City Representative shall approve such action and certify the amount thereof to be charged to Contractor; and/or (vi) terminating this Agreement. Except as may be expressly set forth in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such Party, at the same or different times, of any other rights or remedies to which such Party may be entitled.

18. FORCE MAJEURE

Any time period specified in this Agreement for performance of work and services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of City or Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including City, if the delaying Party shall within ten (10) days of the commencement of such delay notify the other Party in writing of the causes of the delay ("**Force Majeure Event**"). If Contractor is the delaying Party, City shall ascertain the facts and the extent of delay and extend the time for performing the work and services for the period of the enforced delay when and if in the judgment of City such delay is justified. City's determination shall be final and conclusive upon the Parties. In no event shall Contractor be entitled to recover damages against City for any delay in the performance of this Agreement, however caused. Contractor's sole remedy shall be an extension of this Agreement pursuant to this Section 18. For the avoidance of doubt, Force Majeure Event shall not include (i) financial distress nor the inability of either Party to make a profit or avoid a financial loss; (ii) changes in the market prices or conditions; or (iii) a Party's financial inability to perform its obligations hereunder. The current events related to the COVID-19 pandemic are known and shall not constitute Force Majeure Event, future impacts of the COVID-19 pandemic may be considered a Force Majeure Event to the extent that they prevent the performance of a Party's obligations under this Agreement.

19. NOTICE

Any notice, payment, or instrument required or permitted to be given or delivered by this Agreement may be given or delivered by personal delivery or by depositing the same in any United States mail depository, first class postage prepaid, and addressed as follows, or to such other address provided by a written notice from one Party to the other:

If to City:

City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Attn: Marvin Carpio
Email: mcarpio@accessduarte.com

If to Contractor:

Green Giant Landscape, Inc.
941-A Macy St.
La Habra, CA 90631
Attn: Don Henderson
Email: greengiantoffice@ggla.com

20. WARRANTY

Contractor warrants all work under this Agreement (which for purposes of this Section 20 shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one (1) year (or the period of time specified elsewhere in this Agreement or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the work, whichever is later) after the date of final acceptance, Contractor shall within ten (10) days after being notified in writing by City of any defect in the work or non-conformance of the work to this Agreement, commence and prosecute with due diligence all work necessary to fulfill the terms of the warranty at Contractor's sole cost and expense. Contractor shall act sooner as requested by City in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the work (or work of other contractors) damaged by Contractor's defective work or which becomes damaged in the course of repairing or replacing defective work. For any work so corrected, Contractor's obligation hereunder to correct defective work shall be reinstated for an additional one (1) year period, commencing with the date of acceptance of such corrected work. Contractor shall perform such tests as City may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements, comply with the requirements of this Agreement. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstitution of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor. All warranties and guarantees of subcontractors, suppliers, and manufacturers with respect to any portion of the work, whether express or implied, are deemed to be obtained by Contractor for the benefit of City, regardless of whether such warranties and guarantees have been transferred or assigned to City by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of City. This provision may be waived in Exhibit A if the Contractor Services hereunder do not include construction of any improvements or the supplying of equipment or materials.

21. ATTORNEYS' FEES

Notwithstanding anything in this Agreement to the contrary, in no event shall Contractor be entitled to economic or consequential damages or to punitive damages. In the event of any litigation arising from or related to this Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert witness fees, and other related expenses.

22. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

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

23. SEVERABILITY

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

24. EXECUTION

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

25. NO WAIVER

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

26. NO THIRD-PARTY BENEFICIARIES

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

27. NON-LIABILITY OF CITY PERSONNEL

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

28. GOVERNING LAW AND VENUE

The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement. In addition to any other rights or remedies permitted by law, either Party may take legal action, in law or in equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. The Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the Parties concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Service of process on Contractor shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

29. SURVIVAL

The terms, provisions, representations, and certification contained in this Agreement, or inferable therefrom, shall survive the expiration or termination of this Agreement and the payment of the compensation hereinabove provided.

30. SECTION HEADINGS AND SUBHEADINGS

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

31. INTEGRATION, CONSTRUCTION, AND AMENDMENT

This Agreement contains the entire understanding of the Parties and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. This Agreement shall be construed and interpreted with and shall be governed and enforced in all respects according to the laws of the State of California and as if drafted by both Parties. No amendment, change or modification of this Agreement shall be valid unless in writing, stating that it amends, changes, or modifies this Agreement, signed by all the Parties hereto.

32. COUNTERPARTS

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

33. SPECIAL PROVISIONS

Any special provisions applicable to this Agreement are set forth in Exhibit D, attached hereto and incorporated herein by this reference.

34. CITY MANAGER AUTHORITY

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

[Signatures on following page.]

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

CITY OF DUARTE

Brian Villalobos, City Manager

Date: _____

ATTEST

Frances Jimenez, Interim City Clerk

Date: _____

APPROVED AS TO FORM
RUTAN & TUCKER, LLP

Thai Viet Phan, City Attorney

Date: _____

CONTRACTOR

Green Giant Landscape Inc.

By:  _____

Donald L. Henderson

Its: President

Date: April 22, 2025

By: _____

Its: _____

Date: _____

EXHIBIT A

Scope of Work

PROJECT DESCRIPTION:

The general nature of the work consists of furnishing all labor, material, equipment, services, and incidentals required for the demolition, removal and proper disposal of existing sidewalks, accessible ramps, trees and tree wells, landscaping, a portion of a wall, driveway, curb and gutter, and asphalt concrete pavement along the west side of Highland Avenue between Evergreen Street to the north and East Duarte Road to the south, and the construction of new sidewalks, accessible ramps, concrete bands at sidewalks, tree wells, driveways, curb and gutter, and asphalt concrete pavement; installation of thermoplastic crosswalks, trees and tree grates, pavers at sidewalks, landscaping and irrigation system; and reconstruction of a portion of a wall; trenching and installation of electrical ducts, conduits, transformer pad, pullboxes, and vaults per Southern California Edison (SCE) Underground Structures Standards. Reference plan to be provided by SCE. SCE to remove existing poles, wires, and appurtenances; and install new conductors, tie-ins, cabinets and transformer for 1801 Highland Avenue.

The undersigned, and bidder, declares that he/she has carefully examined the location of the proposed work, including additive work, that he/she has examined the Special Provisions and read the accompanying instructions to bidders, and hereby proposes and agrees, if the proposal is accepted, to furnish all materials to do all work required to complete the said work in accordance with the said Standard Specifications, Special Provisions, and plans in the time and manner therein prescribed for the unit prices set forth in the following schedule:

PERFORMANCE SCHEDULE:

Construction shall be completed within 90 working days after the date stipulated on the Notice to Proceed.

EXHIBIT B

Budget and Fee Schedule

Item		Quantity	Unit	Unit Price	Total Price
1	Mobilization, General Clearing & Grubbing, & Demobilization	1	L.S.	\$ 25,000.00	\$ 25,000.00
2	Traffic Control	1	L.S.	\$ 15,000.00	\$ 15,000.00
3	Remove & Dispose of Ex. Trees and/or Tree Wells	22	EA.	\$ 1,000.00	\$ 22,000.00
4	Demo & Remove Ex. Curb & Gutter	610	L.F.	\$ 10.00	\$ 6,100.00
5	Demo & Remove Ex. Accessible Ramp	460	S.F.	\$ 10.00	\$ 4,600.00
6	Demo & Remove of Ex. Sidewalk & Subgrade/Base	7,500	S.F.	\$ 10.00	\$ 75,000.00
7	Demo & Remove of Portion of Ex. Wall	30	L.F.	\$ 100.00	\$ 3,000.00
8	Demo & Remove Ex. Asphalt Pavement	2,000	S.F.	\$ 7.00	\$ 14,000.00
9	Demo & Remove Ex. Driveway & Subgrade/Base	150	S.F.	\$ 10.00	\$ 1,500.00
10	Remove Wheelstop; Landscaping & Irrigation; Bollard; Bike Rack; & Accessible Parking, Crosswalk, & Stop Bar Striping	1	L.S.	\$ 20,000.00	\$ 20,000.00
11	Relocate Ex. Sign; Utility Pedestal; Backflow Device	1	L.S.	\$ 25,000.00	\$ 25,000.00
12	Construct Modified 12-in. Wide, 8-in. High PCC Curb & 24-in. Wide Gutter	620	L.F.	\$ 40.00	\$ 24,800.00
13	Construct Modified 6-in. Wide, 8-in. High PCC Curb	300	L.F.	\$ 30.00	\$ 9,000.00
14	Construct 8-in. High PCC Curb	35	L.F.	\$ 30.00	\$ 1,050.00
15	Construct 6-in. High PCC Curb	65	L.F.	\$ 25.00	\$ 1,625.00
16	Construct 6-in. Thick Variable Height PCC Curb	30	L.F.	\$ 25.00	\$ 750.00
17	Construct 12-in. Wide Concrete Band	520	L.F.	\$ 20.00	\$ 10,400.00
18	Construct 6-in. Wide Concrete Band	350	L.F.	\$ 17.00	\$ 5,950.00
1	Construct 4-in. Thick PCC Slab Under Paver	7,700	S.F.	\$ 16.00	\$ 123,200.00

EXHIBIT B

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9	System				
20	Provide & Install Belgard Pavers for Sidewalks	7,700	S.F.	\$ 14.00	\$ 107,800.00
21	Construct 6-in. Thick Decorative Concrete Sidewalk w/Tree Wells	935	S.F.	\$ 25.00	\$ 23,375.00
22	Construct 4-in. Thick PCC Sidewalk	620	S.F.	\$ 17.00	\$ 10,540.00
23	Construct 4-in. Thick PCC Accessible Curb Ramp w/Thermoplastic Detectable Warning Surface	400	S.F.	\$ 14.00	\$ 5,600.00
24	Construct 6-in. Thick PCC Driveway Approach	190	S.F.	\$ 25.00	\$ 4,750.00
25	Construct Full Depth AC Pavement Replacement to Match Ex. Structural Section	1,600	S.F.	\$ 15.00	\$ 24,000.00
26	Construct Variable Height (to 18-in.) x 6-in. PCC Curb Wall	15	L.F.	\$ 50.00	\$ 750.00
27	Install Thermoplastic Pavement Striping	2,600	L.F.	\$ 7.00	\$ 18,200.00
28	Install Thermoplastic Pavement Markings	400	S.F.	\$ 25.00	\$ 10,000.00
29	Install Thermofuse Decorative Crosswalk Patterns	2,580	S.F.	\$ 70.00	\$ 180,600.00
30	Provide & Plant Date Palm Tree (18 ft. BT)	12	EA.	\$ 4,000.00	\$ 48,000.00
31	Provide & Plant Hybrid Fan Palm Tree (30 ft. BT)	10	EA.	\$ 3,500.00	\$ 35,000.00
32	Provide & Plant Southern Live Oak Tree (48-in. Box)	15	EA.	\$ 2,000.00	\$ 30,000.00
33	Provide & Install 4-ft. x 4-ft. Custom Tree Grate for Palm Tree	12	EA.	\$ 3,000.00	\$ 36,000.00
34	Provide & Install 4-ft. x 4-ft. Tree Grate for Oak Tree	15	EA.	\$ 3,000.00	\$ 45,000.00
35	Provide & Plant New Shrubs per Landscape Plans	450	EA.	\$ 30.00	\$ 13,500.00
36	Provide & Install New Irrigation System for Shrubs & Trees	1	L.S.	\$ 100,000.00	\$ 100,000.00
37	Provide & Install Metal Railings	22	L.F.	\$ 50.00	\$ 1,100.00
38	Coat Utility Vault Lid Cover w/ADA Slip Resistant Material	1	L.S.	\$ 1,000.00	\$ 1,000.00
39	Provide & Install Electrical Conduit with Pull Wire (for Future Use)	275	L.F.	\$ 20.00	\$ 5,500.00
40	Construct Transformer Pad with Slab Box Underneath & Pull Box	1	L.S.	\$ 3,000.00	\$ 3,000.00

EXHIBIT B

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4 1	*ALTERNATE BID ITEM* Strata Vault	700	S.F.	\$ 36.00	\$ 25,200.00
					\$1,116,890.00
					0

The bid prices shall include any and all costs, including labor, materials, and all other incidental cost to complete the project, in compliance with the Bid and Contract Documents and applicable standards. All other work items not specifically listed in the bid schedule, but necessary to complete this work per bid and contract documents and applicable standards are assumed to be included in the bid prices.

EXHIBIT B

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EXHIBIT C

Insurance Requirements

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

(i) Commercial General Liability (including premises and operations, contractual liability, personal injury, death, and independent contractor liability): In an amount no less than \$5,000,000 per occurrence and \$10,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.

(ii) Automobile Liability (including owned, non-owned, leased, and hired autos): In an amount no less than 5,000,000.00 combined single limit, per occurrence for bodily injury, death, and property damage.

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

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

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

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

(C) Concurrency of effective dates with primary policies;

(D) Policies shall "follow form" to the underlying primary policies;
and

(E) Insureds under primary policies shall also be insureds under the umbrella or excess policies.

B. Contractor's Insurance General Requirements.

(i) All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City Representative.

(ii) Commercial General Liability, Automobile Liability, and Employer's Liability shall name City and City Personnel as additional insureds and contain no special limitations on the scope of protection afforded to City and City Personnel. All insurance provided hereunder shall include the appropriate endorsements.

(iii) All insurance policies shall be primary insurance and any insurance or self-insurance maintained by City and/or City Personnel shall be in excess of Contractor's insurance and shall not contribute with it.

(iv) All insurance policies shall be "occurrence" rather than "claims made" insurance.

(v) All insurance policies shall apply separately to each insured against whom a claim is made or suit brought, except with respect to the limits of the insurer's liability.

(vi) All insurance policies shall be endorsed to state that the insurer shall waive all rights of subrogation against City and City Personnel.

(vii) All insurance policies shall be written by good and solvent insurer(s) admitted to do business in the State of California and approved in writing by City.

(viii) All insurance policies shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, non-renewed, or materially changed for any reason, without thirty (30) days prior written notice thereof given by the insurer to City by U.S. mail, or by personal delivery, except for nonpayment of premiums, in which case ten (10) days prior notice shall be provided.

(ix) All insurance policies shall state that City shall not be liable for the payment of premiums or assessments under the policy.

(x) Insurance policies shall not contain any limiting provision or endorsement that has not been submitted to City for approval. By way of example, additional insured endorsements shall not be limited to "ongoing operations," exclude contractual liability, restrict coverage to the "sole" liability of Contractor, or contain any other limitation contrary to this Agreement.

- C. Deductibles. Any deductibles or self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved in writing by City.

D. Evidence of Coverage. Contractor shall furnish City with certificates of insurance demonstrating the coverage required by this Agreement which shall be received and approved by City not less than five (5) working days before work on the Contractor Services commences. At least thirty (30) days prior to the expiration of any policy of insurance required under this Agreement, a signed complete certificate of insurance, with all endorsements provided herein, showing that such insurance coverage has been renewed or extended, shall be filed with City.

E. Workers Compensation Insurance. Contractor shall file with City the following signed certification:

“I am aware of, and will comply with, Divisions 4 and 5 of the California Labor Code by securing, paying for, and maintaining in full force and effect for the duration of the Agreement, complete Workers’ Compensation Insurance, and shall furnish a Certificate of Insurance to City before execution of the Agreement.”

In the event Contractor has no employees requiring Contractor to provide Workers’ Compensation Insurance, Contractor shall so certify to City in writing prior to City’s execution of the Agreement. City and City Personnel shall not be responsible for any claims in law or equity occasioned by failure of Contractor to comply with this Section E - Workers Compensation Insurance or with the provisions of law relating to workers’ compensation.

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



AGENDA REPORT

MEETING DATE: May 13, 2025

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Notice of Completion: Replacement of Audio and Visual Equipment in the City Council Chambers/Community Center

RECOMMENDATION: Staff recommends City Council authorize the Notice of Completion for the Replacement of Audio and Visual Equipment Project (25-7) in the City Council Chambers/Community Center

FISCAL IMPACT: Total project cost is \$126,448. Funds for the project are budgeted in Fiscal Year 2024/25 under Other Capital Improvements (270-2705-8100).

BACKGROUND

At the City Council Meeting on October 22, 2024, the Council awarded a Professional Services Agreement to Western Audio Visual for the Replacement of Audio and Visual Equipment Project (25-7) in the City Council Chambers/Community Center. The project scope included the design and engineering of new display systems throughout the Chamber, a new Crestron signal distribution and switching and control system, new audio system including transceivers and wireless microphones, two stage speakers, broadcast room wiring, and a new ADA-accessible lectern with a hydraulic lift mechanism. The agreement also covered installation, testing, and a one-year maintenance service plan.

Following initial troubleshooting and fine-tuning, the new equipment is fully operational, providing clear and reliable audio-visual communication for City Council meetings, public workshops, and other events for both in-person attendees and remote viewers.

RECOMMENDATION

Staff recommends City Council authorize the Notice of Completion for the Replacement of Audio and Visual Equipment Project (25-7) in the City Council Chambers/Community Center.

FISCAL IMPACT

Total project cost is \$126,448. Funds for the project are budgeted in Fiscal Year 2024/25 under Other Capital Improvements (270-2705-8100).

ATTACHMENTS

A. Notice of Completion

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

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**
5. A work of improvement on the property hereinafter described was COMPLETED on **Tuesday, April 9, 2025**
6. The work of improvement completed is described as follows: **Replacement of Audio and Visual Equipment**
7. The name of the original contractor, if any, for such work of improvement is: **Western Audio Visual**
8. The street address of said property is: **1600 Huntington Drive**

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 design and engineering of new display systems throughout the Chamber, a new Crestron signal distribution and switching and control system, new audio system including transceivers and wireless microphones, two stage speakers, broadcast room wiring, and a new ADA-accessible lectern with a hydraulic lift mechanism.**

CITY OF DUARTE

May 13, 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.

May 13, 2025 at Duarte, California

Brian Villalobos, City Manager



AGENDA REPORT

MEETING DATE: May 13, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Approval of a Professional Services Agreement with Raycom Data Technologies for scanning

RECOMMENDATION: That the City Council authorize the City Manager to sign a Professional Services Agreement with Raycom Data Technologies for document scanning

FISCAL IMPACT: This item was included in the 2024-2025 general fund budget and will be also included in the 2025-2026 general fund budget. The exact cost will be based on the number of pages scanned with a maximum cost of \$60,000 for this contract

BACKGROUND

The City has file cabinets full of paper files from past projects that we need to keep. These files include: agendas, agenda packets and minutes from past meetings; project files; and other documents that need to be preserved. Over the years, some of these documents have been scanned and stored, but most have not.

With the recent approval of the Records Management Policy and Retention Schedule, the importance of having quality records organization and management has increased. The proposed process is to scan all paper files into digital format and use the Laserfiche software and storage system for long term storage of records. The City has been using Laserfiche for several years and it has been effective. A few years ago, all building permits were scanned and placed in the system and the results have been positive.

The City Clerk and Community Development have been working together on the scanning process because most of the current files are from these two departments. File scanning was included in the 2024-2025 general fund budget. Because the project will not be completed in this fiscal year, it is also included in the proposed 2025-2026 budget as well.

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

DISCUSSION/ANALYSIS

Staff surveyed other cities about experiences with large scanning projects. Based on that research, Staff met with Raycom Data Technologies to discuss the project and also requested a proposal for scanning the City's paper files. The proposal is attached as an exhibit to this report.

A proposal for scanning is a bit different than other proposals. The reason is that the scanning cost is by document and the number of documents is an estimate. The proposal includes a document estimate that was made by City Staff and Raycom. Based on that estimate the cost is \$54,000. The proposed Professional Services Agreement provides a "not to exceed" cost, that allows a 10% contingency rounded up. The maximum cost of this contract would be \$60,000.

RECOMMENDATION

That the City Council authorize the City Manager to sign a Professional Services Agreement with Raycom Data Technologies for document scanning.

FISCAL IMPACT

This item was included in the 2024-2025 general fund budget and will be also included in the 2025-2026 general fund budget. The exact cost will be based on the number of pages scanned with a maximum cost of \$60,000 for this contract.

ATTACHMENTS

- A. Professional Services Agreement - Raycom Data Technologies
- B. Raycom Proposal

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

CITY OF DUARTE AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“**Agreement**”) is made and effective as of May 13, 2025 (“**Effective Date**”), by and between the City of Duarte (“**City**”), and Raycom Data Technologies, Inc., (“**Consultant**”). City and Consultant may sometimes herein be referred to individually as a “**Party**” and collectively as the “**Parties**.” In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. RECITALS

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

2. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until May 13, 2026, or until the tasks listed in the Scope of Services are completed, whichever is later, unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the Parties.

3. SERVICES AND PERFORMANCE

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

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

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

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

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

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

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

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

H. The Parties have determined that prevailing wage laws do not apply to this Agreement because the Services do not include construction, alteration, demolition, installation, or repair work or are otherwise exempt under California's prevailing wage laws (California Labor Code section 1720 et seq.). Notwithstanding the foregoing, it is agreed by the Parties that, in connection with performance of the Services, including, without limitation, any and all "public works" (as defined by applicable law), Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of California Labor Code section 1781, as the same may be amended from time to time, and/or any other similar law. Pursuant to Paragraph 8, Consultant shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from and against any liability, loss, damage, cost, or expenses (including but not limited to reasonable attorneys' fees, expert witness fees, court costs, and costs incurred related to any inquiries or proceedings) arising from or related to (i) the noncompliance by Consultant or any party performing the Services of any applicable local, State, and/or Federal law, including, without limitation, any applicable Federal and/or State labor laws (including, without limitation, the requirement to pay State prevailing wages and hire apprentices); (ii) the implementation of California Labor Code section 1781, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by Consultant or any party performing the Services on Consultant's behalf to provide any required disclosure or

identification as required by California Labor Code section 1781, as the same may be amended from time to time, or any other similar law.

4. MANAGEMENT

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

5. COMPENSATION

A. City agrees to pay Consultant an amount not to exceed **Fifty Four Thousand Dollars (\$54,000.00)**, based on the Scope of Services set forth in Exhibit A. With written approval from the City, up to approximately a 10% contingency (not to exceed \$60,000.00) may be added to the maximum contract amount if there are unforeseen issues that require additional work.

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

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

6. SUSPENSION OR TERMINATION OF AGREEMENT

A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all Work under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this subparagraph (A), Consultant shall submit a final invoice/report to City pursuant to Paragraph 5, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination is failure by Consultant to have timely performed the Services set forth in Exhibit A. In City's sole and absolute discretion, prior to effecting a suspension or termination pursuant to this subparagraph (A), City may first serve upon

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

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

7. RECORDS AND OWNERSHIP OF DOCUMENTS

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

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

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

8. INDEMNIFICATION

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

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

Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness, or willful misconduct.

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

9. INSURANCE

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

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

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

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

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

10. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to City a wholly independent contractor. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of

its officers, officials, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner.

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

11. NO UNDUE INFLUENCE

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

12. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

13. COVENANT AGAINST DISCRIMINATION

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

14. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

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

15. NOTICES

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

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

If to Consultant: *Raycom Data Technologies*
Attn: Lauren Ehlers
1320 E. Imperial Avenue
El Segundo, CA 90245

16. GOVERNING LAW; ATTORNEYS' FEES; LITIGATION MATTERS

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

17. RIGHTS AND REMEDIES ARE CUMULATIVE; WAIVER

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

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

18. SEVERABILITY

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

19. INTERPRETATION; ENTIRE AGREEMENT

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

20. CONFLICTS OF INTEREST

Consultant represents, warrants, and covenants that he, she, or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Consultant's obligations and responsibilities under this Agreement. Consultant further agrees that while this Agreement is in effect, Consultant shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Consultant's obligations and responsibilities under this Agreement. Consultant acknowledges that pursuant to the provisions of the Political Reform Act (California

Government Code section 87100 et seq.), City may determine Consultant to be a “consultant” as that term is defined by the Political Reform Act. In the event City makes such a determination, Consultant agrees to complete and file a “Statement of Economic Interest” with the City Clerk to disclose such financial interests as required by City. In such event, Consultant further agrees to require any other person doing Work under this Agreement to complete and file a “Statement of Economic Interest” to disclose such other person’s financial interests as required by City.

21. NO THIRD-PARTY BENEFICIARIES

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

22. PARAGRAPH HEADINGS AND SUBHEADINGS

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

23. COUNTERPARTS

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

24. EXECUTION OF CONTRACT

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

25. CITY MANAGER AUTHORITY

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

[Signatures on following page.]

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

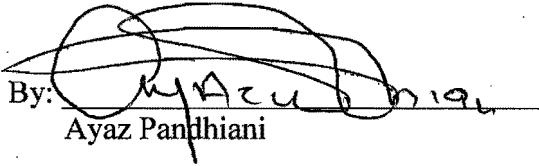
CITY OF DUARTE

Brian Villalobos, City Manager

Date: _____

CONSULTANT

Raycom Data Technologies, Inc.

By: 
Ayaz Pandhiani

Its: President

Date: May 13, 2025

ATTEST

City Clerk

Date: _____

APPROVED AS TO FORM
RUTAN & TUCKER, LLP

City Attorney, City of Duarte

Date: _____

EXHIBIT A

Scope of Services

EXHIBIT B

Insurance Requirements

A. Insurance Required

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

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

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

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

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

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

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

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

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

eliminate so-called “third party action over” claims, including any exclusion for bodily injury to an employee of the insured.

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

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



Document and Microfiche Scanning Services

March 27, 2025

**Presented to
City of Duarte**

Proposal

March 27, 2025

Mr. Craig Hensley
Community Development Director
City of Duarte
1600 Huntington Dr
Duarte, CA 91010

Dear Mr. Hensley,

I am pleased to submit the enclosed proposal from Raycom Data Technologies in response to the needs of the City for Document and Microfiche Scanning.

Raycom has the required personnel, equipment, and facilities to provide the services as described within the Scope of Work. All information and statements represented in this package are complete and true. All conditions proposed are valid for 90 days.

Raycom Data Technologies is a California Corporation and has been under the Same management since 1978. We are a certified small business with the County of Los Angeles, and the State of California.

Should you have any questions or require any clarification, please contact me, Ayaz Pandhiani, by any of the following methods:

Mailing Address:	1320 E. Imperial Ave El Segundo, CA 90245
Telephone Number:	(310) 322-5113
Email:	info@raycomdtech.com

Thank you for the opportunity to provide this proposal, and the opportunity to to be a service provider to the City. Be assured that if Raycom is selected, we will work with you to complete the project on time, within budget and exceed your expectations.

Sincerely,

Ayaz Pandhiani

Ayaz Pandhiani
President

AP: le



1320
E. Imperial Ave.
El Segundo
CA 90245

310/
322-
5113

Fax
310/
322-
6025



A. Understanding Scope of Services

Raycom Data Technologies is pleased to offer our expertise in document control and scanning services to support the City of Duarte in digitizing approximately 92 banker-sized boxes of records for the Community Development and City Clerk's office. With decades of experience in document management and digital transformation, Raycom is well-equipped to work closely with the City's staff to efficiently execute this project. Our comprehensive approach includes document retrieval, sorting, organizing, and high-quality scanning services, ensuring that Duarte's records are securely digitized and easily accessible for future use.

Raycom's Vice President of Operations, Eddie Davila will serve as the dedicated Project Manager for the City. Eddie brings nearly four decades of experience to this project. Eddie will be supported by Lauren Ehlers, Account Manager; Omar Pandhiani, Project Coordinator; Meriya Reyes, Preparation Supervisor; Kiefer Hyder, Scanning Supervisor; Alejandra Herrera, Indexing Supervisor; Stephanie Herrera, Quality Control Supervisor; and a dedicated team of document management specialists, each with a minimum of six years of experience at Raycom.

Document and Microfiche Packaging

If required, Raycom will assign two personnel who over the course of 2 days, pack the items for pick up.

Document Pickup and Secure Transportation

Raycom will initiate the project with a meticulous, secure pickup of the documents, ensuring that data is handled with utmost care during transportation. To maintain transparency and ensure complete accountability, Raycom's team will verify, catalog, and create an inventory log for each batch of documents received. Our approach guarantees secure and climate-controlled transportation to preserve the integrity of the documents.

- **Real-time tracking:** Weekly reports detailing the progress and inventory of scanned items will be provided to the City.
- **Safe transport:** Climate-controlled, secure transit is assured at every stage.

Document Preparation

As part of its quality assurance process, Raycom takes great care to properly prepare all documents before scanning. Properly prepared documents produce better quality images. Raycom's Project Manager, Eddie Davila, will assign experienced operators who will handle all preparation of documents for scanning.

Raycom's experienced operators Alejandra, Mierya, and Vivian will handle the preparation of documents for scanning. Our operators bring more than 22 combined years of industry experience to this project.

- **Preparation with precision:** Removal of staples, paperclips, and bindings to ensure smooth scanning. Small documents will be affixed to standard size sheets, post-it notes will be moved so that the data behind them is not blocked.
- **Consistent quality checks:** Preparation logs will be maintained for transparency and quality tracking.



Scanning & Digitization

Raycom's scanning process will convert the documents to high-quality PDF images at 300 to 600 DPI resolution, ensuring excellent readability. Our RDIS Imaging Software will manage advanced image processing tasks, including deskewing, despeckling, and black border removal.

- **Dedicated resources:** Four scanners will be assigned to this project, each capable of handling multiple boxes daily, ensuring an estimated project completion of one (1) months or less.
- **Real-time image review:** Operators will monitor scans for quality and adjust settings to uphold high standards.

Indexing Methodology

Raycom guarantees precise indexing using the City's specified criteria, such as Capitol Improvement Project and Year, Street Name, Street Direction, and Address Number. The indexing process will be thoroughly verified to ensure a 99.98% accuracy rate.

- **City-specific indexing:** Criteria including Capitol Improvement Project and year, Administration file, Permanent File, Drafts, Final, Fully Executed Plans, Street Name, Street Direction, and address number for reliable retrieval.

Raycom's multi-tiered quality control ensures that each batch of digitized images is reviewed for clarity and accuracy. Our dedicated quality control team will conduct visual inspections and adjust any images that require enhancement in real time.

- **Weekly quality assurance:** Each week's completed scans will be inspected and logged. Raycom will notify the City each week with the by notification to the City.
- **Priority rescanning:** Any rescanning requests will be addressed within 24-48 hours.
- **File requests:** Urgent file retrievals will be processed and delivered within 4-8 hours.

Raycom will coordinate the regular delivery of completed scans to the City to prevent workload bottlenecks for City employees. This agile schedule supports a balanced and efficient workflow to meet the City's needs.

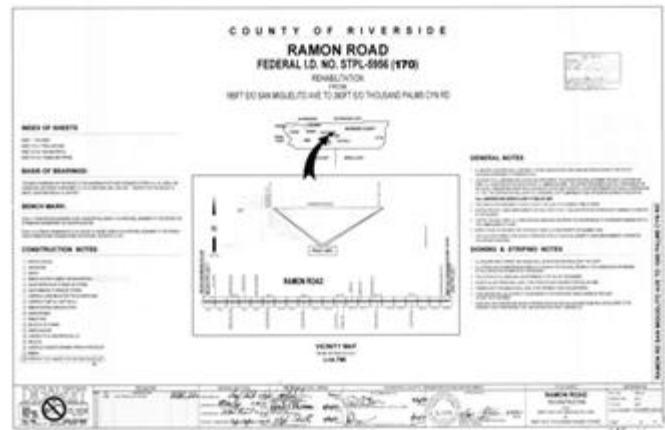
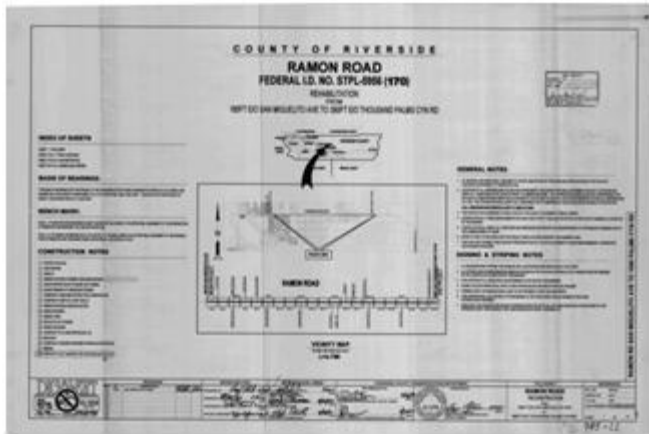
At Raycom, we don't just comply with industry standards; we exceed them. Our commitment to quality is evident in every project, strictly aligning with ANSI, AAIM, FERPA, and HIPAA guidelines. Our state-of-the-art equipment, which we own and rigorously maintain, facilitates our promise of delivering projects on time, and of unmatched quality.

Before



After





RDIS imaging software will be utilized for all standard image enhancement processing.

- The RDIS software has the capability of a double view of the image (before and after the processing) option to maximize the operator sufficient workflow.
- Groups of images will be process through an image enhancement more or less same process as during the first stage scanning with optional settings.
- The image enhancement settings will include Deskew, Despeckle and Noise Removal, Black Border Removal and Auto Cropping, and Auto-Orientation.
- The Scanning Operator will review images as they scan and pass through the image enhancement process and will re-adjust the enhancement settings from batch to batch due to density and clarity change.

System Integration and Support

The finalized digital files will be integrated into a centralized document management system, accessible via secure FTP, cloud storage, or portable drives, based on the City's preferences. Raycom's dedicated software support team will ensure seamless integration, continued updates, and long-term maintenance.

- **System flexibility:** Adaptable for existing infrastructure and third-party platforms.
- **Ongoing support:** Continuous assistance and updates to optimize system performance.



Project Timeline and Dedicated Team Commitment

Raycom estimates this project will take approximately one (1) months to complete. Raycom will provide a team that will be fully dedicated to this project to ensure focused attention and timely progress.

- **Dedicated resources:** Four scanners operating at full capacity for high throughput.
- **Project updates:** Weekly reports provided to the City to track progress and maintain transparency.

Timeline Management

Raycom will work closely with the City to develop and adhere to a realistic project timeline. Our experience allows us to anticipate potential challenges and build in sufficient time to address any unexpected issues.

- **Milestone tracking:** We will establish project milestones and provide status updates as each phase is completed.
- **Built-in contingencies:** Our timeline includes allowances for potential delays due to data inconsistencies, equipment issues, or other factors

Staff Allocation by Project Stage

The following table outlines the estimated timeframes and staffing needs for each major task:

Task	Estimated Time to Complete	Personnel Allocation
Preparation and Scanning	3 to 4 weeks	4 dedicated scanning operators
Indexing	5 to 6 weeks	6 skilled index operators



Proposer Information, Qualifications and Experience

Founded in 1977, Raycom is the oldest and most established document digitization company in the country. Raycom is a privately-held corporation based in Southern California and has been under the same management since its inception. Raycom has provided quality document management solutions to universities, government agencies, organizations, and corporations worldwide for more than 40 years. Raycom began as a small microfiche company to serve its clients' document archiving needs and has evolved to stay ahead of the technology curve.

Since its founding, Raycom's philosophy has been **Service and Satisfaction** to its clients. Through its direct ownership- management and dedicated employees, Raycom brings more than 175 years of combined industry experience to its clients, allowing the company to provide the finest support and document management systems available.

Raycom has been under the same management for more than **45 years**. Throughout this time, Raycom has digitized more than **several billion documents** for its customers and developed a fully customizable document imaging software known as RDIS. The Raycom team has performed several projects similar to the size and scope of that requested by the City; including the Los Angeles County Sheriff's Office and the City of Sacramento. In our work with the LA County Sheriff's Office, we digitized and indexed approximately 77 million records over a two-year period. As part of this highly specialized project related to booking and arrest records, our team indexed each character and created specialized software for the County.

With its innovative and technology-driven team, Raycom is an industry pioneer. Several Raycom developments include:

- 1983 - Raycom supports Fuji Film in the development of Com Film RF500, a widely used Microfiche recorder
- 1991 - Raycom developed COLD Software upon the request of CIGNA Health Plan to replace microfiche. Many Raycom customers currently use this software.
- 1993 – Raycom develops RDIS, widely used for backlog conversion of documents, microfilm, microfiche, large format drawings, check scanning, and aperture card scanning.
- 1996 – Raycom upgrades RDIS with additional features, including document tracking, at the request of Aero California
- 2002 – Raycom develops software for the Los Angeles County Sherriff's Department to track arrests and booking records, converting 77 million documents and representing Raycom's largest scanning project.
- 2004 – Raycom partners with NASA
- 2006- RDIS upgrades include the ability to access data via web browser and added capabilities
- 2008 – Additional RDIS upgrades, including the ability to scan images in PDF format, are added
- 2013 – Raycom upgrades RDIS to include a redaction feature in response to customer demand.
- 2016 – Added online tracking feature to allow clients to track project progress



We have provided document management solutions to many public and private sector clients, including:

- City of Salem
- State of Alaska Department of Corrections
- State of Alaska Department of Fish and Game
- Orange County Department of Education
- Los Angeles County
- Riverside County
- Toyota Motors
- Braille Library Institute
- Southern California IBEW Trust Fund
- And more



Key Personnel Qualifications and Experience

With over 175 years of combined experience in the Document Management industry, Raycom is one of the most established and trusted document digitization companies in the country. Under the leadership of President and Founder Ayaz Pandhiani, our dedicated team consists of 12 full-time and six part-time professionals, each bringing extensive expertise to our operations.

At Raycom, every team member undergoes comprehensive cross-training across multiple functions to ensure a deep understanding of the digitization process. This approach enhances efficiency, maintains a seamless workflow, and allows us to adapt quickly to project demands.

Our team's longevity is a testament to Raycom's commitment to fostering a strong, positive company culture; every employee has been with us for at least five years. Additionally, we have a network of experienced on-demand employees, enabling us to scale efficiently based on client needs. By equipping our staff with diverse skill sets, we deliver superior service, maintain rigorous quality standards, and optimize turnaround times—all while keeping costs under control.

Ayaz Pandhiani

Position	President
Length of Time with Raycom	47 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	Masters Degree
Project Role	Resource allocation, budget management, and workforce management
Experience	50 years of experience in the Document Management Industry
Relevant Project Experience	As President and Founder of Raycom, Mr. Pandhiani has been involved with every project since Raycom's inception more than 40 years ago.

Eddie Davila – Project Manager

Position	Vice President of Operations, Project Manager
Length of Time with Raycom	37 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	Bachelors Degree
Project Role	As the Project Manager, Mr. Davila will serve as the primary contact between Raycom and the City. He will monitor the overall performance of the project and is responsible for strict adherence to the project timeline.
Experience	Mr. Davila began working at Raycom in 1984 as an operator. Due to his outstanding work ethic and professionalism, he was promoted to shift supervisor, then shift manager, and to his current position of Vice President of Operations.
Relevant Project Experience	Mr. Davila has served as the Project Manager on several similar projects for several California government clients, including the Orange County Department of Education, Saddleback Unified School District, Cypress School District Lowell Joint School District, County of Riverside Transportation Management Department, and the Orange County Transportation Authority. He has also worked with the State of Alaska Department of Corrections, the State of Alaska Department of Fish and Game, Toyota Motors, and the Braille Institute.

Lauren Ehlers – Account Manager

Position	Account Manager
Length of Time with Raycom	16 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	Bachelor's Degree
Project Role	As the Account Manager, Ms. Ehlers will support the Project Manager. She will schedule meetings between Raycom and the City, assist with monitoring project performance and budget, and handle support for the project.
Experience	Ms. Ehlers has 16 years of Document Management Industry experience.
Relevant Project Experience	Ms. Ehlers has been involved with similar projects for including Orange County Department of Education, County of Riverside Transportation Management Department, and the Orange County Transportation Authority. She has also worked with the State of Alaska Department of Corrections, the State of Alaska Department of Fish and Game, the City and Borough of Sitka, Los Angeles County Parks, the City of Brea, and more.

Omar Pandhiani – Project Coordinator

Position	Project Coordinator
Length of Time with Raycom	16 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	Bachelor's Degree
Project Role	As the Project Coordinator, Mr. Pandhiani will support the Project manager. He will assist with scheduling meetings between Raycom and the City and with monitoring project performance. He will also handle support functions to ensure the project's success.
Experience	Mr. Pandhiani has 16 years of experience in the Document Management Industry. He started with Raycom in 2010 as a Sales Assistant and has worked his way up to Sales Executive.
Relevant Project Experience	Mr. Pandhiani has worked on similar project for the City of Fresno, City of Del Mar, Sacramento County Sheriff's Department, State of Alaska Department of Corrections, State of Alaska Department of Fish and Game, Toyota Motors, the Braille Institute, the County of Riverside Transportation Management, Orange County Department of Education, and the Orange County Transportation Agency.

Mireya Reyes – Document Preparation Supervisor

Position	Document Preparation Supervisor
Length of Time with Raycom	10 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	
Project Role	Ms. Reyes will assist in monitoring the project's performance and provide customer support to the City.
Experience	Ms. Reyes has ten years of Document Management Industry experience. She joined Raycom in 2014 as a System Operator and was promoted to Department Supervisor.
Relevant Project Experience	Ms. Reyes has been involved on Raycom's projects for the City of Diamond Bar, County of Riverside Transportation Management, Orange County Department of Education, Orange County Transportation Authority, State of Alaska Department of Corrections, State of Alaska Department of Fish and Game, Cypress School District, Saddleback Unified School District and Lowell Joint School District.

Kiefer Hyder – Scanning Supervisor

Position	Scanning Supervisor
Length of Time with Raycom	10 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	Bachelor's Degree
Project Role	Mr. Hyder will manage the document scanning process to ensure each record is properly scanned in accordance with the City's request. He will also assist with monitoring project performance and providing customer support
Experience	Mr. Hyder has 10 years of Document Management Industry Experience. He began his career with Raycom in 2014 as a system operator.
Relevant Project Experience	Mr. Hyder has worked on similar projects for the City of Diamond Bar, County of Riverside Transportation Management, Orange County Department of Education, Orange County Transportation Authority, State of Alaska Department of Corrections, state of Alaska Department of Fish and Game, Cypress School District, Saddleback Unified School District and Lowell Joint School District.

Alejandra Herrera – Indexing Supervisor

Position	Indexing Supervisor
Length of Time with Raycom	9 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	
Project Role	Mrs. Hererra will be tasked with monitoring project performance and providing customer support.
Experience	Mrs. Hererra has nine years of Document Management Industry Experience and joined Raycom in 2015.
Relevant Project Experience	Mrs. Herrera has been involved in similar projects for City of Diamond Bar, County of Riverside Transportation Management, Orange County Department of Education, Orange County Transportation Authority, State of Alaska Department of Corrections, state of Alaska Department of Fish and Game, Cypress School District, Saddleback Unified School District and Lowell Joint School District.

Stephanie Herrera – Quality Control Supervisor

Position	Quality Control Supervisor
Length of Time with Raycom	10 years
Licenses, Registrations, and Certifications	Not Applicable
Educational Background	Bachelor's Degree
Project Role	Ms. Herrera will manage all aspects of quality control and assurance. She will also assist with monitoring project performance and providing customer support
Experience	Ms. Herrera has 10 years of Document Management Industry Experience. She began her career with Raycom in 2014 as a system operator.
Relevant Project Experience	Ms. Herrera has worked on similar projects for the City of Diamond Bar, County of Riverside Transportation Management, Orange County Department of Education, Orange County Transportation Authority, State of Alaska Department of Corrections, state of Alaska Department of Fish and Game, Cypress School District, Saddleback Unified School District and Lowell Joint School District.

Additionally, the following Raycom employees will be involved with the City of Duarte project. All employees proposed to deliver work to the City have been a member of the Raycom team for a minimum of six years, and each member of our team has worked on large-scale projects, including Alaska Department of Corrections, City and Borough of Sitka (Alaska), Los Angeles County Parks, the City of Brea, and more. Our team includes:

Jason Glass - Document Preparation, 6 years of experience
Stephanie McDowell - Document Preparation, 6 years of experience
Alejandra Herrera - Scanning Operator, 8 years of experience
Christina McBride - Indexing Operator, 7 years of experience
Jennifer Saligan - Quality Control and Indexing Operator, 6 years of experience
Monica Davis - Quality Control, 7 years of experience



References

Organization Name: City of Brea

Address: 1 Civic Center Circle, Brea, CA 92821

Contact Name: Victoria Popescu

Telephone No.: (714) 990-7746

Email: Victoriap@ci.brea.ca.us

Project Start Date: January 2024

Project End Date: Current

Volume Size: Over 1 Million records, where microfiche, microfilm rolls, and documents were converted and searchable in Laserfiche.

Organization Name: State of Alaska Department of Corrections

Address: 802 3rd Street, Suite 213, Douglas, Alaska 99824

Contact Name: Charlie Hartzell

Telephone: (907) 465- 3482

Email: Charlie.hartzell@alaska.gov

Project Start Date: October 2013

Project End Date: Current

Volume Size: Over seven thousand boxes of documents will be scanned during this project

Organization Name: City and Borough of Sitka

Address: 100 Lincoln St Sitka, Alaska 99835

Contact Name: Megan Gregor

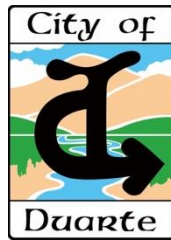
Telephone: (847) 858-6210

Email: megan@megangregorconsulting.com

Project Start Date: April 2024

Project End Date: Current

Volume Size: Over 500 boxes of documents will be scanned during this project



Community Development Department and City Clerk's Office Scanning Project Proposal

Fee Proposal format as follows:

- Break down by per image rate
- Fixed prices, including out-of-pocket expenses, for all costs associated within the scope of this proposal
- Additional billable costs for non-specified tasks
- Total fees and expenses for the entire scope of the project
- Any area which proposers believe should be included in the scope of work in this proposal, but which is not stipulated in this RFP, and identifies the costs associated with the services rendered.
- * Per Image rate should include document preparation, scanning, quality assurance and metadata input.

Scanned Item	Item Description	Per Image*	Estimated Number of Images	Estimated Total
Letter, legal and 11x17 sized pages	Black and White	\$0.18	217,500	\$39,150
	Grayscale	\$		\$
	Color	\$0.36	14,000	\$5040
Microfiche	Black and White	\$0.36	750 sheets ave. 20 per sheet	\$5400
	Grayscale	\$		\$
	Color	\$		\$
35mm Aperture cards	Black and White	\$		\$
	Grayscale	\$		\$
	Color	\$		\$

Other Items	Item Description	Rate
Pickup & Delivery Fee	Pick up and return trip	\$500
<u>Laserfiche Integration</u> - Integration of images and metadata into the Laserfiche repository	Each upload	\$60
<u>Document Preparation</u> - Beyond standard preparation covered in the all-inclusive rate per image above (if any)	Per hour	\$19.50
<u>Metadata Entry/Indexing</u> - If additional indexing is requested on select document types	Per hour	\$19.50
Other (detail separately) 2 days, 2 employees- packing, boxes, material, time, labor. 92 boxes to be filled with items in cabinets	2 days, 2 employees- quantity 1	\$2200
Other (detail separately) Destruction- Paper	\$11.50 per box	\$1058
Other (detail separately) Destruction- Microfiche	\$185 per box	\$185
Estimated Project Total:	\$ 49,590 (scanning) - \$54,000 (scanning and inclusive of other items)	

- The foregoing quantities are *estimates* only. The actual number of documents to be scanned may be more or less than such estimated amounts. Additional document formats not listed above may also be included.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER UVIS Donald R Hardy Agency P.O. Box 308 Capitola, CA 95010 David J. Martini, AAI	831-475-4314	CONTACT NAME: Charmane Phillips, CSR PHONE (A/C, No, Ext): 831-475-4314 FAX (A/C, No): 831-475-9524 E-MAIL ADDRESS: CharmaneP@hardyins.com
INSURED Raycom Data Technologies, Inc. 1320 E. Imperial Avenue El Segundo, CA 90245		INSURER(S) AFFORDING COVERAGE INSURER A: ACE Property & Casualty Ins Co INSURER B: Travelers Insurance Company INSURER C: Beazley Insurance Co, Inc. INSURER D: INSURER E: INSURER F:
		NAIC # 20699 31194

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		D95996516	03/29/2024	03/29/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			D95996516	03/29/2024	03/29/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB6W8733972442G	06/15/2024	06/15/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Media, Tech, Prof & Network			V11047241501	09/30/2024	09/30/2025	Occur \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The State of Alaska Department of Corrections is named as Additional Insured per Businessowners Coverage form. Primary/Non-Contributory Wording & Waiver of Subrogation applies if required by contract. Hired Automobile physical damage coverage included. Endorsements to follow direct from carrier.

CERTIFICATE HOLDER

CANCELLATION

ALADOC1 State of Alaska Department of Corrections 802 3rd Street Douglas, AK 99824	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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AGENDA REPORT

MEETING DATE: May 13, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Albert Nuñez, Management Analyst

SUBJECT: Letter of Support for the San Gabriel Valley Mosquito and Vector Control District's Request for State and Federal Assistance Following the 2025 Eaton Fire

RECOMMENDATION: It is recommended that the City Council approve a letter of support for the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) as they seek state funding and FEMA reimbursement to address public health threats posed by stagnant water in fire-damaged swimming pools following the 2025 Eaton Fire.

FISCAL IMPACT: No fiscal impact to the City of Duarte is associated with approving the letter of support.

BACKGROUND

The San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) is an independent special district established under California Health and Safety Code §§ 2000–2093, with statutory authority to protect public health from mosquito-borne diseases. The District serves 26 cities and unincorporated areas in Los Angeles County, representing over 1.5 million residents.

SGVMVCD's funding model, based on a benefit assessment on local parcels, is designed to support routine mosquito control operations, not large-scale disaster response. However, the Eaton Fire has triggered a public health emergency beyond the District's operational and fiscal capacity.

Post-fire assessments confirmed that 2,811 swimming pools in the impacted area are now unmaintained, with 1,408 confirmed to be non-functional due to fire-related damage. These stagnant water bodies, most located near residential areas, have become active mosquito breeding grounds. Before the fire, SGVMVCD monitored approximately 343 unmaintained swimming pools in the region. This marks an unprecedented increase in unmanaged water sources, multiplying the District's usual monitoring workload by more than eight times.

DISCUSSION/ANALYSIS

SGVMVCD has verified through field surveillance that over 80% of these fire-damaged pools are producing mosquito larvae. This rise in mosquito density and upcoming seasonal temperature rises pose a serious threat to public health across the San Gabriel Valley.

Despite these health threats, no state or federal agency involved in post-fire cleanup has the authority or mandate to address stagnant water hazards. Debris removal operations conducted by the U.S. Army Corps of Engineers remove ash and surface debris but do not address the water-filled, structurally damaged pool basins. SGVMVCD remains the only agency with the expertise and legal authority to perform this work, and it has been forced to initiate ongoing emergency operations without any supplemental funding. SGVMVCD has formally requested regional support to advocate for state funding and FEMA reimbursement to address this emerging health crisis.

To support SGVMVCD's efforts, staff has prepared a letter addressed to the San Gabriel Valley Legislative Caucus, urging legislative support and funding for mosquito abatement in post-fire recovery. A copy of the proposed letter of support is included as Attachment A.

RECOMMENDATION

It is recommended that the City Council approve a letter of support for the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) as they seek state funding and FEMA reimbursement to address public health threats posed by stagnant water in fire-damaged swimming pools following the 2025 Eaton Fire.

FISCAL IMPACT

No fiscal impact to the City of Duarte is associated with approving the letter of support.

ATTACHMENTS

A. Draft of Letter of Support for SGVMVCD

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



City of Duarte

1600 Huntington Drive, Duarte, CA 91010 | Tel (626) 357-7931 | Fax (626) 358-0018 | accessduarte.com

March 13, 2025

TO: San Gabriel Valley Legislative Caucus

RE: State Funding for Mosquito Control in Eaton Fire Impacted Communities

Dear San Gabriel Valley Legislative Caucus,

We, members of the City of Duarte, are writing to express our strong support for the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) and its continued efforts to address the public health threats emerging from the 2025 Eaton Fire.

The fire has left over 2,800 swimming pools in a fire-damaged and non-functional state. These water-holding structures are now active mosquito breeding sites, more than 80% of which are producing larvae. As temperatures rise, these sites pose an escalating threat—not only to the immediate fire zone, but to surrounding communities throughout the San Gabriel Valley, where locally acquired cases of dengue have already occurred in recent years.

SGVMVCD has responded swiftly, leveraging its public health authority to mitigate mosquito breeding in these hazardous conditions. However, the District's work has also revealed a gap in disaster recovery infrastructure: while other hazards are being addressed through formal debris removal programs, stagnant water in damaged pools remains unaddressed. SGVMVCD is the only agency with the mandate and expertise to manage this risk, yet it is excluded from the emergency funding structures typically available to local governments.

As a city with a vested interest in protecting public health and supporting regional recovery, we recognize SGVMVCD's role as both critical and urgent. Their work is essential to reducing disease transmission risk, supporting safe rebuilding, and safeguarding public health across the San Gabriel Valley.

On behalf of the City of Duarte, I encourage your support or allocation of state funding to ensure that SGVMVCD can continue these essential mosquito abatement and disease prevention operations. Regional coordination and sustained investment in this work are necessary to prevent a secondary public health emergency as recovery continues.

Sincerely,

Cesar A. Garcia
Mayor
City of Duarte

cc: Duarte City Council



AGENDA REPORT

MEETING DATE: May 13, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Tax Equity and Fiscal Responsibility Act (TEFRA) hearing on Issuance of Tax Exempt Bonds for HumanGood

RECOMMENDATION: It is recommend that the City Council: 1) Conduct the public hearing under the requirements of TEFRA and the Internal Revenue Code of 1986, as amended; and 2) Adopt Resolution 25-09 approving the issuance of the Bonds by the California Municipal Finance Authority (CMFA) for the benefit of HumanGood, to provide for the financing or refinancing of the Project and the refunding of existing bonds, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code

FISCAL IMPACT: City will have no financial, legal, moral obligation, liability or responsibility for the Project or the repayment of the Bonds for the financing or refinancing of the Project. Through its conduit issuance activities, the CMFA shares a portion of the issuance fees it receives with its member communities and donates a portion of these issuance fees to the Board of Directors for CMFA for the support of local charities. With respect to the City of Duarte, it is expected that a portion of the issuance fee attributable to the City will be granted by the CMFA to the general fund of the City, estimate at approximately \$5,000

BACKGROUND

HumanGood, HumanGood NorCal, HumanGood SoCal or HumanGood Fresno, each a California nonprofit public benefit corporation has requested that the California Municipal Finance Authority (CMFA) issue bonds. A part of the process in this bond issuance, is a public hearing by the City and approval of a Resolution.

HumanGood will use the bond funds for a variety of purposes that include refunding existing bonds and also to finance or refinance expenditures for various renovations to existing infrastructure and

upgrades to housing units and amenities at Westminster Gardens located at 1420 Santo Domingo Avenue and Royal Oaks located at 1763 Royal Oaks Drive North.

Holding the public hearing and adopting the proposed Resolution do not obligate the City in any manner for payment of the principal, interest, fees or any other costs associated with the issuance of the Bonds.

DISCUSSION/ANALYSIS

The CMFA was created on January 1, 2004 pursuant to a joint exercise of powers agreement to promote economic, cultural and community development, through the financing of economic development and charitable activities throughout California. To date, over 330 municipalities, including the City of Duarte, have become members of CMFA.

The CMFA was formed to assist local governments, non-profit organizations and businesses with the issuance of taxable and tax-exempt bonds aimed at improving the standard of living in California. The CMFA's representatives and its Board of Directors have considerable experience in bond financings.

In order for all or a portion of the Bonds to qualify as tax-exempt bonds, the City must conduct a public hearing providing for the members of the community an opportunity to speak in favor of or against the use of tax-exempt bonds for the financing or refinance of the Project and the refunding of existing Bonds.

RECOMMENDATION

It is recommend that the City Council: 1) Conduct the public hearing under the requirements of TEFRA and the Internal Revenue Code of 1986, as amended; and 2) Adopt Resolution 25-09 approving the issuance of the Bonds by the California Municipal Finance Authority (CMFA) for the benefit of HumanGood, to provide for the financing or refinancing of the Project and the refunding of existing bonds, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code.

FISCAL IMPACT

City will have no financial, legal, moral obligation, liability or responsibility for the Project or the repayment of the Bonds for the financing or refinancing of the Project and the refunding of the existing Bonds. Through its conduit issuance activities, the CMFA shares a portion of the issuance fees it receives with its member communities and donates a portion of these issuance fees to the Board of Directors for CMFA for the support of local charities. With respect to the City of Duarte, it is expected that a portion of the issuance fee attributable to the City will be granted by the CMFA to the general fund of the City, estimate at approximately \$5,000.

ATTACHMENTS

- A. Resolution 25-09

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

RESOLUTION NO. 25-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA APPROVING THE ISSUANCE OF THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY REVENUE AND REFUNDING BONDS, SERIES 2025 (HUMANGOOD – CALIFORNIA OBLIGATED GROUP) IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$205,000,000 FOR THE PURPOSE OF FINANCING OR REFINANCING THE CONSTRUCTION, FURNISHING AND EQUIPPING OF WESTMINSTER GARDENS AND ROYAL OAKS AND CERTAIN OTHER MATTERS RELATING THERETO

WHEREAS, HumanGood, HumanGood NorCal, HumanGood SoCal or HumanGood Fresno, each a California nonprofit public benefit corporation (collectively, the “*Corporation*”), has requested that the California Municipal Finance Authority (the “*Authority*”) issue bonds in one or more series in an aggregate principal amount not to exceed \$205,000,000 (the “*Bonds*”), the proceeds of which will be used, among other things, (a) in a principal amount not to exceed \$35,000,000, to refund all or a portion of the outstanding \$52,080,000 original principal amount California Statewide Communities Development Authority Revenue Bonds, Series 2015 (American Baptist Homes of the West) (the “*Series 2015 NorCal Bonds*”), (b) in a principal amount not to exceed \$40,000,000, to refund all or a portion of the outstanding \$47,900,000 original principal amount California Municipal Finance Authority Senior Living Revenue Bonds (Southern California Presbyterian Homes) Series 2015 (the “*Series 2015 SoCal Bonds*”), (c) in a principal amount not to exceed \$15,000,000, to refund all or a portion of the outstanding \$15,480,000 original principal amount California Municipal Finance Authority Revenue and Refunding Bonds, Series 2020A (HumanGood – California Obligated Group) (the “*Series 2020A Bonds*”), (d) in a principal amount not to exceed \$60,000,000, to refund all or a portion of the outstanding \$64,765,000 original principal amount California Municipal Finance Authority Revenue and Refunding Bonds, Series 2020B (HumanGood – California Obligated Group) (the “*Series 2020B Bonds*”), (e) in a principal amount not to exceed \$55,000,000, to finance or reimburse the cost of constructing, building, remodeling, renovating, rehabilitating, upgrading, furnishing and equipping certain of the Corporation’s continuing care retirement communities located in several jurisdictions throughout the state of California, including in the City of Duarte, (f) to pay a portion of the interest on the Bonds, if deemed necessary or advisable by the Authority or the Corporation, (g) to provide working capital to the Corporation, if deemed necessary or advisable by the Authority or the Corporation, (h) to fund a debt service reserve fund, if deemed necessary or advisable by the Authority or the Corporation, and (i) to pay certain expenses incurred in connection with the issuance of the Bonds; and

WHEREAS, a portion of the proceeds of the Bonds in a principal amount not to exceed \$20,000,000 will be used to finance expenditures for various renovations to existing infrastructure and upgrades to housing units and amenities at the following continuing care community owned and operated by the Corporation and located in the City of Duarte (the “*City*”): Westminster Gardens located at 1420 Santo Domingo Avenue, Duarte, California, 91010 (“*Westminster Gardens*”);and

WHEREAS, a portion of the proceeds of the Bonds in a principal amount not to exceed \$20,000,000 will be used to finance expenditures for various renovations to existing infrastructure and upgrades to housing units and amenities at the following continuing care community owned and operated by the Corporation and located in the City: Royal Oaks located at 1763 Royal Oaks Drive North, Bradbury, California, 91010 (“*Royal Oaks*” and, together with Westminster Gardens, the “*Communities*”); and

WHEREAS, , the proceeds of the Series 2015 SoCal Bonds were used, among other things, to (1) advance refund the California Statewide Communities Development Authority Senior Living Fixed Rate Revenue Bonds (Southern California Presbyterian Homes), Series 2006A (the “*Series 2006A Bonds*”), (2) finance or reimburse the cost of the remodeling, renovation, furnishing and equipping of the Borrower’s continuing care facilities located in several jurisdictions, including at Westminster Gardens in the City, and (3) pay certain expenses incurred in connection with the issuance of the Series 2015 SoCal Bonds; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986 (the “Code”), the issuance of the Bonds by the Authority must be approved by the City because the Communities are located within the territorial limits of the City; and

WHEREAS, the City Council of the City (the “Council”) is the elected legislative body of the City and is one of the applicable elected representatives required to approve the issuance of the Bonds under Section 147(f) of the Code; and

WHEREAS, the Council understands that its actions in holding the public hearing and in adopting this Resolution do not obligate the City in any manner for payment of the principal, interest, fees or any other costs associated with the issuance of the Bonds, and the Council expressly conditions its approval of the issuance of the Bonds by the Authority by the adoption of this Resolution on this understanding; and

WHEREAS, the Authority has requested that the Council approve the issuance of the Bonds by the Authority in order to satisfy the public approval requirement of Section 147(f) of the Code and the requirements of Section 4 of the Joint Exercise of Powers Agreement relating to the California Municipal Finance Authority, dated as of January 1, 2004 (the “*Agreement*”), among certain local agencies, including the City; and

WHEREAS, pursuant to Section 147(f) of the Code, the Council has, following notice duly given, held a public hearing regarding the issuance of the Bonds, and now desires to approve the issuance of the Bonds by the Authority.

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

SECTION 1. The above recitals as true and correct and are fully incorporated herein.

SECTION 2. The Council hereby approves the issuance of the Bonds by the Authority. It is the purpose and intent of the Council that this Resolution constitute approval of the issuance of the

Bonds by the Authority for the purposes of (a) Section 147(f) of the Code by the applicable elected representative of the governmental unit having jurisdiction over the area in which the Communities are located, in accordance with said Section 147(f) and (b) Section 4 of the Agreement.

SECTION 3. The officers and employees of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this Resolution and the financing transaction approved hereby.

SECTION 4. The Council expressly conditions its approval of this Resolution on its understanding that the City shall have no obligation whatsoever to pay any principal, interest, fees or other costs associated with the Authority's issuance of the Bonds.

SECTION 5. This Resolution shall take effect immediately upon its adoption.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and shall cause this resolution and her certification to be entered in the Book of Resolutions of the Council of this City.

PASSED, APPROVED and ADOPTED this 13th day of May, 2025.

Cesar A. Garcia, Mayor

APPROVED AS TO FORM:

Thai Phan, City Attorney

ATTEST:

Frances Jimenez, Interim City Clerk

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

I, Frances Jimenez, Interim City Clerk of the City of Duarte, California, do hereby certify that the foregoing Resolution No. 25-09 was duly passed, approved, and adopted by the City Council of the City of Duarte, California, at a regular meeting of said City Council held on the 13th day of May 2025, and there after signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frances Jimenez,
Interim City Clerk



AGENDA REPORT

MEETING DATE: May 13, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Proposal for Renderings of Huntington Drive Median Landscape Plan

RECOMMENDATION: Discuss proposal and provide direction to Staff

FISCAL IMPACT: If City Council desires to move forward with renderings for the medians, the maximum cost will be \$8,300 which includes the renderings and a reimbursable allowance. This would be a General Fund expenditure

BACKGROUND

The Huntington Drive median beautification project is currently under construction. It is scheduled to be completed by early June. At a recent meeting, the City Council requested that Staff bring back a proposal for 3D renderings of the proposed median landscape plan. The current landscape architect has provided a rendering; however, the request was to produce a higher quality and more detailed set of renderings.

DISCUSSION/ANALYSIS

The City has recently been working with Site Design Studios on another local project and requested a proposal for detailed 3D renderings of the proposed median landscape plan. The proposal includes “3 renders of 3 locations with birds’ eye and eye level viewpoints.” This would include digital copies of images. The maximum cost will be \$8,300. This would include \$7,800 for the renderings and \$500 for a reimbursable allowance to cover high quality printed copies, travel and related items if necessary. Based on the current schedule, the renderings would be delivered in two to three weeks.

RECOMMENDATION

Discuss proposal and provide direction to Staff

FISCAL IMPACT

If City Council desires to move forward with renderings for the medians, the maximum cost will be \$8,300 which includes the renderings and a reimbursable allowance. This would be a General

Fund expenditure.

ATTACHMENTS

A. Proposal from Site Design Studios

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

SITE
DESIGN STUDIO, INC.
10 Edelman
Irvine Ca. 92618

Tel: 714-426-0248
Fax: 714-426-0255

Planning
Urban Design
Landscape Architecture
Site Lighting Design

April 28, 2025

Mr. Craig Hensley – Community Development Director
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

RE: Landscape Median 3D Renders
Landscape Design Services Proposal
Project No. CDU 251

Dear Craig:

Please find our proposal as follows for the 3d rendering of City Landscape medians.

A. Scope of Services

Phase One: Basis development and research

Upon Client approval to initiate work we will precede with rendering preparation and finishing.

- Task 1 Access and research all existing Accad information for use with Rino, Lumion and SketchUp.
- Task 2 Site Reconnaissance and photography of existing conditions.
- Task 3 Access Google imaging and Google Maps to identify areas and surroundings.
- Task 4 Prepare basis for rendering.

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Phase Two: Renderings

- Task 1 Determine format and location of Renderings
- Task 2 Using Rino , Accad, Lumion, SketchUp develop and build renders.
- Task 3 Review with client and current designs for design and site environment. Select locations.
- Task 4 Prepare 3 renders of 3 locations with birds' eye and eye level viewpoints.
- Task 5 Provide digital copies of images for review.
- Task 6 Make revisions based on feedback.
- Task 7 Finalize Renders

C. Fees and Payments for Professional Services

- 1. Fees for Professional Services and Reimbursable Costs shall be billed monthly on separate invoices.
- 2. Invoices are payable within 30 days at our Irvine, California office. Interest will be charged on all accounts not paid within forty-five (45) days on invoice date at the maximum rate allowable by law. The Consultant agrees to utilize the Client's invoice format.
- 3. The fee will be billed monthly based on the percentage of work completed. The following is a breakdown of the proposed fee by construction phase and work phase:

3D Renders	\$ 7,800
Reimbursable Allowance	\$ 500

D. Reimbursable Expenses

Reimbursable expenses are in addition to the design fee above. Reimbursement for expenses includes the actual costs incurred by the Consultant in the development of the project. These expenses shall include CAD Plotting, printing, and reproduction of plans, overnight delivery and messenger services, and travel expenses (\$0.67 per mile). These expenses shall be billed at direct cost.

E. Additional Services

Work requested or authorized by the Client outside the Scope of Services or changes in approved drawings. Services shall be provided on a time basis computed as follows:

<u>Time Charges</u>	<u>Hourly Rates</u>
Principal	\$ 150/Hr.
Senior Associate	\$ 110/Hr.
Associate & Prof. Staff	\$ 85/Hr.
Admin.	\$ 45/Hr.

The hourly rates above are subject to change on December 31 of the calendar year.

Craig, I trust the above reflects your understanding of our involvement on this project. Please review our scope carefully; if you have any questions do not hesitate to call my office at 714-426-0248. Again, we appreciate this opportunity and look forward to working with you on the Landscape Median Renders project.

Sincerely,

Site Design Studio, Inc.

Michael Sullivan

Principal



MEMORANDUM

TO: Mayor and Councilmembers

FROM: Brian Villalobos

DATE: May 13, 2025

SUBJECT: **APPROVAL OF CITY COUNCIL EXPENSES**

Mayor Cesar Garcia

May 15-18, 2025 - California Contract Cities Annual Conference in Indian Wells, California - Mayor Garcia would like to represent the City of Duarte at this year's California Contract Cities Annual Conference. However, the registration fees and hotel stay would cause him to be over his Fiscal Year 2024-25 annual council expense fund account.

Councilmember Tera Martin Del Campo does not plan on attending the California Contract Cities Conference and has agreed that the Mayor should represent the City at the conference. She, therefore, is willing to allow Mayor Garcia to use her unused council expense funds.

It should be noted that there is an established precedence for the transfer of unused City Council expense funds between council members.

Staff's request is for the City Council to approve the transfer of \$1,610 from account fund 1005-7641 to 1005-7640.