# 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, July 22, 2025**
**7:00 PM**

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**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.

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

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

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

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

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

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

Members of the public may livestream the City Council meeting broadcast on the City's website. To access the meeting, log onto 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 prior to the start of the Regular Meeting for all other designated public comment periods as listed below**. Comments for public hearings will take place after the hearing is opened. Cards will not be accepted after the start of the meeting without the permission of the presiding chair. **Speakers shall be limited to three (3) minutes per person per designated public comment period.** At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

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

**7:00 PM OPEN SESSION**

1. CALL TO ORDER AND ROLL CALL

   A. City Manager Written Comments

2. ADOPTION OF THE AGENDA

3. PLEDGE TO THE FLAG

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

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

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

5. SPECIAL ITEMS

   A. Recognition of WIN Program Participants

   B. Recognition of Duarte CERT for Eaton Fire Deployment

   C. Public Safety Department Update

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

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

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

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

9. CONSENT CALENDAR

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

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

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

      Recommended Action: Approve the minutes of July 8, 2025.

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

      Recommended Action: Approve the warrants of July 22, 2025.

   E. Monthly Financial Report

      Recommended Action: Receive and File the Monthly Financial Report for the month of May 2025.

F. Public Safety Department Update

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

G. Approval of the FY 2025-26 Sublease Agreement Between the City of Duarte and the Chamber of Commerce

Recommended Action: Approve and authorize the City Manager to execute on behalf of the city a sublease agreement with the Duarte Chamber of Commerce, effective July 1, 2025 – June 30, 2026.

H. National Night Out Proclamation

Recommended Action: Proclaim August 7, 2025, as National Night Out and adopt the theme of “Town Nights - Celebrating Safe Spaces in the Town."

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS - NONE

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

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

13. BUSINESS ITEMS

A. Award for Professional Services Agreement with Southwest Offset Printing Co., Inc. for the Printing and Mailing of the Duarte City News Quarterly Publication

Recommended Action: Authorize the City Manager to execute this two-year Professional Services Agreement with Southwest Offset Printing Co., Inc. in the amount not to exceed $68,500.00 from the General Fund.

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

15. ADJOURNMENT

AFFIDAVIT OF POSTING

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

Dated this 16th of July 2025.

Frances Jimenez
City Clerk

# MEMORANDUM

**TO:** City Council

**FROM:** Brian Villalobos, City Manager

**DATE:** July 14, 2025

**SUBJECT:** Comments on Agenda Items, Meeting of July 22, 2025

**ITEM 5.A. (Special Items).** Recognition of the Workforce Investment Network (WIN) Program Participants - the City Council will recognize the twenty five participants of the WIN Program for completing their summer internship.

**ITEM 5.B. (Special Items).** Community Emergency Response Team (CERT) Area D Recognition - the City Council will recognize CERT members Govan Yee, Eric Negroe, Beth Negroe, and Matthew Negroe, for their service to the Eaton Fire Disaster Recovery Center.

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

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

**ITEM 9.F. (Consent Calendar).** The Public Safety Department has submitted the monthly report for July 2025 for review.

**ITEM 9.G. (Consent Calendar).** Approval of the FY 2025-26 Sublease Agreement between the City of Duarte and the Chamber of Commerce - The Duarte Chamber of Commerce currently subleases a 1,674-sq. ft. space located at 1735 Huntington Drive. The total lease for the space is $1,750 per month, of which the City pays $1,250 of the rent. In an effort to assist the Chamber's financial situation, the City waived the Chamber's $500 monthly rent for the past few years. The FY 25-26 sublease agreement resumes the provision for the Chamber to pay $500 a month in rent in addition to all utilities, and maintaining the required insurance coverage. All other provisions have remained the same as prior fiscal year sublease agreements.

**ITEM 9.H. (Consent Calendar).** National Night Out Proclamation - National Night Out (NNO) is an annual night where more than 38 million residents in neighborhoods throughout the United States gather to celebrate their successes in the fight against crime. During this week, citizens across the country will send a powerful message about neighborhood unity, public safety awareness, and community partnerships with law enforcement. Although National Night Out is nationally observed on Tuesday, August 5, 2025, the National Association of Town Watch has granted the City of Duarte permission to hold its celebration on Thursday, August 7, 2025, allowing us to partner with the Parks & Recreation Department and ensure full support from our contract services, which will be assisting other jurisdictions on the 5th. The City of Duarte Public Safety Department proposes that the City Council proclaim Thursday, August 7, 2025, as National Night Out and adopt the theme of "Town Nights - Celebrating Safe Spaces in the Town."

**ITEM 13.A. (Business Items).** Professional Services Agreement with Southwest Offset Printing Co., Inc. for the printing and mailing of the Duarte City News Quarterly Publication - The City of Duarte produces a quarterly publication, *Duarte City News*, to keep residents informed and engaged on the latest news, departmental updates, and upcoming recreation classes, programs, and special events. Mailed to approximately 9,400 residential addresses each quarter, the publication reaches nearly every household in Duarte. By doing so, the publication plays a vital role in ensuring residents stay connected to the wide range of recreational and community offerings available throughout the City. To ensure the continued effective and timely distribution of *Duarte City News*, the City is seeking to contract with a qualified vendor to provide professional printing and mailing services. The selected vendor will be responsible for the high-quality printing and delivery of the publication to all designated residences. Partnering with a reliable vendor will allow the City to maintain the high standard of communication residents expect, while supporting the City's broader goals of fostering community engagement and increasing participation in programs and events. On June 6, 2025, the City issued a Request for Proposals (RFP) seeking a qualified printing contractor to print and distribute its quarterly *Duarte City News* publication to approximately 9,400 Duarte residences and provide an additional 450 hardcopies for City facilities. The RFP outlined requirements for professional print quality, timely mailing services, hosting the season's online flipbook, and the capacity to produce both 32-page and 36-page publications, depending on the season (Fall, Winter, Spring, Summer) and program volume, as well as be printed on 8.5x11, self-cover, full color 80# gloss, book saddle stitched. A total of six (6) proposals were received and evaluated. While, The Dot Printer, Inc. submitted the lowest price for services in the initial year, Southwest Offset Printing Co., Inc. (SOP) received the highest overall score based on the evaluation rubric. SOP's submitted print samples most closely aligned with the quality standards outlined in the RFP, and their demonstrated experience with public sector clients underscored their ability to consistently deliver both quality and reliability. Given SOP's high-quality proposal, strong qualifications, references check, and price stability, staff recommends that the City enter into a two-year Professional Services Agreement for the printing and distribution of the *Duarte City News*, in the amount not to exceed $68,500.

# CITY OF DUARTE

## Minutes of the SPECIAL MEETING OF THE CITY COUNCIL

## Tuesday, July 8, 2025

**5:00 PM WORKSHOP**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Garcia called the open session to order at 5:11 p.m.

| | |
|---|---|
| Councilmembers Present: | Finlay, Kang, Lewis, Truong, Calderon, Garcia |
| Councilmembers Absent: | Martin Del Campo |
| Staff Present: | Brian Villalobos, City Manager<br>Kristen Petersen, Assistant City Manager / Director of Administrative Services<br>Craig Hensley, Director of Community Development<br>Larry Breceda, Director of Public Safety Services<br>Manuel Enriquez, Director of Parks and Recreation<br>Andres Rangel, Assistant to the City Manager<br>Frances Jimenez, City Clerk (arrived at 5:20 p.m.) |

**2. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA**

None.

**3. RECREATION TRAIL WORKSHOP**

Director Hensley shared an overview of the project; detailed the funding source being a $1.6 million federal appropriation for accessibility and quality of life upgrades; highlighted the main upgrades needed; and introduced the design team. He also described the process of receiving the funds; shared the comments received from the Parks & Recreation Commission; summarized the main issues identified; and provided a timeline of the entire project.

Public Works Manager Sandoval detailed the scope of work on the specific trail upgrades.

Landscape consultants Anne Armstrong and Richard Walker, highlighted the project map and detailed the proposed upgrades for various rest stops which include drinking foundations, benches, trash receptacles, mile markers, leaf imprints, and signage marking areas of interest.

The City Council provided suggestions regarding seating areas and security lighting.

City Manager Villalobos provided information on estimates regarding additional lighting and clarified the current grant's scope of work.

Further conversation ensued regarding lighting and wind sculpture options.

Richard Walker and Anne Armstrong shared proposed recommendations regarding vegetation and its specific location.

There was discussion regarding the expected design costs of the project.

The City Council provided suggestions on rendering options that can be provided in the future. Dialogue ensued between the consultant and the City Council regarding software for creating various perspectives of plans.

In response to questions posed by the City Council, Anne Armstrong confirmed the proposed plants would not harm the wildlife in the area rather, they would enhance the habitat value.

Dialogue was had regarding imprinting the Duarte logo in addition to the leaves onto the concrete.

The City Council thanked the consultants for answering their questions and also thanked Parks & Recreation Commission Chair Alex Streff and Commissioner Eddie Olague for attending the workshop.

**4. CONTINUATION OF ORAL COMMUNICATIONS**

Alex Streff, Parks & Recreation Commission Chair, expressed excitement over the project and eagerly awaits its improvements.

The City Council discussed the historical aspect of the railroad ties along the trail and possibly replacing them with newer ties in phase two of the project.

Further conversation was had regarding additional lighting besides security lighting along the trail and the limited scope of work of the grant.

Assistant City Manager/Director of Administrative Services suggested that decisions regarding additional lighting can be discussed during the next CIP, Capital Improvement Plan once estimates have been obtained.

The City Council continued to discuss the historical significance of the City turning the rail bed into an activity trail.

**5. ADJOURNMENT - To Scheduled Regular City Council Meeting**

At 5:59 p.m., the City Council adjourned the meeting to the scheduled regular City Council meeting.

___________________________________
Cesar A. Garcia, Mayor

___________________________________
Frances Jimenez, City Clerk

# CITY OF DUARTE

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

## Tuesday, July 8, 2025
## 6:30 PM — Study Session
## 7:00 PM — Regular Session

**6:00 PM STUDY SESSION**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Garcia called the open session to order at 6:05 p.m.

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|---|---|
| Councilmembers Present: | Finlay, Kang, Lewis, Truong, Calderon, Garcia |
| Councilmembers Absent: | Martin Del Campo |
| Staff Present: | Frances Jimenez, City Clerk |

**2. ADOPTION OF THE AGENDA**

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

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

**3. MAYOR'S YOUTH COUNCIL INTERVIEWS**

A. <u>Interview of Candidates for Vacant Mayor's Youth Council Positions</u>

The City Council interviewed 22 candidates to fill vacant Mayor's Youth Council positions.

B. <u>Discussion of Interviews and Candidates</u>

The City Council discussed the interviews and deliberated over candidates to fill Mayor's Youth Council vacancies.

**7:00 PM OPEN SESSION**

**4. CALL TO ORDER AND ROLL CALL**

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

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

**5. PLEDGE TO THE FLAG**

The flag salute was led by Vice Mayor Eric Chan of San Gabriel.

**6. ORAL COMMUNICATIONS - SPECIAL ITEMS**

None.

**7. SPECIAL ITEMS**

A. Community Development Department Update

Director Hensley shared that the public comment period for the Draft Environmental Impact Report for the Andres Duarte School Site Development is available for review; gave an update on the ongoing Highland Promenade project; and provided the timeline on the Donald and Bernice Watson Recreation Trail project.

The City Council praised the work being done on Highland Avenue.

In response to questions posed by Council, Director Hensley shared the ways the public can access information regarding the Draft EIR for Andres Duarte School Site development project and provided a status update on the Wyndham Hotel project.

B. Parks and Recreation Department Update

Director Enriquez highlighted that July is *Parks Make Life Better Month* and recognized the department staff for their continual hard work and efforts serving the community and also shared upcoming community events.

The City Council thanked the Parks and Recreation staff and all the volunteers who worked the recent third of July event.

Discussion ensued regarding the success of the recently passed third of July event, the history of how the event came to be, and suggestions for future improvements.

**8. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

Joanna Gee shared that the Kiwanis Club of Duarte is excited to announce that they will be honoring Mr. Vicente Figueroa with the 2025 Community Angel award and recognizing Kevin Morris and Gerald Decker with the Community Service Award on Friday, August 1, 2025.

**9. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA**

Kendra, representative from Crestfield Townhomes shared information on the development project aimed at attracting families and revitalizing Otis Gordon Sports Community Public Park.

**10. ORAL COMMUNICATIONS - CONSENT CALENDAR**

None.

**11. CONSENT CALENDAR**

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

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

C. Approval of Minutes - June 24, 2025 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - July 8, 2025 (CC/HA/FA).

E. Receive and File the Community Development Department Update.

F. Receive and File the Parks and Recreation Department Update.

G. Second Reading and Adoption of Ordinance No. 25-03 amending DMC Section 15.04.010 and 15.09.020 to ensure compliance with State law relating to fire hazard severity zones and adding DMC Chapter 15.10 to provide additional tools to ensure fire safety including regulating activity near critical infrastructure and wildfire risk areas.

H. Approval of One Night Hotel Accommodations in Anaheim, California for Duarte Dance.

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

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

**12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION**

None.

**13. PUBLIC HEARINGS - NONE**

**14. ORAL COMMUNICATIONS - BUSINESS ITEMS**

None.

**15. BUSINESS ITEMS**

A. Appointments to the 2025/26 Mayor's Youth Council

Director Enriquez opened the discussion regarding candidate appointments to the Mayor's Youth Council.

The City Council spoke highly of all candidates and shared several ideas and suggestions the students brought forward on what they would like to see improved in the city.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to appoint all twenty-two (22) candidates that applied to serve on the 2025/26 Mayor's Youth Council.

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

B. Resolution opposing Senate Bill 634 (Perez) prohibiting a local jurisdiction from adopting a local ordinance, or enforcing an existing ordinance, that prohibits a person or organization from providing support services, as specified, to a person who is homeless or assisting a person who is homeless with any act related to basic survival

City Attorney Phan provided a staff report detailing the background information on SB 634; shared the bill's provisions; and stated her recommendation regarding the city's need to maintain local expertise and control to determine the policies and procedures that best fit the needs of the Duarte community.

City Manager Villalobos provided clarification regarding the city's current policies on homelessness and shared the unpredictability of future problems that can arise that require local control.

Clarification was provided regarding the various versions of the bill in comparison to the current proposed amended bill.

Discussion ensued regarding the ability in the future to adopt policies and procedures that fit the needs of the city and situation.

Moved by Councilmember Finlay, seconded by Councilmember Kang, and carried by the following vote of the City Council to Discuss and adopt Resolution No. 25-18 opposing Senate Bill 634 to protect local control and the public health, safety, and welfare of Duarte residents, visitors, and businesses.

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

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

Director Breceda shared he was in Sacramento on behalf of the Duarte Rotary Club to accept a Resolution from Senator Rubio recognizing the organization and attended Councilmember Finlay's recognition as one of the longest-standing female councilmembers in the San Gabriel Valley.

Director Enriquez shared that applications for the Community Garden have closed; reminded residents that the ribbon cutting will be taking place July 26th; and shared logistics on the shared gardening process.

Assistant City Manager/Director of Administrative Services Petersen detailed the completed budget book and highlighted the images used from the recent utility box art program.

City Manager Villalobos thanked the Parks and Recreation and Public Safety departments for putting on a great third of July celebration.

Councilmember Calderon shared his experience at the Community Garden Volunteer Day event with Mayor Pro Tem Martin Del Campo and Councilmember Finlay and encouraged residents to reach out to the Mexican Consulate for any questions or resource information.

Councilmember Finlay shared her experience in Sacramento accepting the award from Senator Rubio and stated that former Representative Grace Napolitano is in support of making Lario Park an official park.

Councilmember Lewis asked staff to come back with an update on SB 79 and its possible effects on the City and also commented on the third of July celebration.

Councilmember Truong reported he attended the SGVCOG meeting that celebrated outgoing President Councilmember Tim Hepburn and incoming President Ed Reece and thanked city staff on behalf of his family for the Third of July celebration.

Mayor Garcia thanked Assemblymember Rubio and Representative Vicky Paul from Supervisor Barger's office for attending the third of July event; invited residents to attend upcoming concerts in the park; encouraged support of the Route 66 committee parade in their raffle efforts; expressed his condolences to the family of his neighbor, Josefina Medina; and asked the meeting be adjourned in her memory.

**17. ADJOURNMENT**

At 8:24 p.m., the City Council adjourned the meeting in memory of Duarte resident, Josefina Medina.

____________________________________
Cesar A. Garcia, Mayor

____________________________________
Frances Jimenez, City Clerk

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Fund: 100 - GENERAL FUND** | | | | | |
| 100-1205-7612 | CALIFORNIA ANIMAL WELFARE.. | CACO 3 yr Certification (Juan Oseguera) | 221150 | | 150.00 |
| 100-1205-7636 | KEYSTONE UNIFORMS | ACO Rosas Uniforms | 6102 | | 356.93 |
| 100-1205-7636 | CONDOR ELITE INC | Outreach Coordinator Uniform Shirts (Ramos) | 221155 | | 52.95 |
| 100-2127 | FS CONTRACTORS INC | Retention-2025 Windstorm Concrete Repair Project | 6069 | | 7,234.13 |
| 100-1205-7636 | KEYSTONE UNIFORMS | Outreach Coordinator Ramos Uniforms | 6102 | | 72.00 |
| 100-1810-7660 | DEPARTMENT OF JUSTICE | Fingerprint Apps 5/2025 | 6060 | | 352.00 |
| 100-1405-7975 | LEE & ASSOCIATES - PASADEN... | Real Estate Advisory Services 5/2025 | 6077 | | 6,495.00 |
| 100-1605-7729 | DJ PHIL PEREZ | Concerts in the Park DJ 7/24/2025 | 221199 | | 675.00 |
| 100-1605-7729 | DJ PHIL PEREZ | Concerts in the Park DJ 7/31/2025 | 221198 | | 675.00 |
| 100-1605-7729 | KIMZEY MCGRATH | Concerts in the Park Band | 221189 | | 2,200.00 |
| 100-1605-7729 | KATHERINE FORESTER | Concerts in the Park Band | 221171 | | 2,800.00 |
| 100-1025-7699 | LEAGUE OF CALIFORNIA CITIES | FY26 Los Angeles County Division Dues | 221182 | | 1,149.75 |
| 100-1605-7980 | ULINE INC | Event Safety Batons | 6101 | | 516.80 |
| 100-1610-7618 | BSN SPORTS LLC | Basketball Nets | 221149 | | 88.40 |
| 100-1205-7615 | CONDOR ELITE INC | CERT Deployment Bags | 221155 | | 297.91 |
| 100-1205-7980 | MIGUEL ANGEL VEGA | National Night Out DJ | 221220 | | 175.00 |
| 100-1010-7980 | SMART & FINAL | IDC 2025 VIP Supplies | 6093 | | 56.78 |
| 100-1605-7741 | SMART & FINAL | Splash in the Park Supplies | 6093 | | 61.15 |
| 100-2121 | MOORE IACOFANO GOLTSMA... | Andres Duarte School Site (R108835) | 221192 | 202424- 100-2121/1433 Crestf.. | 322.88 |
| 100-1610-7618 | SUPPLY SOLUTIONS | Building Maintenance Supplies | 6092 | | 1,237.69 |
| 100-4806 | MEI CHEN WU | Excursion Refund-Aquarium of the Pacific 6/20/25 | 221224 | | 47.00 |
| 100-1605-7739 | CURO MANAGED PRINT PRO... | IDC 2025 Socks | 221158 | | 937.13 |
| 100-1605-7739 | CURO MANAGED PRINT PRO... | Event Signage | 221158 | | 91.84 |
| 100-1405-7969 | RKA CONSULTING GROUP | Engineering Plan Check 5/2025 | 6087 | | 1,120.00 |
| 100-1405-7969 | RKA CONSULTING GROUP | Contract City Engineer 5/2025 | 6087 | | 2,240.00 |
| 100-1405-7965 | RKA CONSULTING GROUP | ATP Cycle 4 Ped/Bike Improvements 5/2025 | 6087 | 202118-ATP Cycle 4-Professio... | 205.00 |
| 100-1405-7965 | RKA CONSULTING GROUP | Watson Multi-Use Trail Rehab Grant Support 5/2025 | 6087 | | 2,245.00 |
| 100-1405-7969 | RKA CONSULTING GROUP | 2025 LLMD Engineering Srvcs 5/2025 | 6087 | | 400.00 |
| 100-1410-7656 | SUNWEST ENGINEERING | Emergency Generator Inspection 6/17/2025 | 6096 | | 160.00 |
| 100-1605-7740 | ZONE DARTZ LA | Summer Day Camps Special Attraction | 221207 | | 625.00 |
| 100-1610-7618 | SMART & FINAL | Senior Ctr Coffee Supplies | 6093 | | 316.20 |
| 100-1610-7636 | CINTAS CORPORATION #693 | Facility Maint Uniforms | 6062 | | 30.85 |
| 100-1610-7652 | CINTAS CORPORATION #693 | Logo Mats | 6062 | | 4.15 |
| 100-1205-7779 | AIDA TORRES | DART Soccer Game Dinner Reimbursement | 6099 | | 58.14 |
| 100-1605-7741 | SEVEN SEASONS PARTY RENT... | Splash in the Park Generators | 6080 | | 200.00 |
| 100-1205-7782 | ALL CITY MANAGEMENT SERV... | Crossing Guard Srvcs 6/8/25 - 6/21/25 | 6054 | | 1,877.58 |
| 100-1605-7741 | CHALLENGER TEAMWEAR | Sports/Playground Soccer Jerseys | 6061 | | 646.95 |
| 100-1610-7617 | FULLER ENGINEERING INC | Pool Chemicals | 6071 | | 435.09 |

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1605-7739 | STUBBIES PROMOTIONS INC | Stadium Party Cups | 6095 | | 553.37 |
| 100-1610-8100 | DAHLIN GROUP INC | City Hall Building Facade Design Services | 6065 | | 2,247.50 |
| 100-1205-7610 | U.S. BANK | On Plane WiFi (American Airlines) | 6051 | | 22.00 |
| 100-1205-7610 | U.S. BANK | Larry Breceda Mtg w/Sgt Dobbins (Max's) | 6051 | | 37.79 |
| 100-1205-7614 | U.S. BANK | Office Supplies (Amazon) | 6051 | | 20.42 |
| 100-1205-7615 | U.S. BANK | First Aid/Trauma Kit Supplies (N American Rescue) | 6051 | | 110.88 |
| 100-1205-7615 | U.S. BANK | First Aid/Trauma Kit Supplies (N American Rescue) | 6051 | | 527.37 |
| 100-1205-7615 | U.S. BANK | EOC Heart Monitor Instruments/Pen Light (Amazon) | 6051 | | 84.42 |
| 100-1205-7615 | U.S. BANK | EOC Radio Charger (Amaon) | 6051 | | 20.46 |
| 100-1205-7615 | U.S. BANK | CERT Blood Clot Equipment (Amazon) | 6051 | | 193.37 |
| 100-1205-7615 | U.S. BANK | Starlink Power Cables (Amazon) | 6051 | | 52.92 |
| 100-1205-7636 | U.S. BANK | Outreach Coord Ramos Uniform Pants (5.11 Inc) | 6051 | | 198.90 |
| 100-1205-7779 | U.S. BANK | DART Senior Breakfast (IHOP Duarte) | 6051 | 202520-Walmart Grant-PS Yo... | 28.72 |
| 100-1205-7779 | U.S. BANK | DART Senior Cap Decorating Dinner (Taco Bell) | 6051 | 202520-Walmart Grant-PS Yo... | 43.39 |
| 100-1205-7779 | U.S. BANK | Geocoding Lunch (Taco Bell) | 6051 | | 12.02 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Supplies (Walmart) | 6051 | 202520-Walmart Grant-PS Yo... | 44.14 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Parking (City of Huntington Beach) | 6051 | 202520-Walmart Grant-PS Yo... | 20.00 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Supplies (Target) | 6051 | 202520-Walmart Grant-PS Yo... | 15.12 |
| 100-1205-7779 | U.S. BANK | Community Garden Event 6/7/25 (Dominos) | 6051 | 202520-Walmart Grant-PS Yo... | 44.14 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Meal (Jersey Mikes) | 6051 | 202520-Walmart Grant-PS Yo... | 158.97 |
| 100-1205-7779 | U.S. BANK | DART Senior Cap Decorating Supplies (Michaels) | 6051 | 202520-Walmart Grant-PS Yo... | 182.88 |
| 100-1205-7780 | U.S. BANK | A Hadloc ACO Chemical Capture Training (SDZoo) | 6051 | | 475.00 |
| 100-1205-7780 | U.S. BANK | ACO Oliverez Animal Control Training (CCCollege) | 6051 | | 106.00 |
| 100-1205-7887 | U.S. BANK | Coffee Maker (Target) | 6051 | | 181.22 |
| 100-1205-7980 | U.S. BANK | Fireworks Signs Security Cable/Locks (Amazon) | 6051 | | 220.60 |
| 100-1205-7980 | U.S. BANK | Authorized Personnel Signs (Amazon) | 6051 | | 36.06 |
| 100-1205-7980 | U.S. BANK | Nat'l Night Out Dunk Tank Rental (The Fun Co) | 6051 | | 640.66 |
| 100-1205-7980 | U.S. BANK | Office Supplies (Target) | 6051 | | 12.86 |
| 100-1610-7618 | WAXIE SANITARY SUPPLY | Building Maintenance Supplies | 6103 | | 101.68 |
| 100-1820-7775 | CALIFORNIA JOINT POWERS I... | FY26 Property Insurance | 6059 | | 92,823.00 |
| 100-1605-7739 | CURO MANAGED PRINT PRO... | IDC 2025 Lo-Fi Sensory Lounge | 221158 | | 335.20 |
| 100-1815-7980 | MAXTREME SERVICES | Mac Mini/AirBook Apple Care/IT Synolgy | 6081 | | 906.96 |
| 100-1815-7980 | MAXTREME SERVICES | IT Misc Security Keys/Thumb Drives/Monitors | 6081 | | 8,992.02 |
| 100-1815-8011 | MAXTREME SERVICES | Mac Mini/Airbook-CMO/Adapters/Mice/Keyboards | 6081 | | 3,487.93 |
| 100-1805-7614 | STAPLES | Office Supplies | 6094 | | 391.95 |
| 100-1825-7613 | STAPLES | Copier Paper | 6094 | | 310.01 |
| 100-1610-7616 | CURO MANAGED PRINT PRO... | Staff Uniform Name Badges | 221158 | | 68.51 |

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1610-7652 | SIMON EQUIPMENT RENTALS | ROP Light Repair (Scissor Lift Rental) | 221212 | | 218.83 |
| 100-1205-7762 | CALE AMERICA INC | WTP Fees 6/2025 | 6058 | | 85.71 |
| 100-1410-7650 | CITY OF MONROVIA | Fuel-Field Services 3/2025 | 221191 | | 1,285.10 |
| 100-1605-7650 | CITY OF MONROVIA | Fuel-Parks & Recreation 3/2025 | 221191 | | 118.16 |
| 100-1205-7650 | CITY OF MONROVIA | Fuel-Public Safety 3/2025 | 221191 | | 1,445.21 |
| 100-1205-7781 | CITY OF MONROVIA | Fuel-Sheriff's Dept 3/2025 | 221191 | | 5,531.16 |
| 100-1405-7650 | CITY OF MONROVIA | Fuel-Cmty Development 3/2025 | 221191 | | 63.62 |
| 100-1410-7650 | CITY OF MONROVIA | Fuel-Field Services 4/2025 | 221191 | | 1,149.17 |
| 100-1605-7650 | CITY OF MONROVIA | Fuel-Parks & Recreation 4/2025 | 221191 | | 391.20 |
| 100-1205-7650 | CITY OF MONROVIA | Fuel-Public Safety 4/2025 | 221191 | | 1,537.22 |
| 100-1205-7781 | CITY OF MONROVIA | Fuel-Sheriff's Dept 4/2025 | 221191 | | 5,234.04 |
| 100-1405-7650 | CITY OF MONROVIA | Fuel-Cmty Development 4/2025 | 221191 | | 165.53 |
| 100-1410-7650 | CITY OF MONROVIA | Fuel-Field Services 5/2025 | 221191 | | 1,350.50 |
| 100-1605-7650 | CITY OF MONROVIA | Fuel-Parks & Recreation 5/2025 | 221191 | | 152.72 |
| 100-1205-7650 | CITY OF MONROVIA | Fuel-Public Safety 5/2025 | 221191 | | 1,519.04 |
| 100-1205-7781 | CITY OF MONROVIA | Fuel-Sheriff's Dept 5/2025 | 221191 | | 4,852.19 |
| 100-1405-7650 | CITY OF MONROVIA | Fuel-Cmty Development 5/2025 | 221191 | | 103.63 |
| 100-1815-7821 | THE TECHNOLOGY DEPOT INC | Public Safety FortiGate Firewall 7/1/25 - 6/30/25 | 6097 | | 499.00 |
| 100-1815-7821 | THE TECHNOLOGY DEPOT INC | Teen Ctr FortiGate Firewall 7/1/25 - 6/30/25 | 6097 | | 499.00 |
| 100-1820-7771 | ALTEC INDUSTRIES INC | Vehicle #3 Damage Repairs | 221142 | DMGE104-Bent Tow Hitch & … | 9,583.96 |
| 100-1410-7650 | ALTEC INDUSTRIES INC | Vehicle #2 Service/Repair | 221142 | | 8,402.62 |
| 100-1825-7631 | CANON SOLUTIONS AMERICA … | CMD Permit Tech Printer Maint 5/27/25 - 6/26/25 | 221152 | | 57.09 |
| 100-1805-7614 | STAPLES | Office Supplies | 6094 | | 12.03 |
| 100-1205-7780 | ONLY CREMATIONS FOR PETS | Deceased Animal Disposal 6/2025 | 6083 | | 280.00 |
| 100-1205-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 221169 | | 222.04 |
| 100-1205-7781 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 221169 | | 76.86 |
| 100-1405-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 221169 | | 93.94 |
| 100-1410-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 221169 | | 17.08 |
| 100-1605-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 221169 | | 8.76 |
| 100-1205-7650 | M K FUELS | Citywide Fuel 6/2025 | 221153 | | 244.53 |
| 100-1205-7781 | M K FUELS | Sheriff Dept Fuel 6/2025 | 221153 | | 400.74 |
| 100-1405-7650 | M K FUELS | Citywide Fuel 6/2025 | 221153 | | 40.28 |
| 100-1410-7650 | M K FUELS | Citywide Fuel 6/2025 | 221153 | | 86.50 |
| 100-1605-7650 | M K FUELS | Citywide Fuel 6/2025 | 221153 | | 70.49 |
| 100-1020-7724 | MARIPOSA LANDSCAPES INC | PO Pkg Lot Landscape Maintenance 6/2025` | 6079 | | 312.00 |
| 100-1410-7815 | MARIPOSA LANDSCAPES INC | Greenbank Ave Brush Clearance 6/2025 | 6079 | | 76.00 |
| 100-1410-7815 | MARIPOSA LANDSCAPES INC | Duarte Wilderness Park Brush Clearance 6/2025 | 6079 | | 2,080.00 |
| 100-1415-7916 | MARIPOSA LANDSCAPES INC | Sports Parks (2) Landscape Maintenance 6/2025 | 6079 | | 3,426.72 |
| 100-1020-7712 | TRIPEPI SMITH & ASSOCIATES | Video Production Services 6/2025 | 6100 | | 159.75 |
| 100-1410-7980 | GARVEY EQUIPMENT COMPA… | Tool Supplies | 221173 | | 520.06 |
| 100-1410-8030 | GARVEY EQUIPMENT COMPA… | Small Equipment | 221173 | | 556.91 |

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1020-7722 | GRANICUS INC | FY26 GovAccess Maintenance/Hosting & Licensing | 6072 | | 12,155.06 |
| 100-1010-7612 | CIVICPLUS LLC | Municipal Code Supplement Update | 6063 | | 2,381.44 |
| 100-1610-7636 | HENDERSON'S UNIFORMS | Facility Maintenance Caps/Uniforms | 6090 | | 528.74 |
| 100-2122 | DIVISION OF THE STATE ARCH… | Disability Access Fee Q2 2025 | 221161 | | 143.60 |
| 100-1610-7652 | WESTERN EXTERMINATOR C… | Pest/Rodent Control/Mosquito Maint 6/2025 | 6105 | | 884.01 |
| 100-2125 | REGIONAL TAP SERVICE CENT… | TAP Card Reload 6/2025 | 221203 | | 85.00 |
| 100-1605-7735 | DUARTE RECREATION PETTY … | TC Raging Waters Parking | 221165 | | 50.00 |
| 100-1605-7735 | DUARTE RECREATION PETTY … | TC Raging Waters Locke… | 221165 | | 20.00 |
| 100-1605-7735 | DUARTE RECREATION PETTY … | Duarte Dance Outfit Supplies | 221165 | | 46.37 |
| 100-1605-7735 | DUARTE RECREATION PETTY … | TC Event Parking 6/29/25 | 221165 | | 40.00 |
| 100-1605-7758 | DUARTE RECREATION PETTY … | IDC 2025 Sensory Supplies | 221165 | | 48.13 |
| 100-1605-7758 | DUARTE RECREATION PETTY … | IDC 2025 CO2 Tank | 221165 | | 33.33 |
| 100-1605-7980 | DUARTE RECREATION PETTY … | Cmty Garden Volunteer Donuts | 221165 | | 38.00 |
| 100-1805-7614 | DUARTE PETTY CASH | Angela CJPIA Supervisors Training Mileage | 221162 | | 14.28 |
| 100-1805-7614 | DUARTE PETTY CASH | Admin Srvcs Dept Batteries | 221162 | | 17.23 |
| 100-1810-7611 | DUARTE PETTY CASH | De-Escalation Techniques Training Supplies | 221162 | | 44.00 |
| 100-1810-7980 | DUARTE PETTY CASH | Valentine's Day Staff Lunch Deposit | 221162 | | 100.00 |
| 100-1825-7626 | DUARTE PETTY CASH | Postage-Certified Letters | 221162 | | 12.64 |
| 100-1825-7626 | DUARTE PETTY CASH | Postage-Mailing Stamps | 221162 | | 12.41 |
| 100-2120 | TROY SMITH | ROP Bldg Rent Deposit Refund 6/28/2025 | 221213 | | 150.00 |
| 100-2120 | MARGARITA VEGA | SC Rent Deposit Refund 6/28/2025 | 221219 | | 500.00 |
| 100-1605-7733 | HEULYN REGINA DUMAS-JOH… | Senior Ctr Sewing 6/2025 | 6068 | | 253.00 |
| 100-1605-7739 | CURO MANAGED PRINT PRO… | Event Signage | 221158 | | 39.69 |
| 100-1605-7636 | CURO MANAGED PRINT PRO… | Uniform Name Tags | 221158 | | 8.56 |
| 100-1605-7733 | SMART & FINAL | Senior Ctr July 4th Snacks | 6093 | | 202.66 |
| 100-1825-7613 | GRAND PRINTING INC | Business Cards (Erika Ramos) | 221174 | | 98.79 |
| 100-4801 | MELISSA PEREZ | Ballet & Tap Combo Class Refund (Melody Perez) | 221200 | | 70.00 |
| 100-1610-7652 | WET VIEWS | Weekly Aquatic Maintenance of Duarte Pools 6/2025 | 6084 | | 1,950.00 |
| 100-1605-7735 | SMART & FINAL | TC Snack Bar Supplies/IDC Drinks | 6093 | | 628.84 |
| 100-1010-7980 | BAKERS MAN PRODUCTIONS L… | Graphic Design Services | 6057 | | 400.00 |
| 100-1020-7726 | BAKERS MAN PRODUCTIONS L… | Live-Switching & Recording of CC Meeting 6/2025 | 6057 | | 600.00 |
| 100-1610-7636 | CINTAS CORPORATION #693 | Facility Maint Uniforms | 6062 | | 30.85 |
| 100-1610-7652 | CINTAS CORPORATION #693 | Logo Mats | 6062 | | 4.15 |
| 100-1605-7758 | SMART & FINAL | IDC 2025 Band Snacks | 6093 | | 75.67 |
| 100-1610-8100 | ADVANCED EXERCISE EQUIPM… | All Fitness Equipment | 6053 | | 125,076.68 |
| 100-1610-8100 | ADVANCED EXERCISE EQUIPM… | Fitness Center - All Gym Flooring | 6053 | | 21,773.07 |
| 100-1605-7733 | SMART & FINAL | SC Meal Program Crackers | 6093 | | 25.99 |
| 100-1205-7780 | SAN GABRIEL VALLEY HUMAN… | Animal Shelter Services 7/2025 | 6089 | | 6,666.67 |
| 100-1205-7655 | THOMSON REUTERS-WEST P… | EOC Software 6/2025 | 6098 | | 226.39 |
| 100-1610-7652 | INX BUILDING MAINTENANCE | Teen Ctr Janitorial Services 7/2025 | 6075 | | 2,020.44 |
| 100-1810-7660 | CMC LIVESCAN & NOTARY SE… | Livescan Services 6/2025 | 6064 | | 84.00 |
| 100-1605-7729 | PARTY PRONTO INC | Summer Concerts in the Park Inflatables | 221197 | | 2,396.00 |
| 100-2126 | WENWEI LIN | Const/Demo Deposit Refund (P#2021-507) | 221183 | | 3,689.44 |
| 100-5004 | WENWEI LIN | Administrative Fee (P#2021-507) | 221183 | | -125.00 |

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1025-7698 | SOUTHERN CALIFORNIA ASSO… | FY26 Membership Dues | 221214 | | 3,456.00 |
| 100-1205-7783 | TRAIN UP A CHILD LLC | A-Team Contract Srvcs 7/2025 | 6052 | | 6,300.00 |
| 100-1605-7736 | DANCEFIT LLC | Instructor Fee-Various Classes 6/10/25 - 7/1/25 | 6066 | | 952.00 |
| 100-1825-7687 | R3 CONSULTING GROUP | SB 1383 Implementation Consulting 6/2025 | 6086 | | 1,440.00 |
| 100-1605-7758 | EAGLE PORTABLES INC | IDC 2025 Portable Sink | 221166 | | 525.00 |
| 100-1815-7632 | INTELLI-TECH | Barracuda Essentials 7/16/2025 - 7/15/2026 | 221180 | | 4,207.00 |
| 100-1010-7980 | SMART & FINAL | IDC 2025 VIP Drinks | 6093 | | 382.69 |
| 100-1610-7652 | POST ALARM SYSTEMS | CH/CC/Yard Alarm Monitoring 8/2025 | 6085 | | 156.07 |
| 100-4816 | YOLI RIVERA | SC Slow Flow Yoga Clas… | 221206 | | 28.00 |
| 100-4806 | REBECCA HERNANDEZ | Dodger Game Excursion Refund 7/2/2025 | 221178 | | 65.00 |
| 100-1820-7776 | ALLIANT INSURANCE SERVICES | FY26 Crime Insurance | 6055 | | 1,340.00 |
| 100-1010-7076 | ALBERT NUNEZ | Tuition Reimbursement | 6082 | | 3,500.00 |
| 100-1405-7076 | MELANIE GRIGORIAN | Tuition Reimbursement | 221175 | | 3,500.00 |
| 100-1825-7630 | QUADIENT LEASING USA INC | PS Postage Machine Lease 8/1/25 - 10/31/25 | 221202 | | 665.71 |
| 100-2120 | JODIE LISTON | Field Rent Deposit Refund (Threats Softball) | 221184 | | 100.00 |
| 100-1815-7632 | MAXTREME SERVICES | FY26 Jamf Pro Renewal | 6081 | | 15,500.00 |
| 100-4815 | NICHOLAS BALDWIN | Summer Day Camp Refund S9 (Penelope Baldwin) | 221147 | | 150.00 |
| 100-4815 | NICHOLAS BALDWIN | Summer Day Camp Refund S8 (Penelope Baldwin) | 221147 | | 150.00 |
| 100-4815 | NICHOLAS BALDWIN | Summer Day Camp Refund S6 (Penolope Baldwin) | 221147 | | 150.00 |
| 100-2012 | CALIFORNIA BUILDING STAND… | Green Bldg Fee Q2 2025 | 221151 | | 169.00 |
| 100-2013 | DEPARTMENT OF CONSERVAT… | Strong Motion Fee (SMIP) Q2 2025 | 221160 | | 639.00 |
| 100-5004 | CALIFORNIA BUILDING STAND… | Local Gov't Retainer Q2 2025 | 221151 | | -16.90 |
| 100-5004 | DEPARTMENT OF CONSERVAT… | Local Agency Fee Q2 2025 | 221160 | | -31.95 |
| 100-1605-7736 | JACQUELINE HASTY | Instructor Fee-Sticker Making 2025 Summer S1 | 6074 | | 196.00 |
| 100-2126 | HARDY & HARPER INC | Const/Demo Deposit Refund (P#2025-001ROW) | 221177 | | 1,729.60 |
| 100-5004 | HARDY & HARPER INC | Administrative Fee (P#2025-001ROW) | 221177 | | -125.00 |
| 100-1825-7631 | CANON SOLUTIONS AMERICA … | P&R Printer Maintenance 6/4/25 - 7/3/25 | 221152 | | 100.30 |
| 100-1605-7758 | SIMON EQUIPMENT RENTALS | IDC 2025 Light Tower Rental | 221212 | | 402.66 |
| 100-1605-7980 | PARADISE COOKIES & ICE CRE… | IDC 2025 Staff Meals | 221196 | | 500.00 |
| 100-1605-7758 | DOLPHIN RENTS INC | IDC 2025 Lights & Fencing | 6067 | | 7,988.67 |
| 100-2123 | ALLIANT INSURANCE SERVICES | Special Event Insurance 4/2025 - 6/2025 | 6055 | | 522.00 |
| 100-1205-7780 | POSTMASTER | Dog License Postcard Mailer | 221217 | | 1,053.74 |
| 100-1005-7650 | TONEY LEWIS | IDC 2025 VIP Section Dinner Reimbursement | 6078 | | 451.86 |
| 100-1205-7779 | EVAN CORTEZ | WIN Stipend | 221156 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | KARRINGTON BELL | WIN Stipend | 221148 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | AVA ARIZADON | WIN Stipend | 221145 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | NUHAA MOHAMMAD | WIN Stipend | 221190 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | RAUL MARTINEZ | WIN Stipend | 221188 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | JAYDEN VOSVERG | WIN Stipend | 221223 | 202603-WIN/1205-7779-Sum… | 500.00 |
| 100-1205-7779 | VANESSA VASQUEZ | WIN Stipend | 221218 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | BRANNON TURNER | WIN Stipend | 221216 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | CHASE SWEENY | WIN Stipend | 221215 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | JEREMIAH NAVARRETE | WIN Stipend | 221194 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | ALBERT MARIANO | WIN Stipend | 221187 | 202603-WIN/1205-7779-Sum… | 250.00 |
| 100-1205-7779 | BENTLEY LOVELY | WIN Stipend | 221186 | 202603-WIN/1205-7779-Sum… | 250.00 |

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1205-7779 | ANTHONY SERNA | WIN Stipend | 221211 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | ELIJAH LOOS | WIN Stipend | 221185 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | MELISSA SANCHEZ-QUINTERO | WIN Stipend | 221210 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | MICHAEL DANDURAND | WIN Stipend | 221159 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | JESSY VERGARA | WIN Stipend | 221222 | 202603-WIN/1205-7779-Sum... | 500.00 |
| 100-1205-7779 | GYSELLE ARROYO | WIN Stipend | 221146 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | ANDREW GUTIERREZ | WIN Stipend | 221176 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | KARENA FLOR | WIN Stipend | 221170 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | VIRIDIANA GARCIA | WIN Stipend | 221172 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | DANIELLA MORALES | WIN Stipend | 221193 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1205-7779 | DANIELLA PEREZ RENTERIA | WIN Stipend | 221204 | 202603-WIN/1205-7779-Sum... | 250.00 |
| 100-1405-7975 | LEE & ASSOCIATES - PASADEN... | Real Estate Advisory Services 6/2025 | 6077 | | 11,470.00 |
| 100-1005-7642 | ROTARY CLUB OF DUARTE | Margaret Finlay Membership Dues | 221208 | | 112.50 |
| 100-1010-7612 | ROTARY CLUB OF DUARTE | Brian Villalobos Membership Dues | 221208 | | 262.50 |
| 100-1205-7612 | ROTARY CLUB OF DUARTE | Larry Breceda Membership Dues | 221208 | | 262.50 |
| 100-1205-7612 | ROTARY CLUB OF DUARTE | Tony Hadloc Membership Dues | 221208 | | 262.50 |
| 100-1805-7612 | ROTARY CLUB OF DUARTE | Kristen Petersen Membership Dues | 221208 | | 262.50 |
| 100-2120 | LEONOR VELASCO | SC Rent Deposit Refund 7/5/2025 | 221221 | | 500.00 |
| 100-1605-7740 | RETRO ROLLLING VIDEO GAM... | Summer Day Camp Video Game Truck 7/23/25 | 221181 | | 450.00 |
| 100-1605-7758 | DOLPHIN RENTS INC | IDC 2025 Umbrellas/Tables/Linens/Dance Floor | 6067 | | 8,957.12 |
| 100-1605-7736 | ARK INTERNATIONAL INC | Instructor Fee-Vocal Class 6/17/25 - 7/8/25 | 6056 | | 109.20 |
| 100-1205-7780 | BRYAN ARIIZUMI | Livescan/DOJ Clearance Letter (Ariizumi/Hadloc) | 221144 | | 192.00 |
| 100-1610-7618 | SMART & FINAL | Council Supplies/Drinks | 6093 | | 74.67 |
| 100-1605-7758 | SIMON EQUIPMENT RENTALS | IDC 2025 Scissor Lift Rental | 221212 | | 698.90 |
| 100-1605-7740 | SMART & FINAL | Summer Day Camps Cooking Supplies | 6093 | | 31.77 |
| 100-2121 | DUARTE PUBLIC SAFETY PETTY... | Rabies Clinic Petty Cash | 221164 | | 200.00 |
| 100-1205-7761 | SUPERIOR CT OF CAL CO OF L... | Citation Revenue Tax 6/2025 | 221141 | | 5,905.00 |
| 100-1805-7653 | SECTRAN SECURITY INC | July 2025 Courier Pick-up | 6091 | | 342.24 |
| 100-1205-7980 | DUARTE PUBLIC SAFETY PETTY... | Public Safety Office Water | 221163 | | 51.75 |
| 100-1205-7779 | FABIAN ANDRADE | WIN Stipend | 221143 | 202603-WIN/1205-7779-Sum... | 500.00 |
| 100-1205-7779 | ALEJANDRA RUIZ-CLEVAS | WIN Stipend | 221209 | 202603-WIN/1205-7779-Sum... | 500.00 |
| 100-1825-7626 | QUADIENT FINANCE USA INC | Public Safety Machine Postage | 221201 | | 2,000.00 |
| 100-1605-7735 | Liv's Lumpias | TC Amazing Acts Week Food | 221225 | | 200.00 |
| 100-1205-7779 | AIDA TORRES | DART Officers Meeting Expense Reimbursement | 6099 | | 65.05 |
| 100-1500 | ALYSSA RICO | Advance-Duarte Survivor Event | 221205 | | 400.00 |
| 100-4815 | CHARA NIXON | Summer Day Camp Refund S7 (Emmet Perez) | 221195 | | 150.00 |
| 100-4815 | CHARA NIXON | Summer Day Camp Refund S7 (Braden Perez) | 221195 | | 150.00 |
| 100-4815 | CHARA NIXON | Summer Day Camp Refund S7 (Liam Perez) | 221195 | | 150.00 |
| 100-1605-7729 | ELITE SOUND, STAGE, & LIGHT... | Concerts in the Park Sound/Stage 7/24/2025 | 221168 | | 3,200.00 |
| 100-1605-7729 | ELITE SOUND, STAGE, & LIGHT... | Concerts in the Park Sound/Stage 7/31/2025 | 221167 | | 3,200.00 |
| | | | | **Fund 100 - GENERAL FUND Total:** | **489,803.91** |

**Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND**

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 240-2410-7906 | WEST COAST ARBORISTS INC | Citywide Tree Trimming | 6104 | | 15,169.45 |
| 240-2410-7909 | WEST COAST ARBORISTS INC | Citywide Tree Trimming | 6104 | | 43,500.16 |

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 240-2410-7662 | COUNTY OF LOS ANGELES AGR... | Gopher Control-Royal Oaks Trail 5/2025 | 221157 | | 333.59 |
| 240-2422-7887 | LANDSCAPE WAREHOUSE INC | Encanto Pkwy LLD Irrigation Repairs | 6076 | | 993.83 |
| 240-2423-7887 | LANDSCAPE WAREHOUSE INC | Amberwood LLD Irrigation Repairs | 6076 | | 799.19 |
| 240-2433-7887 | LANDSCAPE WAREHOUSE INC | Buena Vista Villas LLD Irrigation Repairs | 6076 | | 1,199.38 |
| 240-2429-7887 | LANDSCAPE WAREHOUSE INC | Emblem LLD Irrigation Repairs | 6076 | | 798.97 |
| 240-2410-7663 | RUDY'S PLUMBING INC | Backflow Testing-Huntington Dr Median | 6088 | | 140.00 |
| 240-2410-7915 | MARIPOSA LANDSCAPES INC | Parks (14) Landscape Maintenance 6/2025 | 6079 | | 15,723.51 |
| 240-2410-7915 | MARIPOSA LANDSCAPES INC | Misc Locations (8) Landscape Maintenance 6/2025 | 6079 | | 1,509.99 |
| 240-2410-7915 | MARIPOSA LANDSCAPES INC | City Facilities (4) Landscape Maintenance 6/2025 | 6079 | | 2,733.32 |
| 240-2410-7917 | MARIPOSA LANDSCAPES INC | Medians/Pkwys (19) Landscape Maintenance 6/2025 | 6079 | | 8,312.45 |
| 240-2410-7917 | MARIPOSA LANDSCAPES INC | Tree Wells (12) Landscape Maintenance 6/2025 | 6079 | | 459.54 |
| 240-2420-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 491.67 |
| 240-2421-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 1,416.67 |
| 240-2422-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 693.80 |
| 240-2423-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 1,125.00 |
| 240-2424-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 775.01 |
| 240-2425-7913 | MARIPOSA LANDSCAPES INC | Hearthstone Brush Clearance 6/2025 | 6079 | | 1,166.67 |
| 240-2425-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 416.67 |
| 240-2426-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 333.33 |
| 240-2427-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 891.67 |
| 240-2431-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 891.67 |
| 240-2432-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 1,175.00 |
| 240-2433-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 750.00 |
| 240-2434-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 500.00 |
| 240-2435-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 6079 | | 750.00 |
| 240-2435-7918 | MARIPOSA LANDSCAPES INC | Ridgecrest Brush Clearance 6/2025 | 6079 | | 708.33 |
| 240-2431-7887 | LANDSCAPE WAREHOUSE INC | Las Brisas LLD Irrigation Repairs | 6076 | | 488.92 |
| | | | **Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:** | | **104,247.79** |
| **Fund: 440 - PROPOSITION A TRANSIT FUND** | | | | | |
| 440-4405-8013 | FOOTHILL TRANSIT | 75th Installment of 3rd Bus 6/2025 | 6070 | | 3,887.05 |
| 440-4405-7650 | COMMERCIAL TRANSPORTAT... | Vehicle Inspection Forms/Books | 221154 | | 287.30 |
| 440-4405-7960 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | 6070 | | 21,225.44 |
| 440-5004 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | 6070 | | -603.74 |
| 440-4405-7650 | CITY OF MONROVIA | Fuel-Transportation Dept 4/2025 | 221191 | | 159.46 |
| 440-4405-7650 | CITY OF MONROVIA | Fuel-Transportation Dept 5/2025 | 221191 | | 315.80 |

| Account Number | Vendor DBA | Description (Item) | Payment Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 440-4405-7650 | FAST 5 HOLDING COMPANY L... | Citywide Vehicle Cleaning 6/2025 | 221169 | | 68.32 |
| 440-4405-7788 | INLAND EMPIRE TOURS & TR... | Dodger Game 7/1/2025 Transportation | 221179 | | 1,584.13 |
| | | | | **Fund 440 - PROPOSITION A TRANSIT FUND Total:** | **26,923.76** |
| **Fund: 460 - PROPOSITION C TRANSIT FUND** | | | | | |
| 460-4605-8013 | FOOTHILL TRANSIT | 75th Installment of 3rd Bus 6/2025 | 6070 | | 3,180.31 |
| 460-4605-7960 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | 6070 | | 17,366.27 |
| 460-5004 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | 6070 | | -493.96 |
| 460-4605-7650 | CITY OF MONROVIA | Fuel-Transportation Dept 3/2025 | 221191 | | 224.56 |
| | | | | **Fund 460 - PROPOSITION C TRANSIT FUND Total:** | **20,277.18** |
| **Fund: 620 - COMMUNITY IMPROVEMENT FUND** | | | | | |
| 620-2127 | GREEN GIANT LANDSCAPE INC | Retention Highland Promenade Project | 6073 | 202106-Retention-620-2127-H.. | -5,830.00 |
| 620-6225-8100 | GREEN GIANT LANDSCAPE INC | Highland Promenade Project | 6073 | 202106-Other Cap-620-6225-H.. | 116,600.00 |
| | | | | **Fund 620 - COMMUNITY IMPROVEMENT FUND Total:** | **110,770.00** |
| | | | | **Grand Total:** | **752,022.64** |

# Report Summary

## Fund Summary

| Fund | Payment Amount |
|---|---|
| 100 - GENERAL FUND | 489,803.91 |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND | 104,247.79 |
| 440 - PROPOSITION A TRANSIT FUND | 26,923.76 |
| 460 - PROPOSITION C TRANSIT FUND | 20,277.18 |
| 620 - COMMUNITY IMPROVEMENT FUND | 110,770.00 |
| **Grand Total:** | **752,022.64** |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-1005-7642 | Travel & Exp - Finlay | 112.50 |
| 100-1005-7650 | Travel & Exp - Lewis | 451.86 |
| 100-1010-7076 | Tuition Reimbursement | 3,500.00 |
| 100-1010-7612 | Publications and Dues | 2,643.94 |
| 100-1010-7980 | Other Expenses | 839.47 |
| 100-1020-7712 | Community Information … | 159.75 |
| 100-1020-7722 | City Website | 12,155.06 |
| 100-1020-7724 | Post Office Parking | 312.00 |
| 100-1020-7726 | Council Cablecasting | 600.00 |
| 100-1025-7698 | SCAG | 3,456.00 |
| 100-1025-7699 | League Of Calif Cities | 1,149.75 |
| 100-1205-7610 | Travel, Mtgs & Conf | 59.79 |
| 100-1205-7612 | Publications and Dues | 675.00 |
| 100-1205-7614 | Office Supplies | 20.42 |
| 100-1205-7615 | Emergency Supplies | 1,287.33 |
| 100-1205-7636 | Uniforms | 680.78 |
| 100-1205-7650 | Vehicle Maintenance | 4,968.04 |
| 100-1205-7655 | Emergency Services | 226.39 |
| 100-1205-7761 | Parking Ticket Collect | 5,905.00 |
| 100-1205-7762 | Parking Pass Kiosk Costs | 85.71 |
| 100-1205-7779 | Youth Programs | 7,922.57 |
| 100-1205-7780 | Animal Control | 8,773.41 |
| 100-1205-7781 | Contract Law Enforceme… | 16,094.99 |
| 100-1205-7782 | Crossing Guard Contract… | 1,877.58 |
| 100-1205-7783 | A-Team Program | 6,300.00 |
| 100-1205-7887 | Repairs & Replacements | 181.22 |
| 100-1205-7980 | Other Expenses | 1,136.93 |
| 100-1405-7076 | Tuition Reimbursement | 3,500.00 |
| 100-1405-7650 | Vehicle Maintenance | 467.00 |
| 100-1405-7965 | Professional Services | 2,450.00 |
| 100-1405-7969 | City Engineer | 3,760.00 |
| 100-1405-7975 | Economic Development … | 17,965.00 |
| 100-1410-7650 | Vehicle Maintenance | 12,290.97 |
| 100-1410-7656 | Emergency Generator | 160.00 |
| 100-1410-7815 | Brush Clearance | 2,156.00 |
| 100-1410-7980 | Other Expenses | 520.06 |
| 100-1410-8030 | Other Equipment (Capita… | 556.91 |
| 100-1415-7916 | Landscape-Sport Park | 3,426.72 |
| 100-1500 | Advances | 400.00 |
| 100-1605-7636 | Uniforms | 8.56 |
| 100-1605-7650 | Vehicle Maintenance | 741.33 |
| 100-1605-7729 | Concerts In The Park | 15,146.00 |
| 100-1605-7733 | Senior Center | 481.65 |
| 100-1605-7735 | Teen Center | 985.21 |
| 100-1605-7736 | Youth & Adult Recreatio… | 1,257.20 |
| 100-1605-7739 | Publicity | 1,957.23 |
| 100-1605-7740 | Day Camps | 1,106.77 |
| 100-1605-7741 | Sports/Playground Progr… | 908.10 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-1605-7758 | Independence Day Celeb… | 18,729.48 |
| 100-1605-7980 | Other Expenses | 1,054.80 |
| 100-1610-7616 | Pool Supplies | 68.51 |
| 100-1610-7617 | Pool Chemicals | 435.09 |
| 100-1610-7618 | Building Supplies | 1,818.64 |
| 100-1610-7636 | Uniforms | 590.44 |
| 100-1610-7652 | Building Maint Services | 5,237.65 |
| 100-1610-8100 | Other Capital Improvem… | 149,097.25 |
| 100-1805-7612 | Publications and Dues | 262.50 |
| 100-1805-7614 | Office Supplies | 435.49 |
| 100-1805-7653 | Bank Charges | 342.24 |
| 100-1810-7611 | Training | 44.00 |
| 100-1810-7660 | Other Services | 436.00 |
| 100-1810-7980 | Other Expenses | 100.00 |
| 100-1815-7632 | Software | 19,707.00 |
| 100-1815-7821 | Network & Internet Serv… | 998.00 |
| 100-1815-7980 | Other Expenses | 9,898.98 |
| 100-1815-8011 | Computer Equipment (C… | 3,487.93 |
| 100-1820-7771 | Repair Of City Property | 9,583.96 |
| 100-1820-7775 | Property Coverage | 92,823.00 |
| 100-1820-7776 | Faithful Performance Bo… | 1,340.00 |
| 100-1825-7613 | Duplications And Photos | 408.80 |
| 100-1825-7626 | Postage | 2,025.05 |
| 100-1825-7630 | Equipment Lease | 665.71 |
| 100-1825-7631 | Equipment Maintenance | 157.39 |
| 100-1825-7687 | Waste Mgmt Services | 1,440.00 |
| 100-2012 | Green Building Fees Pay… | 169.00 |
| 100-2013 | Strong Motions Fees Pay… | 639.00 |
| 100-2120 | Refundable Deposits | 1,250.00 |
| 100-2121 | Pass Through Deposits | 522.88 |
| 100-2122 | Disability Access & Educ … | 143.60 |
| 100-2123 | Special Event Insurance … | 522.00 |
| 100-2125 | Metro Pass Through (TA… | 85.00 |
| 100-2126 | Construction and Demoli… | 5,419.04 |
| 100-2127 | Retention Payable | 7,234.13 |
| 100-4801 | Youth & Adult Recreatio… | 70.00 |
| 100-4806 | Excursion Fees | 112.00 |
| 100-4815 | Day Camp Fees | 900.00 |
| 100-4816 | Senior Recreation Class … | 28.00 |
| 100-5004 | Other Revenue | -298.85 |
| 240-2410-7662 | Other Serv-Citywide | 333.59 |
| 240-2410-7663 | Other Serv-Medians | 140.00 |
| 240-2410-7906 | Tree Trim-Citywide | 15,169.45 |
| 240-2410-7909 | Tree Trim-Residential | 43,500.16 |
| 240-2410-7915 | Landscape-Citywide | 19,966.82 |
| 240-2410-7917 | Landscape-Medians | 8,771.99 |
| 240-2420-7914 | Landscape Maintenance | 491.67 |
| 240-2421-7914 | Landscape Maintenance | 1,416.67 |
| 240-2422-7887 | Repairs & Replacements | 993.83 |
| 240-2422-7914 | Landscape Maintenance | 693.80 |
| 240-2423-7887 | Repairs & Replacements | 799.19 |
| 240-2423-7914 | Landscape Maintenance | 1,125.00 |
| 240-2424-7914 | Landscape Maintenance | 775.01 |
| 240-2425-7913 | Brush Clearance | 1,166.67 |
| 240-2425-7914 | Landscape Maintenance | 416.67 |
| 240-2426-7914 | Landscape Maintenance | 333.33 |
| 240-2427-7914 | Landscape Maintenance | 891.67 |
| 240-2429-7887 | Repairs & Replacements | 798.97 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 240-2431-7887 | Repairs & Replacements | 488.92 |
| 240-2431-7914 | Landscape Maintenance | 891.67 |
| 240-2432-7914 | Landscape Maintenance | 1,175.00 |
| 240-2433-7887 | Repairs & Replacements | 1,199.38 |
| 240-2433-7914 | Landscape Maintenance | 750.00 |
| 240-2434-7914 | Landscape Maintenance | 500.00 |
| 240-2435-7914 | Landscape Maintenance | 750.00 |
| 240-2435-7918 | Fuel Modification | 708.33 |
| 440-4405-7650 | Vehicle Maintenance | 830.88 |
| 440-4405-7788 | Shuttle Services | 1,584.13 |
| 440-4405-7960 | Foothill Transit Operatio… | 21,225.44 |
| 440-4405-8013 | Vehicles (Capital) | 3,887.05 |
| 440-5004 | Other Revenue | -603.74 |
| 460-4605-7650 | Vehicle Maintenance | 224.56 |
| 460-4605-7960 | Foothill Tranist Operatio… | 17,366.27 |
| 460-4605-8013 | Vehicles (Capital) | 3,180.31 |
| 460-5004 | Other Revenue | -493.96 |
| 620-2127 | Retention Payable | -5,830.00 |
| 620-6225-8100 | Other Capital Improvem… | 116,600.00 |
| | **Grand Total:** | **752,022.64** |

## Project Account Summary

| Project Account Key | | Payment Amount |
|---|---|---|
| **None** | | 623,353.44 |
| 202106-Other Cap-620-6225-Highland Promenade-Msr M | | 116,600.00 |
| 202106-Retention-620-2127-Highland Promenade-Msr M | | -5,830.00 |
| 202118-ATP Cycle 4-Professional Svcs | | 205.00 |
| 202424- 100-2121/1433 Crestfield(Andres Duarte) | | 322.88 |
| 202520-Walmart Grant-PS Youth Prog,Equip,Trip,Supp | | 537.36 |
| 202603-WIN/1205-7779-Summer At Risk Intern Program | | 7,250.00 |
| DMGE104-Bent Tow Hitch & Rear Bumper (Boom Truck) | | 9,583.96 |
| | **Grand Total:** | **752,022.64** |

# Council Warrant Register By Vendor
## By Fund

City of Duarte

Payment Dates 7/10/2025 - 7/23/2025

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Fund: 100 - GENERAL FUND** | | | | | |
| **Vendor: 4347 - ADVANCED HEALTHSTYLES FITNESS EQUIPMENT INC** | | | | | |
| 100-1610-8100 | ADVANCED EXERCISE EQUIPM… | All Fitness Equipment | 51477 | | 125,076.68 |
| 100-1610-8100 | ADVANCED EXERCISE EQUIPM… | Fitness Center - All Gym Flooring | 51478 | | 21,773.07 |
| | | | | **Vendor 4347 - ADVANCED HEALTHSTYLES FITNESS EQUIPMENT INC Total:** | **146,849.75** |
| **Vendor: 1388 - AIDA TORRES** | | | | | |
| 100-1205-7779 | AIDA TORRES | DART Soccer Game Dinner Reimbursement | 6/16/2025 | | 58.14 |
| 100-1205-7779 | AIDA TORRES | DART Officers Meeting Expense Reimbursement | 6/18/2025 | | 65.05 |
| | | | | **Vendor 1388 - AIDA TORRES Total:** | **123.19** |
| **Vendor: 6713 - ALBERT MARIANO** | | | | | |
| 100-1205-7779 | ALBERT MARIANO | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6713 - ALBERT MARIANO Total:** | **250.00** |
| **Vendor: 6449 - ALBERT NUNEZ** | | | | | |
| 100-1010-7076 | ALBERT NUNEZ | Tuition Reimbursement | 7022025 | | 3,500.00 |
| | | | | **Vendor 6449 - ALBERT NUNEZ Total:** | **3,500.00** |
| **Vendor: 6588 - ALBERTO R PEREZ** | | | | | |
| 100-1610-7652 | WET VIEWS | Weekly Aquatic Maintenance of Duarte Pools 6/2025 | 2752 | | 1,950.00 |
| | | | | **Vendor 6588 - ALBERTO R PEREZ Total:** | **1,950.00** |
| **Vendor: 6511 - ALEJANDRA RUIZ-CLEVAS** | | | | | |
| 100-1205-7779 | ALEJANDRA RUIZ-CLEVAS | WIN Stipend | 7092025 | 202603-WIN/1205-7779-Sum… | 500.00 |
| | | | | **Vendor 6511 - ALEJANDRA RUIZ-CLEVAS Total:** | **500.00** |
| **Vendor: 3661 - ALHAMBRA SUPERIOR COURT** | | | | | |
| 100-1205-7761 | SUPERIOR CT OF CAL CO OF L… | Citation Revenue Tax 6/2025 | 7082025 | | 5,905.00 |
| | | | | **Vendor 3661 - ALHAMBRA SUPERIOR COURT Total:** | **5,905.00** |
| **Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC** | | | | | |
| 100-1205-7782 | ALL CITY MANAGEMENT SERV… | Crossing Guard Srvcs 6/8/25 - 6/21/25 | 102199 | | 1,877.58 |
| | | | | **Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:** | **1,877.58** |
| **Vendor: 1311 - ALLIANT INSURANCE SERVICES INC-NPB MAIN** | | | | | |
| 100-1820-7776 | ALLIANT INSURANCE SERVICES | FY26 Crime Insurance | 3137450 | | 1,340.00 |
| 100-2123 | ALLIANT INSURANCE SERVICES | Special Event Insurance 4/2025 - 6/2025 | 3158368 | | 522.00 |
| | | | | **Vendor 1311 - ALLIANT INSURANCE SERVICES INC-NPB MAIN Total:** | **1,862.00** |
| **Vendor: 1166 - ALTEC INDUSTRIES INC** | | | | | |
| 100-1820-7771 | ALTEC INDUSTRIES INC | Vehicle #3 Damage Repairs | 51713519 | DMGE104-Bent Tow Hitch & … | 9,583.96 |
| 100-1410-7650 | ALTEC INDUSTRIES INC | Vehicle #2 Service/Repair | 51713555 | | 8,402.62 |
| | | | | **Vendor 1166 - ALTEC INDUSTRIES INC Total:** | **17,986.58** |
| **Vendor: 6780 - ALYSSA RICO** | | | | | |
| 100-1500 | ALYSSA RICO | Advance-Duarte Survivor Event | 8/9/2025 | | 400.00 |
| | | | | **Vendor 6780 - ALYSSA RICO Total:** | **400.00** |
| **Vendor: 6636 - ANDREW GUTIERREZ** | | | | | |
| 100-1205-7779 | ANDREW GUTIERREZ | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6636 - ANDREW GUTIERREZ Total:** | **250.00** |
| **Vendor: 6711 - ANTHONY SERNA** | | | | | |
| 100-1205-7779 | ANTHONY SERNA | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6711 - ANTHONY SERNA Total:** | **250.00** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 6429 - ARK INTERNATIONAL INC** | | | | | |
| 100-1605-7736 | ARK INTERNATIONAL INC | Instructor Fee-Vocal Class 6/17/25 - 7/8/25 | 07082025 | | 109.20 |
| | | | | **Vendor 6429 - ARK INTERNATIONAL INC Total:** | **109.20** |
| **Vendor: 6753 - AVA ARIZADON** | | | | | |
| 100-1205-7779 | AVA ARIZADON | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6753 - AVA ARIZADON Total:** | **250.00** |
| **Vendor: 6653 - BAKERS MAN PRODUCTIONS LLC** | | | | | |
| 100-1010-7980 | BAKERS MAN PRODUCTIONS L... | Graphic Design Services | 408582 | | 400.00 |
| 100-1020-7726 | BAKERS MAN PRODUCTIONS L... | Live-Switching & Recording of CC Meeting 6/2025 | 408583 | | 600.00 |
| | | | | **Vendor 6653 - BAKERS MAN PRODUCTIONS LLC Total:** | **1,000.00** |
| **Vendor: 6758 - BENTLEY LOVELY** | | | | | |
| 100-1205-7779 | BENTLEY LOVELY | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6758 - BENTLEY LOVELY Total:** | **250.00** |
| **Vendor: 6766 - BRANNON TURNER** | | | | | |
| 100-1205-7779 | BRANNON TURNER | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6766 - BRANNON TURNER Total:** | **250.00** |
| **Vendor: 6608 - BRYAN ARIIZUMI** | | | | | |
| 100-1205-7780 | BRYAN ARIIZUMI | Livescan/DOJ Clearance Letter (Ariizumi/Hadloc) | 1 | | 192.00 |
| | | | | **Vendor 6608 - BRYAN ARIIZUMI Total:** | **192.00** |
| **Vendor: 0243 - BSN SPORTS LLC** | | | | | |
| 100-1610-7618 | BSN SPORTS LLC | Basketball Nets | 930013217 | | 88.40 |
| | | | | **Vendor 0243 - BSN SPORTS LLC Total:** | **88.40** |
| **Vendor: 5559 - CALE AMERICA INC** | | | | | |
| 100-1205-7762 | CALE AMERICA INC | WTP Fees 6/2025 | 186201 | | 85.71 |
| | | | | **Vendor 5559 - CALE AMERICA INC Total:** | **85.71** |
| **Vendor: 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION** | | | | | |
| 100-1205-7612 | CALIFORNIA ANIMAL WELFARE.. | CACO 3 yr Certification (Juan Oseguera) | 200006969 | | 150.00 |
| | | | | **Vendor 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION Total:** | **150.00** |
| **Vendor: 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION** | | | | | |
| 100-2012 | CALIFORNIA BUILDING STAND... | Green Bldg Fee Q2 2025 | 4/2025 - 6/2025 | | 169.00 |
| 100-5004 | CALIFORNIA BUILDING STAND... | Local Gov't Retainer Q2 2025 | 4/2025 - 6/2025 | | -16.90 |
| | | | | **Vendor 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:** | **152.10** |
| **Vendor: 0216 - CALIFORNIA JOINT POWERS INSURANCE AUTHORITY** | | | | | |
| 100-1820-7775 | CALIFORNIA JOINT POWERS I... | FY26 Property Insurance | PROP00033 | | 92,823.00 |
| | | | | **Vendor 0216 - CALIFORNIA JOINT POWERS INSURANCE AUTHORITY Total:** | **92,823.00** |
| **Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE** | | | | | |
| 100-1810-7660 | DEPARTMENT OF JUSTICE | Fingerprint Apps 5/2025 | 820219 | | 352.00 |
| | | | | **Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:** | **352.00** |
| **Vendor: 5720 - CANON SOLUTIONS AMERICA INC** | | | | | |
| 100-1825-7631 | CANON SOLUTIONS AMERICA ... | CMD Permit Tech Printer Maint 5/27/25 - 6/26/25 | 6012379377 | | 57.09 |
| 100-1825-7631 | CANON SOLUTIONS AMERICA ... | P&R Printer Maintenance 6/4/25 - 7/3/25 | 6012513277 | | 100.30 |
| | | | | **Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:** | **157.39** |
| **Vendor: 6357 - CARLOS FELIPE PEREZ** | | | | | |
| 100-1605-7729 | DJ PHIL PEREZ | Concerts in the Park DJ 7/24/2025 | 45862 | | 675.00 |
| 100-1605-7729 | DJ PHIL PEREZ | Concerts in the Park DJ 7/31/2025 | 45869 | | 675.00 |
| | | | | **Vendor 6357 - CARLOS FELIPE PEREZ Total:** | **1,350.00** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 5164 - CARLOS MARTINEZ** | | | | | |
| 100-1605-7741 | SEVEN SEASONS PARTY RENT… | Splash in the Park Generators | 000074 | | 200.00 |
| | | | | **Vendor 5164 - CARLOS MARTINEZ Total:** | **200.00** |
| **Vendor: 6592 - CGAA INC** | | | | | |
| 100-1205-7650 | M K FUELS | Citywide Fuel 6/2025 | 1028 | | 244.53 |
| 100-1205-7781 | M K FUELS | Sheriff Dept Fuel 6/2025 | 1028 | | 400.74 |
| 100-1405-7650 | M K FUELS | Citywide Fuel 6/2025 | 1028 | | 40.28 |
| 100-1410-7650 | M K FUELS | Citywide Fuel 6/2025 | 1028 | | 86.50 |
| 100-1605-7650 | M K FUELS | Citywide Fuel 6/2025 | 1028 | | 70.49 |
| | | | | **Vendor 6592 - CGAA INC Total:** | **842.54** |
| **Vendor: 5792 - CHALLENGER TEAMWEAR** | | | | | |
| 100-1605-7741 | CHALLENGER TEAMWEAR | Sports/Playground Soccer Jerseys | 1282954-IN | | 646.95 |
| | | | | **Vendor 5792 - CHALLENGER TEAMWEAR Total:** | **646.95** |
| **Vendor: T4992 - CHARA NIXON** | | | | | |
| 100-4815 | CHARA NIXON | Summer Day Camp Refund S7 (Emmet Perez) | 2002283.002 | | 150.00 |
| 100-4815 | CHARA NIXON | Summer Day Camp Refund S7 (Braden Perez) | 2002284.002 | | 150.00 |
| 100-4815 | CHARA NIXON | Summer Day Camp Refund S7 (Liam Perez) | 2002285.002 | | 150.00 |
| | | | | **Vendor T4992 - CHARA NIXON Total:** | **450.00** |
| **Vendor: 6765 - CHASE SWEENY** | | | | | |
| 100-1205-7779 | CHASE SWEENY | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6765 - CHASE SWEENY Total:** | **250.00** |
| **Vendor: 5140 - CINTAS CORPORATION #693** | | | | | |
| 100-1610-7636 | CINTAS CORPORATION #693 | Facility Maint Uniforms | 4234790495 | | 30.85 |
| 100-1610-7652 | CINTAS CORPORATION #693 | Logo Mats | 4234790495 | | 4.15 |
| 100-1610-7636 | CINTAS CORPORATION #693 | Facility Maint Uniforms | 4235559617 | | 30.85 |
| 100-1610-7652 | CINTAS CORPORATION #693 | Logo Mats | 4235559617 | | 4.15 |
| | | | | **Vendor 5140 - CINTAS CORPORATION #693 Total:** | **70.00** |
| **Vendor: 0903 - CITY OF MONROVIA** | | | | | |
| 100-1410-7650 | CITY OF MONROVIA | Fuel-Field Services 3/2025 | 2501874 | | 1,285.10 |
| 100-1605-7650 | CITY OF MONROVIA | Fuel-Parks & Recreation 3/2025 | 2501875 | | 118.16 |
| 100-1205-7650 | CITY OF MONROVIA | Fuel-Public Safety 3/2025 | 2501876 | | 1,445.21 |
| 100-1205-7781 | CITY OF MONROVIA | Fuel-Sheriff's Dept 3/2025 | 2501877 | | 5,531.16 |
| 100-1405-7650 | CITY OF MONROVIA | Fuel-Cmty Development 3/2025 | 2501879 | | 63.62 |
| 100-1410-7650 | CITY OF MONROVIA | Fuel-Field Services 4/2025 | 2501883 | | 1,149.17 |
| 100-1605-7650 | CITY OF MONROVIA | Fuel-Parks & Recreation 4/2025 | 2501884 | | 391.20 |
| 100-1205-7650 | CITY OF MONROVIA | Fuel-Public Safety 4/2025 | 2501885 | | 1,537.22 |
| 100-1205-7781 | CITY OF MONROVIA | Fuel-Sheriff's Dept 4/2025 | 2501886 | | 5,234.04 |
| 100-1405-7650 | CITY OF MONROVIA | Fuel-Cmty Development 4/2025 | 2501888 | | 165.53 |
| 100-1410-7650 | CITY OF MONROVIA | Fuel-Field Services 5/2025 | 2501892 | | 1,350.50 |
| 100-1605-7650 | CITY OF MONROVIA | Fuel-Parks & Recreation 5/2025 | 2501893 | | 152.72 |
| 100-1205-7650 | CITY OF MONROVIA | Fuel-Public Safety 5/2025 | 2501894 | | 1,519.04 |
| 100-1205-7781 | CITY OF MONROVIA | Fuel-Sheriff's Dept 5/2025 | 2501895 | | 4,852.19 |
| 100-1405-7650 | CITY OF MONROVIA | Fuel-Cmty Development 5/2025 | 2501897 | | 103.63 |
| | | | | **Vendor 0903 - CITY OF MONROVIA Total:** | **24,898.49** |
| **Vendor: 6427 - CIVICPLUS LLC** | | | | | |
| 100-1010-7612 | CIVICPLUS LLC | Municipal Code Supplement Update | 341273 | | 2,381.44 |
| | | | | **Vendor 6427 - CIVICPLUS LLC Total:** | **2,381.44** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 5504 - CMC LIVESCAN & NOTARY SERVICES** | | | | | |
| 100-1810-7660 | CMC LIVESCAN & NOTARY SE… | Livescan Services 6/2025 | CMC18072 | | 84.00 |
| | | | **Vendor 5504 - CMC LIVESCAN & NOTARY SERVICES Total:** | | **84.00** |
| **Vendor: 6038 - CONDOR ELITE INC** | | | | | |
| 100-1205-7636 | CONDOR ELITE INC | Outreach Coordinator Uniform Shirts (Ramos) | CO-53030 | | 52.95 |
| 100-1205-7615 | CONDOR ELITE INC | CERT Deployment Bags | CO-54331 | | 297.91 |
| | | | **Vendor 6038 - CONDOR ELITE INC Total:** | | **350.86** |
| **Vendor: 5494 - CURO MANAGED PRINT PRODUCTION** | | | | | |
| 100-1605-7739 | CURO MANAGED PRINT PRO… | IDC 2025 Socks | 103790 | | 937.13 |
| 100-1605-7739 | CURO MANAGED PRINT PRO… | Event Signage | 103792 | | 91.84 |
| 100-1605-7739 | CURO MANAGED PRINT PRO… | IDC 2025 Lo-Fi Sensory Lounge | 103808 | | 335.20 |
| 100-1610-7616 | CURO MANAGED PRINT PRO… | Staff Uniform Name Badges | 103813 | | 68.51 |
| 100-1605-7739 | CURO MANAGED PRINT PRO… | Event Signage | 103830 | | 39.69 |
| 100-1605-7636 | CURO MANAGED PRINT PRO… | Uniform Name Tags | 103831 | | 8.56 |
| | | | **Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:** | | **1,480.93** |
| **Vendor: 6709 - DAHLIN GROUP INC** | | | | | |
| 100-1610-8100 | DAHLIN GROUP INC | City Hall Building Facade Design Services | 2505-196 | | 2,247.50 |
| | | | **Vendor 6709 - DAHLIN GROUP INC Total:** | | **2,247.50** |
| **Vendor: 6650 - DANCEFIT LLC** | | | | | |
| 100-1605-7736 | DANCEFIT LLC | Instructor Fee-Various Classes 6/10/25 - 7/1/25 | #11 | | 952.00 |
| | | | **Vendor 6650 - DANCEFIT LLC Total:** | | **952.00** |
| **Vendor: 6373 - DANIELLA MORALES** | | | | | |
| 100-1205-7779 | DANIELLA MORALES | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | **Vendor 6373 - DANIELLA MORALES Total:** | | **250.00** |
| **Vendor: 6764 - DANIELLA PEREZ RENTERIA** | | | | | |
| 100-1205-7779 | DANIELLA PEREZ RENTERIA | WIN Stipend | 7/72025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | **Vendor 6764 - DANIELLA PEREZ RENTERIA Total:** | | **250.00** |
| **Vendor: 5132 - DEPARTMENT OF CONSERVATION** | | | | | |
| 100-2013 | DEPARTMENT OF CONSERVAT… | Strong Motion Fee (SMIP) Q2 2025 | 4/2025 - 6/2025 | | 639.00 |
| 100-5004 | DEPARTMENT OF CONSERVAT… | Local Agency Fee Q2 2025 | 4/2025 - 6/2025 | | -31.95 |
| | | | **Vendor 5132 - DEPARTMENT OF CONSERVATION Total:** | | **607.05** |
| **Vendor: 5248 - DIVISION OF THE STATE ARCHITECT** | | | | | |
| 100-2122 | DIVISION OF THE STATE ARCH… | Disability Access Fee Q2 2025 | 4/2025 - 6/2025 | | 143.60 |
| | | | **Vendor 5248 - DIVISION OF THE STATE ARCHITECT Total:** | | **143.60** |
| **Vendor: 1381 - DOLPHIN RENTS INC** | | | | | |
| 100-1605-7758 | DOLPHIN RENTS INC | IDC 2025 Lights & Fencing | 01-219667-11 | | 7,988.67 |
| 100-1605-7758 | DOLPHIN RENTS INC | IDC 2025 Umbrellas/Tables/Linens/Dance Floor | 01-219671-15 | | 8,957.12 |
| | | | **Vendor 1381 - DOLPHIN RENTS INC Total:** | | **16,945.79** |
| **Vendor: 0046 - DUARTE PETTY CASH** | | | | | |
| 100-1805-7614 | DUARTE PETTY CASH | Admin Srvcs Dept Batteries | 6302025 | | 17.23 |
| 100-1805-7614 | DUARTE PETTY CASH | Angela CJPIA Supervisors Training Mileage | 6302025 | | 14.28 |
| 100-1810-7611 | DUARTE PETTY CASH | De-Escalation Techniques Training Supplies | 6302025 | | 44.00 |
| 100-1810-7980 | DUARTE PETTY CASH | Valentine's Day Staff Lunch Deposit | 6302025 | | 100.00 |
| 100-1825-7626 | DUARTE PETTY CASH | Postage-Certified Letters | 6302025 | | 12.64 |
| 100-1825-7626 | DUARTE PETTY CASH | Postage-Mailing Stamps | 6302025 | | 12.41 |
| | | | **Vendor 0046 - DUARTE PETTY CASH Total:** | | **200.56** |
| **Vendor: 3165 - DUARTE PUBLIC SAFETY PETTY CASH** | | | | | |
| 100-2121 | DUARTE PUBLIC SAFETY PETTY… | Rabies Clinic Petty Cash | 7/25/2025 | | 200.00 |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1205-7980 | DUARTE PUBLIC SAFETY PETTY… | Public Safety Office Water | 6302025 | | 51.75 |
| | | | **Vendor 3165 - DUARTE PUBLIC SAFETY PETTY CASH Total:** | | **251.75** |
| **Vendor: 0311 - DUARTE RECREATION PETTY CASH** | | | | | |
| 100-1605-7735 | DUARTE RECREATION PETTY … | TC Raging Waters Parking | 6302025 | | 50.00 |
| 100-1605-7735 | DUARTE RECREATION PETTY … | Duarte Dance Outfit Supplies | 6302025 | | 46.37 |
| 100-1605-7735 | DUARTE RECREATION PETTY … | TC Event Parking 6/29/25 | 6302025 | | 40.00 |
| 100-1605-7735 | DUARTE RECREATION PETTY … | TC Raging Waters Locke… | 6302025 | | 20.00 |
| 100-1605-7758 | DUARTE RECREATION PETTY … | IDC 2025 Sensory Supplies | 6302025 | | 48.13 |
| 100-1605-7758 | DUARTE RECREATION PETTY … | IDC 2025 CO2 Tank | 6302025 | | 33.33 |
| 100-1605-7980 | DUARTE RECREATION PETTY … | Cmty Garden Volunteer Donuts | 6302025 | | 38.00 |
| | | | **Vendor 0311 - DUARTE RECREATION PETTY CASH Total:** | | **275.83** |
| **Vendor: 6103 - EAGLE PORTABLES INC** | | | | | |
| 100-1605-7758 | EAGLE PORTABLES INC | IDC 2025 Portable Sink | 14932 | | 525.00 |
| | | | **Vendor 6103 - EAGLE PORTABLES INC Total:** | | **525.00** |
| **Vendor: 6757 - ELIJAH LOOS** | | | | | |
| 100-1205-7779 | ELIJAH LOOS | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | **Vendor 6757 - ELIJAH LOOS Total:** | | **250.00** |
| **Vendor: 6772 - ELITE SOUND, STAGE, & LIGHTING LLC** | | | | | |
| 100-1605-7729 | ELITE SOUND, STAGE, & LIGHT… | Concerts in the Park Sound/Stage 7/24/2025 | 159 | | 3,200.00 |
| 100-1605-7729 | ELITE SOUND, STAGE, & LIGHT… | Concerts in the Park Sound/Stage 7/31/2025 | 160 | | 3,200.00 |
| | | | **Vendor 6772 - ELITE SOUND, STAGE, & LIGHTING LLC Total:** | | **6,400.00** |
| **Vendor: 6755 - EVAN CORTEZ** | | | | | |
| 100-1205-7779 | EVAN CORTEZ | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | **Vendor 6755 - EVAN CORTEZ Total:** | | **250.00** |
| **Vendor: 6736 - FABIAN ANDRADE** | | | | | |
| 100-1205-7779 | FABIAN ANDRADE | WIN Stipend | 7092025 | 202603-WIN/1205-7779-Sum… | 500.00 |
| | | | **Vendor 6736 - FABIAN ANDRADE Total:** | | **500.00** |
| **Vendor: 6237 - FAST 5 HOLDING COMPANY LLC** | | | | | |
| 100-1205-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 00457 | | 222.04 |
| 100-1205-7781 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 00457 | | 76.86 |
| 100-1405-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 00457 | | 93.94 |
| 100-1410-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 00457 | | 17.08 |
| 100-1605-7650 | FAST 5 HOLDING COMPANY L… | Citywide Vehicle Cleaning 6/2025 | 00457 | | 8.76 |
| | | | **Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:** | | **418.68** |
| **Vendor: 4690 - FULLER ENGINEERING INC** | | | | | |
| 100-1610-7617 | FULLER ENGINEERING INC | Pool Chemicals | 153499 | | 435.09 |
| | | | **Vendor 4690 - FULLER ENGINEERING INC Total:** | | **435.09** |
| **Vendor: 4308 - GARVEY EQUIPMENT COMPANY** | | | | | |
| 100-1410-7980 | GARVEY EQUIPMENT COMPA… | Tool Supplies | 168972 | | 520.06 |
| 100-1410-8030 | GARVEY EQUIPMENT COMPA… | Small Equipment | 168972 | | 556.91 |
| | | | **Vendor 4308 - GARVEY EQUIPMENT COMPANY Total:** | | **1,076.97** |
| **Vendor: 5340 - GRAND PRINTING INC** | | | | | |
| 100-1825-7613 | GRAND PRINTING INC | Business Cards (Erika Ramos) | 113516 | | 98.79 |
| | | | **Vendor 5340 - GRAND PRINTING INC Total:** | | **98.79** |
| **Vendor: 5347 - GRANICUS INC** | | | | | |
| 100-1020-7722 | GRANICUS INC | FY26 GovAccess Maintenance/Hosting & Licensing | 209717 | | 12,155.06 |
| | | | **Vendor 5347 - GRANICUS INC Total:** | | **12,155.06** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 6631 - GYSELLE ARROYO** | | | | | |
| 100-1205-7779 | GYSELLE ARROYO | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6631 - GYSELLE ARROYO Total:** | **250.00** |
| **Vendor: 4709 - HARDY & HARPER INC** | | | | | |
| 100-2126 | HARDY & HARPER INC | Const/Demo Deposit Refund (P#2025-001ROW) | R108224 | | 1,729.60 |
| 100-5004 | HARDY & HARPER INC | Administrative Fee (P#2025-001ROW) | R108224 | | -125.00 |
| | | | | **Vendor 4709 - HARDY & HARPER INC Total:** | **1,604.60** |
| **Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON** | | | | | |
| 100-1605-7733 | HEULYN REGINA DUMAS-JOH… | Senior Ctr Sewing 6/2025 | SC-6-2025 | | 253.00 |
| | | | | **Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:** | **253.00** |
| **Vendor: 5367 - HOLLY T SCHERCH** | | | | | |
| 100-1610-7636 | HENDERSON'S UNIFORMS | Facility Maintenance Caps/Uniforms | 37280 | | 528.74 |
| | | | | **Vendor 5367 - HOLLY T SCHERCH Total:** | **528.74** |
| **Vendor: 5930 - INTELLI-TECH** | | | | | |
| 100-1815-7632 | INTELLI-TECH | Barracuda Essentials 7/16/2025 - 7/15/2026 | 15647 | | 4,207.00 |
| | | | | **Vendor 5930 - INTELLI-TECH Total:** | **4,207.00** |
| **Vendor: 6309 - INX BUILDING MAINTENANCE** | | | | | |
| 100-1610-7652 | INX BUILDING MAINTENANCE | Teen Ctr Janitorial Services 7/2025 | 995056 | | 2,020.44 |
| | | | | **Vendor 6309 - INX BUILDING MAINTENANCE Total:** | **2,020.44** |
| **Vendor: 6398 - JACQUELINE HASTY** | | | | | |
| 100-1605-7736 | JACQUELINE HASTY | Instructor Fee-Sticker Making 2025 Summer S1 | DP&Rec7-2025 | | 196.00 |
| | | | | **Vendor 6398 - JACQUELINE HASTY Total:** | **196.00** |
| **Vendor: 6774 - JAYDEN VOSVERG** | | | | | |
| 100-1205-7779 | JAYDEN VOSVERG | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 500.00 |
| | | | | **Vendor 6774 - JAYDEN VOSVERG Total:** | **500.00** |
| **Vendor: 6762 - JEREMIAH NAVARRETE** | | | | | |
| 100-1205-7779 | JEREMIAH NAVARRETE | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6762 - JEREMIAH NAVARRETE Total:** | **250.00** |
| **Vendor: 6414 - JESSY VERGARA** | | | | | |
| 100-1205-7779 | JESSY VERGARA | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 500.00 |
| | | | | **Vendor 6414 - JESSY VERGARA Total:** | **500.00** |
| **Vendor: 6500 - JIMMY & LISA GARCIA** | | | | | |
| 100-1605-7740 | RETRO ROLLLING VIDEO GAM… | Summer Day Camp Video Game Truck 7/23/25 | 0001461 | | 450.00 |
| | | | | **Vendor 6500 - JIMMY & LISA GARCIA Total:** | **450.00** |
| **Vendor: T4991 - JODIE LISTON** | | | | | |
| 100-2120 | JODIE LISTON | Field Rent Deposit Refund (Threats Softball) | R108423 | | 100.00 |
| | | | | **Vendor T4991 - JODIE LISTON Total:** | **100.00** |
| **Vendor: 5406 - JOSE ANGEL FIERROS** | | | | | |
| 100-2127 | FS CONTRACTORS INC | Retention-2025 Windstorm Concrete Repair Project | 3602 | | 7,234.13 |
| | | | | **Vendor 5406 - JOSE ANGEL FIERROS Total:** | **7,234.13** |
| **Vendor: 6756 - KARENA FLOR** | | | | | |
| 100-1205-7779 | KARENA FLOR | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6756 - KARENA FLOR Total:** | **250.00** |
| **Vendor: 6754 - KARRINGTON BELL** | | | | | |
| 100-1205-7779 | KARRINGTON BELL | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6754 - KARRINGTON BELL Total:** | **250.00** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 6776 - KATHERINE FORESTER** | | | | | |
| 100-1605-7729 | KATHERINE FORESTER | Concerts in the Park Band | 7/31/2025 | | 2,800.00 |
| | | | | **Vendor 6776 - KATHERINE FORESTER Total:** | **2,800.00** |
| **Vendor: 6775 - KIMZEY MCGRATH** | | | | | |
| 100-1605-7729 | KIMZEY MCGRATH | Concerts in the Park Band | 7/24/2025 | | 2,200.00 |
| | | | | **Vendor 6775 - KIMZEY MCGRATH Total:** | **2,200.00** |
| **Vendor: 0139 - LEAGUE OF CALIFORNIA CITIES** | | | | | |
| 100-1025-7699 | LEAGUE OF CALIFORNIA CITIES | FY26 Los Angeles County Division Dues | 4364 | | 1,149.75 |
| | | | | **Vendor 0139 - LEAGUE OF CALIFORNIA CITIES Total:** | **1,149.75** |
| **Vendor: 6587 - LEE & ASSOCIATES - PASADENA INC** | | | | | |
| 100-1405-7975 | LEE & ASSOCIATES - PASADEN… | Real Estate Advisory Services 5/2025 | 6092025 | | 6,495.00 |
| 100-1405-7975 | LEE & ASSOCIATES - PASADEN… | Real Estate Advisory Services 6/2025 | 7072025 | | 11,470.00 |
| | | | | **Vendor 6587 - LEE & ASSOCIATES - PASADENA INC Total:** | **17,965.00** |
| **Vendor: T4995 - LEONOR VELASCO** | | | | | |
| 100-2120 | LEONOR VELASCO | SC Rent Deposit Refund 7/5/2025 | R108505 | | 500.00 |
| | | | | **Vendor T4995 - LEONOR VELASCO Total:** | **500.00** |
| **Vendor: T4994 - MARGARITA VEGA** | | | | | |
| 100-2120 | MARGARITA VEGA | SC Rent Deposit Refund 6/28/2025 | R108488 | | 500.00 |
| | | | | **Vendor T4994 - MARGARITA VEGA Total:** | **500.00** |
| **Vendor: 4434 - MARIPOSA LANDSCAPES INC** | | | | | |
| 100-1020-7724 | MARIPOSA LANDSCAPES INC | PO Pkg Lot Landscape Maintenance 6/2025` | 114534 | | 312.00 |
| 100-1410-7815 | MARIPOSA LANDSCAPES INC | Duarte Wilderness Park Brush Clearance 6/2025 | 114534 | | 2,080.00 |
| 100-1410-7815 | MARIPOSA LANDSCAPES INC | Greenbank Ave Brush Clearance 6/2025 | 114534 | | 76.00 |
| 100-1415-7916 | MARIPOSA LANDSCAPES INC | Sports Parks (2) Landscape Maintenance 6/2025 | 114534 | | 3,426.72 |
| | | | | **Vendor 4434 - MARIPOSA LANDSCAPES INC Total:** | **5,894.72** |
| **Vendor: 4286 - MAXTREME INC** | | | | | |
| 100-1815-7980 | MAXTREME SERVICES | Mac Mini/AirBook Apple Care/IT Synolgy | 13810 | | 906.96 |
| 100-1815-7980 | MAXTREME SERVICES | IT Misc Security Keys/Thumb Drives/Monitors | 13810 | | 8,992.02 |
| 100-1815-8011 | MAXTREME SERVICES | Mac Mini/Airbook-CMO/Adapters/Mice/Keyboards | 13810 | | 3,487.93 |
| 100-1815-7632 | MAXTREME SERVICES | FY26 Jamf Pro Renewal | 13812 | | 15,500.00 |
| | | | | **Vendor 4286 - MAXTREME INC Total:** | **28,886.91** |
| **Vendor: T4987 - MEI CHEN WU** | | | | | |
| 100-4806 | MEI CHEN WU | Excursion Refund-Aquarium of the Pacific 6/20/25 | 2000631.005 | | 47.00 |
| | | | | **Vendor T4987 - MEI CHEN WU Total:** | **47.00** |
| **Vendor: 6777 - MELANIE GRIGORIAN** | | | | | |
| 100-1405-7076 | MELANIE GRIGORIAN | Tuition Reimbursement | 7022025 | | 3,500.00 |
| | | | | **Vendor 6777 - MELANIE GRIGORIAN Total:** | **3,500.00** |
| **Vendor: T3965 - MELISSA PEREZ** | | | | | |
| 100-4801 | MELISSA PEREZ | Ballet & Tap Combo Class Refund (Melody Perez) | 2002263.002 | | 70.00 |
| | | | | **Vendor T3965 - MELISSA PEREZ Total:** | **70.00** |
| **Vendor: 6645 - MELISSA SANCHEZ-QUINTERO** | | | | | |
| 100-1205-7779 | MELISSA SANCHEZ-QUINTERO | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum… | 250.00 |
| | | | | **Vendor 6645 - MELISSA SANCHEZ-QUINTERO Total:** | **250.00** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 6407 - MICHAEL DANDURAND** | | | | | |
| 100-1205-7779 | MICHAEL DANDURAND | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6407 - MICHAEL DANDURAND Total:** | **250.00** |
| **Vendor: 5595 - MIGUEL ANGEL VEGA** | | | | | |
| 100-1205-7980 | MIGUEL ANGEL VEGA | National Night Out DJ | #1 | | 175.00 |
| | | | | **Vendor 5595 - MIGUEL ANGEL VEGA Total:** | **175.00** |
| **Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC** | | | | | |
| 100-2121 | MOORE IACOFANO GOLTSMA... | Andres Duarte School Site (R108835) | 0091802 | 202424- 100-2121/1433 Crestf.. | 322.88 |
| | | | | **Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:** | **322.88** |
| **Vendor: 5954 - NICHOLAS BALDWIN** | | | | | |
| 100-4815 | NICHOLAS BALDWIN | Summer Day Camp Refund S9 (Penelope Baldwin) | 2002267.002 | | 150.00 |
| 100-4815 | NICHOLAS BALDWIN | Summer Day Camp Refund S6 (Penolope Baldwin) | 2002267.002 | | 150.00 |
| 100-4815 | NICHOLAS BALDWIN | Summer Day Camp Refund S8 (Penelope Baldwin) | 2002267.002 | | 150.00 |
| | | | | **Vendor 5954 - NICHOLAS BALDWIN Total:** | **450.00** |
| **Vendor: 6761 - NUHAA MOHAMMAD** | | | | | |
| 100-1205-7779 | NUHAA MOHAMMAD | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6761 - NUHAA MOHAMMAD Total:** | **250.00** |
| **Vendor: T3431 - OLIVIA WUJICK** | | | | | |
| 100-1605-7735 | Liv's Lumpias | TC Amazing Acts Week Food | INV0007 | | 200.00 |
| | | | | **Vendor T3431 - OLIVIA WUJICK Total:** | **200.00** |
| **Vendor: 6280 - ONLY CREMATIONS FOR PETS** | | | | | |
| 100-1205-7780 | ONLY CREMATIONS FOR PETS | Deceased Animal Disposal 6/2025 | 68093 | | 280.00 |
| | | | | **Vendor 6280 - ONLY CREMATIONS FOR PETS Total:** | **280.00** |
| **Vendor: 6628 - ORQUIDIA ROMERO** | | | | | |
| 100-1605-7740 | ZONE DARTZ LA | Summer Day Camps Special Attraction | 073025 | | 625.00 |
| | | | | **Vendor 6628 - ORQUIDIA ROMERO Total:** | **625.00** |
| **Vendor: 6778 - PARADISE COOKIES & ICE CREAM** | | | | | |
| 100-1605-7980 | PARADISE COOKIES & ICE CRE... | IDC 2025 Staff Meals | 0004692 | | 500.00 |
| | | | | **Vendor 6778 - PARADISE COOKIES & ICE CREAM Total:** | **500.00** |
| **Vendor: 6286 - PARTY PRONTO INC** | | | | | |
| 100-1605-7729 | PARTY PRONTO INC | Summer Concerts in the Park Inflatables | Q28087 | | 2,396.00 |
| | | | | **Vendor 6286 - PARTY PRONTO INC Total:** | **2,396.00** |
| **Vendor: 2466 - POST ALARM SYSTEMS** | | | | | |
| 100-1610-7652 | POST ALARM SYSTEMS | CH/CC/Yard Alarm Monitoring 8/2025 | 1818685 | | 156.07 |
| | | | | **Vendor 2466 - POST ALARM SYSTEMS Total:** | **156.07** |
| **Vendor: 4616 - QUADIENT FINANCE USA INC** | | | | | |
| 100-1825-7626 | QUADIENT FINANCE USA INC | Public Safety Machine Postage | 7092025 | | 2,000.00 |
| | | | | **Vendor 4616 - QUADIENT FINANCE USA INC Total:** | **2,000.00** |
| **Vendor: 6176 - QUADIENT LEASING USA INC** | | | | | |
| 100-1825-7630 | QUADIENT LEASING USA INC | PS Postage Machine Lease 8/1/25 - 10/31/25 | Q1923350 | | 665.71 |
| | | | | **Vendor 6176 - QUADIENT LEASING USA INC Total:** | **665.71** |
| **Vendor: 6372 - R3 CONSULTING GROUP** | | | | | |
| 100-1825-7687 | R3 CONSULTING GROUP | SB 1383 Implementation Consulting 6/2025 | 124632 | | 1,440.00 |
| | | | | **Vendor 6372 - R3 CONSULTING GROUP Total:** | **1,440.00** |
| **Vendor: 6760 - RAUL MARTINEZ** | | | | | |
| 100-1205-7779 | RAUL MARTINEZ | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6760 - RAUL MARTINEZ Total:** | **250.00** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 6652 - RAYMOND ABERNATHY** | | | | | |
| 100-1205-7783 | TRAIN UP A CHILD LLC | A-Team Contract Srvcs 7/2025 | TRA-16 | | 6,300.00 |
| | | | | **Vendor 6652 - RAYMOND ABERNATHY Total:** | **6,300.00** |
| **Vendor: T4989 - REBECCA HERNANDEZ** | | | | | |
| 100-4806 | REBECCA HERNANDEZ | Dodger Game Excursion Refund 7/2/2025 | 2000636.005 | | 65.00 |
| | | | | **Vendor T4989 - REBECCA HERNANDEZ Total:** | **65.00** |
| **Vendor: 6057 - REGIONAL TAP SERVICE CENTER** | | | | | |
| 100-2125 | REGIONAL TAP SERVICE CENT… | TAP Card Reload 6/2025 | 6025359 | | 85.00 |
| | | | | **Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:** | **85.00** |
| **Vendor: 0904 - RKA CONSULTING GROUP** | | | | | |
| 100-1405-7969 | RKA CONSULTING GROUP | Engineering Plan Check 5/2025 | 36073 | | 1,120.00 |
| 100-1405-7969 | RKA CONSULTING GROUP | Contract City Engineer 5/2025 | 36074 | | 2,240.00 |
| 100-1405-7965 | RKA CONSULTING GROUP | ATP Cycle 4 Ped/Bike Improvements 5/2025 | 36075 | 202118-ATP Cycle 4-Professio… | 205.00 |
| 100-1405-7965 | RKA CONSULTING GROUP | Watson Multi-Use Trail Rehab Grant Support 5/2025 | 36076 | | 2,245.00 |
| 100-1405-7969 | RKA CONSULTING GROUP | 2025 LLMD Engineering Srvcs 5/2025 | 36095 | | 400.00 |
| | | | | **Vendor 0904 - RKA CONSULTING GROUP Total:** | **6,210.00** |
| **Vendor: 0076 - ROTARY CLUB OF DUARTE** | | | | | |
| 100-1005-7642 | ROTARY CLUB OF DUARTE | Margaret Finlay Membership Dues | FY26 Q1 | | 112.50 |
| 100-1010-7612 | ROTARY CLUB OF DUARTE | Brian Villalobos Membership Dues | FY26 Q1 | | 262.50 |
| 100-1205-7612 | ROTARY CLUB OF DUARTE | Larry Breceda Membership Dues | FY26 Q1 | | 262.50 |
| 100-1205-7612 | ROTARY CLUB OF DUARTE | Tony Hadloc Membership Dues | FY26 Q1 | | 262.50 |
| 100-1805-7612 | ROTARY CLUB OF DUARTE | Kristen Petersen Membership Dues | FY26 Q1 | | 262.50 |
| | | | | **Vendor 0076 - ROTARY CLUB OF DUARTE Total:** | **1,162.50** |
| **Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY** | | | | | |
| 100-1205-7780 | SAN GABRIEL VALLEY HUMAN… | Animal Shelter Services 7/2025 | 7/2025D | | 6,666.67 |
| | | | | **Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:** | **6,666.67** |
| **Vendor: 6277 - SECTRAN SECURITY INC** | | | | | |
| 100-1805-7653 | SECTRAN SECURITY INC | July 2025 Courier Pick-up | 25070674 | | 342.24 |
| | | | | **Vendor 6277 - SECTRAN SECURITY INC Total:** | **342.24** |
| **Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES** | | | | | |
| 100-1610-7618 | SUPPLY SOLUTIONS | Building Maintenance Supplies | 092737 | | 1,237.69 |
| | | | | **Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:** | **1,237.69** |
| **Vendor: 0206 - SIMON EQUIPMENT RENTALS** | | | | | |
| 100-1610-7652 | SIMON EQUIPMENT RENTALS | ROP Light Repair (Scissor Lift Rental) | 173978 | | 218.83 |
| 100-1605-7758 | SIMON EQUIPMENT RENTALS | IDC 2025 Light Tower Rental | 173975 | | 402.66 |
| 100-1605-7758 | SIMON EQUIPMENT RENTALS | IDC 2025 Scissor Lift Rental | 173977 | | 698.90 |
| | | | | **Vendor 0206 - SIMON EQUIPMENT RENTALS Total:** | **1,320.39** |
| **Vendor: 0209 - SMART & FINAL** | | | | | |
| 100-1010-7980 | SMART & FINAL | IDC 2025 VIP Supplies | 31901 | | 56.78 |
| 100-1605-7741 | SMART & FINAL | Splash in the Park Supplies | 32001 | | 61.15 |
| 100-1610-7618 | SMART & FINAL | Senior Ctr Coffee Supplies | 3403 | | 316.20 |
| 100-1605-7733 | SMART & FINAL | Senior Ctr July 4th Snacks | 11201 | | 202.66 |
| 100-1605-7735 | SMART & FINAL | TC Snack Bar Supplies/IDC Drinks | 34501 | | 628.84 |
| 100-1605-7758 | SMART & FINAL | IDC 2025 Band Snacks | 5101-7012025 | | 75.67 |
| 100-1605-7733 | SMART & FINAL | SC Meal Program Crackers | 5201 | | 25.99 |
| 100-1010-7980 | SMART & FINAL | IDC 2025 VIP Drinks | 15802 | | 382.69 |
| 100-1610-7618 | SMART & FINAL | Council Supplies/Drinks | 11901 | | 74.67 |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1605-7740 | SMART & FINAL | Summer Day Camps Cooking Supplies | 20301 | | 31.77 |
| | | | | **Vendor 0209 - SMART & FINAL Total:** | **1,856.42** |
| **Vendor: 0529 - SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS** | | | | | |
| 100-1025-7698 | SOUTHERN CALIFORNIA ASSO… | FY26 Membership Dues | SCAG FY26 0051 | | 3,456.00 |
| | | | | **Vendor 0529 - SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS Total:** | **3,456.00** |
| **Vendor: 2688 - STAPLES CONTRACT & COMMERCIAL INC** | | | | | |
| 100-1805-7614 | STAPLES | Office Supplies | 6035481505 | | 391.95 |
| 100-1825-7613 | STAPLES | Copier Paper | 6035481505 | | 310.01 |
| 100-1805-7614 | STAPLES | Office Supplies | 6035554146 | | 12.03 |
| | | | | **Vendor 2688 - STAPLES CONTRACT & COMMERCIAL INC Total:** | **713.99** |
| **Vendor: 6343 - STUBBIES PROMOTIONS INC** | | | | | |
| 100-1605-7739 | STUBBIES PROMOTIONS INC | Stadium Party Cups | 24932 | | 553.37 |
| | | | | **Vendor 6343 - STUBBIES PROMOTIONS INC Total:** | **553.37** |
| **Vendor: 1610 - SUNWEST ENGINEERING** | | | | | |
| 100-1410-7656 | SUNWEST ENGINEERING | Emergency Generator Inspection 6/17/2025 | SA-56535 | | 160.00 |
| | | | | **Vendor 1610 - SUNWEST ENGINEERING Total:** | **160.00** |
| **Vendor: 5029 - THE TECHNOLOGY DEPOT INC** | | | | | |
| 100-1815-7821 | THE TECHNOLOGY DEPOT INC | Public Safety FortiGate Firewall 7/1/25 - 6/30/25 | 28815 | | 499.00 |
| 100-1815-7821 | THE TECHNOLOGY DEPOT INC | Teen Ctr FortiGate Firewall 7/1/25 - 6/30/25 | 28816 | | 499.00 |
| | | | | **Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:** | **998.00** |
| **Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP** | | | | | |
| 100-1205-7655 | THOMSON REUTERS-WEST P… | EOC Software 6/2025 | 852167433 | | 226.39 |
| | | | | **Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:** | **226.39** |
| **Vendor: 6100 - TONEY LEWIS** | | | | | |
| 100-1005-7650 | TONEY LEWIS | IDC 2025 VIP Section Dinner Reimbursement | 7/2/2025 | | 451.86 |
| | | | | **Vendor 6100 - TONEY LEWIS Total:** | **451.86** |
| **Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES** | | | | | |
| 100-1020-7712 | TRIPEPI SMITH & ASSOCIATES | Video Production Services 6/2025 | 15020 | | 159.75 |
| | | | | **Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:** | **159.75** |
| **Vendor: T3876 - TROY SMITH** | | | | | |
| 100-2120 | TROY SMITH | ROP Bldg Rent Deposit Refund 6/28/2025 | R107686 | | 150.00 |
| | | | | **Vendor T3876 - TROY SMITH Total:** | **150.00** |
| **Vendor: 4484 - U.S. BANK** | | | | | |
| 100-1205-7610 | U.S. BANK | Larry Breceda Mtg w/Sgt Dobbins (Max's) | 6252025LB | | 37.79 |
| 100-1205-7610 | U.S. BANK | On Plane WiFi (American Airlines) | 6252025LB | | 22.00 |
| 100-1205-7614 | U.S. BANK | Office Supplies (Amazon) | 6252025LB | | 20.42 |
| 100-1205-7615 | U.S. BANK | Starlink Power Cables (Amazon) | 6252025LB | | 52.92 |
| 100-1205-7615 | U.S. BANK | EOC Heart Monitor Instruments/Pen Light (Amazon) | 6252025LB | | 84.42 |
| 100-1205-7615 | U.S. BANK | First Aid/Trauma Kit Supplies (N American Rescue) | 6252025LB | | 527.37 |
| 100-1205-7615 | U.S. BANK | First Aid/Trauma Kit Supplies (N American Rescue) | 6252025LB | | 110.88 |
| 100-1205-7615 | U.S. BANK | CERT Blood Clot Equipment (Amazon) | 6252025LB | | 193.37 |
| 100-1205-7615 | U.S. BANK | EOC Radio Charger (Amaon) | 6252025LB | | 20.46 |
| 100-1205-7636 | U.S. BANK | Outreach Coord Ramos Uniform Pants (5.11 Inc) | 6252025LB | | 198.90 |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 100-1205-7779 | U.S. BANK | Geocoding Lunch (Taco Bell) | 6252025LB | | 12.02 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Supplies (Target) | 6252025LB | 202520-Walmart Grant-PS Yo... | 15.12 |
| 100-1205-7779 | U.S. BANK | DART Senior Cap Decorating Supplies (Michaels) | 6252025LB | 202520-Walmart Grant-PS Yo... | 182.88 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Meal (Jersey Mikes) | 6252025LB | 202520-Walmart Grant-PS Yo... | 158.97 |
| 100-1205-7779 | U.S. BANK | Community Garden Event 6/7/25 (Dominos) | 6252025LB | 202520-Walmart Grant-PS Yo... | 44.14 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Supplies (Walmart) | 6252025LB | 202520-Walmart Grant-PS Yo... | 44.14 |
| 100-1205-7779 | U.S. BANK | DART Senior Cap Decorating Dinner (Taco Bell) | 6252025LB | 202520-Walmart Grant-PS Yo... | 43.39 |
| 100-1205-7779 | U.S. BANK | DART Senior Breakfast (IHOP Duarte) | 6252025LB | 202520-Walmart Grant-PS Yo... | 28.72 |
| 100-1205-7779 | U.S. BANK | DART Beach Trip Parking (City of Huntington Beach) | 6252025LB | 202520-Walmart Grant-PS Yo... | 20.00 |
| 100-1205-7780 | U.S. BANK | A Hadloc ACO Chemical Capture Training (SDZoo) | 6252025LB | | 475.00 |
| 100-1205-7780 | U.S. BANK | ACO Oliverez Animal Control Training (CCCollege) | 6252025LB | | 106.00 |
| 100-1205-7887 | U.S. BANK | Coffee Maker (Target) | 6252025LB | | 181.22 |
| 100-1205-7980 | U.S. BANK | Nat'l Night Out Dunk Tank Rental (The Fun Co) | 6252025LB | | 640.66 |
| 100-1205-7980 | U.S. BANK | Office Supplies (Target) | 6252025LB | | 12.86 |
| 100-1205-7980 | U.S. BANK | Authorized Personnel Signs (Amazon) | 6252025LB | | 36.06 |
| 100-1205-7980 | U.S. BANK | Fireworks Signs Security Cable/Locks (Amazon) | 6252025LB | | 220.60 |
| | | | | **Vendor 4484 - U.S. BANK Total:** | **3,490.31** |
| **Vendor: 5907 - ULINE INC** | | | | | |
| 100-1605-7980 | ULINE INC | Event Safety Batons | 194140909 | | 516.80 |
| | | | | **Vendor 5907 - ULINE INC Total:** | **516.80** |
| **Vendor: 6586 - UNIFORM HEADQUARTERS** | | | | | |
| 100-1205-7636 | KEYSTONE UNIFORMS | ACO Rosas Uniforms | 071156 | | 356.93 |
| 100-1205-7636 | KEYSTONE UNIFORMS | Outreach Coordinator Ramos Uniforms | 071182 | | 72.00 |
| | | | | **Vendor 6586 - UNIFORM HEADQUARTERS Total:** | **428.93** |
| **Vendor: 0231 - US POSTAL SERVICE** | | | | | |
| 100-1205-7780 | POSTMASTER | Dog License Postcard Mailer | 41021 | | 1,053.74 |
| | | | | **Vendor 0231 - US POSTAL SERVICE Total:** | **1,053.74** |
| **Vendor: 6767 - VANESSA VASQUEZ** | | | | | |
| 100-1205-7779 | VANESSA VASQUEZ | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6767 - VANESSA VASQUEZ Total:** | **250.00** |
| **Vendor: 6519 - VIRIDIANA GARCIA** | | | | | |
| 100-1205-7779 | VIRIDIANA GARCIA | WIN Stipend | 7/7/2025 | 202603-WIN/1205-7779-Sum... | 250.00 |
| | | | | **Vendor 6519 - VIRIDIANA GARCIA Total:** | **250.00** |
| **Vendor: 0237 - WAXIE SANITARY SUPPLY** | | | | | |
| 100-1610-7618 | WAXIE SANITARY SUPPLY | Building Maintenance Supplies | 83326485 | | 101.68 |
| | | | | **Vendor 0237 - WAXIE SANITARY SUPPLY Total:** | **101.68** |
| **Vendor: T4990 - WENWEI LIN** | | | | | |
| 100-2126 | WENWEI LIN | Const/Demo Deposit Refund (P#2021-507) | R95151 | | 3,689.44 |
| 100-5004 | WENWEI LIN | Administrative Fee (P#2021-507) | R95151 | | -125.00 |
| | | | | **Vendor T4990 - WENWEI LIN Total:** | **3,564.44** |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| **Vendor: 5992 - WESTERN EXTERMINATOR COMPANY** | | | | | |
| 100-1610-7652 | WESTERN EXTERMINATOR C… | Pest/Rodent Control/Mosquito Maint 6/2025 | 571165C | | 884.01 |
| | | | **Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:** | | **884.01** |
| **Vendor: T4993 - YOLI RIVERA** | | | | | |
| 100-4816 | YOLI RIVERA | SC Slow Flow Yoga Clas… | 2000635.005 | | 28.00 |
| | | | | **Vendor T4993 - YOLI RIVERA Total:** | **28.00** |
| | | | | **Fund 100 - GENERAL FUND Total:** | **489,803.91** |
| **Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND** | | | | | |
| **Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMMR/WTS & MEASURES** | | | | | |
| 240-2410-7662 | COUNTY OF LOS ANGELES AGR… | Gopher Control-Royal Oaks Trail 5/2025 | 251768 | | 333.59 |
| | | **Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMMR/WTS & MEASURES Total:** | | | **333.59** |
| **Vendor: 3968 - LANDSCAPE WAREHOUSE III** | | | | | |
| 240-2422-7887 | LANDSCAPE WAREHOUSE INC | Encanto Pkwy LLD Irrigation Repairs | 4217249 | | 993.83 |
| 240-2423-7887 | LANDSCAPE WAREHOUSE INC | Amberwood LLD Irrigation Repairs | 4217251 | | 799.19 |
| 240-2433-7887 | LANDSCAPE WAREHOUSE INC | Buena Vista Villas LLD Irrigation Repairs | 4217309 | | 1,199.38 |
| 240-2429-7887 | LANDSCAPE WAREHOUSE INC | Emblem LLD Irrigation Repairs | 4217311 | | 798.97 |
| 240-2431-7887 | LANDSCAPE WAREHOUSE INC | Las Brisas LLD Irrigation Repairs | 4217618 | | 488.92 |
| | | | **Vendor 3968 - LANDSCAPE WAREHOUSE III Total:** | | **4,280.29** |
| **Vendor: 4434 - MARIPOSA LANDSCAPES INC** | | | | | |
| 240-2410-7915 | MARIPOSA LANDSCAPES INC | City Facilities (4) Landscape Maintenance 6/2025 | 114534 | | 2,733.32 |
| 240-2410-7915 | MARIPOSA LANDSCAPES INC | Misc Locations (8) Landscape Maintenance 6/2025 | 114534 | | 1,509.99 |
| 240-2410-7915 | MARIPOSA LANDSCAPES INC | Parks (14) Landscape Maintenance 6/2025 | 114534 | | 15,723.51 |
| 240-2410-7917 | MARIPOSA LANDSCAPES INC | Tree Wells (12) Landscape Maintenance 6/2025 | 114534 | | 459.54 |
| 240-2410-7917 | MARIPOSA LANDSCAPES INC | Medians/Pkwys (19) Landscape Maintenance 6/2025 | 114534 | | 8,312.45 |
| 240-2420-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 491.67 |
| 240-2421-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 1,416.67 |
| 240-2422-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 693.80 |
| 240-2423-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 1,125.00 |
| 240-2424-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 775.01 |
| 240-2425-7913 | MARIPOSA LANDSCAPES INC | Hearthstone Brush Clearance 6/2025 | 114534 | | 1,166.67 |
| 240-2425-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 416.67 |
| 240-2426-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 333.33 |
| 240-2427-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 891.67 |
| 240-2431-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 891.67 |
| 240-2432-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 1,175.00 |
| 240-2433-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 750.00 |
| 240-2434-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 500.00 |
| 240-2435-7914 | MARIPOSA LANDSCAPES INC | Landscape Maintenance 6/2025 | 114534 | | 750.00 |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 240-2435-7918 | MARIPOSA LANDSCAPES INC | Ridgecrest Brush Clearance 6/2025 | 114534 | | 708.33 |
| | | | | **Vendor 4434 - MARIPOSA LANDSCAPES INC Total:** | **40,824.30** |
| **Vendor: 4142 - RUDY'S PLUMBING INC** | | | | | |
| 240-2410-7663 | RUDY'S PLUMBING INC | Backflow Testing-Huntington Dr Median | 12177 | | 140.00 |
| | | | | **Vendor 4142 - RUDY'S PLUMBING INC Total:** | **140.00** |
| **Vendor: 1521 - WEST COAST ARBORISTS INC** | | | | | |
| 240-2410-7906 | WEST COAST ARBORISTS INC | Citywide Tree Trimming | 230600 | | 15,169.45 |
| 240-2410-7909 | WEST COAST ARBORISTS INC | Citywide Tree Trimming | 230600 | | 43,500.16 |
| | | | | **Vendor 1521 - WEST COAST ARBORISTS INC Total:** | **58,669.61** |
| | | | | **Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:** | **104,247.79** |
| **Fund: 440 - PROPOSITION A TRANSIT FUND** | | | | | |
| **Vendor: 0903 - CITY OF MONROVIA** | | | | | |
| 440-4405-7650 | CITY OF MONROVIA | Fuel-Transportation Dept 4/2025 | 2501887 | | 159.46 |
| 440-4405-7650 | CITY OF MONROVIA | Fuel-Transportation Dept 5/2025 | 2501896 | | 315.80 |
| | | | | **Vendor 0903 - CITY OF MONROVIA Total:** | **475.26** |
| **Vendor: 6172 - COMMERCIAL TRANSPORTATION SERVICES INC** | | | | | |
| 440-4405-7650 | COMMERCIAL TRANSPORTAT... | Vehicle Inspection Forms/Books | 4029 | | 287.30 |
| | | | | **Vendor 6172 - COMMERCIAL TRANSPORTATION SERVICES INC Total:** | **287.30** |
| **Vendor: 6237 - FAST 5 HOLDING COMPANY LLC** | | | | | |
| 440-4405-7650 | FAST 5 HOLDING COMPANY L... | Citywide Vehicle Cleaning 6/2025 | 00457 | | 68.32 |
| | | | | **Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:** | **68.32** |
| **Vendor: 3192 - FOOTHILL TRANSIT** | | | | | |
| 440-4405-8013 | FOOTHILL TRANSIT | 75th Installment of 3rd Bus 6/2025 | SI010795 | | 3,887.05 |
| 440-4405-7960 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | SI010796 | | 21,225.44 |
| 440-5004 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | SI010796 | | -603.74 |
| | | | | **Vendor 3192 - FOOTHILL TRANSIT Total:** | **24,508.75** |
| **Vendor: 1465 - INLAND EMPIRE STAGES LTD** | | | | | |
| 440-4405-7788 | INLAND EMPIRE TOURS & TR... | Dodger Game 7/1/2025 Transportation | 63954 | | 1,584.13 |
| | | | | **Vendor 1465 - INLAND EMPIRE STAGES LTD Total:** | **1,584.13** |
| | | | | **Fund 440 - PROPOSITION A TRANSIT FUND Total:** | **26,923.76** |
| **Fund: 460 - PROPOSITION C TRANSIT FUND** | | | | | |
| **Vendor: 0903 - CITY OF MONROVIA** | | | | | |
| 460-4605-7650 | CITY OF MONROVIA | Fuel-Transportation Dept 3/2025 | 2501878 | | 224.56 |
| | | | | **Vendor 0903 - CITY OF MONROVIA Total:** | **224.56** |
| **Vendor: 3192 - FOOTHILL TRANSIT** | | | | | |
| 460-4605-8013 | FOOTHILL TRANSIT | 75th Installment of 3rd Bus 6/2025 | SI010795 | | 3,180.31 |
| 460-4605-7960 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | SI010796 | | 17,366.27 |
| 460-5004 | FOOTHILL TRANSIT | Duarte Local Service 5/2025 | SI010796 | | -493.96 |
| | | | | **Vendor 3192 - FOOTHILL TRANSIT Total:** | **20,052.62** |
| | | | | **Fund 460 - PROPOSITION C TRANSIT FUND Total:** | **20,277.18** |
| **Fund: 620 - COMMUNITY IMPROVEMENT FUND** | | | | | |
| **Vendor: 6749 - GREEN GIANT LANDSCAPE INC** | | | | | |
| 620-2127 | GREEN GIANT LANDSCAPE INC | Retention Highland Promenade Project | 1202-001 | 202106-Retention-620-2127-H.. | -5,830.00 |

| Account Number | Vendor DBA | Description (Item) | Payable Number | Project Account Key | Amount |
|---|---|---|---|---|---|
| 620-6225-8100 | GREEN GIANT LANDSCAPE INC | Highland Promenade Project | 1202-001 | 202106-Other Cap-620-6225-H.. | 116,600.00 |
| | | | | **Vendor 6749 - GREEN GIANT LANDSCAPE INC Total:** | **110,770.00** |
| | | | | **Fund 620 - COMMUNITY IMPROVEMENT FUND Total:** | **110,770.00** |
| | | | | **Grand Total:** | **752,022.64** |

# Report Summary

## Fund Summary

| Fund | | Payment Amount |
|---|---|---|
| 100 - GENERAL FUND | | 489,803.91 |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND | | 104,247.79 |
| 440 - PROPOSITION A TRANSIT FUND | | 26,923.76 |
| 460 - PROPOSITION C TRANSIT FUND | | 20,277.18 |
| 620 - COMMUNITY IMPROVEMENT FUND | | 110,770.00 |
| | **Grand Total:** | **752,022.64** |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-1005-7642 | Travel & Exp - Finlay | 112.50 |
| 100-1005-7650 | Travel & Exp - Lewis | 451.86 |
| 100-1010-7076 | Tuition Reimbursement | 3,500.00 |
| 100-1010-7612 | Publications and Dues | 2,643.94 |
| 100-1010-7980 | Other Expenses | 839.47 |
| 100-1020-7712 | Community Information … | 159.75 |
| 100-1020-7722 | City Website | 12,155.06 |
| 100-1020-7724 | Post Office Parking | 312.00 |
| 100-1020-7726 | Council Cablecasting | 600.00 |
| 100-1025-7698 | SCAG | 3,456.00 |
| 100-1025-7699 | League Of Calif Cities | 1,149.75 |
| 100-1205-7610 | Travel, Mtgs & Conf | 59.79 |
| 100-1205-7612 | Publications and Dues | 675.00 |
| 100-1205-7614 | Office Supplies | 20.42 |
| 100-1205-7615 | Emergency Supplies | 1,287.33 |
| 100-1205-7636 | Uniforms | 680.78 |
| 100-1205-7650 | Vehicle Maintenance | 4,968.04 |
| 100-1205-7655 | Emergency Services | 226.39 |
| 100-1205-7761 | Parking Ticket Collect | 5,905.00 |
| 100-1205-7762 | Parking Pass Kiosk Costs | 85.71 |
| 100-1205-7779 | Youth Programs | 7,922.57 |
| 100-1205-7780 | Animal Control | 8,773.41 |
| 100-1205-7781 | Contract Law Enforceme… | 16,094.99 |
| 100-1205-7782 | Crossing Guard Contract… | 1,877.58 |
| 100-1205-7783 | A-Team Program | 6,300.00 |
| 100-1205-7887 | Repairs & Replacements | 181.22 |
| 100-1205-7980 | Other Expenses | 1,136.93 |
| 100-1405-7076 | Tuition Reimbursement | 3,500.00 |
| 100-1405-7650 | Vehicle Maintenance | 467.00 |
| 100-1405-7965 | Professional Services | 2,450.00 |
| 100-1405-7969 | City Engineer | 3,760.00 |
| 100-1405-7975 | Economic Development … | 17,965.00 |
| 100-1410-7650 | Vehicle Maintenance | 12,290.97 |
| 100-1410-7656 | Emergency Generator | 160.00 |
| 100-1410-7815 | Brush Clearance | 2,156.00 |
| 100-1410-7980 | Other Expenses | 520.06 |
| 100-1410-8030 | Other Equipment (Capita… | 556.91 |
| 100-1415-7916 | Landscape-Sport Park | 3,426.72 |
| 100-1500 | Advances | 400.00 |
| 100-1605-7636 | Uniforms | 8.56 |
| 100-1605-7650 | Vehicle Maintenance | 741.33 |
| 100-1605-7729 | Concerts In The Park | 15,146.00 |
| 100-1605-7733 | Senior Center | 481.65 |
| 100-1605-7735 | Teen Center | 985.21 |
| 100-1605-7736 | Youth & Adult Recreatio… | 1,257.20 |
| 100-1605-7739 | Publicity | 1,957.23 |
| 100-1605-7740 | Day Camps | 1,106.77 |
| 100-1605-7741 | Sports/Playground Progr… | 908.10 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-1605-7758 | Independence Day Celeb… | 18,729.48 |
| 100-1605-7980 | Other Expenses | 1,054.80 |
| 100-1610-7616 | Pool Supplies | 68.51 |
| 100-1610-7617 | Pool Chemicals | 435.09 |
| 100-1610-7618 | Building Supplies | 1,818.64 |
| 100-1610-7636 | Uniforms | 590.44 |
| 100-1610-7652 | Building Maint Services | 5,237.65 |
| 100-1610-8100 | Other Capital Improvem… | 149,097.25 |
| 100-1805-7612 | Publications and Dues | 262.50 |
| 100-1805-7614 | Office Supplies | 435.49 |
| 100-1805-7653 | Bank Charges | 342.24 |
| 100-1810-7611 | Training | 44.00 |
| 100-1810-7660 | Other Services | 436.00 |
| 100-1810-7980 | Other Expenses | 100.00 |
| 100-1815-7632 | Software | 19,707.00 |
| 100-1815-7821 | Network & Internet Serv… | 998.00 |
| 100-1815-7980 | Other Expenses | 9,898.98 |
| 100-1815-8011 | Computer Equipment (C… | 3,487.93 |
| 100-1820-7771 | Repair Of City Property | 9,583.96 |
| 100-1820-7775 | Property Coverage | 92,823.00 |
| 100-1820-7776 | Faithful Performance Bo… | 1,340.00 |
| 100-1825-7613 | Duplications And Photos | 408.80 |
| 100-1825-7626 | Postage | 2,025.05 |
| 100-1825-7630 | Equipment Lease | 665.71 |
| 100-1825-7631 | Equipment Maintenance | 157.39 |
| 100-1825-7687 | Waste Mgmt Services | 1,440.00 |
| 100-2012 | Green Building Fees Pay… | 169.00 |
| 100-2013 | Strong Motions Fees Pay… | 639.00 |
| 100-2120 | Refundable Deposits | 1,250.00 |
| 100-2121 | Pass Through Deposits | 522.88 |
| 100-2122 | Disability Access & Educ … | 143.60 |
| 100-2123 | Special Event Insurance … | 522.00 |
| 100-2125 | Metro Pass Through (TA… | 85.00 |
| 100-2126 | Construction and Demoli… | 5,419.04 |
| 100-2127 | Retention Payable | 7,234.13 |
| 100-4801 | Youth & Adult Recreatio… | 70.00 |
| 100-4806 | Excursion Fees | 112.00 |
| 100-4815 | Day Camp Fees | 900.00 |
| 100-4816 | Senior Recreation Class … | 28.00 |
| 100-5004 | Other Revenue | -298.85 |
| 240-2410-7662 | Other Serv-Citywide | 333.59 |
| 240-2410-7663 | Other Serv-Medians | 140.00 |
| 240-2410-7906 | Tree Trim-Citywide | 15,169.45 |
| 240-2410-7909 | Tree Trim-Residential | 43,500.16 |
| 240-2410-7915 | Landscape-Citywide | 19,966.82 |
| 240-2410-7917 | Landscape-Medians | 8,771.99 |
| 240-2420-7914 | Landscape Maintenance | 491.67 |
| 240-2421-7914 | Landscape Maintenance | 1,416.67 |
| 240-2422-7887 | Repairs & Replacements | 993.83 |
| 240-2422-7914 | Landscape Maintenance | 693.80 |
| 240-2423-7887 | Repairs & Replacements | 799.19 |
| 240-2423-7914 | Landscape Maintenance | 1,125.00 |
| 240-2424-7914 | Landscape Maintenance | 775.01 |
| 240-2425-7913 | Brush Clearance | 1,166.67 |
| 240-2425-7914 | Landscape Maintenance | 416.67 |
| 240-2426-7914 | Landscape Maintenance | 333.33 |
| 240-2427-7914 | Landscape Maintenance | 891.67 |
| 240-2429-7887 | Repairs & Replacements | 798.97 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 240-2431-7887 | Repairs & Replacements | 488.92 |
| 240-2431-7914 | Landscape Maintenance | 891.67 |
| 240-2432-7914 | Landscape Maintenance | 1,175.00 |
| 240-2433-7887 | Repairs & Replacements | 1,199.38 |
| 240-2433-7914 | Landscape Maintenance | 750.00 |
| 240-2434-7914 | Landscape Maintenance | 500.00 |
| 240-2435-7914 | Landscape Maintenance | 750.00 |
| 240-2435-7918 | Fuel Modification | 708.33 |
| 440-4405-7650 | Vehicle Maintenance | 830.88 |
| 440-4405-7788 | Shuttle Services | 1,584.13 |
| 440-4405-7960 | Foothill Transit Operatio… | 21,225.44 |
| 440-4405-8013 | Vehicles (Capital) | 3,887.05 |
| 440-5004 | Other Revenue | -603.74 |
| 460-4605-7650 | Vehicle Maintenance | 224.56 |
| 460-4605-7960 | Foothill Tranist Operatio… | 17,366.27 |
| 460-4605-8013 | Vehicles (Capital) | 3,180.31 |
| 460-5004 | Other Revenue | -493.96 |
| 620-2127 | Retention Payable | -5,830.00 |
| 620-6225-8100 | Other Capital Improvem… | 116,600.00 |
| | **Grand Total:** | **752,022.64** |

## Project Account Summary

| Project Account Key | Payment Amount |
|---|---|
| **None** | 623,353.44 |
| 202106-Other Cap-620-6225-Highland Promenade-Msr M | 116,600.00 |
| 202106-Retention-620-2127-Highland Promenade-Msr M | -5,830.00 |
| 202118-ATP Cycle 4-Professional Svcs | 205.00 |
| 202424- 100-2121/1433 Crestfield(Andres Duarte) | 322.88 |
| 202520-Walmart Grant-PS Youth Prog,Equip,Trip,Supp | 537.36 |
| 202603-WIN/1205-7779-Summer At Risk Intern Program | 7,250.00 |
| DMGE104-Bent Tow Hitch & Rear Bumper (Boom Truck) | 9,583.96 |
| **Grand Total:** | **752,022.64** |

# City of Duarte

## MONTHLY FINANCIAL REPORT

**Month Ended May 31, 2025**
**(91.7% of FY 2024-25 Completed)**

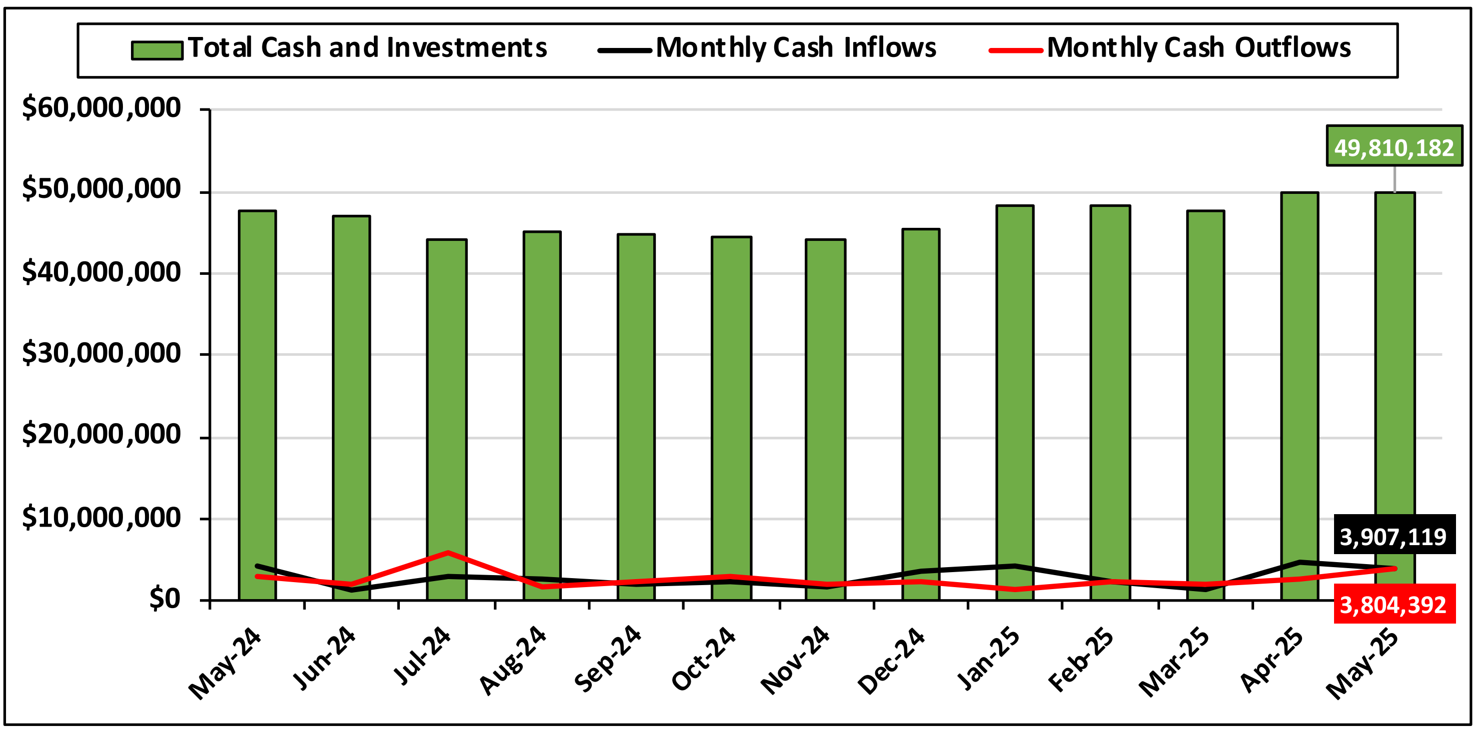
| Contents | Page # |
|---|---|

# CITY OF DUARTE

***Treasury Report - Monthly Activity & Balances***

***Month Ended May 31, 2025***

| MONTHLY ACTIVITY | Bank* | LAIF* | Total |
|---|---|---|---|
| **Beginning Balance (5/01/2025)** | $5,516,185 | $44,191,270 | **$49,707,455** |
| **Cash Inflows** | | | |
| Receipts | $3,907,119 | $0 | **$3,907,119** |
| Transfers In | $0 | $0 | **$0** |
| **Total Cash Inflows** | $3,907,119 | $0 | **$3,907,119** |
| **Cash Outflows** | | | |
| Disbursements | $3,804,392 | $0 | **$3,804,392** |
| Transfers Out | $0 | $0 | **$0** |
| **Total Cash Outflows** | $3,804,392 | $0 | **$3,804,392** |
| **Net Activity** | $102,727 | $0 | **$102,727** |
| **Ending Balance (5/31/2025)** | **$5,618,912** | **$44,191,270** | **$49,810,182** |

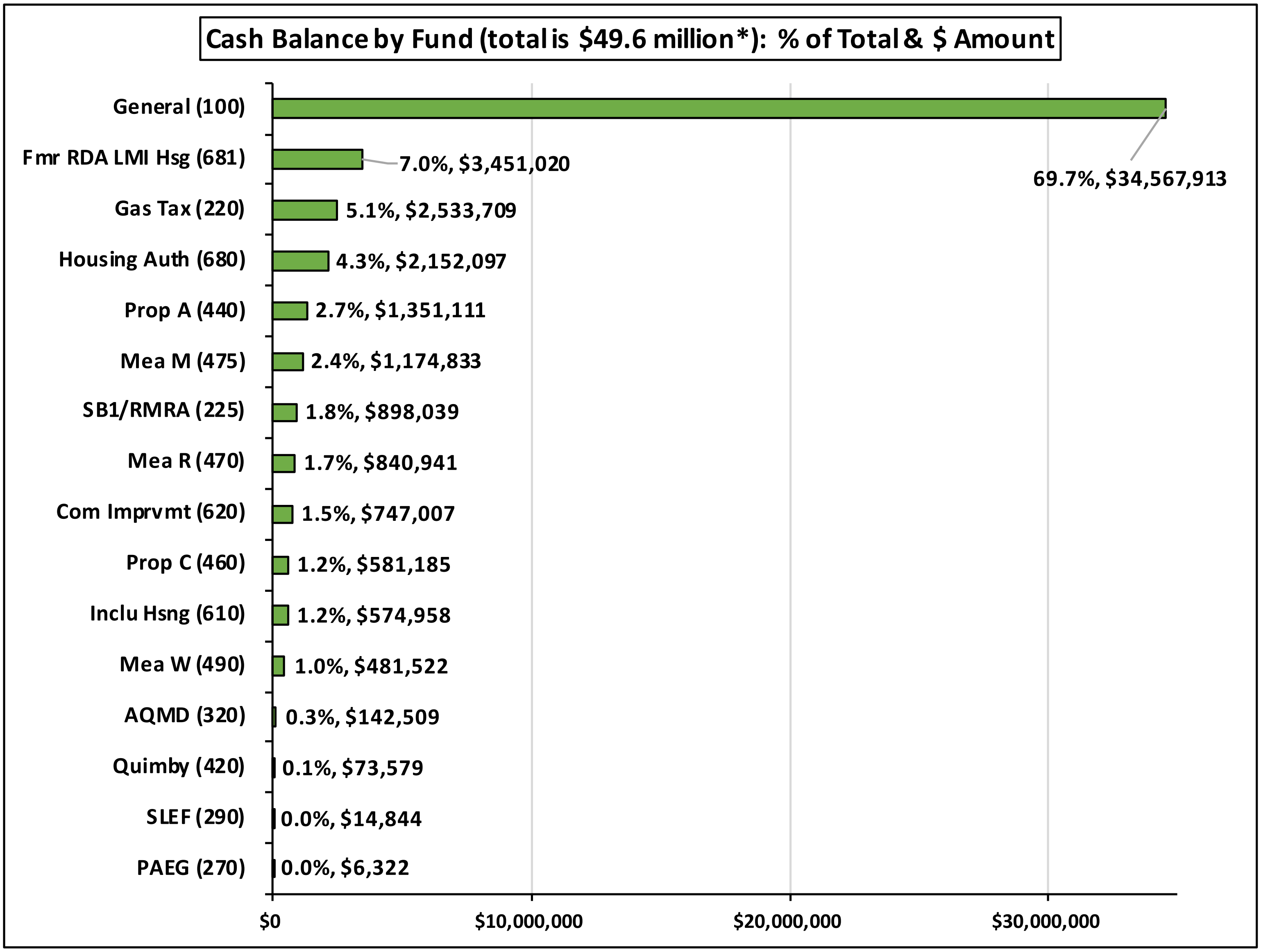



*The "Bank" balance refers to the balance in the City's primary checking account. The "LAIF" balance refers to the City's investment balance with the Local Agency Investment Fund, which is part of the State of California's Pooled Money Investment Account and administered by the California State Treasurer.

# CITY OF DUARTE

## *Treasury Report - Cash Balance by Fund*

## *Month Ended May 31, 2025*



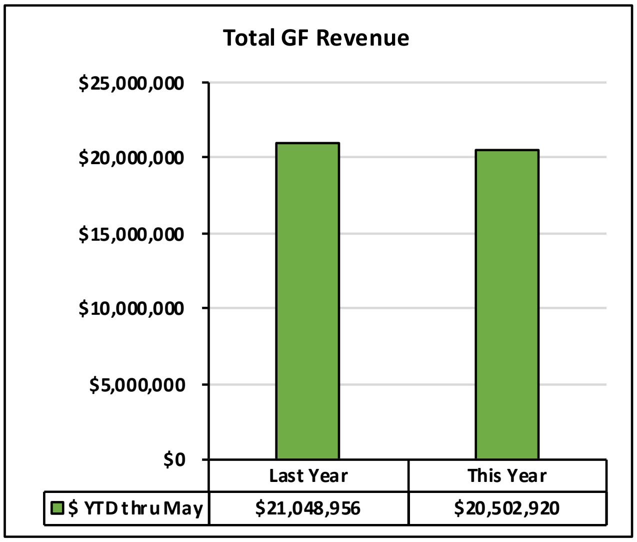

*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger is not equal to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to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

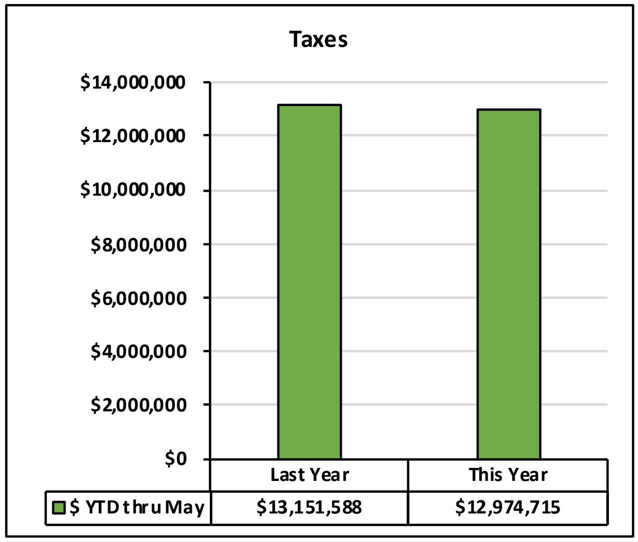
**Funds with zero or negative cash balances are not shown above. Those with negative balances are offset against the General Fund cash balance.

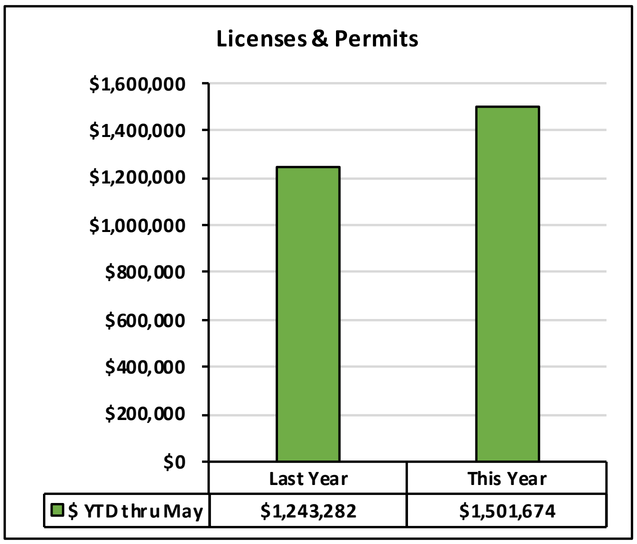
# CITY OF DUARTE

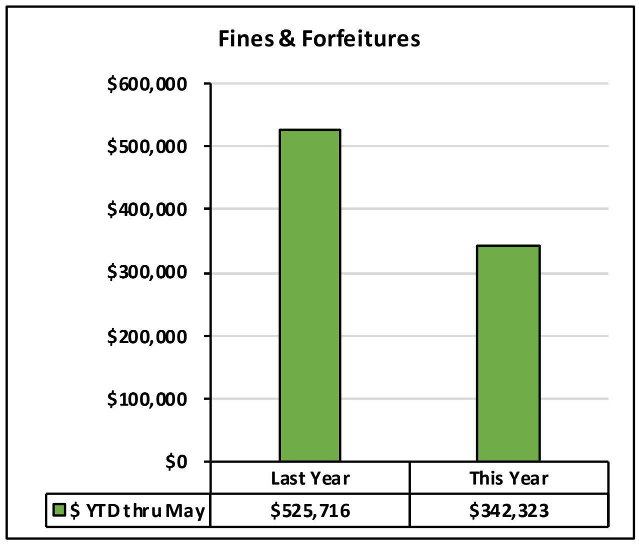
***General Fund Revenue by Category & Major Sources***

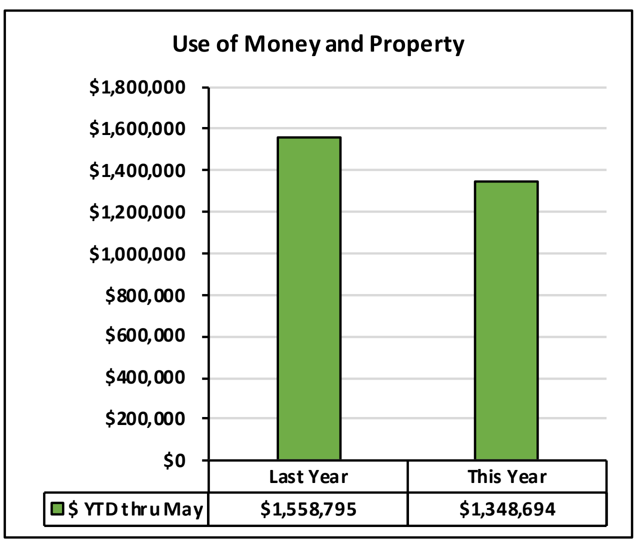
***FY 2024-25 Year-to-Date Through May versus Prior Year***

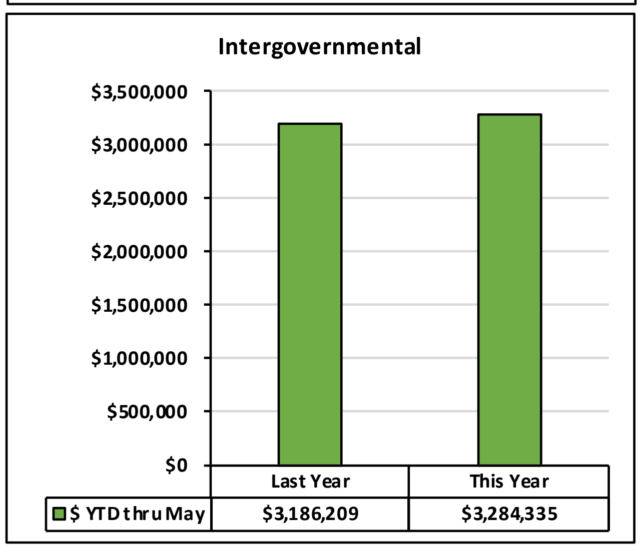


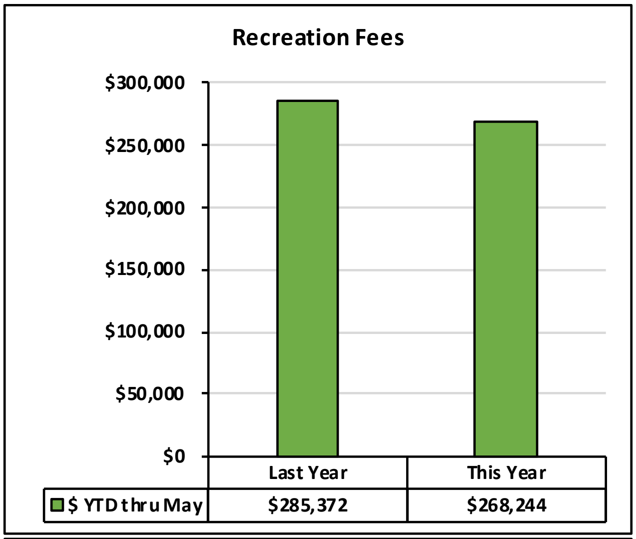



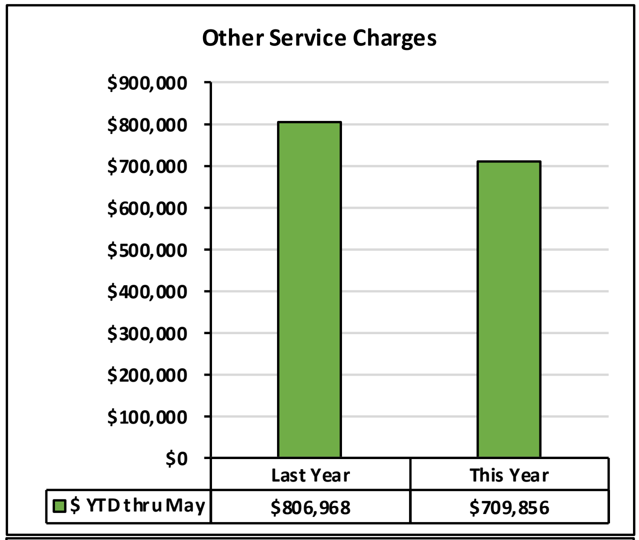



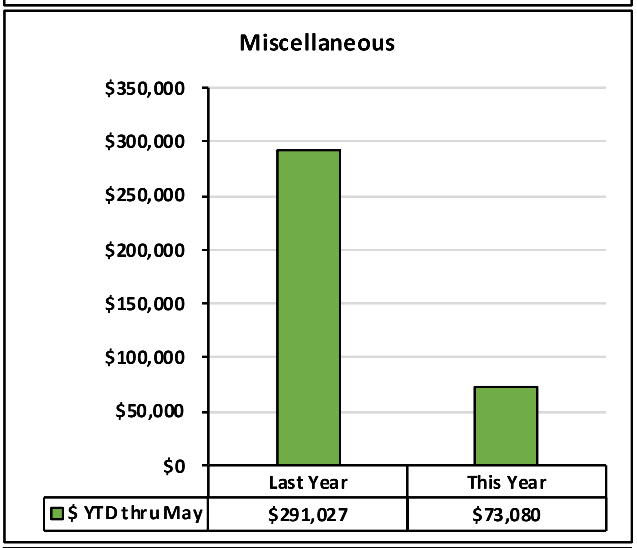
# CITY OF DUARTE

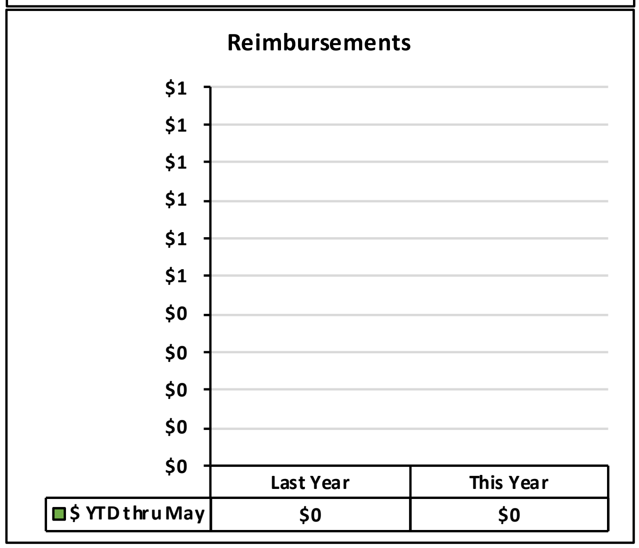
***General Fund Revenue by Category & Major Sources***

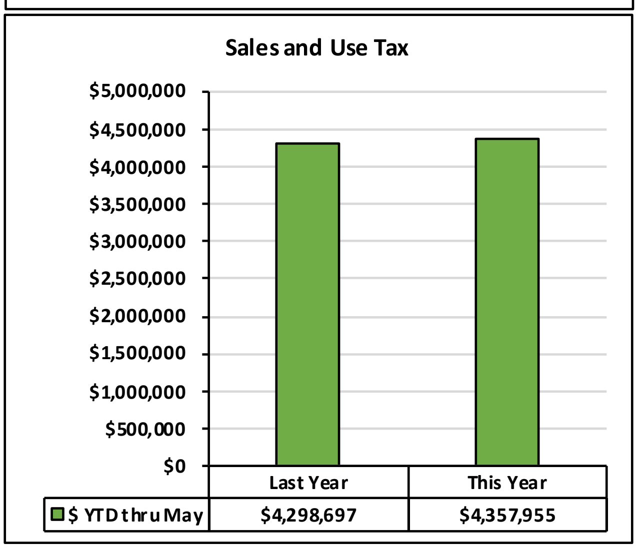
***FY 2024-25 Year-to-Date Through May versus Prior Year***

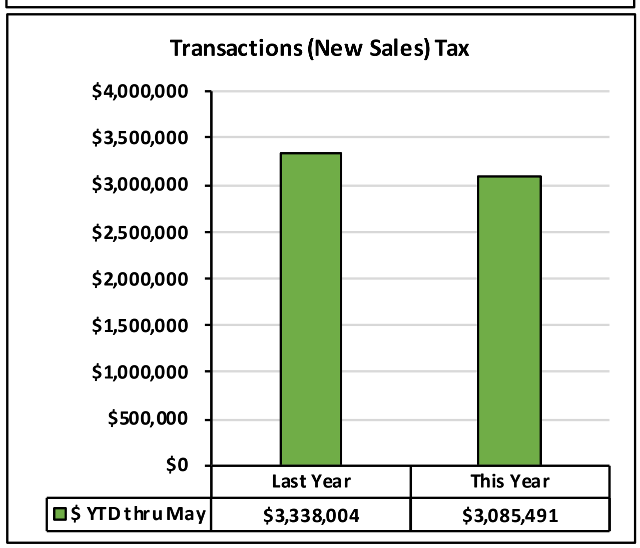


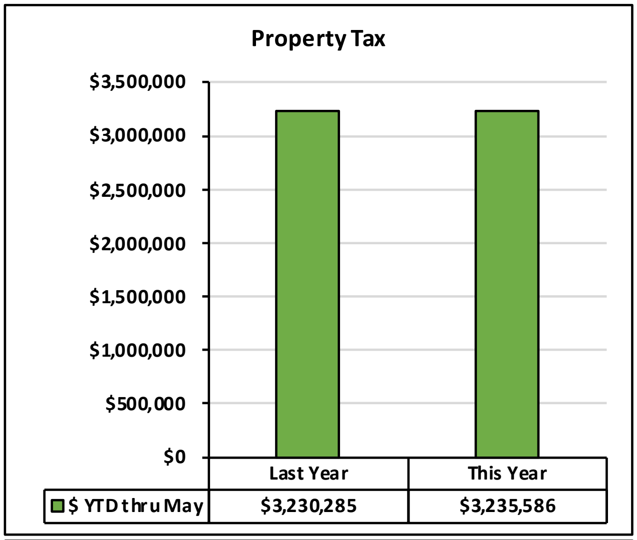



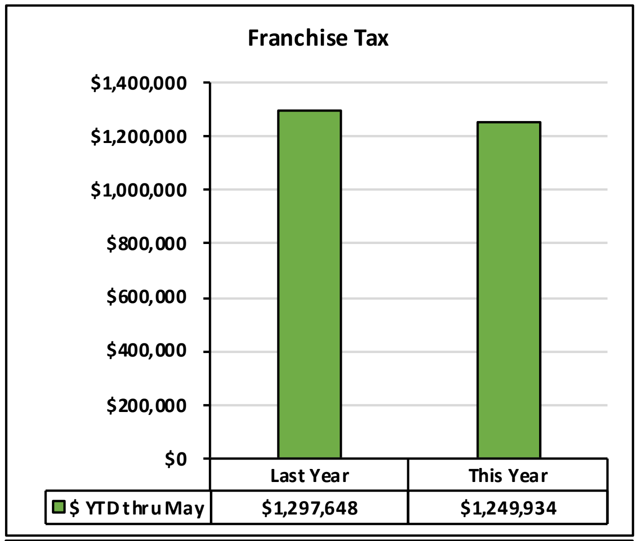



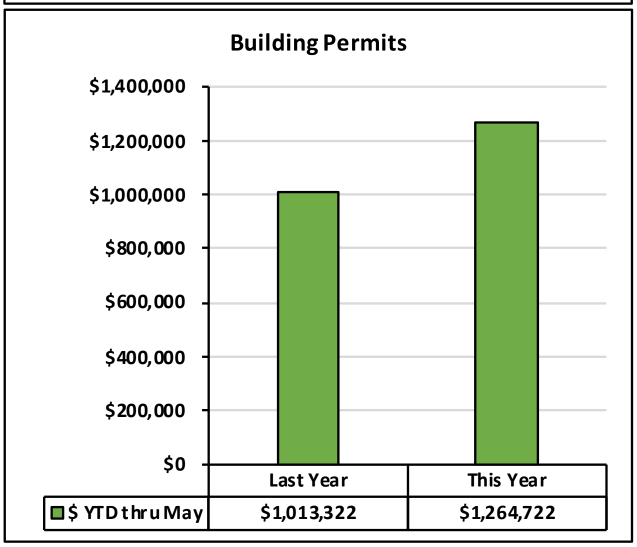



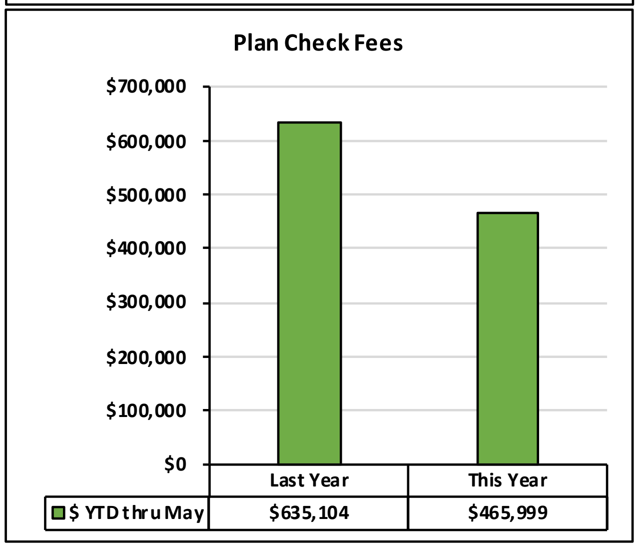
# CITY OF DUARTE

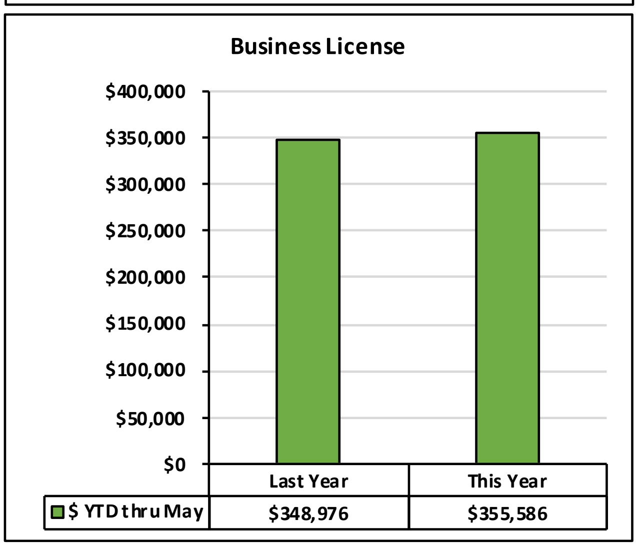
***General Fund Revenue by Category & Major Sources***
***FY 2024-25 Year-to-Date Through May versus Prior Year***

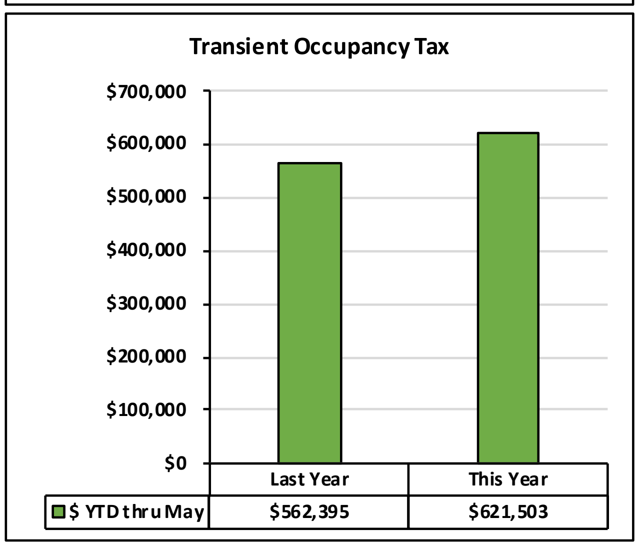


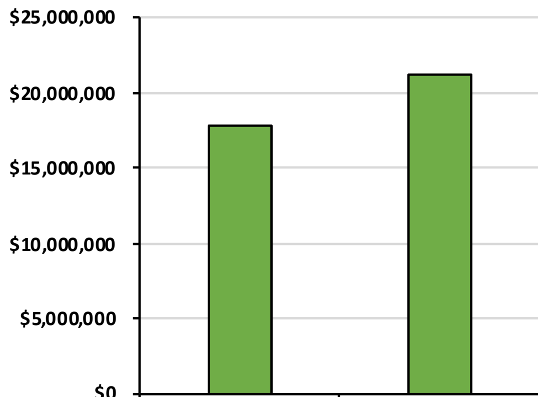



# CITY OF DUARTE

***General Fund Expenditures by Category & Division***

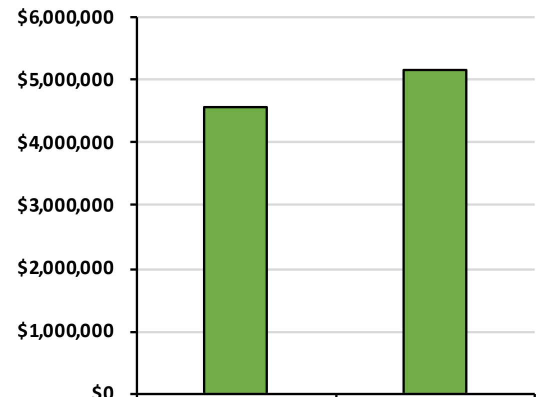
***FY 2024-25 Year-to-Date Through May versus Prior Year***

**Total GF Expenditures**



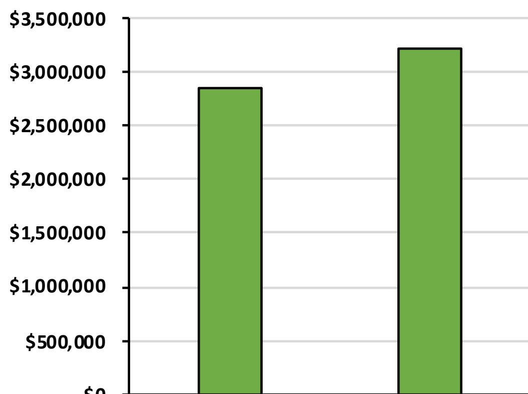

| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $17,775,324 | $21,192,685 |

**Personnel-Salaries**



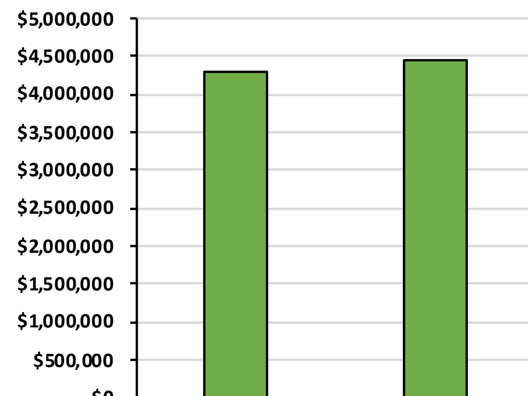

| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $4,581,009 | $5,171,139 |

**Personnel-Nonsalary**



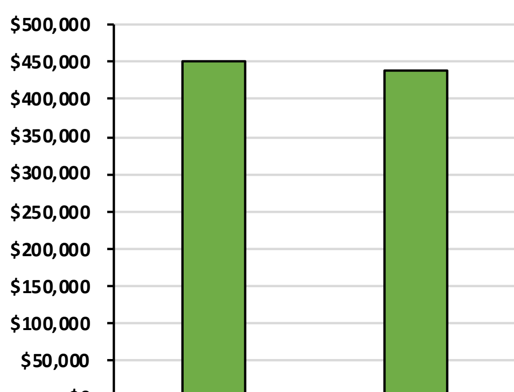

| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $2,846,271 | $3,217,523 |

**Sherriff Contract**




| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $4,308,639 | $4,438,063 |

**Building Dept Services**




| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $452,052 | $438,031 |

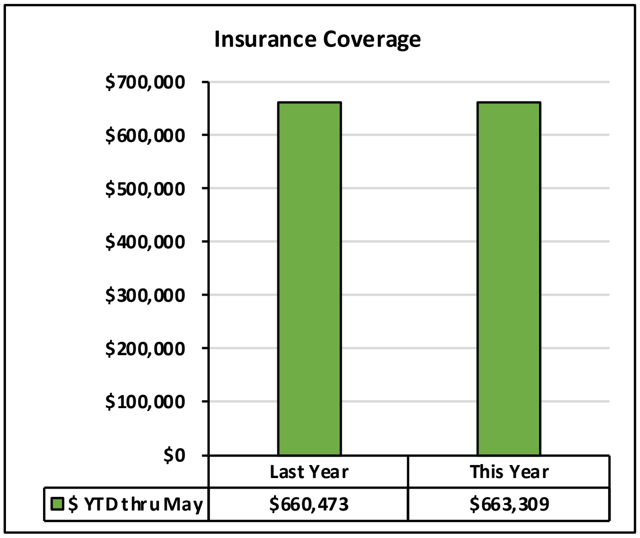
**Legal Services**

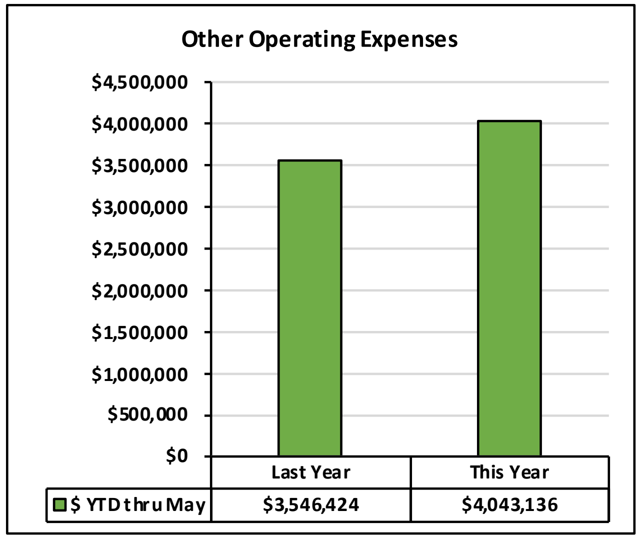

| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $384,035 | $236,045 |

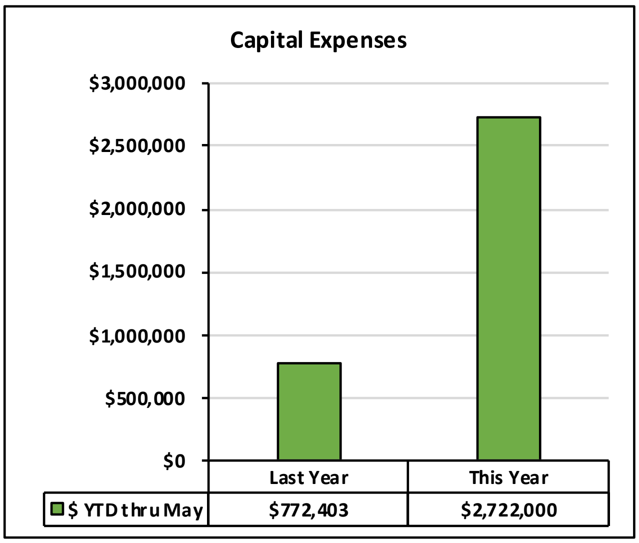
# CITY OF DUARTE

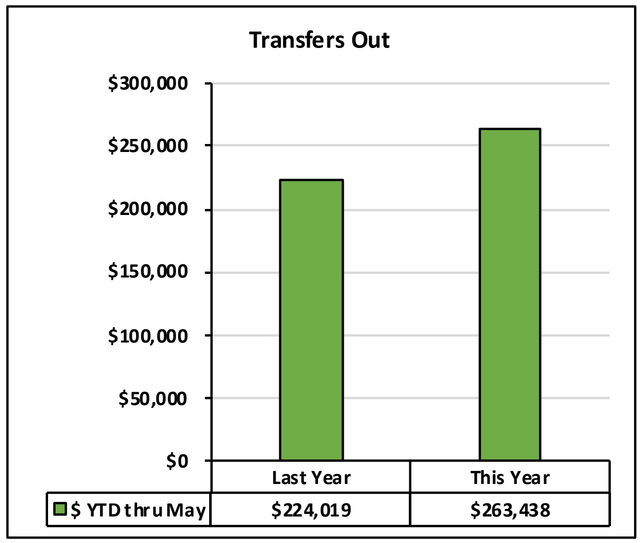
***General Fund Expenditures by Category & Division***

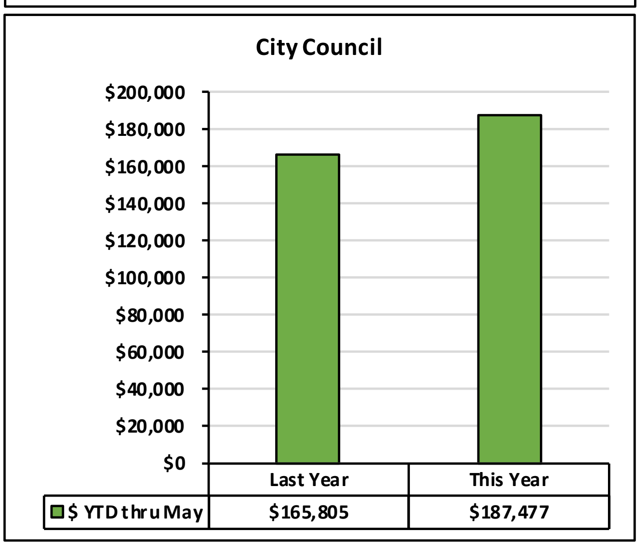
***FY 2024-25 Year-to-Date Through May versus Prior Year***

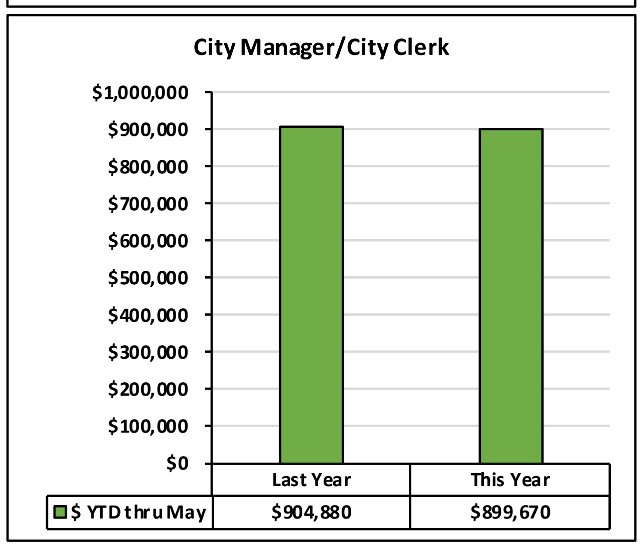


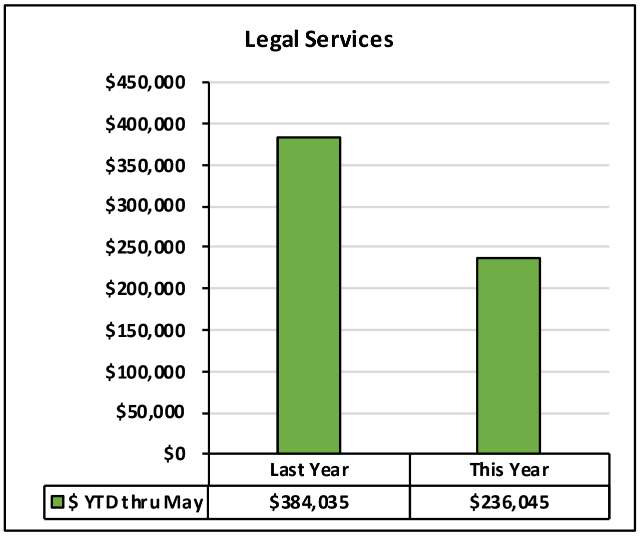



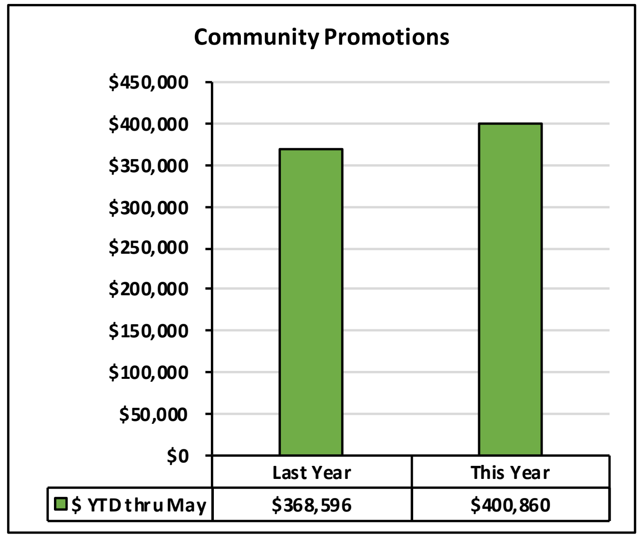



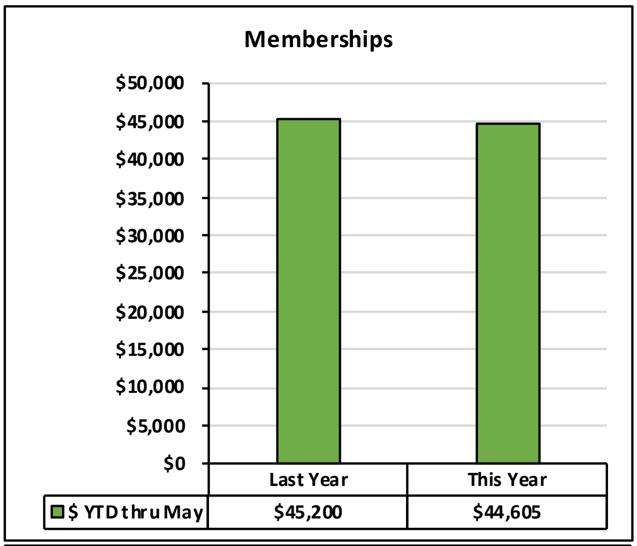
# CITY OF DUARTE

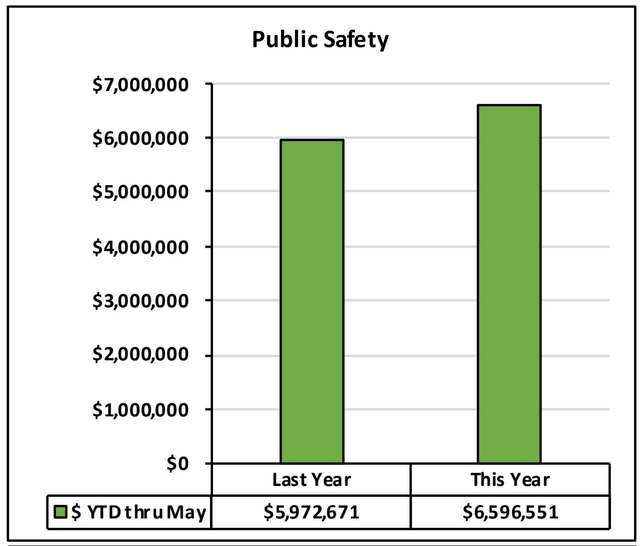
***General Fund Expenditures by Category & Division***

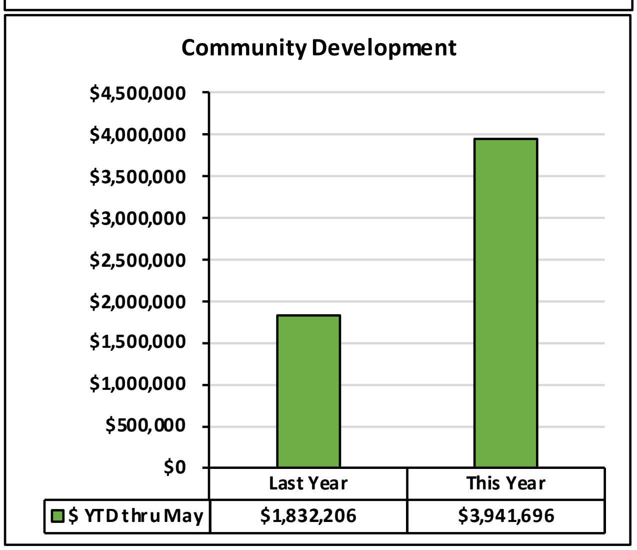
***FY 2024-25 Year-to-Date Through May versus Prior Year***

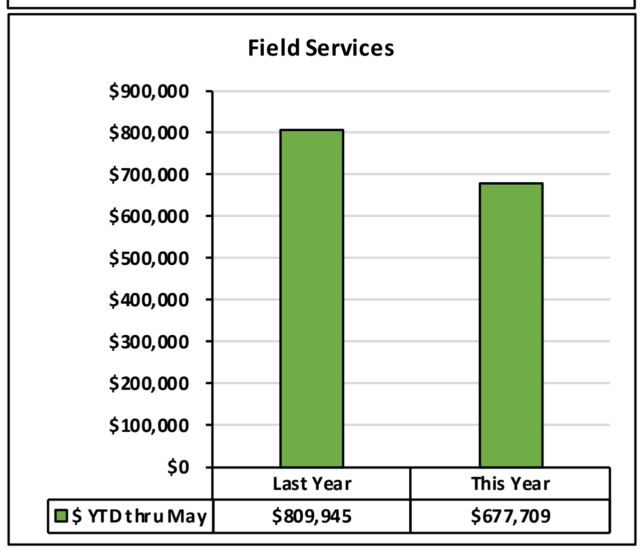


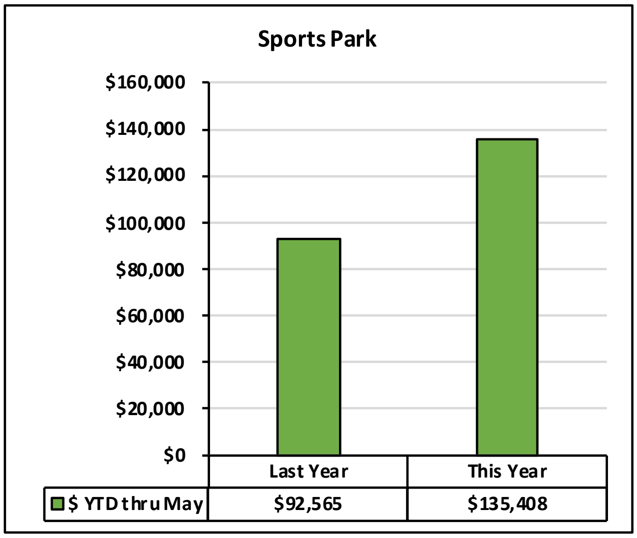



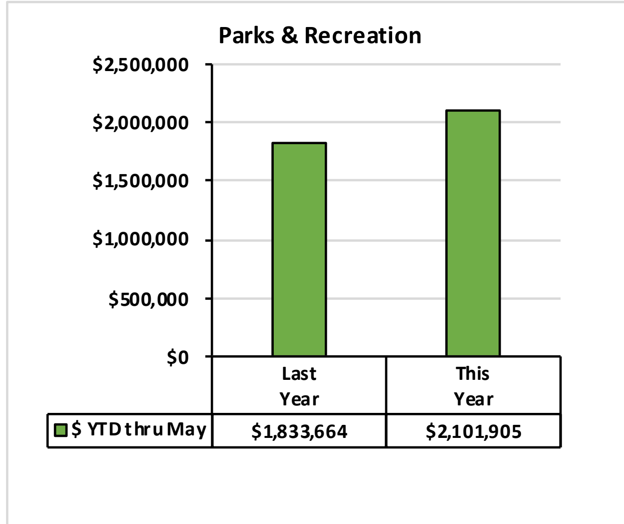



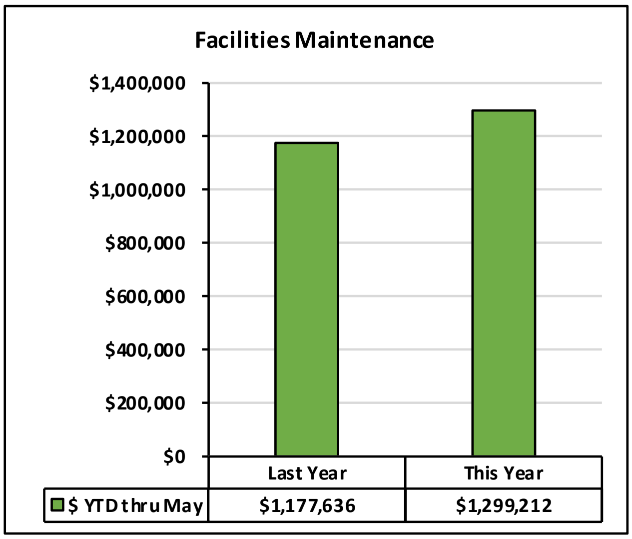
# CITY OF DUARTE

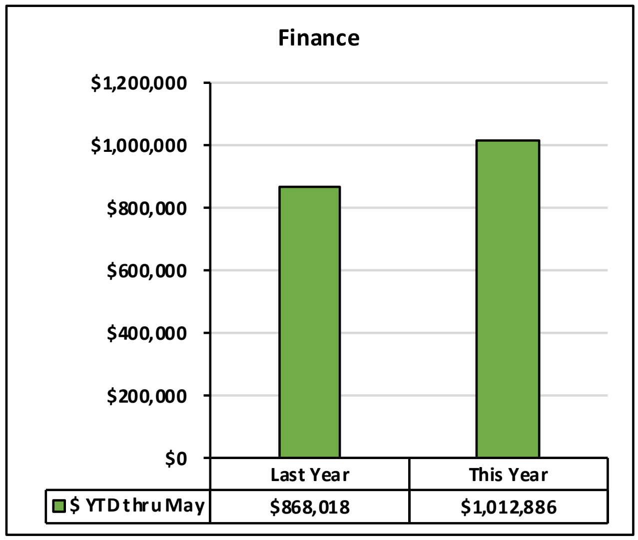
## *General Fund Expenditures by Category & Division*

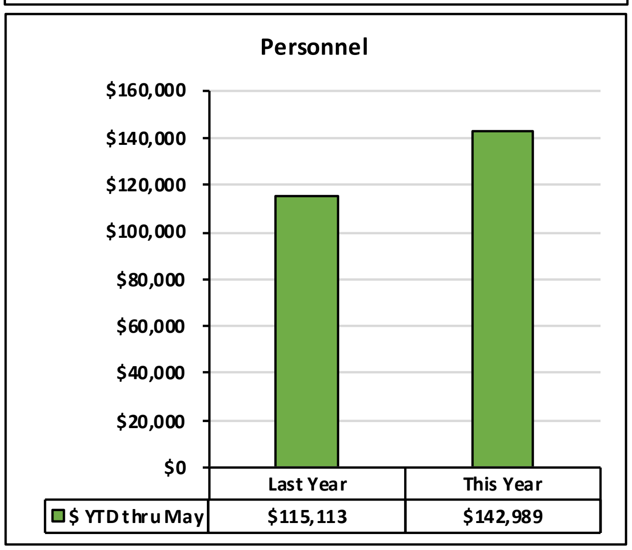
## *FY 2024-25 Year-to-Date Through May versus Prior Year*

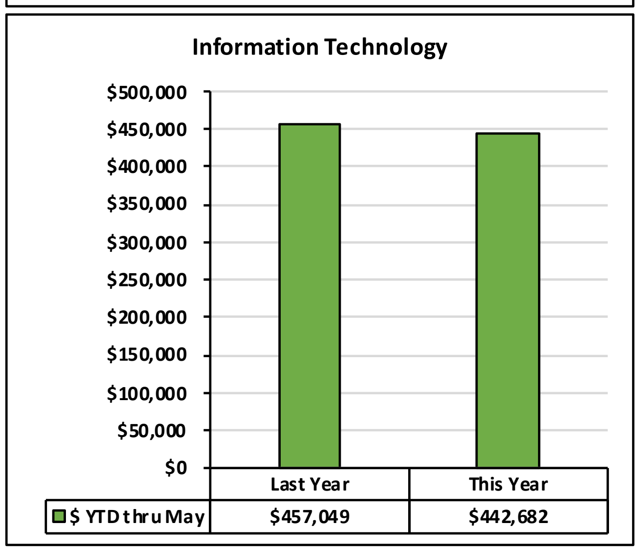


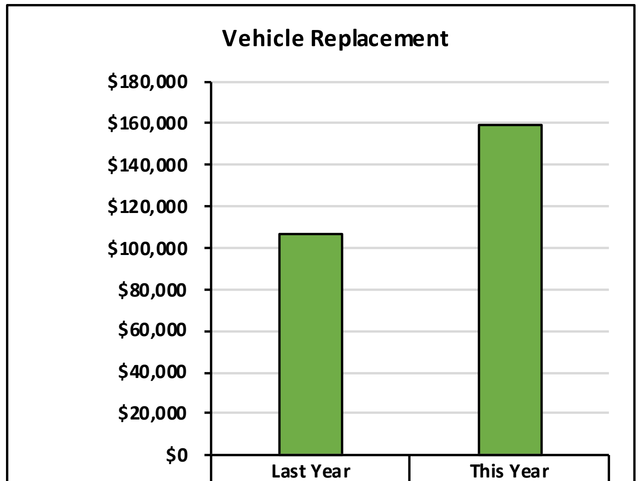



## CITY OF DUARTE

### *General Fund Expenditures by Category & Division*

### *FY 2024-25 Year-to-Date Through May versus Prior Year*


| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $677,689 | $669,015 |




| | Last Year | This Year |
|---|---|---|
| $ YTD thru May | $107,076 | $159,818 |

# CITY OF DUARTE

## *Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund*

## *FY 2024-25 Year-to-Date Through May*

| Fund # | Fund Name | Beginning Fund Balance | Revenue | Transfers In | Expenditures | Transfers Out | Surplus / (Deficit) | Ending Fund Balance |
|---|---|---|---|---|---|---|---|---|
| 100 | General | 24,640,481 | 20,502,920 | 0 | 20,929,247 | 263,438 | (689,764) | 23,950,716 |
| 220 | Gas Tax | 2,149,582 | 623,234 | 0 | 413,565 | 0 | 209,669 | 2,359,252 |
| 225 | SB1/RMRA | 842,668 | 498,711 | 0 | 448,835 | 0 | 49,875 | 892,543 |
| 240 | Lghtng & Lndscpng | 71,945 | 1,008,418 | 0 | 1,365,136 | 0 | (356,718) | (284,773) |
| 260 | CDBG | 0 | 114,548 | 0 | 114,608 | 0 | (60) | (60) |
| 270 | PAEG | 41,268 | 62,217 | 0 | 128,474 | 0 | (66,256) | (24,988) |
| 290 | Supp Law Enfrcmnt | 0 | 197,032 | 0 | 182,188 | 0 | 14,844 | 14,844 |
| 300 | Bike & Ped Safety | 0 | 21,461 | 0 | 23,416 | 0 | (1,955) | (1,955) |
| 320 | Air Quality (AQMD) | 150,835 | 27,577 | 0 | 34,106 | 0 | (6,528) | 144,307 |
| 400 | Park Development | (18,808) | 65,733 | 0 | 227,887 | 0 | (162,154) | (180,962) |
| 420 | Quimby | 68,861 | 2,196 | 0 | 0 | 0 | 2,196 | 71,057 |
| 440 | Prop A | 948,893 | 595,243 | 0 | 324,953 | 0 | 270,290 | 1,219,184 |
| 460 | Prop C | 260,957 | 477,541 | 0 | 262,103 | 0 | 215,437 | 476,394 |
| 470 | Mea R | 652,248 | 327,878 | 0 | 48,915 | 0 | 278,963 | 931,210 |
| 475 | Mea M | 1,081,960 | 379,849 | 0 | 228,752 | 0 | 151,097 | 1,233,056 |
| 490 | Mea W | 342,985 | 266,714 | 0 | 232,664 | 0 | 34,050 | 377,034 |
| 520 | Town Cntr Debt Serv | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 521 | Infra Mod Debt Srv | 0 | 0 | 220,837 | 220,837 | 0 | 0 | 0 |
| 610 | Inclusionary Hsng | 538,092 | 17,157 | 0 | 0 | 0 | 17,157 | 555,249 |
| 620 | Community Impr | 811,851 | 520,445 | 0 | 364,855 | 0 | 155,591 | 967,441 |
| 625 | STPL | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 680 | Housing Auth | 2,053,300 | 64,265 | 0 | 19,475 | 0 | 44,790 | 2,098,090 |
| 681 | Fmr RDA L/M Hsg | 4,100,079 | 103,086 | 0 | 10,225 | 0 | 92,861 | 4,192,939 |
| **Total - All Funds** | | **38,737,195** | **25,876,226** | **220,837** | **25,580,242** | **263,438** | **253,383** | **38,990,578** |

**PUBLIC SAFETY**
**STATUS REPORT**
**July 2025**

| PROJECT/PROGRAM | STATUS |
|---|---|
| **L.A. COUNTY SHERIFF'S DEPARTMENT** | |
| 1. Part 1 Crimes | Year to date, **Part 1 crimes have seen an impressive 15.3 % decrease** compared to the same period last year, marking a significant improvement in community safety. The most notable reductions have been in Robberies and Burglaries, reflecting the effectiveness of targeted enforcement efforts and proactive crime prevention strategies.<br><br>As we work to maintain and build on this progress, our focus is shifting toward addressing Grand Theft Auto (GTA) and Aggravated Assaults, areas that require continued attention. Our team has launched data-driven operations specifically targeting vehicle-related crimes, while increasing law enforcement visibility to deter further incidents and enhance public safety throughout the city. |
| 2. Special Assignment Team | Deputies recently made a key arrest on the 1300 block of Duarte Road, apprehending a suspect in the act of committing Grand Theft Auto. This successful intervention was made possible thanks to vigilant residents who promptly reported suspicious activity and the swift response of deputies actively patrolling the area. This incident highlights the powerful results that come from strong community partnerships and proactive law enforcement.<br><br>In a joint effort with the District Attorney's Specialized Enforcement Unit, Special Assignment Deputies conducted a targeted Retail Theft operation. This collaboration underscores the DA's office's commitment to holding offenders accountable and reinforces our strategic approach to curbing organized retail theft. The operation sends a clear message that Duarte is not a safe haven for theft-related crimes.<br><br>In another standout case, Special Assignment and Field Deputies conducted a traffic stop that led to the seizure of three kilos of fentanyl. The suspect, who was not a Duarte resident, was en-route to make a drug sale. This major interception is a testament to the outstanding investigative work and alertness of our deputies, preventing potentially fatal drugs from reaching the streets.<br><br>Additionally, the City's Flock Camera System detected a stolen vehicle taken from the Duarte CarMax. Deputies quickly located the vehicle and arrested the suspect during a traffic stop. This is yet another example of |

| PROJECT/PROGRAM | STATUS |
|---|---|
| | how cutting-edge technology and proactive policing are working hand-in-hand to combat crime effectively and efficiently across the community. |
| 3. Neighborhood/ Business Watch | A Neighborhood Watch meeting was recently held in the Mel Canyon area, bringing residents together to strengthen community ties and foster collaboration around public safety. The meeting was a great success, with strong attendance and overwhelmingly positive feedback from those who participated.<br><br>Residents had the opportunity to ask questions, share concerns, and engage directly with Public Safety staff. The team provided valuable crime prevention tips, updates on recent activity in the area, and an overview of Duarte's public safety strategy, including proactive patrols, community policing efforts, and technological tools like the Flock camera system.<br><br>Events like this are vital in empowering residents with knowledge, building trust, and reinforcing the shared responsibility of keeping our neighborhoods safe. Duarte's Public Safety Department remains committed to open communication and neighborhood-based partnerships that help deter crime and improve quality of life. |
| **<u>MEASURE H and OUTREACH COORDINATION</u>** | |
| 1. Outreach Coordination | Erika Ramos's **unofficial homeless count for the month stands at six individuals**, based on three or more contacts within a two-week period. Individuals are removed from the list after six weeks of no contact. Over the past month, Erika has conducted **116 interactions with individuals experiencing homelessness,** providing essential services and information on Duarte regulations.<br><br>**Success Story**<br>During routine outreach, a male individual who had recently returned to Duarte was found sleeping near the library and spending his days at Duarte Park. Upon expressing interest in housing assistance, he was connected to LACADA, who successfully referred him to a transitional housing program. He was approved and transported to the facility by LACADA, marking a positive step forward in his journey toward stability. |
| 2. L.A. CADA | The L.A. CADA High Acuity Team, which focuses on assisting individuals who have been experiencing homelessness for over a year, began its operations in the City of Duarte on August 2, 2022. The L.A. CADA Supplemental Team, dedicated to helping those who are newly homeless or at risk of homelessness, started their work in the city on September 22, 2022. In September 2024, these two teams merged, resulting in significant changes to their operations. Previously, each team |

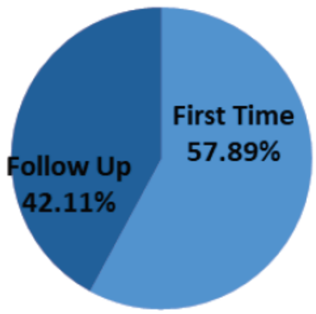
| PROJECT/PROGRAM | STATUS |
|---|---|
| | served Duarte one day per week, providing coverage for a total of two days a week. However, with the merger, they can now respond to referrals from the City and conduct active patrols up to five days a week. As a result, reporting will now only come from the Supplemental Team.<br><br>**July's report was not completed in time by LACADA. June's numbers are below.**<br><br>During this reporting period, the Supplemental Team engaged with **19 individuals, 11 of whom were first-time encounters and 8 follow-ups,** and 0 individual(s) who refused supportive services. The primary areas with the highest number of encounters were identified as Dollar Tree and McDonalds. |
| 3. Pathway Home | Individuals on Duarte's housing list continue to make progress toward securing stable housing. Currently there are **19 individuals** actively being tracked; **9 females and 10 males.**<br><br>- **3 individuals have been successfully placed into more permanent housing.**<br>- 5 individuals have housing vouchers in hand and are actively searching for placements.<br>- 6 individuals have pending housing vouchers and are awaiting approval.<br>- 3 individuals remain in the housing navigation phase, working toward placement.<br>- 2 individual(s) self-exited from the program.<br><br>As housing vacancies become available, Pathway continues to move down Duarte's list to connect individuals with available units, ensuring that those in need receive the necessary support. The City remains committed to working with housing partners to facilitate stable placements and provide essential resources for long-term housing stability. |
| **<u>EMERGENCY PREPAREDNESS</u>** | |
| 1. Emergency Operations Center (EOC) | Public Safety staff has met with CS Arts and Duarte High School to update their all-hazards response protocols and family reunification processes. Both schools are scheduled to conduct coordinated emergency drills as part of the **Great Shakeout on Thursday, October 16.**<br><br>This collaboration is a tremendous step forward in preparing our schools and students for real-life emergencies. By aligning their procedures and working closely with Public Safety, both campuses are helping ensure a more unified and effective response during critical incidents. Most importantly, these efforts empower students and staff with the knowledge |

| PROJECT/PROGRAM | STATUS |
| --- | --- |
| | and confidence to act safely during emergencies. We commend both schools for their proactive approach and commitment to the safety and well-being of our youth. |


JUNE
2025
PUBLIC SAFETY
CITY OF DUARTE
DUARTE AREA
D.A.R.T.
RESOURCE TEAM
Duarte Public Safety
Sheriff's Satellite Station

# DUARTE

SUPPLEMENTAL SERVICES MAY REPORT




## STATS OVER THE PAST MONTH

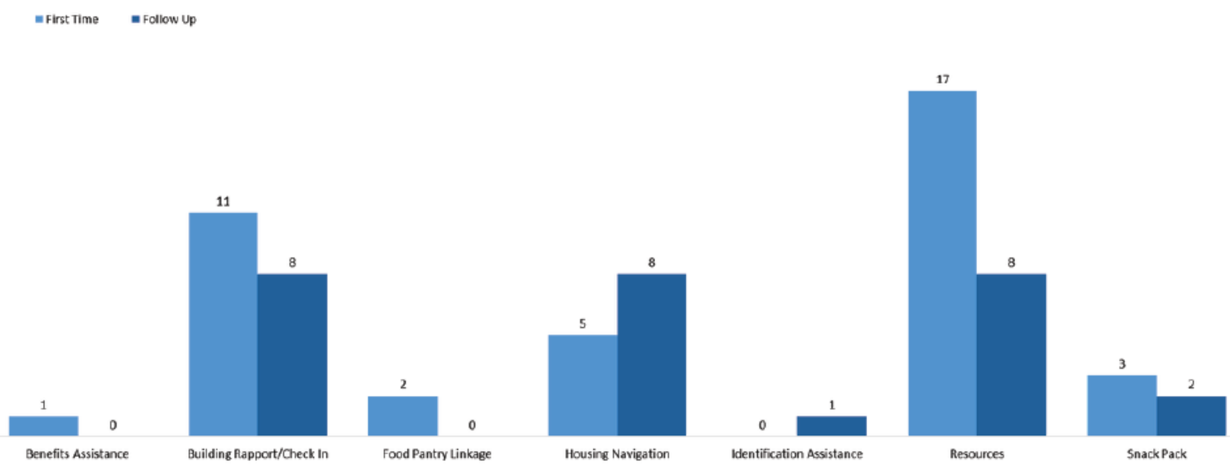
According to our data collected on 5/01/2025 to 5/31/2025, we made **19 engagements of which 11 were first time engagements, 8 follow up engagements with 0 engagements refusing supportive services.**

## HIGHLIGHTS

- Team linked 1 individual to food pantry services at Shepherd's Pantry.
- Team assisted 1 individual in obtaining CA identification.
- Team provided 13 housing navigation services.

## FUTURE GOALS

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




Locations with the highest amount of encounters this month:

**DOLLAR TREE PLAZA**

**MCDONALD'S/ HUNTINGTON DR**

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

Agenda Item: **9.G.**

# AGENDA REPORT

| | |
|---|---|
| MEETING DATE: | July 22, 2025 |
| TO: | Mayor and Members of the City Council |
| FROM: | Brian Villalobos, City Manager |
| BY: | Andres Rangel, Assistant to the City Manager |
| SUBJECT: | Approval of the FY 2025-26 Sublease Agreement Between the City of Duarte and the Chamber of Commerce |
| RECOMMENDATION: | Staff recommends that the City Council approve and authorize the City Manager to execute on behalf of the city a sublease agreement with the Duarte Chamber of Commerce, effective July 1, 2025 – June 30, 2026. |
| FISCAL IMPACT: | The sublease agreement for FY 2025-26 is set at a monthly rate of \$500, generating approximately \$6,000 in annual revenue. |

---

## BACKGROUND
The Duarte Chamber of Commerce currently subleases a 1,674-sq. ft. space located at 1735 Huntington Drive. The total lease for the space is $1,750 per month, of which the City pays $1,250 of the rent. In an effort to assist the Chamber's financial situation, the City waived the Chamber's $500 monthly rent for the past few years.

## DISCUSSION/ANALYSIS
The FY 25-26 sublease agreement resumes the provision for the Chamber to pay $500 a month in rent in addition to all utilities, and maintaining the required insurance coverage. All other provisions have remained the same as prior fiscal year sublease agreements.

## RECOMMENDATION
Staff recommends that the City Council approve and authorize the City Manager to execute on behalf of the city a sublease agreement with the Duarte Chamber of Commerce, effective July 1, 2025 – June 30, 2026.

## FISCAL IMPACT
The sublease agreement for FY 2025-26 is set at a monthly rate of $500, generating approximately $6,000 in annual revenue.

ATTACHMENTS

A. Building Sub-Lease City of Duarte & Duarte Chamber of Commerce FY 2022- 23 Agreement

**Fiscal Review:**

Kristen Petersen
Assistant City Manager/
Director of Administrative Services

**Reviewed and Approved:**

Brian Villalobos
City Manager

**BUILDING SUB-LEASE**
**CITY OF DUARTE & DUARTE CHAMBER OF COMMERCE**

THIS BUILDING SUBLEASE ("Lease") is made and entered into as of July 1, 2025 ("Effective Date") by and between the City of Duarte, a municipal corporation (hereinafter "Landlord" or "City"), and Duarte Chamber of Commerce, a non-profit California corporation ("Tenant").

***RECITALS:***

A. Landlord leases real property and improvements located at 1735 Huntington Drive, City of Duarte, County of Los Angeles, State of California (the Property").

B. Tenant is in need of a place to conduct its business operations within the City of Duarte.

C. Landlord desires to sub-lease to Tenant and Tenant desires to sub-lease from the Landlord the Property ("the Premises"), as hereinafter more fully described, on the terms and conditions in this Sublease.

***SUBLEASE:***

Now, therefore, in consideration of the terms, covenants and conditions contained herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, landlord and tenant hereby agree as follows:

**ARTICLE 1**
**SUBJECT OF LEASE AND POSSESSION OF THE PREMISES**

1.1 The Premises. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord the Premises, which constitute approximately 1,674 sq. ft. of rentable space within the Property on the terms and upon the agreements, covenants and conditions set forth in this Lease.

1.2. Acceptance of the Premises. Except as may be otherwise herein provided, Tenant shall, by entering into and occupying the Premises, be deemed to have accepted the Premises, and to have acknowledged that the same is then in the condition called for by this Sub-Lease and is fit for operation as office space.

1.3 Quiet Enjoyment. Except as expressly provided under this Sub-Lease, Tenant, upon performing and complying with all covenants, agreements, warranties, terms, and conditions of this Sub-Lease to be performed, or complied with by Tenant, shall lawfully and quietly hold, occupy and enjoy the exclusive use of the Premises during the Term (as defined in Article 2) of this Sub-Lease, without hindrance by Landlord, or any person or persons claiming through Landlord.

1.4 Surrender of the Premises and Equipment. Upon the expiration or termination of the Term of this Sub-Lease, Tenant shall peaceably and quietly leave and surrender the Premises to Landlord, broom clean and in good order, condition and repair, reasonable wear and tear and obsolescence excepted. Tenant shall remove all movable fixtures, all equipment, and all personal property in, on, or about the Premises. Surrender and restoration of the Premises by the Tenant shall include the removal of any Tenant exterior signage, restoration of any other improvements bearing the Tenant's name, logo or similar identifying features to their original appearance.

## ARTICLE 2
## TERM

2.1 Commencement and Duration. The term ("Term") of this Sub-Lease shall commence as of July 1, 2025 and shall continue thereafter for a one (1) year term, terminating (unless sooner terminated by the terms of this Sub-Lease or by operation of law), on June 30, 2026.

2.2 Suspension or Termination of Agreement. City may at any time, for any reason, with or without cause, suspend or terminate this Sublease Agreement, by serving a thirty day (30) written notice to Tenant prior to the intended termination date.

2.3 Inability to Use Premises. If any law or regulation of any governmental entity prohibits Tenant from using the Premises as provided herein, Tenant may elect to terminate this Lease on thirty (30) day written notice to Landlord specifying the governmental entity and the law and/or regulation thereof that prohibits its use of the Premises.

## ARTICLE 3
## RENT

3.1 Rent Payment. Tenant shall pay, without demand or delay, abatement, deduction, or offset, the Rent in such amounts as provided in this Article 3.

3.2 No Security Deposit. Landlord and Tenant acknowledge and agree that Tenant is not required to post a security deposit for the lease of the Premises pursuant to this Lease.

3.3 Monthly Rent. Tenant shall pay to Landlord as rent for the use and occupancy of the Premises, FIVE HUNDRED DOLLARS ($500.00) per month during the Term, in lawful money of the United States ("Monthly Rent"). Rent shall be due on the 1st of each month, unless the 1st of the month is a Friday, Saturday, Sunday, or a holiday when Duarte City Hall is closed for business, in which case the Rent shall be due on the immediately succeeding business day.

3.4 Payment. All payments required to be made by Tenant to Landlord under this Sub-Lease shall be made without any setoff, deduction or counterclaim whatsoever and shall be made by check, payable to the "City of Duarte" and delivered to the City at 1600 Huntington Drive, Duarte, California 91010, Attn: Director of Administrative Services. Landlord may designate in a written notice to Tenant any change to the above.

3.5 Late Charges; Sub-Lease Termination. Any Rent not paid to Landlord within ten (10) days of the due date under this Sub-Lease shall be subject to a late fee of ten percent (10%) of the amount then owing. The parties understand and agree that the late fee is a fair and reasonable estimate of the cost of the late payment to Landlord. Notwithstanding the above, the parties also understand and agree that persistent and chronic late payments are disruptive and costly to Landlord, requiring Landlord to devote additional time, money, resources and energy to the administration of this Sub-Lease, all of which can not be sufficiently reimbursed to Landlord by way of Tenant's payment of the late fee. Therefore, Tenant's failure to timely pay any Rent for three (3) consecutive months, or four (4) months during any twelve (12) month period, shall be deemed a material and incurable default under this Sub-Lease, giving rise to Landlord's right, in its sole discretion, to terminate this Sub-Lease upon sixty (60) days notice. Landlord's decision not to exercise this remedy at any time during the Term of this Sub-Lease shall not act to waive Landlord's right to exercise such remedy at a future date during the Term.

3.6 Utility and Services. All utilities including telephone, cable television, gas, water, electricity, and internet service will be directly billed to and paid for by Tenant.

## ARTICLE 4
## INDEMNIFICATION & LIENS; INSURANCE

4.1 Indemnification; Liens. Tenant shall at all times indemnify, defend, and hold Landlord, the Premises and the Property, free, clear and harmless from any claims, liens, demands, charges, encumbrances or litigation arising directly or indirectly out of any use, occupancy or activity of Tenant, or out of any work performed, material furnished, or obligations incurred by Tenant, in, upon, about or otherwise in connection with the Premises and shall pay or cause to be paid for all work performed and material furnished to the Premises which will or may result in a lien on the Property, and will keep the Property free and clear of all mechanic's liens and materialmen's liens (including the posting of an appropriate bond which shall release the lien). Tenant shall not be responsible for any damages or liabilities to the extent caused by the negligence or willful misconduct of Landlord or any of its officers, officials, employees, agents, or representatives acting in an official capacity. The foregoing shall survive the expiration or earlier termination of this Sub-Lease as to claims arising or accruing prior to the expiration or termination of this Sub-Lease.

4.2 Insurance.

4.2.1 Insurance Coverage Requirements; Evidence of Insurance. Without limiting Tenant's indemnification obligations as set forth in this Sub-Lease, Tenant shall procure and maintain, at its sole cost and expense, during the entire term of this Sub-Lease the following policies of insurance: (a) Commercial General Liability insurance written on a per occurrence basis in an amount not less than $1,000,000 per occurrence; (b) if applicable, Worker's Compensation insurance providing statutory benefits as required by California law; and (c) Property Casualty Insurance covering the Premises against loss or damage by fire and perils commonly covered under the standard extended coverage endorsement for not less than the "full replacement cost" thereof including all improvements, fixtures, alterations, additions, and changes made by Tenant including fixtures. All of the insurance policies except the Worker's Compensation policies, shall be endorsed to name Tenant and its officers, officials, employees, agents, and representatives as additional insureds. Tenant shall not possession nor occupy the Premises until Tenant has provided Landlord with Certificates of Insurance evidencing the above insurance coverages and said Certificates of Insurance are reasonably approved by Landlord. Certificates are to reflect that the insurer will provide 30 days written notice to Landlord of any cancellation of coverage. In the event any of said policies of insurance are reduced in limits or cancelled for any reason, Tenant shall, prior to the cancellation date, submit new evidence of insurance, in conformance with this Section. Tenant agrees to provide immediate written notice to Landlord of any claim or loss against Tenant. Landlord 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 Landlord.

4.2.2 Tenant's Personal Property. Tenant acknowledges and agrees that Landlord is not responsible or liable for insuring any loss caused to Tenant's personal property in, on, or about the Premises, and that Landlord hereby advises Tenant to obtain its own insurance coverage for Tenant's personal property.

4.2.3 Damages for Failure to Provide Insurance. This Section 4.2.3 is applicable only in the event that Tenant is not in compliance with the requirements to maintain insurance as set forth in this Article 4. Landlord shall not be limited in the proof of any damages which Landlord may claim against Tenant arising out of or by reason of Tenant's failure to provide and keep in force insurance as aforesaid, to the amount of the insurance premium or premiums not paid or incurred by Tenant and which would have been payable upon such insurance, but Landlord shall also be entitled to recover as damages for such breach the uninsured amount of any loss (to the extent of any deficiency in the insurance required by the provisions of this Sub- Lease), damages, costs and expenses of suit, including attorneys' fees, suffered or incurred by reason of damage to, or destruction of, the Premises or Property, occurring during any period in which Tenant shall have failed or neglected to provide insurance as aforesaid. Tenant's uncured breach of the above shall be deemed a material default under the terms of this Sub-Lease giving rise to Landlord's right, in its sole discretion, to terminate this Sub-Lease.

## ARTICLE 5
## USE OF THE PREMISES

5.1 Permitted Use. The Premises shall be used only for the purpose of conducting Tenant's business. Tenant shall operate the business and conduct activities therein in a prudent and businesslike manner and in full compliance with all applicable law and the terms and conditions of this Lease.

5.2 Prohibited Uses. Tenant shall not use, or allow use of, the Premises for any activity other than as office space for its business without the prior written consent of Landlord. Tenant's uncured breach of the above shall be deemed a material default under the terms of this Sub-Lease giving rise to Landlord's right, in its sole discretion, to terminate this Lease.

5.3 Signage. No signs of any kind shall be displayed unless approved by Landlord's Architectural Review Board. Landlord may require removal or refurbishment of any sign previously approved.

5.4 Compliance with Building Rules and Regulations. Tenant agrees to comply with all rules and regulations of Landlord with respect to the Property as now existing or as may be imposed during the Term (provided that any rules or regulations imposed after the commencement of the Term shall apply to Tenant only to the extent such rules and regulations do not materially interfere with Tenant's use of the Premises.

5.5 Compliance with Laws. Tenant shall not occupy or use the Premises, or permit the Premises to be used or occupied, nor do or permit anything to be done in or on the Premises, in whole or in part, for other than legal purposes, or for a purpose or in a manner liable to create a public or private nuisance or to cause structural injury to the Premises or any part thereof, or which may make it difficult, impossible or cost prohibitive to obtain fire or other insurance thereon required to be furnished by Tenant hereunder, or in violation of any certificate of occupancy or evidence of compliance issued by any governmental agency covering or affecting the use of the Property, or in violation of any ordinance or regulation of the City. Tenant's uncured breach of the above shall be deemed a material default under the terms of this Sub-Lease giving rise to Landlord's right, in its sole discretion, to terminate this Lease.

5.6 Alterations. Tenant shall not make any alterations in or about the Premises, including installation of trade fixtures and signs, without Landlord's prior written consent. Any alterations to the Premises shall be done according to the law and with required permits. Tenant shall give Landlord advance notice of the commencement date of any planned alteration, so that Landlord, at its option, may post a Notice of Non-Responsibility to prevent potential liens against Landlord's Interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premises. All improvements installed by Tenant, with or without Landlord's consent, become the property of Landlord upon termination. Landlord may require, at termination of the Term, that any improvement not approved by Landlord be removed at Tenant's expense. Surrender and restoration of the Premises by the Tenant shall include the removal of any Tenant exterior signage, restoration of any other improvements bearing the Tenant's name, logo or similar identifying features to their original appearance.

## ARTICLE 6
## DAMAGE OR DESTRUCTION

If, by no fault of Tenant, Premises are totally or partially damaged or destroyed by fire, earthquake, accident or other casualty, Landlord shall have the right, in its sole and absolute discretion, to determine whether to restore the Premises by repair or rebuilding. If Landlord elects to repair or rebuild and is able to complete such restoration within 90 days from the date of damage, subject to the terms of this paragraph, this Lease shall remain in full force and effect. If Landlord is unable to restore the Premises within this time, or if Landlord elects not to restore, then either Landlord or Tenant may terminate this Lease by giving the other written notice. Rent shall be abated as of the date of damage. The abated amount shall be the current Rent prorated on a 30-day basis. If this Lease is not terminated, and the damage is not repaired, the Rent shall be reduced based on the extent to which the damage interferes with Tenant's reasonable use of Premises. If damage occurs as a result of an act of Tenant or Tenant's invitee, only Landlord shall have the right of termination, and no reduction in Rent shall be made.

## ARTICLE 7
## ASSIGNMENT AND SUBLETTING

7.1 No Tenant Subletting Without Landlord's Prior Written Consent. Tenant may not assign or sublet all or any portion of its interest in this Sub-Lease without Landlord's prior written consent, which may be withheld by Landlord in its sole and absolute discretion.

7.2 Assignment of Landlord's Interest in Sub-Lease or the Sub-Leased Premises. Landlord may convey, transfer, sell, assign or otherwise transfer the Property, this Sub-Lease, all or a portion of its interest thereunder, and/or all or a portion of the payments that are payable to it by Tenant pursuant to this Sub-Lease. Landlord agrees to pay for all pass-through costs that may be associated with the Triple Net lease i.e. common area maintenance, property taxes, etc. With the exception of the aforementioned items, Tenant hereby consents and agrees to any such transfer which Landlord considers necessary or proper, regardless of the reason or reasons for which Landlord makes such transfer and regardless of the entity that is the Transferee thereunder.

## ARTICLE 8
## PERFORMANCE OF TENANT'S COVENANTS

8.1 Right of Performance. If Tenant shall at any time fail to pay any assessment, fee or other charge in accordance with this Sub-Lease, within the time period therein permitted or shall fail to pay for or maintain any of the insurance policies provided for in this Sub-Lease, within the time therein permitted, or fail to make any other payment or perform any other act on its part to be made or performed hereunder, within the time permitted by this Sub-Lease, then Landlord, after ten (10) days' written notice as to payments of Rent, and with ninety (90) days' written notice as to other breaches, given to Tenant (or, in case of an emergency, on such notice as may be reasonable under the circumstances) and without waiving or releasing Tenant from any obligation of Tenant hereunder, may (but shall not be required to):

8.1.1 Pay for and maintain such insurance policies provided for, or

8.1.2 Make such other payment or perform such other act on Tenant's part to be made or performed as in this Lease provided.

8.2 Reimbursement and Damages. All sums so paid by Landlord and all costs and expenses incurred by Landlord in connection with the performance of any such act, together with interest thereon, shall constitute an obligation payable by Tenant under this Sub-Lease and shall be paid by Tenant to Landlord on demand. A failure by Tenant to make such a payment shall be a material breach of this Lease. Landlord shall not be limited in the proof of any damages which Landlord may claim against Tenant arising out of or by reason of Tenant's failure to provide and keep in force insurance as aforesaid, to the amount of the insurance premium or premiums not paid or incurred by Tenant and which would have been payable upon such insurance, but Landlord shall also be entitled to recover as damages for such breach, the uninsured amount of any loss (to the extent of any deficiency in the insurance required by the provisions of this Lease), damages, costs and expenses of suit, including attorneys' fees, suffered or incurred by reason of damage to, or destruction of, the Premises, occurring during any period in which Tenant shall have failed or neglected to provide insurance as aforesaid.

## ARTICLE 9
## HAZARDOUS MATERIALS

9.1 Landlord's Representations and Warranties. Except as identified by Landlord in writing to Tenant as known Hazardous Materials or adverse environmental conditions prior to the execution of this Lease, Landlord makes no representation or warranty regarding the condition of the Premises or Property. As used in this Sub-Lease the term "Hazardous Materials" shall mean (a) any substance or material defined as or included in the definition of "hazardous substances", "hazardous wastes", "hazardous materials", "extremely hazardous waste", "acutely hazardous waste", "restricted hazardous waste", "toxic substances" or "known to cause cancer or reproductive toxicity" (or words of similar import), (b) petroleum products (including crude oil or any fraction thereof) or any chemical substance or material which is prohibited, limited, or regulated under any federal, state or local law, ordinance, regulation, order, permit, license, decree, common law or treaty regulating, relating to or imposing liability or standards concerning materials or substances known or suspected to be toxic or hazardous to health and safety, the environment or natural resources, and (c) mold.

9.2 No Use by Tenant of Hazardous Materials on the Premises. Tenant covenants and agrees that it shall not, and that it shall not permit any licensee to, treat, use, store, dispose, release, handle or otherwise manage Hazardous Materials on the Premises except in connection with any construction, operation, maintenance, or repair of the Premises or in the ordinary course of its business, and that such conduct shall be done in compliance with all applicable federal, state and local laws. Tenant's violation of the foregoing prohibition shall constitute a material breach hereunder and Tenant shall indemnify, hold harmless and defend the Landlord for such violation as provided below.

9.3 Notice and Remediation by Tenant. Tenant shall, within five (5) days of such occurrence, or immediately in cases of imminent threat of injury to life or property, notify Landlord of any release of any Hazardous Materials, and/or any notices, demands, claims or orders received by Tenant from any governmental agency pertaining to Hazardous Materials which may affect the Property. Tenant's breach of the above shall be deemed a material default under the terms of this Lease giving rise to Landlord's right, in its sole discretion, to terminate this Sub-Lease.

9.4 Environmental Indemnity. Tenant hereby agrees to hold harmless, defend and indemnify Landlord and its officers, officials, employees, agents, representatives, and volunteers from and against all liability, loss, damage, costs, penalties, fines and/or expenses (including attorney's fees and court costs) arising out of or in any way connected with (a) Tenant's breach or violation of any covenant, prohibition, or warranty in this Lease concerning Hazardous Materials, or (b) the activities, acts or omissions of Tenant, its employees, contractors or agents on or affecting the Premises during the Term, including but not limited to the release of any Hazardous Materials or other kinds of contamination or pollutants of any kind into the air, soil, groundwater or surface water on, in, under or from the Premises whether such condition, liability, loss, damage, cost, penalty, fine and/or expense shall accrue or be discovered before or after the termination of this Sub-Lease. This indemnification supplements and in no way limits the scope of any other indemnification set forth in this Lease.

9.5 Release. Tenant waives, releases, acquits and forever discharges Landlord and its employees, members and officials or any other person acting on behalf of Landlord, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses, or compensation (collectively "Claims") whatsoever including, but not limited to, all Claims at common law, whether direct or indirect, known or unknown, foreseen or unforeseen, which

Tenant has as of the Effective Date on account of or in any way growing out of or in connection with any Hazardous Materials or other conditions on, in, under, from, or affecting the Premises, or any law or regulation applicable thereto. Tenant is hereby subrogated to any and all rights possessed by Landlord against third parties with respect to said Claims.

9.6 Termination. The agreements and obligations of Tenant under this Article 9 with regard to indemnification of Landlord shall survive the scheduled termination or sooner expiration of the Term for any reason, for five (5) years and all claims relating thereto must be delivered in writing to Tenant within such period.

## ARTICLE 10
## REPRESENTATIONS AND WARRANTIES

10.1 Landlord's Representations and Warranties. Landlord represents and warrants to Tenant as follows: (a) Landlord is duly organized under the laws of the State or California and has full right and authority to enter into this Lease and to perform all of Landlord’s obligations under this Lease; and (b) Tenant, upon performing and complying with all covenants, agreements, terms, and conditions of this Lease to be performed or complied with by it, shall peaceably and quietly have, hold and enjoy the full possession and use of the Premises throughout the Term.

10.2 Tenant's Representations and Warranties. Tenant represents and warrants to Landlord as follows: (a) Tenant has examined the Premises and finds that it is fit for use as office space in accordance with this Lease; (b) Tenant acknowledges that Landlord has not made any representations or warranties regarding the condition of the Premises, or its suitability for the operation of office space contemplated by this Lease; (c) Tenant is duly organized under the laws of the State of California and has the right, power and authority to enter into this Sub-Lease and to perform all the obligations of Tenant hereunder.

## ARTICLE 11
## EVENTS OF DEFAULT; REMEDIES

11.1 Events of Default

11.1.1 Events of Default by Tenant. Any one or all of the following events after ninety (90) days written notice to Tenant from Landlord, unless a shorter period is specified below, shall constitute an Event of Default by Tenant hereunder:

(a) If Tenant shall default in the payment of any Monthly Rent or Additional Rent or other charges when and as the same becomes due and payable and such default shall continue for more than ten (10) days after Landlord shall have given written notice thereof to Tenant; or

(b) The abandonment or vacation of the Premises by Tenant; or

(c) The entry of any decree or order for relief by any court with respect to Tenant, or any assignee or transferee of Tenant (hereinafter "Assignee"), in any involuntary case under the Federal Bankruptcy Code or any other applicable federal or state law;

or the appointment of or taking possession by any receiver, liquidator, assignee, trustee, sequestrator or other similar official of Tenant or any Assignee, or of any substantial part of the Premises of Tenant or such Assignee, or the ordering or winding up or liquidating of the affairs of Tenant or any Assignee and the continuance of such decree or order unstayed and in effect for a period of sixty (60) days or more (whether or not consecutive); or the commencement by Tenant or any such Assignee of a voluntary proceeding under the Federal Bankruptcy Code or any other applicable state or federal law, or consent by Tenant or any such Assignee to the entry of any order for relief in any voluntary or involuntary case under any such law, or consent by Tenant or any such Assignee to the appointment of or taking of possession by a receiver, liquidator, assignee, trustee, sequestrator or other similar official of Tenant or any such Assignee, or of any substantial property of any of the foregoing, or the making by Tenant or any such Assignee of any general assignment for the benefit of creditors; or Tenant or any such Assignee takes any other voluntary action related to the business of Tenant or any such Assignee or the winding up of the affairs of any of the foregoing; or

(d) If Tenant shall default in the performance of or compliance with any other material term, covenant or condition of this Lease and if Tenant shall fail to cure such default within ninety (90) days after receipt of written notice thereof from Landlord, or, if the default is of such character as to require more than ninety (90) days thereof to cure and Tenant shall fail to commence such cure within such ninety (90) day period and thereafter failure to use reasonable diligence to cure such default.

11.1.2 Events of Default by Landlord. If Landlord shall default in the performance of or compliance with any material term, covenant or condition of this Lease and if Landlord shall fail to cure such default within ninety (90) days after receipt of written notice thereof from Landlord, or, if the default is of such character as to require more than ninety (90) days thereof to cure and Landlord shall fail to commence such cure within such ninety (90) day period and thereafter failure to use reasonable diligence to cure such default.

11.2 Remedies.

11.2.1 Remedies Available to Landlord.

(a) General. If an Event of Default of Tenant shall occur and such default not be cured within the time required as set forth above, then in addition to any other remedies available to Landlord at law or in equity, Landlord shall have the immediate option to terminate this Sub-Lease and bring suit against Tenant and recover as an award in such suit the following: (a) the worth at the time of award of the unpaid Rent and all other sums due hereunder which had been earned at the time of termination; (b) (ii) the worth at the time of award of the amount by which the unpaid Rent and all other sums due hereunder which would have been earned after termination until the time of award exceeds the amount of such rental loss that Tenant proves could have been reasonably avoided; (c) the worth at the time of award of the amount by which the unpaid Rent and all other sums due hereunder for the balance of the Term after termination exceeds the amount of such rental loss that Tenant proves could be reasonably avoided; (d) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under this Sub-Lease or which in the ordinary course of things could be likely to result therefrom; and (e) such amounts in addition to or in lieu of the foregoing as may be permitted from time to time by applicable California law.

(b) Landlord's Right to Re-Enter. If an Event of Default of Tenant occurs, Landlord shall also have the right, with or without terminating this Lease, to reenter the Premises and remove all persons and property from the Premises; property may be removed and stored in a public warehouse or elsewhere at the cost of and for the account of Tenant. The foregoing right shall be exercised in accordance with, and shall be subject to the provisions, of California law.

(c) Landlord's Right to Re-Let. If an Event of Default of Tenant occurs, Landlord shall also have the right, with or without terminating this Sub-Lease, to re-let the Premises. If Landlord so elects to exercise its right to relet the Premises without terminating this Sub-Lease, then rentals received by Landlord from such reletting shall be applied as follows: First, to the payment of any indebtedness other than Rent due hereunder from Tenant to Landlord; Second, to the payment of any cost of such reletting; Third, to the payment of the cost of any alterations and repairs to the Premises; Fourth, to the payment of Rent due and unpaid hereunder; and Fifth, the residue, if any, shall be held by Landlord and applied in payment of future Rent as the same may become due and payable hereunder. Should the amount of rental received from such reletting during any month which is applied to the payment of Rent hereunder be less than that agreed to be paid during that month by Tenant hereunder, then Tenant shall pay such deficiency to Landlord immediately upon demand therefor by Landlord. Such deficiency shall be calculated and paid monthly. Tenant shall also pay to Landlord, as soon as ascertained, any costs and expenses incurred by Landlord in such reletting or in making alterations and repairs not covered by the rentals received from such reletting.

(d) Re-Entry or Re-Letting Not Election to Terminate. No reentry or re-letting of the Premises by Landlord pursuant to this Sub-Lease, shall be construed as an election to terminate this Sub-Lease unless a written notice of such intention is given to Tenant or unless the termination thereof is decreed by a court of competent jurisdiction. Notwithstanding any reletting without termination by Tenant because of any default by Tenant, Landlord may at any time after such reletting elect to terminate this Lease for any such default.

(e) Receipt of Rent, No Waiver of Default. The receipt by Landlord of the Rents or any other charges due to Landlord, with knowledge of any breach of this Lease by Tenant or of any default on the part of Tenant in the observance or performance of any of the conditions or covenants of this Lease, shall not be deemed to be a waiver of any provisions of this Lease. No acceptance by Landlord of a lesser sum than the Rents or any other charges then due shall be deemed to be other than on account of the earliest installment of the Rents or other charges due, nor shall any endorsement or statement on any check or any letter accompanying any check or payment of Rent or charges due be deemed an accord and satisfaction, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such installment or pursue any other remedy provided in this Sub-Lease. The receipt by Landlord of any Rent or any other sum of money or any other consideration paid by Tenant after the termination of this Lease, or after giving by Landlord of any notice hereunder to effect such termination, shall not, except as otherwise expressly set forth in this Lease, reinstate, continue, or extend the Term of this Lease, or destroy, or in any manner impair the efficacy of any such notice of termination as may have been given hereunder by Landlord to Tenant prior to the receipt of any such sum of money or other consideration, unless so agreed to in writing and signed by Landlord. Neither acceptance of the keys nor any other act or thing done by Landlord or by its agents or employees during the Term shall be deemed to be an acceptance of a surrender of the Premises, excepting only an agreement in writing signed by Landlord accepting or agreeing to accept such a surrender.

11.2.2 Remedies Available to Tenant. If an Event of Default of Landlord shall occur and such default not be cured within the time required as set forth above, then in addition to any other remedies available to Landlord at law or in equity, Landlord may terminate this Lease and bring suit against Tenant and recover as an award in such suit Tenant's actual monetary damages resulting from Landlord's uncured default. Notwithstanding anything in this Lease to the contrary, in no event shall Tenant be entitled to economic or consequential damages or to punitive damages from Landlord.

11.3 Effect on Indemnification. Notwithstanding the foregoing, nothing contained in this Article shall be construed to limit Landlord's right to indemnification as otherwise provided in this Sub-Lease.

## ARTICLE 12.
## ENTRY BY LANDLORD

Landlord and its respective authorized representatives shall have the right to enter the Premises at all reasonable times for the purpose of (a) inspecting the same, (b) determining whether Tenant is complying with the terms of this Sub-Lease, (c) to do any necessary maintenance or repairs and to make any restoration to the building and/or other improvements on the Property, and (d) to serve, post, or keep posted any notices, (e) to show the Property to prospective other tenants, and/or (f) to take all such action thereon as may be necessary or appropriate for any such purpose provided for under this Sub-Lease or any other lawful purpose (but nothing contained in this Sub-Lease shall create or imply any duty on the part of Landlord to make any inspection or do any work). No such entry shall constitute an eviction of Tenant.

## ARTICLE 13
## PARKING AND STORAGE OF PERSONAL PROPERTY

13.1 Parking. Tenant acknowledges and agrees that the Property's off-street parking consist of a shared parking lot adjacent to the entry door of the building on the Property. Tenant shall have no designated spaces in such lot and shall share such lot and all related off-street parking improvements in common with all other lawful uses of same. Tenant shall conform to all rules and restrictions on the use of such parking facilities as Landlord may be required to comply with under its lease for the Property. (See Exhibit A) To the extent Tenant and Tenant's invitees use any available on-street parking, they shall comply with all applicable City of Duarte Parking regulations.

13.2 Storage of Personal Property. Tenant shall store on the Premises only personal property that Tenant owns and shall not store any improperly packaged food or perishable goods, flammable materials, explosives, or other dangerous or hazardous material.

## ARTICLE 14
## REPAIRS AND MAINTENANCE

14.1 Landlord Responsibilities. Landlord shall maintain in good condition, at its cost, the following: (a) the structural parts of the building on the Property, which shall include the foundations, bearing and exterior walls, subflooring, and roof; (b) the unexposed electrical, plumbing, and sewage systems that are part of the building; and (c) heating, ventilating, and air condition systems serving the building.

14.2 Tenant Responsibilities. Tenant shall maintain in good, clean, and sanitary condition, at its cost, the Premises, the two bathrooms nearest to the Premises, and the hallway adjacent to the Premises. The other area to be used by Tenant from time to time is the non-exclusive use of the "breakroom" in the building for occasional meetings, food/beverage storage and use, and other uses typical for such space. Tenant shall keep the breakroom clean to the extent of Tenant's use, but Tenant shall not be responsible for maintenance of the breakroom due to any other tenant's use. All damage or injury done to the Premises or Property by the Tenant or by any person who may be in or upon the Premises or Property with the Tenant's consent or invitation or by the Tenant's failure to properly secure the Premises or Property shall be paid for by the Tenant. If at any time during the Term, the Tenant fails to maintain or repair the Premises or Property as required herein, Landlord may, but shall not be required, to perform the maintenance or make the repairs or replacements for the account of the Tenant; any sums expended by the Landlord in so doing, together with an administrative charge of ten percent (10%), shall be deemed immediately due from the Tenant on demand of the Landlord.

## ARTICLE 15
## MISCELLANEOUS PROVISIONS

15.1 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, or (b) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (c) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by written notice:

If to Landlord: City of Duarte<br>City Manager's Office<br>1600 Huntington Drive<br>Duarte, CA 91010

If to Tenant: Duarte Chamber of Commerce<br>1735 Huntington Drive<br>Duarte, CA 91009<br>Attn: Executive Director/CEO

Notices personally delivered or delivered a delivery services shall be effective upon receipt. Notices delivered by mail shall be effective on the next business day following deposit made the

United States Postal System prior to 6:00 p.m. A "business day" is a day when Duarte City Hall is open for business to the general public.

15.2 Litigation Matters. In the event of any litigation arising between Landlord and Tenant arising from or related to this Lease, the prevailing party shall be entitled to recover all reasonable costs incurred, including staff time, court costs, attorney fees, expert witness fees, and other related expenses. The Municipal and Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the parties hereto concerning this Lease. Service of process on Landlord shall be made in the manner required by law for service on a public entity. Service of process on Tenant shall be made in any manner permitted by law and shall be effective whether served inside or outside of California

15.3 Successors. All of the rights and obligations of Landlord and Tenant under this Lease shall bind and inure to the benefit of the respective heirs, personal representatives, successors, grantees and assigns of the respective parties.

15.4 Covenant Against Discrimination. Tenant herein covenants by and for itself and its heirs, executors, administrators and assigns, and all persons claiming under or through it or them, and this lease is made and accepted upon and subject to the following conditions: "There shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, marital status, ancestry, or national origin in the leasing, subleasing, transferring, use, occupancy, tenure or enjoyment of the premises herein leased nor shall the lessee himself or herself, or any person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, sublessees, subtenants or vendees in the premises herein leased."

15.5 Nonliability Of City Officers And Employees. No officer, official, employee, agent, representative, or volunteer of Landlord shall be personally liable to Tenant, or any successor in interest, in the event of any default or breach by Landlord or for any amount which may become due to Tenant or to its successor, or for breach of any obligation of the terms of this Lease by Landlord.

15.6 Administration of Lease. Landlord's City Manager and Tenant's President/CEO shall represent Landlord and Tenant, respectively, in all matters pursuant to the administration of this Lease. Tenant's communications with Landlord shall be routed through the City Manager and authorized City staff.

15.7 Interpretation; Governing Law. This Sub-Lease shall be construed according to its fair meaning and as if prepared by both parties hereto. This Sub-Lease shall be governed by the internal laws of the State of California without regard to principles of conflicts of law.

15.8 No Broker's or Finder's Fee. Landlord and Tenant each represents and warrants to the other that no third party is entitled to a broker's commission and/or finder's fee with respect to this lease and each shall indemnify, defend, and hold the other harmless from and against all liabilities, costs, damages, and expenses, including without limitation, attorneys' fees, resulting from any claims or fees or commissions, based upon agreements by it to pay a broker's commission and/or finder's fee.

15.9 No Relocation Assistance or Benefits. Tenant acknowledges and agrees that (a) Tenant is a "post-acquisition tenant" pursuant Section 6034(b) of Title 25 of the California Code of Regulations, and (b) upon the expiration or earlier termination of the Term, that neither it or any successor shall be entitled to, and Tenant, on behalf of itself and its successors, hereby waives any right or entitlement to, any relocation benefits or assistance under California or federal law.

15.10 Entire Agreement; Amendment. This Sub-Lease is the entire agreement between, and final expression of, Landlord and Tenant and there are no agreements or representations between the parties except as expressed herein or therein. All prior negotiations and agreements between Landlord and Tenant with respect to the subject matter hereof are superseded by this Sub-Lease. Except as otherwise provided herein, no amendment to this Sub-Lease shall be binding unless in writing and signed by the parties hereto.

15.11 No Waiver By Landlord or Tenant. To the extent permitted by applicable law, no failure by Landlord or Tenant to insist upon the strict performance of any term hereof by the other, or to exercise any right, power or remedy consequent upon a default under this Sub-Lease, and no acceptance of Rent during the continuance of any such default (the foregoing applicable only to Landlord), shall constitute a waiver of any such default or of any such term. No waiver of any default by Landlord or Tenant, as applicable, shall affect or alter this Sub-Lease, which shall continue in full force and effect, or shall affect or alter the rights of Landlord or Tenant, as applicable, with respect to any other then existing or subsequent default by the other party.

15.12 Severability. If any term of this Sub-Lease or any application thereof shall be invalid or unenforceable, the remainder of this Sub-Lease and any other application of such term shall not be affected thereby.

15.13 No Holding Over Without Landlord's Written Consent. In the event Tenant shall holdover or remain in possession of the Premises with the written consent of Landlord after the expiration of the Term of this Sub-Lease, such holding over or continued possession shall create a tenancy for month to month but only upon the same terms and conditions as are herein set forth and in effect the last month prior to the expiration of the Term of this Lease.

15.14 Joint and Several Liability. In the event either party hereto now or hereafter shall consist of more than one person, firm or corporation, then and in such event all such persons, firms or corporations shall be jointly and severally liable as parties hereunder.

15.15 Time of the Essence. Time is of the essence of this Sub-Lease and all of the terms, provisions, covenants and conditions hereof.

15.16 Counterparts. This Sub-Lease may be executed in two counterparts, each of this, when this Sub-Lease has been signed by both Landlord and Tenant, shall be deemed on and the same instrument.

[END—SIGNATURE PAGE FOLLOWS]

*IN WITNESS WHEREOF*, the parties hereto have caused this Lease to be entered into as of the Effective Date.

CITY OF DUARTE

____________________________________
Cesar A. Garcia, Mayor

ATTEST:

______________________________
Frances Jimenez, City Clerk

DUARTE CHAMBER OF COMMERCE

____________________________________
Kalpna Shah, Executive Director/CEO

Agenda Item: **9.H.**

# AGENDA REPORT

| | |
|---|---|
| MEETING DATE: | July 22, 2025 |
| TO: | Mayor and Members of the City Council |
| FROM: | Larry Breceda, Director of Public Safety |
| SUBJECT: | National Night Out Proclamation |
| RECOMMENDATION: | The Public Safety Department recommends that the City Council proclaim August 7, 2025, as National Night Out and adopt the theme of “Town Nights - Celebrating Safe Spaces in the Town." |
| FISCAL IMPACT: | Budgeted Public Safety Event |

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BACKGROUND

National Night Out (NNO) is an annual night where more than 38 million residents in neighborhoods throughout the United States gather to celebrate their successes in the fight against crime. During this week, citizens across the country will send a powerful message about neighborhood unity, public safety awareness, and community partnerships with law enforcement.

DISCUSSION/ANALYSIS

The Public Safety Department is responsible for providing the platform and resources for residents and community members to build strong communities and improve their quality of life. The department works collaboratively with Public Safety Commissioners and Neighborhood Watch Captains to create civically minded events and programs, further strengthening the Neighborhood Watch program.

One such event is the National Night Out, which plays a crucial role in fostering community spirit and enhancing public safety. This annual event brings together residents, law enforcement, and local organizations to promote police-community partnerships, emergency preparedness, and crime prevention. By participating in National Night Out, community members can build stronger relationships with their neighbors and local law enforcement, creating a safer and more connected community. The event also provides valuable resources and information, empowering residents to take an active role in keeping their neighborhoods safe.

Although National Night Out is nationally observed on Tuesday, August 5, 2025, the National Association of Town Watch has granted the City of Duarte permission to hold its celebration on Thursday, August 7, 2025, allowing us to partner with the Parks & Recreation Department and ensure full support from our contract services, which will be assisting other jurisdictions on the 5th.

The City of Duarte Public Safety Department proposes that the City Council proclaim Thursday, August 7, 2025, as National Night Out. This event is a critical initiative in our fight against crime, fostering community engagement and strengthening partnerships between residents and law enforcement.

RECOMMENDATION

The Public Safety Department recommends that the City Council proclaim August 7, 2025, as National Night Out and adopt the theme of “Town Nights - Celebrating Safe Spaces in the Town."

FISCAL IMPACT

Budgeted Public Safety Event.

ATTACHMENTS

A. National Night Out Proclamation

**Fiscal Review:**

Kristen Petersen
Assistant City Manager/
Director of Administrative Services

**Reviewed and Approved:**

Brian Villalobos
City Manager

# City of Duarte

# PROCLAMATION

## *NATIONAL NIGHT OUT 2025*

**WHEREAS**, the National Association of Town Watch is sponsoring a unique, nationwide crime, drug and violence prevention program on August 7, 2025 entitled “National Night Out”; and

**WHEREAS**, the 42nd Annual National Night Out provides a unique opportunity for the City of Duarte to join forces with thousands of other communities across the country in promoting cooperative, law enforcement-community crime efforts; and

**WHEREAS**, Duarte’s Neighborhood Watch program plays a vital role in assisting the L.A County Sheriff’s Department through joint crime, drug and violence prevention efforts in the City of Duarte and is supporting National Night Out locally; and

**WHEREAS**, it is essential that all citizens of the City of Duarte be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs, and violence in the City; and

**WHEREAS**, participants will be donating canned food to the Duarte Community Service Council in recognition of the law enforcement-community cooperative efforts highlighted on National Night Out; and

**WHEREAS,** crime and drug prevention, awareness, cooperation, and the the fostering of peaceful, united neighborhoods are important themes of National Night Out;

**WHEREAS,** National Night Out is officially observed on Tuesday, August 5, 2025, but the National Association of Town Watch has granted the City of Duarte permission to hold its event on Thursday, August 7, 2025, allowing us to partner with the Parks & Recreation Department and to ensure full support from our contract services, which will be assisting other jurisdictions on the 5th; and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Duarte hereby proclaims Thursday, August 7, 2025, as National Night Out in the City of Duarte, and calls upon all citizens to join Neighborhood Watch volunteers and the millions of National Association of Town Watch participants in observing this year’s 42nd Annual anniversary of National Night Out and in embracing the theme.

Cesar A. Garcia, Mayor

ATTEST:

Frances Jimenez, City Clerk

Agenda Item: **13.A.**

# AGENDA REPORT

| | |
|---|---|
| MEETING DATE: | July 22, 2025 |
| TO: | Mayor and Members of the City Council |
| FROM: | Manuel Enriquez, Director of Parks and Recreation |
| BY: | Alyssa Rico, Recreation Manager |
| SUBJECT: | Award for Professional Services Agreement with Southwest Offset Printing Co., Inc. for the Printing and Mailing of the Duarte City News Quarterly Publication |
| RECOMMENDATION: | It is recommended that the City Council authorize the City Manager to execute this two-year Professional Services Agreement with Southwest Offset Printing Co., Inc. in the amount not to exceed $68,500.00 from the General Fund. |
| FISCAL IMPACT: | Funds are available and budgeted in the General Fund under the Publicity line item (100-1605-7739). Additionally, this agreement is expected to generate a savings of approximately $1,000.00, per issue, in FY 2025-26. |

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## BACKGROUND

The City of Duarte produces a quarterly publication, *Duarte City News*, to keep residents informed and engaged on the latest news, departmental updates, and upcoming recreation classes, programs, and special events. Mailed to approximately 9,400 residential addresses each quarter, the publication reaches nearly every household in Duarte. By doing so, the publication plays a vital role in ensuring residents stay connected to the wide range of recreational and community offerings available throughout the City.

To ensure the continued effective and timely distribution of *Duarte City News*, the City is seeking to contract with a qualified vendor to provide professional printing and mailing services. The selected vendor will be responsible for the high-quality printing and delivery of the publication to all designated residences. Partnering with a reliable vendor will allow the City to maintain the high standard of communication residents expect, while supporting the City's broader goals of fostering community engagement and increasing participation in programs and events.

DISCUSSION/ANALYSIS

On June 6, 2025, the City issued a Request for Proposals (RFP) seeking a qualified printing contractor to print and distribute its quarterly *Duarte City News* publication to approximately 9,400 Duarte residences and provide an additional 450 hardcopies for City facilities. The RFP outlined requirements for professional print quality, timely mailing services, hosting the season's online flipbook, and the capacity to produce both 32-page and 36-page publications, depending on the season (Fall, Winter, Spring, Summer) and program volume, as well as be printed on 8.5x11, self-cover, full color 80# gloss, book saddle stitched.

A total of six (6) proposals were received and evaluated based on:

A. Quality and Responsiveness of Proposal
B. Cost in Relation to Scope of Work/Effectiveness
C. Relevant Experience
D. Professional Qualification and Capabilities
E. References and Reference Checks
F. Acknowledgement of Sample Agreement

The proposals received were as follows:

| Vendor | Cost Per Season | Other Comments |
|---|---|---|
| Advantage Mailing | - | Incomplete |
| The Dot Printer, Inc. | 32 pages - $7,674.13<br>36 pages - $8,410.53 | 5% increase in second year |
| Southwest Offset Printing Co., Inc | 32 pages - $8,039.71<br>36 pages - $10,035.24 | |
| PSA Print Group | 32 pages - $8,665.03<br>36 pages - $9,950.21 | |
| The Sauce Creative Services Corp | 32 pages - $9,168.90<br>36 pages - $10,375.78 | Current printing vendor |
| Curo Managed Print Production | 32 pages - $9,580.00<br>36 pages - $10,777.00 | Duarte Business |

While The Dot Printer, Inc. submitted the lowest price for services in the initial year, Southwest Offset Printing Co., Inc. (SOP) received the highest overall score based on the evaluation rubric. SOP's submitted print samples most closely aligned with the quality standards outlined in the RFP, and their demonstrated experience with public sector clients underscored their ability to consistently deliver both quality and reliability.

Historically, the *Duarte City News* has been printed as a 32-page publication, which for the most part has provided sufficient space to promote the City's updates and seasonal programs, events, and services. However, the RFP included pricing for a 36-page option to provide the City with flexibility in the event a particular issue needs to exceed 32-pages, thereby avoiding the need for a separate contract or re-bid if expansion becomes necessary.

Given SOP's high-quality proposal, strong qualifications, references check, and price stability, staff recommends that the City enter into a two-year Professional Services Agreement for the printing and distribution of the *Duarte City News*.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute this two-year Professional Services Agreement with Southwest Offset Printing Co., Inc. in the amount not to exceed $68,500.00 from the General Fund

FISCAL IMPACT

Funds are available and budgeted in the General Fund under the Publicity line item (100-1605-7739). Additionally, this contract is expected to generate a savings of approximately $1,000.00, per issue, in FY 2025-26.

ATTACHMENTS

A. Professional Services Agreement with Southwest Offset Printing Co., Inc.

**Fiscal Review:**

Kristen Petersen
Assistant City Manager/
Director of Administrative Services

**Reviewed and Approved:**

Brian Villalobos
City Manager

**CITY OF DUARTE**
**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("**Agreement**") is made and effective as of ____________________ ("**Effective Date**"), by and between the City of Duarte ("**City**"), and Southwest Offset Printing Co., Inc., a California corporation, ("**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 professional printed, full color, bound copies of the quarterly Duarte City News publication to all residents and businesses with a 91010-zip code 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 June 30, 2027, 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 professional printed, full color, bound copies of the quarterly Duarte City News publication, to all residents and businesses with a 91010-zip code. The services are more particularly described in the "**Scope of Services,**" which is attached hereto and incorporated herein by this reference as <u>Exhibit A</u>. The services may be referred to herein as the "**Services**" or "**Work.**" In the event of any inconsistency between the terms of <u>Exhibit A</u> and this Agreement, the terms of this Agreement shall govern.

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

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

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

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

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

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

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

## 4. MANAGEMENT

City's Recreation Manager 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 Art Spear, CFO, 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 $68,500.00, based on the Scope of Services set forth in Exhibit A.

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

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

## 6. SUSPENSION OR TERMINATION OF AGREEMENT

A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all Work under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this subparagraph (A), Consultant shall submit a final invoice/report to City pursuant to Paragraph 4, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination is failure by Consultant to have timely performed the Services set forth in Exhibit A. In City's sole and absolute discretion, prior to effecting a suspension or termination pursuant to this subparagraph (A), City may first serve upon Consultant a written notice of the default specifying the default and the amount of time that Consultant shall have to cure, correct, or remedy the default. If Consultant fails to cure the default within the specified period of time, City shall have the right to immediately terminate this Agreement pursuant to this subparagraph (A). Notwithstanding any other provision of this Agreement to the contrary, City's termination of this Agreement pursuant to this subparagraph (A) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

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

## 7. RECORDS AND OWNERSHIP OF DOCUMENTS

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

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

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

## 8. INDEMNIFICATION

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

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

City (and, if applicable, other parties) regarding any unpaid defense costs. To the extent Consultant has a duty to indemnify City or any City Personnel under this subparagraph (B), Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness, or willful misconduct.

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 cancelled for any reason, Consultant shall, prior to the cancellation date, submit new evidence of insurance.

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

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

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

## 10. INDEPENDENT CONTRACTOR

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

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

## 11. NO UNDUE INFLUENCE

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

## 12. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

## 13. COVENANT AGAINST DISCRIMINATION

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

gender identity, gender expression, physical or mental disability, age, military status, marital or familial status, sexual orientation, national origin, or ancestry.

## 14. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

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

## 15. NOTICES

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

| | |
|---|---|
| If to City: | City of Duarte<br>Attn: Alyssa Rico, Recreation Manager<br>1600 Huntington Drive<br>Duarte, California 91010 |
| If to Consultant: | Southwest Offset Printing Co., Inc.<br>Attn: Art Spear, CFO<br>13650 Gramercy Place<br>Gardena, CA 90249 |

## 16. GOVERNING LAW; ATTORNEYS' FEES; LITIGATION MATTERS

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

## 17. RIGHTS AND REMEDIES ARE CUMULATIVE; WAIVER

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

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

## 18. SEVERABILITY

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

## 19. INTERPRETATION; ENTIRE AGREEMENT

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

## 20. CONFLICTS OF INTEREST

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

## 21. NO THIRD-PARTY BENEFICIARIES

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

## 22. PARAGRAPH HEADINGS AND SUBHEADINGS

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

## 23. COUNTERPARTS

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

## 24. EXECUTION OF CONTRACT

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

## 25. CITY MANAGER AUTHORITY

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

[Signatures on following page.]

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

**CITY OF DUARTE**

______________________________
City Manager

Date: ______________________________

**CONSULTANT**
Southwest Offset Printing Co., Inc.

By: ______________________________

Its: CFO

Date: 7/16/25

**ATTEST**

______________________________
City Clerk

Date: ______________________________

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

______________________________
City Attorney, City of Duarte

Date: ______________________________

# EXHIBIT A

## Scope of Services

- Coordinate with City staff to establish quarterly printing and mailing timelines for the Duarte City News based on the City's target registration dates and promotional needs.
- Provide a secure share file platform for transferring the final designed publication package and ensure the platform supports the conversion of files to meet printing specifications.
- Submit a digital proof of City News to City staff for approval prior to printing.
- Coordinate with City staff to confirm the number of printed copies required for each quarterly bulk mailing. Related USPS postage fees to be covered by the City.
- Produce professional printed, full-color, bound copies of the Duarte City News Publication to all residents and businesses with a 91010-zip code quarterly - in alignment with USPS Every Door Direct Mail Online Tool (EDDM).
- Sort and delivery of the Duarte City News to the appropriate Post Office located at 41 Wheeler Ave, Arcadia, CA 91006.
- Arrangement for 450 full-color hard copies delivered to Duarte City Hall, not through USPS bulk mailing, during normal business hours.
- Convert design file to Flipbook format, have hosting capability, and provide City with a link to embed on its website.
- Responsible for informing the City of any changes in postal guidelines that may result in the need for changes to the format, layout, and/or design of the Duarte City News publication.

General Specifications:

| **Duarte City News Publication** | |
|---|---|
| Paper Stock & Printing | 8.5x11, Self Cover Full Color 80# Gloss, Book Saddle Stitched |
| Editions | 4 Editions per year |
| Quantity & Delivery | approximately 9,400 residential homes and businesses<br><br>450 extra copies for City Facilities |
| Pages | 32-36 full color pages per edition with self-cover |

## EXHIBIT B

### Insurance Requirements

A. Insurance Required

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

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

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

(4) 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.

**COST SUMMARY SHEET**

| City of Duarte<br>Print, Mailing, Flipbook and Delivery<br>Cost Proposal | |
|---|---|
| | |
| 32 Pages - 4 Issues | $ 32,158.85 |
| | |
| 36 Pages - 4 Issues | $ 40,140.96 |
| | |