



AGENDA
**REGULAR JOINT MEETING OF THE CITY
COUNCIL OF THE CITY OF DUARTE, THE
DUARTE HOUSING AUTHORITY, AND THE
DUARTE COMMUNITY FACILITIES
FINANCING AUTHORITY**

TUESDAY, MAY 28, 2024
7:00 PM

6:30 PM - CLOSED SESSION
CITY COUNCIL CHAMBERS,
1600 HUNTINGTON DRIVE,
DUARTE, CALIFORNIA 91010

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

VINH TRUONG, MAYOR
CESAR GARCIA, MAYOR PRO TEM
MARGARET FINLAY, COUNCILMEMBER
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
JODY SCHULZ, COUNCILMEMBER
TERA MARTIN DEL CAMPO, COUNCILMEMBER

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

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

Notice: Any documents distributed by the City/Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

Notice: Duarte City Council meetings are videotaped for later broadcast on DCTV. 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 listen/view the City Council meeting broadcast on the City's website following each meeting. To access the meeting, log onto www.accessduarte.com then on the homepage, click on the Agendas/View Meetings icon under the LATEST NEWS/QUICK LINKS banner, then on the Agendas & Minutes page, click on the City Council Meeting link. City Council meetings are also broadcast following each meeting through Spectrum Cable, Channel 3, daily at 12:00 p.m. and 7:00 p.m.

Public comments can be submitted by emailing duarteinfo@accessduarte.com, prior to 6:00 p.m. on the day of the meeting and will be distributed to the City Council and made available for public review. PLEASE NOTE: The subject line of your public comment email must contain the Agenda item number or title. Public comments are a matter of public record, including content that include emails and addresses, so consider content and remove private information as you deem appropriate.

6:30 PM CLOSED SESSION - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL
 - A. [City Manager Written Comments](#)
2. ADOPTION OF THE AGENDA
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS - Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.
4. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL AND LABOR NEGOTIATOR
- The Closed Session is authorized by the Government Code Sec. 54957.6. AGENCY NEGOTIATOR: Kristen Petersen, Assistant City Manager and Director of Administrative Services; Katy Suttorp, Burke Williams & Sorensen, LLP, Outside Legal Counsel. EMPLOYEE ORGANIZATION: SEIU Local 721 Management and Professional Employees and General Employee Units

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

5. CALL TO ORDER AND ROLL CALL
6. PLEDGE TO THE FLAG
7. CITY ATTORNEY CLOSED SESSION REPORT
8. SPECIAL ITEMS
 - A. [Mayor's Youth Council Update](#)
 - B. [Public Safety Department Update](#)

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

11. CONSENT CALENDAR

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

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

- C. Approval of Minutes - May 14, 2024 Special Meeting and May 14, 2024 Regular Meeting (CC/HA/FA)

Approve the minutes of May 14, 2024.

- D. Approval of Warrants - May 28, 2024 (CC/HA/FA)

Approve the warrants of May 28, 2024.

- E. Receive and File the Monthly Financial Update for March

Receive and File the Monthly Financial Update.

- F. Receive and File the Public Safety Department Update

Receive and file the Public Safety Department update.

- G. Adopt by title only, Resolution 24-05, a Resolution of the City Council of the City of Duarte, California Establishing an Appropriations Limit Pursuant to the Provisions of Article XIII B of the California Constitution

Adopt Resolution 24-05 establishing the City of Duarte's Appropriations for the fiscal year 2024-25.

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

13. PUBLIC HEARINGS - None

14. BUSINESS ITEMS

- A. Request from Duarte Historical Society & Museum for the City of Duarte to co-sponsor Route 66 Room Exhibit Dedication Ceremony

Consider co-sponsorship request by Duarte Historical Society & Museum Board of Directors and provide direction to staff on sponsorship level.

- B. Presentation of Draft Construction Plans for Huntington Drive median upgrade project

Provide input and direction on the draft construction plans for the Huntington Drive median upgrade project and authorize Staff to move forward with the formal construction bid

process.

C. Cannabis Retail Dispensaries and Tax Ballot Measure

Discuss and provide direction to city staff regarding whether to prepare a ballot measure allowing up to two retail cannabis dispensaries in the City and authorize a tax on the gross receipts of up to 10%.

15. CONTINUATION OF ORAL COMMUNICATIONS

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

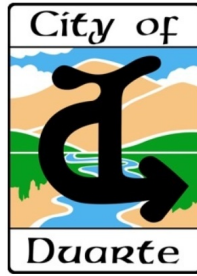
17. ADJOURNMENT - In memory of Greg Prodigalidad.

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 22nd day of May, 2024

Annette Juarez, MMC
City Clerk



ITEM: 1.A

City Manager Written Comments

Recommended Action:

Attachments:

[3.A - CM Comments 5-28-2024.pdf](#)



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: May 21, 2024
SUBJECT: Comments on Agenda Items, Meeting of May 28, 2024

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

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

ITEM 11.E. (Consent Calendar). The Finance Department has submitted the monthly report for March 2024 for review.

ITEM 11.F. (Consent Calendar). The Public Safety Department has submitted the monthly report for May 2024 for review.

ITEM 11.G. (Consent Calendar). Resolution No. 24-05 - Gann Appropriation Limit - On November 6, 1979, California voters approved the Gann Spending Limitation Initiative (Proposition 4) establishing Article XIII B of the State Constitution. Article XIII B sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. The limit is prescribed by a State formula. The City's appropriations limit for FY 2023-24 was \$44,787,876. The change allowed by Proposition 111, due to population change and the increase in the cost of living, is 1.06770048%. This results in a FY 2024-25 appropriations limit of \$47,820,037.

ITEM 14.A. (Business Items). Request for Co-sponsorship from the Duarte Historical Society - With Route 66's Centennial celebration coming up in 2026, the Duarte Historical Society & Museum is requesting the City of Duarte co-sponsor their recently added Route 66 exhibit room dedication ceremony in honor of Claudia and Alan Heller, that is tentatively schedule to take place in late June of this year. According to Museum President, Liz Reilly, the museum's Board of Directors is seeking co-sponsorship from the City in the form of: staff time and assistance with generating a promotional flier for the event; assistance with event publicity - City's website, social media platforms, local and regional dignitary invites, and electronic sign; refreshments for an estimated 100 attendees; and a certificate of recognition.

ITEM 14.B. (Business Items). Presentation of draft construction plans for the Huntington Drive median upgrade project - For several years, the City has had the goal of upgrading the Huntington Drive medians. To accomplish this task, the City hired Armstrong & Walker Landscape Architects to develop plans. The goals for the median upgrade plan are to: comply with State mandates to remove turf, improve water efficiency and to beautify the Huntington corridor with upgraded landscape and hardscape. Armstrong & Walker will give a detailed presentation of the plans and the proposed plant list. They will also discuss the options for the project of completing all of the medians in one project or to do the project in two or more phases. While either option can be chosen, a one-time project for the entire corridor will result in a lower overall end cost. This meeting is to get final input from the City Council and to get authorization to put the project out for bid. If the City Council authorizes the project to move forward to the bid process, this item will come back to the City Council for action of the award of contract.

ITEM 14.C. (Business Items). Cannabis and Tax Ballot Measure - At the May 2024 cannabis workshop the City Council directed City staff to return with ballot measure language regarding potential authorization of storefront retail cannabis dispensaries and tax limits. The City Attorney's Office conducted a review of

various jurisdictions and their cannabis measures and has provided two (2) potential questions for City Council consideration. Both options would allow, but not require, the City Council to adopt an ordinance permitting storefront retail sales cannabis dispensaries in the City and to tax sales up to 10%. By allowing the City Council to adopt an ordinance after passage of the ballot measure, City staff will have more opportunity to collaborate and potentially engage with a consultant to establish a regulatory scheme that best fits the needs of the City and the City Council's direction. Additionally, these measures are general tax measures that only require majority approval by voters. If the City Council seeks to limit the ways in which the revenue generated by these measures are used, the City Council can state as such in the measure. Such a change would establish these measures as special tax measures, requiring two-thirds approval by voters. Draft Option 1 - Shall the City of Duarte adopt an ordinance to permit up to two (2) storefront retail sales cannabis dispensaries that taxes cannabis businesses up to 10% of gross receipts? Option 1 would allow the City Council to permit only up to two (2) storefront retail dispensaries in the City. Thus, if the City Council would like to expand the number of stores in the future, a new ballot measure would be required. Draft Option 2 - Shall the City of Duarte adopt an ordinance that taxes cannabis businesses up to 10% of gross receipts? Option 2 does not limit the number of storefront retail dispensaries that may be allowed by the City Council. Therefore, the City has flexibility in determining how many dispensaries it may allow and can amend such permits, if necessary, in the future. Due to the deadlines set by state law and the Los Angeles County Registrar of Voters, City staff recommends that the City Council provide direction to City staff regarding whether to draft the necessary resolutions to place one of these measures (or other language) on the November 5, 2024, ballot so that City staff can return by no later than the June 25, 2024, meeting for City Council adoption. It should be noted that whether or not the City Council places a cannabis measure on the November 2024 general election ballot, the initiative proponents may return with their own initiative in the future. If they receive enough signatures to mandate an election, the election would take place at the next general election not less than 88 days after the City Council's call for an election, which may not be until November 2025.



ITEM: 11.C

Approval of Minutes - May 14, 2024 Special Meeting and May 14, 2024 Regular Meeting (CC/HA/FA)

Recommended Action:

Approve the minutes of May 14, 2024.

Attachments:

[11.C - Special Meeting Minutes - May 14, 2024.pdf](#)

[11.C - Minutes - May 14, 2024.pdf](#)

CITY OF DUARTE
MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF DUARTE

TUESDAY, MAY 14, 2024 – 5:00 PM

1. CALL TO ORDER

Mayor Truong called the Special Meeting to order at 5:19 p.m.

ROLL CALL:

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

2. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA

Lino Paras inquired about the amount of licensed cannabis establishments that are located within 10-15 miles of Duarte and whether the proponents of the measure are in communication with the City.

Initiative Attorney Damian Martin expressed support for the initiative as he believes the city is on the right track; reemphasized support of the HdL analysis which included design standards, neighborhood compatibility measures, and fee estimates; recommended the best placement concept for zoning which would entail a zoning overlay; highlighted tax rates; discussed the process for getting the tax measure on the ballot; and clarified the goal is not to create a consumption lounge unless that is something that the City Council wishes to establish.

3. WORKSHOP FOR CITIZENS' PETITION - DUARTE MARIJUANA RETAIL SALES REGULATION AND TAXATION MEASURE

City Manager Villalobos introduced Mark Lovelace, HdL consultant and presented his findings based on the City Council's previous request during the February 13, 2024 workshop for additional information. Mr. Lovelace gave an overview of the cannabis ballot initiative; reviewed revenue projections; shared nearby tax rates; and compared adult use sales with medical use sales.

Following questions posed by the City Council, Mr. Lovelace clarified the tax on medicinal sales; explained the process of obtaining a medical license, and differentiated between medicinal products and adult use products. Further review was made regarding the cost recovery fees, zoning considerations, and walk-in sales versus sales by delivery.

Discussion ensued between the City Council and Mr. Lovelace regarding taxing, regulations, and how to protect the city from individuals who are not subject to paying taxes. Further information was provided regarding regulatory considerations; there was clarification on the estimated revenue amounts based on storefront sales rather than delivery services; and information on general tax versus special tax was summarized.

In response to questions posed by the City Council, Mr. Lovelace explained that three locations were chosen based on the size of the market not just the size of the population; he confirmed the City can set their permit fee as long as it is tied to the actual cost of regulating; shared San Jose regulation fees; and detailed which cities within a 15 minute radius have passed the initiative and which cities are currently considering it.

City Attorney Phan verified that there are no more than five less than ten dispensaries within 15 miles of Duarte located in South El Monte, Claremont, and Pasadena. She also confirmed that the City Council can choose to place the ballot measure on the November ballot with a variety of different language options.

City Manager Villalobos answered the inquiry made by public comment speaker Lino Paras in regards to nearby cannabis establishments stating that within 15 miles of Duarte to the west is Pasadena, east is Pomona and south is El Monte and confirmed the proponents have been in communication with city staff and the City Attorney. He also provided data from surrounding cities surveyed and discussed the qualifying properties.

City Attorney Phan responded to a question presented by Council stating that liquor stores need to be 600 feet from a school.

Initiative Attorney Damian Martin responded to Council's inquiry and confirmed that if Duarte writes their own ballot measure they will not place their own measure on the ballot, despite the number of dispensaries the City Council decides to move forward with.

Conversation was had between City Manager Villalobos and the City Council regarding their ability to choose the number of dispensaries and the overall ballot process.

Per questions posed by the City Council Director of Public Safety Breceda affirmed that jurisdictions that have allowed cannabis had no increase in the part 1 crimes category; explained that there weren't any metrics that highlighted DUI rates based on marijuana use, however there was an increase in illegal trafficking of cannabis; and shared that in other jurisdictions regulations are enforced by code enforcement officers supported by law enforcement personnel.

The City Council discussed the possible number of dispensaries, shared concerns, and requested additional information on revenue estimates for one and two establishments; and requested further information on the resources that would need to be utilized.

Mr. Lovelace emphasized that the revenue model presented earlier is based on size of the market, not the number of retailers, with the assumption there is an adequate amount of retailers adequately located to meet the needs of the community. Decreasing the amount of retailers to one retailer could possibly still capture the majority of the sales dependent on its exact location. He also noted that the Council could take its time deciding the regulatory side of the initiative as the only piece that goes to the voters in November is the tax aspect.

Discussion was had between City Manager Villalobos and the City Council regarding options. The City Council opted to wait until all members of the Council were present to make a decision on the number of dispensaries they would allow, and ultimately preferred that the community be part of the decision making process.

City Manager Villalobos confirmed that the item cannot be reviewed in closed session.

City Attorney Phan recommended the City Council make a determination on the next steps.

It was the consensus of the City Council to proceed with option two, directing Staff to move forward with preparing the November ballot measure that regulates cannabis dispensaries on the upcoming agenda and bring forward the tax measure ordinance on the following agenda.

4. ADJOURNMENT - To Scheduled Regular City Council Meeting

At 6:24 p.m. the City Council adjourned the meeting to the scheduled regular City Council Meeting.

Vinh Truong, Mayor

Annette Juarez, City Clerk

CITY OF DUARTE

**MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL,
THE DUARTE HOUSING AUTHORITY, AND THE DUARTE COMMUNITY
FACILITIES FINANCING AUTHORITY**

**TUESDAY, MAY 14, 2024
6:30 PM – Closed Session
7:00 PM – Regular Session**

1. CALL TO ORDER

Mayor Truong called the meeting to order at 6:30 p.m.

ROLL CALL:

Councilmembers Present: Finlay (arrived at 6:54 p.m.), Lewis, Martin del Campo, Garcia, Truong
Councilmembers Absent: Kang, Schulz
Staff Present: Brian Villalobos, City Manager
Kristen Petersen, Assistant City Manager / Director of Administrative Services
Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

Moved by Mayor Pro Tem Garcia, seconded by Councilmember Lewis, and carried by the following vote of the Council to adopt the agenda.

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

3. PUBLIC COMMENT – CLOSED SESSION ITEMS

None.

4. CLOSED SESSION

The City Council recessed into closed session at 6:35 p.m. to discuss the following:

CONFERENCE WITH LEGAL COUNSEL AND LABOR NEGOTIATOR - The Closed Session is authorized by the Government Code Sec. 54957.6.

AGENCY NEGOTIATOR: Kristen Petersen, Assistant City Manager and Director of Administrative Services; Katy Suttorp, Burke Williams & Sorensen, LLP, Outside Legal Counsel.

EMPLOYEE ORGANIZATION: SEIU Local 721 Management and Professional Employees and General Employee Units.

REGULAR SESSION

5. CALL TO ORDER

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

ROLL CALL:

Councilmembers Present: Finlay, Lewis, Martin Del Campo, Garcia, Truong
Councilmembers Absent: Kang, Schulz
Staff Present: Brian Villalobos, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager / Director of Administrative Services

Craig Hensley, Director of Community Development
Larry Breceda, Director of Public Safety Services
Manuel Enriquez, Director of Parks and Recreation
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager
Albert Nunez, Management Aide
Frances Jimenez, Deputy City Clerk
Susie Perez, Recreation Supervisor

6. PLEDGE TO THE FLAG

The flag salute was led by Susie Perez, Recreation Supervisor.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. SPECIAL ITEMS

A. Older Americans' Month Proclamation and Senior Volunteer of the Year

Recreation Supervisor Perez presented a proclamation for May 2024 to be declared Older Americans Month in the City of Duarte and recognized Senior Center Volunteer of the Year, Marion Stone. Supervisor Perez thanked Marion for her hard work and service and shared that Marion was also recently recognized as the Woman of the Year by the Duarte Woman's Club, in addition she is being recognized on the county level as the Older American of the Year.

Mayor Pro Tem Garcia shared that he along with Councilmember Martin del Campo attended the Senior Center Tea Party and Fashion Show; expressed how successful of an event it was; thanked the volunteers, Recreation Supervisor Perez along with the senior center staff for their leadership and hard work in creating a great and active program; and congratulated Marion.

B. Asian/Pacific - American Heritage Month Proclamation

Mayor Truong presented a proclamation proclaiming the month of May 2024 as Asian/Pacific - American Heritage Month; recognized Councilmember Kang for being a pillar in the Asian community; and thanked him for serving Duarte for over ten years.

C. Community Development Department Update

Director of Community Development Hensley shared the latest updates from the Field Services Division regarding their semi-annual brush clearance, annual irrigation inspection, annual grid trimming, and the opening of Jersey Mike's. Director Hensley thanked Field Services Manager Batista for his quick and efficient work in regards to graffiti in the city.

In response to a question posed by the City Council, City Manager Villalobos gave a status update on a report of a leaning telephone pole.

D. Parks and Recreation Department Update

Director of Public Safety Services Enriquez shared that the Summer 2024 City News publication is online; confirmed that activity registrations will begin this week; shared details on the upcoming analysis on traffic patterns of the fitness center; and shared upcoming recreation events.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

City Clerk Juarez announced upcoming city events.

Susie Powell Rutherford announced the upcoming American Cancer Society's Relay for Life of Santa Anita Park fundraiser and gave information on sponsorship opportunities for the City Council and the public to consider.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Joanne Chiles expressed her concern with the closure of Andres Duarte School; disagreed with the Duarte Unified School District's Andres Duarte School Project; and shared her opinion on the possible changes.

City Manager Villalobos clarified that the project is under the jurisdiction of the School District not the City of Duarte, he also suggested as the school board is a separate entity they would be a better fit to hear concerns on this topic.

Steve Hernandez spoke about his recent experience with CalAmerican Water who reached out to him expressing that there is contaminated water in his neighborhood that will require filter installation. Hernandez inquired whether the city was made aware of the issue.

City Manager Villalobos noted that the city has not been notified of such an issue and assured Hernandez that Staff would work with CalAmerican Water and investigate further.

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. Approval of absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes – April 23, 2024 and April 30, 2024 Special Meeting. (CC/HA/FA)
- D. Approval of Warrants – May 14, 2024. (CC/HA/FA)
- E. Removed from Consent Calendar for Discussion.
- F. Receive and file the Parks and Recreation Department Update.
- G. All City Management Services Agreement for Crossing Guard Services.
- H. Adoption of Resolution 24-04 to set Public Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

Moved by Councilmember Finlay, seconded by Councilmember Martin del Campo, and carried by the following vote of the Council to approve Items 11A-11D, 11F-11H of the Consent Calendar.

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

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

- E. Receive and file the Community Development Department Update.

As requested by the City Council, Community Development Director Hensley clarified there will not be a Starbucks relocation, rather there will be an added location on Hamilton Road that will not have a drive through service.

Moved by Councilmember Finlay, seconded by Councilmember Martin del Campo, and carried by the following vote of the Council to receive and file the Community Development Department Update.

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

13. PUBLIC HEARINGS

None.

14. BUSINESS ITEMS

A. Exclusive Negotiating Agreement between the City of Duarte, acting as the Duarte Housing Authority, and Jamboree Housing Corporation for the property at 2400 Huntington Drive

Director of Community Development Hensley provided an overview of the housing authority; explained the RFP process; and detailed the specifics of the Exclusive Negotiating Agreement.

In response to questions raised by the City Council Director Hensley stated the reason why the property has remained untouched for the past years; and explained that the affordability of the property is based on the County median income.

Director Hensley introduced Roger Kinoshita, Vice President of Real Estate Acquisitions who stated the County median income for a family of four; and explained that rent price is determined by the idea that a family should be family paying no more than 30% of their income toward rent. Kinoshita also noted that rent rates will also be dependent on funding sources.

Public Comment

John Fasana emphasized the need to inform the community about State requirements in terms of the housing element; he also expressed support for the creation of affordable housing for members of the community; and noted that it is not just suggested by the state but mandated.

Moved by Councilmember Martin del Campo, seconded by Councilmember Finlay, and carried by the following vote of the Council to approve, and authorize the City Manager to sign, an Exclusive Negotiating Agreement with Jamboree Housing Corporation to negotiate the terms of a property sale and development.

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

Mayor Pro Tem Garcia mentioned the need to keep the strong small town feel while also keeping up with the demands of the community. Mayor Truong echoed the same sentiments.

B. Lease Agreement with Envision Ford for the construction of a new freeway sign, including City use of the sign and City share of sign cost

Director of Community Development Hensley gave background information on the recent purchase made by Envision Motors, shared their upcoming goals and introduced the representatives in attendance, Simon Sarriedine, CEO of Envision Motors, Andrew Baeza, Vice President of Operations and the General Counsel of Envision Motors, and Rod Wilson, President and CEO of EMI Sign Company.

Hensley then detailed the organization's plans that include an expansion, increasing sales, and improving the overall property which includes new signage. The sign structure would remain the same, however the sign itself will be improved. The lease would entail allowing the City to use 15% of the hourly message time which amounts to approximately nine minutes each hour, display messages during emergencies, and promotion of local events for a ten year period. Hensley also shared examples of other cities who also have lease agreements in place for sign usage.

Per questions posed by the City Council, Director Hensley clarified the cost of the lease; emphasized the benefits the city would gain from the agreement; and shared the visibility and marketability this opportunity offers.

Discussion ensued regarding the sign details, partnership opportunities, the economic value for the city, and possible timeline.

Sarriedine shared his professional experience; highlighted the team’s plans; emphasized the return on investment; and further explained their goals for the future that can benefit both the city and the dealership.

In response to a question posed by the City Council, City Manager Villalobos clarified that as part of the agreement to purchase the Nissan dealership it would still remain a car dealership with a commercial site at the corner so as to maintain sales tax revenue from that property as Envision Motors will propose a \$40 million rebuild for the Lincoln Ford dealership with plans to sell Ford out of the other lot until the project is finalized.

Per questions made by the City Council, Sarriedine explained why they did not purchase the Alhambra location and his reasoning behind purchasing property in Duarte. He further discussed the advantageous details of the lease agreement.

Mayor Pro Tem Garcia thanked Sarriedine for choosing Duarte, for investing into the project and the partnership that will ensue.

Mayor Truong expressed excitement over the newfound partnership and the influx of tax dollars that will be coming into the city.

Discussion ensued regarding the timeline of the project, the possibility of electric vehicles at the dealership, and current management of the dealership.

Sarriedine clarified that the name of the dealership is Ford of Duarte Envision Motors.

Moved by Councilmember Finlay seconded by Mayor Pro Tem Garcia, and carried by the following vote of the Council to authorize the City Manager to sign a lease agreement between the City and Envision Ford that includes City use of the sign and City payment of \$500,000 toward the cost of the sign.

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

C. Award of Contract - Beardslee Park Restroom Replacement Project, Site Work (24-10)

Director of Parks and Recreation Enriquez provided background information regarding the proposal and detailed the need to award the contract.

Discussion ensued regarding the list of bidders, the timeline, and the scope of work.

Moved by Councilmember Finlay seconded by Councilmember Lewis, and carried by the following vote of the Council to 1) Award the construction contract for the Beardslee Park Restroom Replacement Project, Site Work, to Golden Sun Enterprise, Inc., as the lowest responsive and responsible bidder in the amount of \$149,777, in addition to a ten percent contingency; and 2) Approve a total project budget amendment of \$164,755 from the General Fund.

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

D. Job Description and Salary Schedule for Recreation Manager

Director of Administrative Services Petersen gave a presentation that detailed the need to fill the twelve-year vacancy in the Recreation Superintendent position, reevaluate the salary range, and amend the title to Recreation Manager. Details were provided regarding the proposed salary, fund use, and the start date, all of which were approved by the Union Board.

In response to a question posed by the City Council, Director Petersen explained the position was vacant for so long due to the employee being promoted to department head and the vacancy was never filled. The role has since been updated to meet the needs of both the department and the department head as the position acts as the second in command. She also confirmed that it will be an open recruitment and all current employees will be able to apply.

Moved by Councilmember Finlay seconded by Councilmember Garcia, and carried by the following vote of the Council to approve the job description and salary schedule for the position of Recreation Manager, amend the City-Wide Salary Schedule and include funding for the position in the 2024/25 budget.

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

E. Discussion of Los Angeles County Chief Executive Office Pathway Home Program

City Manager Villalobos emphasized that this presentation is for informational purposes and will only need to be received and filed. He then gave a presentation of the Pathway Home Project that described what it entails, what it is not, the issues affecting the city, the reasoning behind the location, explained specific program details, and elaborated on what commitment will be made by both Monrovia and Duarte.

Onnie Williams, with the Homeless Initiative of L.A. County, provided background on the organization and the authorities that came to establish the program; and clarified that there is a 90 participant agreement set in place but there is availability for extensions as the individuals work towards permanent housing.

In response to questions posed by the City Council, Williams explained that through research and other programs there are always more people who want housing and shelter than space is actually available. He further explained this program is beneficial to the Cities of Monrovia and Duarte as it keeps folks within their community and services the Cities' needs. He continued to clarify that Duarte will always have approximately ten beds and the County will hold the actual agreement with the motel owner, Manoj Patel and the service providers, however the program does need a partnership with the City, as there will be collaborative efforts with city staff within various departments. Per a question made by the City Council, Williams affirmed that Monrovia will be receiving a transient occupancy tax.

City Manager Villalobos added that Duarte will have the use of ten beds and in potentially working with Supervisor Barger the City can possibly receive additional funding. He also clarified that the program does not allow guests and no families are allowed, however partners may be admitted into the program after they have been evaluated and overall, there are several checks and balances in the program to ensure safety and success.

Discussion ensued regarding the logistics of the program, and the assurance of ten beds for Duarte. The City Council thanked staff for their work on the research; expressed support for the program; and emphasized the need to address the issue.

Per questions posed by the City Council regarding drug and alcohol rehabilitation components, Williams shared information on their partnership with the Department of Public Health's Substance Abuse Prevention and Intervention Program and described the use of security onsite.

Mayor Truong thanked Williams for the presentation and hoped that residents will be better informed; shared his experience visiting the existing Pathway Home Program in Pomona; emphasized the importance of a strong partnership; and thanked the County for taking the initiative to create the program.

Public Comment

Lino Paras expressed his opinion on the complexity of homelessness and issues related to organizations receiving Measure H funds; expressed his disappointment over the absence of Councilmembers; encouraged individuals to look into the recent Supreme Court Case regarding

Oregon’s crime and homelessness as well as the handling of homelessness in Boise, Idaho; and inquired about the use of funds between the Tri-cities to address homelessness.

John Fasana shared his appreciation for the report; expressed his belief that the program is another tool to strengthen the ability of the City to encourage the homeless to find housing; and referred to the case Martin vs. Boise. He identified the project as a good offer that addresses the communities need while providing an opportunity to learn from this experience; and hopes we will work together in terms of outreach and any issues that arise.

Mayor Pro Tem Garcia echoed Fasana’s comments.

Moved by Councilmember Finlay seconded by Councilmember Martin del Campo, and carried by the following vote of the Council to receive and file the report regarding the Los Angeles County Chief Executive Office Pathway Home Program.

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

15. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

City Manager Villalobos reported he attended the SCAG conference and asked for a consensus from the City Council to send Supervisor Barger a letter of thanks for her potential support of the Pathway Home Project and funding from Measure H. The City Council concurred.

Councilmember Martin Del Campo reported she attended the Metro Foothill Goldline extension meeting and the Mother’s Day Tea and Fashion Show.

Councilmember Finlay was glad that City Manager Villalobos attended SCAG; shared her upcoming attendance at the Contract Cities conference; and asked for a proclamation for Mosquito Awareness Week.

Councilmember Lewis thanked Mr. Patel; shared his recent experience giving out smoke detectors and carbon dioxide detectors to the community; and wished everyone a happy belated Mother’s Day.

Mayor Pro Tem Garcia reported he attended the Upper San Gabriel Valley Water District WaterFest, the Teen Center’s barbeque, and the San Gabriel Valley Women’s Summit. He expressed sentiments about the passing of Yvonne Bullock and he along with Councilmember Finlay shared fond memories of her. Mayor Pro Tem Garcia also shared a few words regarding the passing of Mark King and expressed his condolences to his family.

Mayor Truong shared his thoughts on the benefits of attending conferences; mentioned that during the SGV COG Energy, Environment and Natural Resources meeting the Vector Control warned about the increase of mosquitoes and black flies; and encouraged residents to contact the Vector Control if needed. He also asked residents to remain aware of the energy tax and adjustments on the rates in the upcoming future, and noted the potential effects of the Governor of California’s order of solely using electric vehicles by 2035 that could decrease the gas tax for the city; shared the memorial celebration that was had on Mother’s Day in honor of his mother; and commended the programs and events hosted by the City.

17. ADJOURNMENT

At 9:35 p.m., the City Council adjourned the meeting in memory of Greg Prodigalidad, Yvonne Bullock, and Mark King.

Vinh Truong, Mayor

Annette Juarez, City Clerk



ITEM: 11.D

Approval of Warrants - May 28, 2024 (CC/HA/FA)

Recommended Action:

Approve the warrants of May 28, 2024.

Attachments:

[CC Warrant Register by Account 5-28-2024.pdf](#)

[CC Warrant Register by Vendor 5-28-2024.pdf](#)



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-4201	BETTER EARTH ELECTRIC INC	Solar Permit (Pmt #2023-216) Refund	219741		200.00
100-1020-7719	RANDALL BRIAN TAYLOR	SC Volunteer of the Year Entertainment	219777		200.00
100-1020-7719	MANNY TORRES GUZMAN	SC Volunteer of the Year Brunch 6/1/2024	219759		800.00
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	219751		140.00
100-1610-7652	AQUATIC TECHNOLOGIES INC	Repairs to Pool Deck Depth Markers	219740		2,968.24
100-1405-7975	MCKENTLY MALAK ARCHITEC...	Design-Town Ctr South/Special Pjct 2/3/24-3/1/2024	219765	202311/1405-7975-BV/Hunt D..	4,457.50
100-1605-7730	CAPITAL ONE	Eggfest 2024 Supplies	BD24-1434		120.44
100-1605-7730	CAPITAL ONE	Jump for Autism Event Supplies	BD24-1434		205.68
100-1605-7735	CAPITAL ONE	TC Snack Bar Supplies	BD24-1434		172.72
100-1605-7730	CAPITAL ONE	Eggfest 2024 Supplies	BD24-1434		71.33
100-1605-7730	CAPITAL ONE	Event Containers/Totes	BD24-1434		97.43
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Rodent/Mosquito Control Srvcs 3/2024	4525		784.01
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 3/2024	4507		432.50
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 3/2024	219769		30.00
100-1610-7617	ALBERTO R PEREZ	Sodium Bicarbonate	4508		195.87
100-1610-7652	ALBERTO R PEREZ	Fitness Center Pools Monthly Service 3/2024	4508		1,950.00
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 2/2024	4513		5,471.94
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation-Land Value Holidng 2/2024	4513		152.82
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 2/2024	4513		102.00
100-2120	RUTAN & TUCKER LLP	Royal Oaks Annexation 2/2024	4513	202422-Refund Dep-Royal Oa...	448.50
100-1605-7735	CAPITAL ONE	TC Event Supplies	BD24-1434		21.94
100-1605-7730	CAPITAL ONE	2024 Event Supplies (Totes)	BD24-1434		30.78
100-1605-7733	CAPITAL ONE	SC Softball Opening Day Supplies	BD24-1434		203.17
100-1605-7735	FYNN CASTILLO	Youthworks Internshi...	219746		100.00
100-1605-7735	IKE DEVANCE	Youthworks Internshi...	219749		100.00
100-1605-7735	VIRIDIANA GARCIA	Youthworks Internshi...	219757		100.00
100-1605-7735	CHAZZ BROWN	Youthworks Internshi...	219743		100.00
100-1605-7735	ALANA URIARTE	Youthworks Internshi...	219779		100.00
100-1605-7735	AALIYAH ONTIVEROS	Youthworks Internshi...	219767		100.00
100-1605-7735	MAJESTI HUNTSMAN	Youthworks Internshi...	219760		100.00
100-1605-7735	LANDEN GRAVES	Youthworks Internshi...	219758		100.00
100-1605-7735	SMART & FINAL	TC Cooking Class Supplies	4517		39.48
100-1605-7735	SMART & FINAL	TC Youth Employment Workshop	4517		14.99
100-1605-7730	SMART & FINAL	2024 DHS Aquatics Presentation Snacks	4517		28.28
100-1605-7735	CAPITAL ONE	TC Office Supplies	BD24-1434		51.40
100-1410-7656	SOUTH COAST AQMD	Emergency Generator Emissions Fee FY23/24	219774		160.35
100-1015-7686	RICHARD D JONES, A Professi...	Zero Bail Injunction	219770		401.74
100-1610-7618	SMART & FINAL	SC Coffee Supplies	4517		312.56
100-1605-7733	SMART & FINAL	SC Various Event Supplies	4517		500.41

Council Warrant Register By Account

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1025-7702	NATIONAL LEAGUE OF CITIES	Direct Member Dues 4/01/2024 - 4/01/2025	4504		2,126.00
100-1605-7730	SMART & FINAL	Eggfest 2024/DUSD Student Ice Cream	4517		36.98
100-1605-7745	RANCHO DUARTE GOLF COUR...	TC Boxing Golf Tournament	219768		2,016.00
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 3/2024	4513		10.32
100-1010-7980	SMART & FINAL	Evander Holyfield Event Supplies	4517		54.42
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	4517		49.77
100-1405-7980	NEARMAP US INC	Nearmap Annual Subscription 4/26/24 - 4/25/25	4505		8,750.00
100-1010-7965	MAGELLAN ADVISORS LLC	Broadband Access Needs Assessment 3/24/24-4/20/24	4500	202312/1010-7965-Prof. Svcs...	24,336.87
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 4/2024	4501		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 4/2024	4501		2,080.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 4/2024	4501		76.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 4/2024	4501		3,426.72
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY24 Interim Audit Fieldwork	4503		11,000.00
100-1010-7980	JAG ENDEAVORS LLC	CMO Polo and Jacket	219761		81.05
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 4/2024	4507		55.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plak Check 3/2024	4511		880.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 3/2024	4511		1,200.00
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Improvement 3/2024	4511	202118-ATP Cycle 4-Professio...	690.00
100-1405-7969	RKA CONSULTING GROUP	FY24 LLMD Engineering Srvcs 3/2024	4511		880.00
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Rodent/Mosquito Control Srvcs 4/2024	4525		793.76
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4485		141.16
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4485		9.31
100-1010-7980	SMART & FINAL	Budget Workshop Drinks	4517		42.07
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 4/2024	4518		1,090.96
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 4/2024	219769		30.00
100-1605-7730	SMART & FINAL	Jump for Autism Employee Appreciation	4517		14.99
100-1405-7800	CHARLES ABBOTT ASSOCIATES...	Building & Safety Srvcs 4/2024	4484		135,895.12
100-1205-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	219753		70.00
100-1205-7781	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	219753		49.00
100-1405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	219753		21.00
100-1410-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	219753		14.00
100-1815-7830	CLOUD CONNECT SOLUTIONS	Phone-SD-Wan w/VELO/SIP & E911 Bundle 6/2024	4487		1,666.53
100-1610-7652	ALBERTO R PEREZ	Fitness Center Pools Monthly Service 4/2024	4508		1,950.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 6/2024	4519		464.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 6/2024	4519		608.30
100-1500	MARILYN MAYS	Advance-Blacks In Government Conference	219763		142.00
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 4/2024	4520		215.61
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 4/14/24 - 4/27/24	4480		6,920.64
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 3/2024	4513		5,772.49
100-1015-7684	CIVICA LAW GROUP, APC	1001 Las Lomas Legal 4/2024	4486		1,296.99

Council Warrant Register By Account

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1015-7684	CIVICA LAW GROUP, APC	1307 Bloomdale Legal 4/2024	4486		6,626.80
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 4/2024	4486		2,851.00
100-1015-7684	CIVICA LAW GROUP, APC	Mendoza v. Duarte-Admin Appeal 4/2024	4486		1,931.45
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citations 4/2024	4486		6,000.00
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citation Costs 4/2024	4486		88.80
100-1015-7684	CIVICA LAW GROUP, APC	Special Project-Cribbs & CARE Court 4/2024	4486		50.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 5/1/2024 - 5/31/2024	BD24-1399		472.20
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 5/1/2024 - 5/31/2024	BD24-1398		485.20
100-1605-7733	RUBEN VIOLA	SC Newsletter March/April 2024	219781		818.61
100-1605-7735	SMART & FINAL	TC Cinco de Mayo Event Supplies	4517		34.01
100-1205-7636	UNIFORM HEADQUARTERS	CSO Cervantes Uniforms	4521		412.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 5/2024	4490		159.00
100-1810-7660	CALIFORNIA STATE DEPARTM...	Fingerprint Apps 4/2024	4483		352.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		731.42
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		782.73
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 5/2024	BD24-1451		295.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 5/01/2024 - 5/31/2024	BD24-1451		223.12
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 2/4/24 - 5/3/24	219744		119.88
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 4/1/24 - 4/30/24	BD24-1407		1,405.45
100-1610-7652	ALBERTOS PLUMBING	Teen Ctr Toilet Repair	4479		295.00
100-1605-7736	CSE CORPORATION	Instructor Fee-Winter 2024 Dog Obedience	4488		262.50
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4485		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4485		9.31

Council Warrant Register By Account

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1010-7610	BRIAN VILLALOBOS	SCAG Conference Expense Reimbursement	219780		228.06
100-2121	ARMSTRONG & WALKER LAN...	Starbucks 1263 Hunt Dr Landscape Review	4482		630.00
100-2121	ARMSTRONG & WALKER LAN...	Hope Village Bungalow Landscape Review	4482		1,360.00
100-1405-7980	MOORE IACOFANO GOLTSMA...	Specific Plan Website Maint 6/01/2024 - 5/31/2025	219766		2,400.00
100-1205-7760	ANTHONY HADLOC	Homeless Individual Tire Repair Reimbursement	4497	202420-Outreach-Homeless S...	45.00
100-1610-7652	FOOTHILL LOCK AND KEY	Admin Srvcs Safe Keypad Batteries	219754		245.00
100-1205-7761	SUPERIOR CT OF CAL CO OF L...	Citation Revenue Tax 4/2024	219775		6,234.00
100-2121	RINCON CONSULTANTS INC	Royal Oaks Annexation 4/2024	4510	202422-PassThru-Royal Oaks ...	10,530.55
100-1605-7735	SMART & FINAL	TC Cooking Class Supplies	4517		46.86
100-1610-7652	ALBERTOS PLUMBING	Otis Gordon Toilet Repair	4479		245.00
100-2120	SEAN BRENNAN	1263 Hunt Dr Deferred Improvements Refund	219742		15,000.00
100-1205-7761	DATA TICKET INC	Admin Citation Processing 4/2024	4489		435.17
100-1205-7761	DATA TICKET INC	DUI Processing 4/2024	4489		55.35
100-1205-7761	DATA TICKET INC	Parking Citation Processing 4/2024	4489		2,042.20
100-1211	MERARI AQUINO	Computer Loan	4481		1,127.83
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	4517		245.60
100-1405-7980	CURO MANAGED PRINT PRO...	Economic Development Brochures	219748		71.66
100-1205-7779	CLAUDIA GALVIN	DART Event 5/9/2024	219756		60.00
100-1805-7653	SECTRAN SECURITY INC	May 2024 Courier Pick-up	4516		346.51
100-2124	CARMEN SIMPSON	Gazebo Rent Deposit Refund	219772		50.00
100-1010-7614	MCA DIRECT LLC	New Minute Book	219764		249.20
100-2120	ESAU LEYVA	ROP Bldg Rent Deposit Refund 5/4/2024	219762		150.00
100-2120	BONNIE FRANCISCO	TC Rent Deposit Refund 5/4/2024	219755		300.00
100-2120	ALINA SEROPIAN	ROP Bldg Rent Deposit Refund 5/11/2024	219771		150.00
100-1605-7735	SMART & FINAL	TC summer Kickoff BBQ Supplies	4517		73.75
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Tennis 4/6/24 - 5/11/24	4498		1,428.00
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics Beg	4495		1,470.00
100-1605-7736	JOVANA VILLEGAS	Instructor Fee-Culinary Kids/Ballet & Tap (Spring)	4522		2,810.50
100-1815-7632	MAXTREME INC	Google Maxhavens 1/2024 - 4/2024	4502		408.76
100-1815-7632	MAXTREME INC	Office 365 1/2024 - 5/2024	4502		2,351.25
100-1815-7980	MAXTREME INC	(2) AirPods/Screen Protectors/Misc IT Supplies	4502		770.33
100-1815-8011	MAXTREME INC	IT Laptop/Battery Backups	4502		1,924.61
100-1815-8011	MAXTREME INC	Synology Cloud Backup/Monitors/Misc IT Supplies	4502		2,477.83
100-1605-7730	JACOB SALDANA	Duarte Health & Fitness Ice Bath Pop-up	4515		100.00
100-1205-7887	DARRELL RAY CARROLL	PS Replacement Keys	219745		57.88
100-1610-7618	SMART & FINAL	Conference Room/Kitchen Supplies	4517		110.47
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics 4/9/24-5/14/24	4495		504.00
100-1605-7730	CURO MANAGED PRINT PRO...	Duarte Health & Fitness Banner	219748		82.69

Council Warrant Register By Account

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 4/28/2024 - 5/11/2024	4480		6,712.38
100-1205-7779	FSP DESIGNS	DART Graduation Sashes	4494		35.00
100-1205-7650	WARDS SERVICE	Vehicle 29 Repair	4523		398.21
100-1815-7965	MAXTREME INC	IT Helpdesk 5/2024	4502		12,500.00
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm/Camera Monitoring 6/2024	4509		191.22
100-1010-7610	BRIAN VILLALOBOS	CCCA Conference Expense Reimbursement	219780		221.42
100-1610-7652	ALBERTOS PLUMBING	Fitness Ctr Shower Repair	4479		295.00
100-2126	JOEY BUENROSTRO CORTEZ	ConstDemo Deposit Refund (Pmt #2023-544)	219747		1,600.00
100-5004	JOEY BUENROSTRO CORTEZ	Administrative Fee (Pmt #2023-544)	219747		-125.00
100-2120	TIFFANY SWEENEY	ROP Bldg Rent Deposit Refund 5/19/24	219776		150.00
100-4404	TIFFANY SWEENEY	Rental Credit Fee (Staff Late)	219776		35.00
100-1205-7760	THE INN ON ROUTE 66	Rapid Rehousing-EM 4/1/2024 - 4/3/2024	219778	202420-Outreach-Homeless S...	369.60
100-1005-7640	CESAR A GARCIA	Finance Dept Lunch Reimbursement	4496		140.02
100-1010-7610	ALBERT NUNEZ	CCCA Municipal Seminar Expense Reimbursement	4506		336.67
100-2121	DUARTE PETTY CASH	Dog Rabies Clinic Petty Cash	219750		250.00
100-1020-7719	DUHOP INC	SC Volunteer of the Year Brunch 6/1/2024	219752		1,323.00
Fund 100 - GENERAL FUND Total:					349,973.55
Fund: 220 - GAS TAX FUN					
220-2205-8100	SITE DESIGN STUDIO INC	Highland Ave Promenade Landscape Desg 4/15-4/30/24	219773	202106-2205-8100-Highland P...	2,500.00
220-2225-7965	RKA CONSULTING GROUP	Huntington Dr Survey & Utility Research 4/2024	4511		2,137.50
220-2210-7813	FS CONTRACTORS INC	Duarte Rd Signage & Striping Project	4492	202411/2210-7813-Signs-Duar..	23,000.00
220-2205-8100	KHR ASSOCIATES	Highland Promenade Survey,Design/Const 4/2024	4499	202106-2205-8100-Highland P...	1,020.00
Fund 220 - GAS TAX FUN Total:					28,657.50
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
225-2127	FS CONTRACTORS INC	Retention	4493	202118- Retention- ATP Cycle 4	-2,271.98
225-2250-8100	FS CONTRACTORS INC	Change Order 1	4493	202118-ATP Cycle 4-Other Im...	28,908.00
225-2250-8100	FS CONTRACTORS INC	Change Order 4	4493	202118-ATP Cycle 4-Other Im...	7,130.00
225-2250-8100	FS CONTRACTORS INC	Change Order 5	4493	202118-ATP Cycle 4-Other Im...	6,521.57
225-2250-8100	FS CONTRACTORS INC	Change Order 3	4493	202118-ATP Cycle 4-Other Im...	2,880.00
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					43,167.59
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Mountain Ave Parkway	4512		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Lena Valenzuela Park	4512		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	4512		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Parkway	4512		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	4512		135.00
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 4/2024	4501		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 4/2024	4501		15,723.51
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 4/2024	4501		1,509.99

Council Warrant Register By Account

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 4/2024	4501		459.54
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwy (19) Landscape Maintenance 4/2024	4501		8,312.45
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 4/2024	4501		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	4501		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 4/202	4501		708.33
240-2410-7909	WEST COAST ARBORISTS INC	Citywide Tree Trimming	4524		8,774.70
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					50,274.00
Fund: 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)					
300-3005-8060	SAFE SIDEWALKS INCORPORA...	Sidewalk Maintenance Project	4514	202414/3005-8060-Sidewalk ...	22,285.00
Fund 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821) Total:					22,285.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 5/01/2024 - 5/31/2024	BD24-1451		601.11
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 5/01/2024 - 5/31/2024	BD24-1451		813.05
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 5/01/2024 - 5/31/2024	BD24-1451		428.96
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 5/01/2024 - 5/31/2024	BD24-1451		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 5/01/2024 - 5/31/2024	BD24-1451		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 5/01/2024 - 5/31/2024	BD24-1451		488.87
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,392.13
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-8013	FOOTHILL TRANSIT	61st Installment of 3rd Bus 4/2024	4491		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2024	4491		17,528.17
440-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2024	4491		-990.67
Fund 440 - PROPOSITION A TRANSIT FUND Total:					20,424.55

Council Warrant Register By Account

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	61st Installment of 3rd Bus 4/2024	4491		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2024	4491		14,341.23
460-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2024	4491		-810.54
460-4605-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	219753		7.00
Fund 460 - PROPOSITION C TRANSIT FUND Total:					16,718.00
Fund: 475 - MEASURE M LR TRANSIT FUND					
475-4750-8060	SAFE SIDEWALKS INCORPORA...	Sidwalk Maintenance Project	4514	202414/4750-8060-Sidewalk ...	27,073.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					27,073.00
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-2127	FS CONTRACTORS INC	Retention	4493	202118-Retention-ATP Cycle 4...	-46,633.78
620-6220-8100	FS CONTRACTORS INC	ATP Cycle 4 Ped/Bike Safety Improv 3/1/24-4/30/24	4493	202118--ATP Cycle 4-Other Ca...	932,675.50
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					886,041.72
Fund: 680 - Duarte Housing Authority					
680-6805-7312	RUTAN & TUCKER LLP	2400 Huntington Affordable Housing Legal 2/2024	4513		484.50
680-6805-7312	RUTAN & TUCKER LLP	2400 Huntington Affordable Housing Legal 3/2024	4513		1,759.50
Fund 680 - Duarte Housing Authority Total:					2,244.00
Grand Total:					1,450,251.04

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	349,973.55
220 - GAS TAX FUN	28,657.50
225 - SB-1, Road Maintenance/Rehab Fund	43,167.59
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	50,274.00
300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)	22,285.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,392.13
440 - PROPOSITION A TRANSIT FUND	20,424.55
460 - PROPOSITION C TRANSIT FUND	16,718.00
475 - MEASURE M LR TRANSIT FUND	27,073.00
620 - COMMUNITY IMPROVEMENT FUND	886,041.72
680 - Duarte Housing Authority	2,244.00
Grand Total:	1,450,251.04

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	140.02
100-1010-7610	Travel, Mtgs & Conf	786.15
100-1010-7614	Office Supplies	249.20
100-1010-7670	Legal Notices	1,090.96
100-1010-7965	Professional Services	24,336.87
100-1010-7980	Other Expenses	177.54
100-1015-7680	City Attorney Legal	11,244.43
100-1015-7684	Code Enforcement Legal	18,845.04
100-1015-7686	Other Legal Services	666.88
100-1020-7719	Volunteer Recognition	2,323.00
100-1020-7724	Post Office Parking	312.00
100-1025-7702	Natn'L League Of Cities	2,126.00
100-1205-7636	Uniforms	412.00
100-1205-7650	Vehicle Maintenance	468.21
100-1205-7655	Emergency Services	215.61
100-1205-7760	Homeless Outreach Prog...	414.60
100-1205-7761	Parking Ticket Collect	8,766.72
100-1205-7779	Youth Programs	95.00
100-1205-7780	Animal Control	487.50
100-1205-7781	Contract Law Enforceme...	49.00
100-1205-7782	Crossing Guard Contract...	13,633.02
100-1205-7887	Repairs & Replacements	57.88
100-1211	Computer Loan Program	1,127.83
100-1405-7650	Vehicle Maintenance	21.00
100-1405-7800	Building Department Ser...	136,852.52
100-1405-7965	Professional Services	690.00
100-1405-7969	City Engineer	2,960.00
100-1405-7975	Economic Development ...	4,457.50
100-1405-7980	Other Expenses	11,221.66
100-1410-7650	Vehicle Maintenance	14.00
100-1410-7656	Emergency Generator	160.35
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1500	Advances	142.00
100-1605-7730	Special Events	788.60
100-1605-7733	Senior Center	1,662.19
100-1605-7735	Teen Center	1,304.92
100-1605-7736	Youth & Adult Recreatio...	6,475.00
100-1605-7745	Boxing Program	2,016.00
100-1610-7617	Pool Chemicals	195.87
100-1610-7618	Building Supplies	668.63
100-1610-7636	Uniforms	166.85

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7652	Building Maint Services	9,894.85
100-1805-7653	Bank Charges	346.51
100-1805-7654	Audit Services	11,000.00
100-1810-7660	Other Services	352.00
100-1815-7632	Software	4,165.46
100-1815-7821	Network & Internet Serv...	608.30
100-1815-7830	Telephone Services	2,130.73
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	770.33
100-1815-8011	Computer Equipment (C...	4,402.44
100-1825-7631	Equipment Maintenance	119.88
100-1830-8100	Vehicle Replacement (C...	9,488.73
100-2120	Refundable Deposits	16,198.50
100-2121	Pass Through Deposits	12,770.55
100-2124	Gazebo Refundable Dep...	50.00
100-2125	Metro Pass Through (TA...	60.00
100-2126	Construction and Demoli...	1,600.00
100-4201	Building Permits	200.00
100-4404	Other Building Rentals	35.00
100-5004	Other Revenue	-125.00
220-2205-8100	Other Capital Improvem...	3,520.00
220-2210-7813	Regulatory Signs	23,000.00
220-2225-7965	Professional Services	2,137.50
225-2127	Retention Payable	-2,271.98
225-2250-8100	Other Capital Improvem...	45,439.57
240-2410-7662	Other Serv-Citywide	405.00
240-2410-7663	Other Serv-Medians	270.00
240-2410-7909	Tree Trim-Residential	8,774.70
240-2410-7915	Landscape-Citywide	19,966.82
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
300-3005-8060	Sidewalk Improvements ...	22,285.00
320-3205-8013	Vehicles (Capital)	3,392.13
440-4405-7960	Foothill Transit Operatio...	17,528.17
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-990.67
460-4605-7650	Vehicle Maintenance	7.00
460-4605-7960	Foothill Tranist Operatio...	14,341.23
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-810.54
475-4750-8060	Sidewalk Improvements	27,073.00
620-2127	Retention Payable	-46,633.78
620-6220-8100	Other Capital Improvem...	932,675.50
680-6805-7312	Legal Counsel	2,244.00

Account Summary

Account Number	Account Name	Payment Amount
680-6805-7312	Legal Counsel	
Grand Total:		1,450,251.04

Project Account Summary

Project Account Key	Payment Amount
None	404,285.71
202106-2205-8100-Highland Promenade Measure M	3,520.00
202118- Retention- ATP Cycle 4	-2,271.98
202118--ATP Cycle 4-Other Cap. Improv.	932,675.50
202118-ATP Cycle 4-Other Improv-Capital	45,439.57
202118-ATP Cycle 4-Professional Svcs	690.00
202118-Retention-ATP Cycle 4-Grant	-46,633.78
202311/1405-7975-BV/Hunt Dr Grocery Outlet Assess	4,457.50
202312/1010-7965-Prof. Svcs-Broadband Assessment	24,336.87
202411/2210-7813-Signs-Duarte Rd Signage/Striping	23,000.00
202414/3005-8060-Sidewalk Improv. (Capital)	22,285.00
202414/4750-8060-Sidewalk Maint Project	27,073.00
202420-Outreach-Homeless Services Grant-(SGVCOG)	414.60
202422-PassThru-Royal Oaks Annex-Rincon Consult	10,530.55
202422-Refund Dep-Royal Oaks Annexation	448.50
Grand Total:	1,450,251.04



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 6582 - AALIYAH ONTIVEROS					
100-1605-7735	AALIYAH ONTIVEROS	Youthworks Internshi...	5/2024		100.00
Vendor 6582 - AALIYAH ONTIVEROS Total:					100.00
Vendor: 6583 - ALANA URIARTE					
100-1605-7735	ALANA URIARTE	Youthworks Internshi...	5/2024		100.00
Vendor 6583 - ALANA URIARTE Total:					100.00
Vendor: 6449 - ALBERT NUNEZ					
100-1010-7610	ALBERT NUNEZ	CCCA Municipal Seminar Expense Reimbursement	5/16/24 - 5/18/24		336.67
Vendor 6449 - ALBERT NUNEZ Total:					336.67
Vendor: 6588 - ALBERTO R PEREZ					
100-1610-7617	ALBERTO R PEREZ	Sodium Bicarbonate	2272		195.87
100-1610-7652	ALBERTO R PEREZ	Fitness Center Pools Monthly Service 3/2024	2272		1,950.00
100-1610-7652	ALBERTO R PEREZ	Fitness Center Pools Monthly Service 4/2024	2273		1,950.00
Vendor 6588 - ALBERTO R PEREZ Total:					4,095.87
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Teen Ctr Toilet Repair	681986		295.00
100-1610-7652	ALBERTOS PLUMBING	Otis Gordon Toilet Repair	681990		245.00
100-1610-7652	ALBERTOS PLUMBING	Fitness Ctr Shower Repair	681991		295.00
Vendor 5561 - ALBERTOS PLUMBING Total:					835.00
Vendor: 4728 - ALEJANDRO FUENTES					
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics Beg	10		1,470.00
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics 4/9/24-5/14/24	9-05142024		504.00
Vendor 4728 - ALEJANDRO FUENTES Total:					1,974.00
Vendor: T4578 - ALINA SEROPIAN					
100-2120	ALINA SEROPIAN	ROP Bldg Rent Deposit Refund 5/11/2024	R103362		150.00
Vendor T4578 - ALINA SEROPIAN Total:					150.00
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 4/14/24 - 4/27/24	93220		6,920.64
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 4/28/2024 - 5/11/2024	93451		6,712.38
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					13,633.02
Vendor: 5870 - ANTHONY HADLOC					
100-1205-7760	ANTHONY HADLOC	Homeless Individual Tire Repair Reimbursement	024845	202420-Outreach-Homeless S...	45.00
Vendor 5870 - ANTHONY HADLOC Total:					45.00
Vendor: 6574 - AQUATIC TECHNOLOGIES INC					
100-1610-7652	AQUATIC TECHNOLOGIES INC	Repairs to Pool Deck Depth Markers	41161		2,968.24
Vendor 6574 - AQUATIC TECHNOLOGIES INC Total:					2,968.24
Vendor: 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT					
100-2121	ARMSTRONG & WALKER LAN...	Starbucks 1263 Hunt Dr Landscape Review	R103008		630.00

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-2121	ARMSTRONG & WALKER LAN...	Hope Village Bungalow Landscape Review	R103233		1,360.00
Vendor 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT Total:					1,990.00
Vendor: T4769 - BETTER EARTH ELECTRIC INC					
100-4201	BETTER EARTH ELECTRIC INC	Solar Permit (Pmt #2023-216) Refund	R99371		200.00
Vendor T4769 - BETTER EARTH ELECTRIC INC Total:					200.00
Vendor: T4808 - BONNIE FRANCISCO					
100-2120	BONNIE FRANCISCO	TC Rent Deposit Refund 5/4/2024	R103323		300.00
Vendor T4808 - BONNIE FRANCISCO Total:					300.00
Vendor: 1003 - BRIAN VILLALOBOS					
100-1010-7610	BRIAN VILLALOBOS	SCAG Conference Expense Reimbursement	5/1/24 - 5/2/24		228.06
100-1010-7610	BRIAN VILLALOBOS	CCCA Conference Expense Reimbursement	5/15/24-5/18/24		221.42
Vendor 1003 - BRIAN VILLALOBOS Total:					449.48
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	CALIFORNIA STATE DEPARTM...	Fingerprint Apps 4/2024	731565		352.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					352.00
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 2/4/24 - 5/3/24	6007950672		119.88
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					119.88
Vendor: 6229 - CAPITAL ONE					
100-1605-7730	CAPITAL ONE	Eggfest 2024 Supplies	09537		120.44
100-1605-7730	CAPITAL ONE	Jump for Autism Event Supplies	54535		205.68
100-1605-7735	CAPITAL ONE	TC Snack Bar Supplies	80717		172.72
100-1605-7730	CAPITAL ONE	Eggfest 2024 Supplies	06479		71.33
100-1605-7730	CAPITAL ONE	Event Containers/Totes	06480		97.43
100-1605-7735	CAPITAL ONE	TC Event Supplies	01350		21.94
100-1605-7730	CAPITAL ONE	2024 Event Supplies (Totes)	01399		30.78
100-1605-7733	CAPITAL ONE	SC Softball Opening Day Supplies	01665		203.17
100-1605-7735	CAPITAL ONE	TC Office Supplies	01661		51.40
Vendor 6229 - CAPITAL ONE Total:					974.89
Vendor: T4810 - CARMEN SIMPSON					
100-2124	CARMEN SIMPSON	Gazebo Rent Deposit Refund	2001823.002		50.00
Vendor T4810 - CARMEN SIMPSON Total:					50.00
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Finance Dept Lunch Reimbursement	5/02/2024		140.02
Vendor 6340 - CESAR A GARCIA Total:					140.02
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES...	Building & Safety Srvcs 4/2024	67275		135,895.12
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					135,895.12
Vendor: 6579 - CHAZZ BROWN					
100-1605-7735	CHAZZ BROWN	Youthworks Internshi...	5/2024		100.00
Vendor 6579 - CHAZZ BROWN Total:					100.00
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4191122572		141.16
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4191122572		9.31
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4191877131		25.69
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4191877131		9.31
Vendor 5140 - CINTAS CORPORATION #693 Total:					185.47
Vendor: 6483 - CIVICA LAW GROUP, APC					
100-1015-7684	CIVICA LAW GROUP, APC	1001 Las Lomas Legal 4/2024	12820		1,296.99

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1015-7684	CIVICA LAW GROUP, APC	1307 Bloomdale Legal 4/2024	12821		6,626.80
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 4/2024	12822		2,851.00
100-1015-7684	CIVICA LAW GROUP, APC	Mendoza v. Duarte-Admin Appeal 4/2024	12823		1,931.45
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citations 4/2024	12825		6,000.00
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citation Costs 4/2024	12826		88.80
100-1015-7684	CIVICA LAW GROUP, APC	Special Project-Cribbs & CARE Court 4/2024	12828		50.00
Vendor 6483 - CIVICA LAW GROUP, APC Total:					18,845.04
Vendor: 6606 - CLAUDIA GALVIN					
100-1205-7779	CLAUDIA GALVIN	DART Event 5/9/2024	MAY202409		60.00
Vendor 6606 - CLAUDIA GALVIN Total:					60.00
Vendor: 6544 - CLOUD CONNECT SOLUTIONS					
100-1815-7830	CLOUD CONNECT SOLUTIONS	Phone-SD-Wan w/VELO/SIP & E911 Bundle 6/2024	1165		1,666.53
Vendor 6544 - CLOUD CONNECT SOLUTIONS Total:					1,666.53
Vendor: 6560 - CSE CORPORATION					
100-1605-7736	CSE CORPORATION	Instructor Fee-Winter 2024 Dog Obedience	1002		262.50
Vendor 6560 - CSE CORPORATION Total:					262.50
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1405-7980	CURO MANAGED PRINT PRO...	Economic Development Brochures	7806		71.66
100-1605-7730	CURO MANAGED PRINT PRO...	Duarte Health & Fitness Banner	7817		82.69
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					154.35
Vendor: 5025 - DARRELL RAY CARROLL					
100-1205-7887	DARRELL RAY CARROLL	PS Replacement Keys	25241		57.88
Vendor 5025 - DARRELL RAY CARROLL Total:					57.88
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 4/2024	165081		435.17
100-1205-7761	DATA TICKET INC	DUI Processing 4/2024	165091		55.35
100-1205-7761	DATA TICKET INC	Parking Citation Processing 4/2024	165422		2,042.20
Vendor 5501 - DATA TICKET INC Total:					2,532.72
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY					
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	6/2024		140.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY Total:					140.00
Vendor: 0046 - DUARTE PETTY CASH					
100-2121	DUARTE PETTY CASH	Dog Rabies Clinic Petty Cash	6/8/2024		250.00
Vendor 0046 - DUARTE PETTY CASH Total:					250.00
Vendor: 5071 - DUHOP INC					
100-1020-7719	DUHOP INC	SC Volunteer of the Year Brunch 6/1/2024	976201		1,323.00
Vendor 5071 - DUHOP INC Total:					1,323.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 15 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		1,086.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 33,34,24,31,25,35 Maint Fees 5/2024	FBN5033211		295.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 7 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		782.73

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 19 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		731.42
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 20 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		394.30
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 11 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		702.14
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 6 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		578.99
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 5/01/2024 - 5/31/2024	FBN5033211		556.00
Vendor 6189 - ENTERPRISE FM TRUST Total:					9,488.73
Vendor: T4809 - ESAU LEYVA					
100-2120	ESAU LEYVA	ROP Bldg Rent Deposit Refund 5/4/2024	R103322		150.00
Vendor T4809 - ESAU LEYVA Total:					150.00
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 5/2024	105905		159.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					159.00
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	7203		70.00
100-1205-7781	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	7203		49.00
100-1405-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	7203		21.00
100-1410-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	7203		14.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					154.00
Vendor: 5795 - FOOTHILL LOCK AND KEY					
100-1610-7652	FOOTHILL LOCK AND KEY	Admin Srvcs Safe Keypad Batteries	13257		245.00
Vendor 5795 - FOOTHILL LOCK AND KEY Total:					245.00
Vendor: 4039 - FSP DESIGNS					
100-1205-7779	FSP DESIGNS	DART Graduation Sashes	11876		35.00
Vendor 4039 - FSP DESIGNS Total:					35.00
Vendor: 6580 - FYNN CASTILLO					
100-1605-7735	FYNN CASTILLO	Youthworks Internshi...	5/2024		100.00
Vendor 6580 - FYNN CASTILLO Total:					100.00
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 4/1/24 - 4/30/24	4968682685		1,405.45
Vendor 6181 - GOOGLE LLC Total:					1,405.45
Vendor: 6404 - IKE DEVANCE					
100-1605-7735	IKE DEVANCE	Youthworks Internshi...	5/2024		100.00
Vendor 6404 - IKE DEVANCE Total:					100.00

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6604 - JACOB SALDANA					
100-1605-7730	JACOB SALDANA	Duarte Health & Fitness Ice Bath Pop-up	1CA8FCA1-0001		100.00
Vendor 6604 - JACOB SALDANA Total:					100.00
Vendor: 6031 - JAG ENDEAVORS LLC					
100-1010-7980	JAG ENDEAVORS LLC	CMO Polo and Jacket	1577		81.05
Vendor 6031 - JAG ENDEAVORS LLC Total:					81.05
Vendor: 6271 - JAVIER DJEU TENNIS					
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Tennis 4/6/24 - 5/11/24	051424		1,428.00
Vendor 6271 - JAVIER DJEU TENNIS Total:					1,428.00
Vendor: T4811 - JOEY BUENROSTRO CORTEZ					
100-2126	JOEY BUENROSTRO CORTEZ	ConstDemo Deposit Refund (Pmt #2023-544)	R102129		1,600.00
100-5004	JOEY BUENROSTRO CORTEZ	Administrative Fee (Pmt #2023-544)	R102129		-125.00
Vendor T4811 - JOEY BUENROSTRO CORTEZ Total:					1,475.00
Vendor: T3851 - JOVANA VILLEGAS					
100-1605-7736	JOVANA VILLEGAS	Instructor Fee-Culinary Kids/Ballet & Tap (Spring)	135833		2,810.50
Vendor T3851 - JOVANA VILLEGAS Total:					2,810.50
Vendor: 6581 - LANDEN GRAVES					
100-1605-7735	LANDEN GRAVES	Youthworks Internshi...	5/2024		100.00
Vendor 6581 - LANDEN GRAVES Total:					100.00
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 5/1/2024 - 5/31/2024	229134180		472.20
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 5/1/2024 - 5/31/2024	229140172		485.20
Vendor 5761 - LIFE STORAGE #530 Total:					957.40
Vendor: 6565 - MAGELLAN ADVISORS LLC					
100-1010-7965	MAGELLAN ADVISORS LLC	Broadband Access Needs Assessment 3/24/24-4/20/24	0405252	202312/1010-7965-Prof. Svcs...	24,336.87
Vendor 6565 - MAGELLAN ADVISORS LLC Total:					24,336.87
Vendor: 6405 - MAJESTI HUNTSMAN					
100-1605-7735	MAJESTI HUNTSMAN	Youthworks Internshi...	5/2024		100.00
Vendor 6405 - MAJESTI HUNTSMAN Total:					100.00
Vendor: 6207 - MANNY TORRES GUZMAN					
100-1020-7719	MANNY TORRES GUZMAN	SC Volunteer of the Year Brunch 6/1/2024	2001		800.00
Vendor 6207 - MANNY TORRES GUZMAN Total:					800.00
Vendor: 4422 - MARILYN MAYS					
100-1500	MARILYN MAYS	Advance-Blacks In Government Conference	6/7/24 - 6/9/24		142.00
Vendor 4422 - MARILYN MAYS Total:					142.00
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 4/2024	107605		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 4/2024	107605		2,080.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 4/2024	107605		76.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 4/2024	107605		3,426.72
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					5,894.72
Vendor: 4286 - MAXTREME INC					
100-1815-7632	MAXTREME INC	Google Maxhavens 1/2024 - 4/2024	13731		408.76

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1815-7632	MAXTREME INC	Office 365 1/2024 - 5/2024	13731		2,351.25
100-1815-7980	MAXTREME INC	(2) AirPods/Screen Protectors/Misc IT Supplies	13732		770.33
100-1815-8011	MAXTREME INC	IT Laptop/Battery Backups	13732		1,924.61
100-1815-8011	MAXTREME INC	Synology Cloud Backup/Monitors/Misc IT Supplies	13733		2,477.83
100-1815-7965	MAXTREME INC	IT Helpdesk 5/2024	13735		12,500.00
Vendor 4286 - MAXTREME INC Total:					20,432.78
Vendor: 6347 - MCA DIRECT LLC					
100-1010-7614	MCA DIRECT LLC	New Minute Book	2024087		249.20
Vendor 6347 - MCA DIRECT LLC Total:					249.20
Vendor: 6193 - MCKENTLY MALAK ARCHITECTS INC					
100-1405-7975	MCKENTLY MALAK ARCHITEC...	Design-Town Ctr South/Special Pjct 2/3/24-3/1/2024	36605	202311/1405-7975-BV/Hunt D..	4,457.50
Vendor 6193 - MCKENTLY MALAK ARCHITECTS INC Total:					4,457.50
Vendor: T2469 - MERARI AQUINO					
100-1211	MERARI AQUINO	Computer Loan	5092024		1,127.83
Vendor T2469 - MERARI AQUINO Total:					1,127.83
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-1405-7980	MOORE IACOFANO GOLTSMA...	Specific Plan Website Maint 6/01/2024 - 5/31/2025	0086109		2,400.00
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					2,400.00
Vendor: 5794 - MOSS, LEVY & HARTZHEIM LLP					
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY24 Interim Audit Fieldwork	15353		11,000.00
Vendor 5794 - MOSS, LEVY & HARTZHEIM LLP Total:					11,000.00
Vendor: 0716 - NATIONAL LEAGUE OF CITIES					
100-1025-7702	NATIONAL LEAGUE OF CITIES	Direct Member Dues 4/01/2024 - 4/01/2025	187616		2,126.00
Vendor 0716 - NATIONAL LEAGUE OF CITIES Total:					2,126.00
Vendor: 6223 - NEARMAP US INC					
100-1405-7980	NEARMAP US INC	Nearmap Annual Subscription 4/26/24 - 4/25/25	A00014254		8,750.00
Vendor 6223 - NEARMAP US INC Total:					8,750.00
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 3/2024	312062510		432.50
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 4/2024	312067273		55.00
Vendor 6280 - ONLY CREMATIONS FOR PETS Total:					487.50
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm/Camera Monitoring 6/2024	1685209		191.22
Vendor 2466 - POST ALARM SYSTEMS Total:					191.22
Vendor: 0187 - RANCHO DUARTE GOLF COURSE					
100-1605-7745	RANCHO DUARTE GOLF COUR...	TC Boxing Golf Tournament	6/1/2024		2,016.00
Vendor 0187 - RANCHO DUARTE GOLF COURSE Total:					2,016.00
Vendor: 6314 - RANDALL BRIAN TAYLOR					
100-1020-7719	RANDALL BRIAN TAYLOR	SC Volunteer of the Year Entertainment	6/01/2024		200.00
Vendor 6314 - RANDALL BRIAN TAYLOR Total:					200.00
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 3/2024	6022358		30.00
100-2125	REGIONAL TAP SERVICE CENT...	TAP Card Reload 4/2024	6022643		30.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					60.00

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6559 - RICHARD D JONES, A Professional Law Corporation					
100-1015-7686	RICHARD D JONES, A Professi...	Zero Bail Injunction	121602		401.74
Vendor 6559 - RICHARD D JONES, A Professional Law Corporation Total:					401.74
Vendor: 6591 - RINCON CONSULTANTS INC					
100-2121	RINCON CONSULTANTS INC	Royal Oaks Annexation 4/2024	56446	202422-PassThru-Royal Oaks ...	10,530.55
Vendor 6591 - RINCON CONSULTANTS INC Total:					10,530.55
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7969	RKA CONSULTING GROUP	Engineering Plak Check 3/2024	34691		880.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 3/2024	34692		1,200.00
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Improvement 3/2024	34693	202118-ATP Cycle 4-Professio...	690.00
100-1405-7969	RKA CONSULTING GROUP	FY24 LLMD Engineering Srvcs 3/2024	34694		880.00
Vendor 0904 - RKA CONSULTING GROUP Total:					3,650.00
Vendor: 6585 - RUBEN VIOLA					
100-1605-7733	RUBEN VIOLA	SC Newsletter March/April 2024	3284		818.61
Vendor 6585 - RUBEN VIOLA Total:					818.61
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 2/2024	988917		5,471.94
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation-Land Value Holidng 2/2024	988918		152.82
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 2/2024	988919		102.00
100-2120	RUTAN & TUCKER LLP	Royal Oaks Annexation 2/2024	988920	202422-Refund Dep-Royal Oa...	448.50
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 3/2024	990945		10.32
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 3/2024	991831		5,772.49
Vendor 0196 - RUTAN & TUCKER LLP Total:					11,958.07
Vendor: T4807 - SEAN BRENNAN					
100-2120	SEAN BRENNAN	1263 Hunt Dr Deferred Improvements Refund	R103069		15,000.00
Vendor T4807 - SEAN BRENNAN Total:					15,000.00
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	May 2024 Courier Pick-up	24505656		346.51
Vendor 6277 - SECTRAN SECURITY INC Total:					346.51
Vendor: 0209 - SMART & FINAL					
100-1605-7735	SMART & FINAL	TC Cooking Class Supplies	302166		39.48
100-1605-7735	SMART & FINAL	TC Youth Employment Workshop	913033		14.99
100-1605-7730	SMART & FINAL	2024 DHS Aquatics Presentation Snacks	497588		28.28
100-1610-7618	SMART & FINAL	SC Coffee Supplies	621866		312.56
100-1605-7733	SMART & FINAL	SC Various Event Supplies	968511		500.41
100-1605-7730	SMART & FINAL	Eggfest 2024/DUSD Student Ice Cream	348533		36.98
100-1010-7980	SMART & FINAL	Evander Holyfield Event Supplies	488133		54.42
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	685088		49.77
100-1010-7980	SMART & FINAL	Budget Workshop Drinks	459977		42.07
100-1605-7730	SMART & FINAL	Jump for Autism Employee Appreciation	619466		14.99
100-1605-7735	SMART & FINAL	TC Cinco de Mayo Event Supplies	386700		34.01
100-1605-7735	SMART & FINAL	TC Cooking Class Supplies	612544		46.86
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	550766		245.60
100-1605-7735	SMART & FINAL	TC summer Kickoff BBQ Supplies	001711		73.75

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7618	SMART & FINAL	Conference Room/Kitchen Supplies	508233		110.47
Vendor 0209 - SMART & FINAL Total:					1,604.64
Vendor: 4575 - SOUTH COAST AQMD					
100-1410-7656	SOUTH COAST AQMD	Emergency Generator Emissions Fee FY23/24	4344866		160.35
Vendor 4575 - SOUTH COAST AQMD Total:					160.35
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 4/2024	587780		1,090.96
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					1,090.96
Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES					
100-1205-7761	SUPERIOR CT OF CAL CO OF L...	Citation Revenue Tax 4/2024	5082024		6,234.00
Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:					6,234.00
Vendor: 6597 - THE INN ON ROUTE 66					
100-1205-7760	THE INN ON ROUTE 66	Rapid Rehousing-EM 4/1/2024 - 4/3/2024	0981AAA214	202420-Outreach-Homeless S...	369.60
Vendor 6597 - THE INN ON ROUTE 66 Total:					369.60
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 6/2024	26188		464.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 6/2024	26199		608.30
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					1,072.50
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 4/2024	850109119		215.61
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					215.61
Vendor: T3557 - TIFFANY SWEENEY					
100-2120	TIFFANY SWEENEY	ROP Bldg Rent Deposit Refund 5/19/24	R103640		150.00
100-4404	TIFFANY SWEENEY	Rental Credit Fee (Staff Late)	R103640		35.00
Vendor T3557 - TIFFANY SWEENEY Total:					185.00
Vendor: 6586 - UNIFORM HEADQUARTERS					
100-1205-7636	UNIFORM HEADQUARTERS	CSO Cervantes Uniforms	070266		412.00
Vendor 6586 - UNIFORM HEADQUARTERS Total:					412.00
Vendor: 6519 - VIRIDIANA GARCIA					
100-1605-7735	VIRIDIANA GARCIA	Youthworks Internshi...	5/2024		100.00
Vendor 6519 - VIRIDIANA GARCIA Total:					100.00
Vendor: 6113 - WARDS SERVICE					
100-1205-7650	WARDS SERVICE	Vehicle 29 Repair	95142		398.21
Vendor 6113 - WARDS SERVICE Total:					398.21
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Rodent/Mosquito Control Srvcs 3/2024	380908C		784.01
100-1610-7652	WESTERN EXTERMINATOR C...	Pest/Rodent/Mosquito Control Srvcs 4/2024	394587C		793.76
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					1,577.77
Fund 100 - GENERAL FUND Total:					349,973.55
Fund: 220 - GAS TAX FUN					
Vendor: 5406 - FS CONTRACTORS INC					
220-2210-7813	FS CONTRACTORS INC	Duarte Rd Signage & Striping Project	3410	202411/2210-7813-Signs-Duar..	23,000.00
Vendor 5406 - FS CONTRACTORS INC Total:					23,000.00
Vendor: 6206 - KHR ASSOCIATES					
220-2205-8100	KHR ASSOCIATES	Highland Promenade Survey,Design/Const 4/2024	24-11233	202106-2205-8100-Highland P...	1,020.00
Vendor 6206 - KHR ASSOCIATES Total:					1,020.00

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0904 - RKA CONSULTING GROUP					
220-2225-7965	RKA CONSULTING GROUP	Huntington Dr Survey & Utility Research 4/2024	34695		2,137.50
Vendor 0904 - RKA CONSULTING GROUP Total:					2,137.50
Vendor: 6602 - SITE DESIGN STUDIO INC					
220-2205-8100	SITE DESIGN STUDIO INC	Highland Ave Promenade Landscape Desg 4/15-4/30/24	24-04005	202106-2205-8100-Highland P...	2,500.00
Vendor 6602 - SITE DESIGN STUDIO INC Total:					2,500.00
Fund 220 - GAS TAX FUN Total:					28,657.50
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
Vendor: 5406 - FS CONTRACTORS INC					
225-2127	FS CONTRACTORS INC	Retention	3403	202118- Retention- ATP Cycle 4	-2,271.98
225-2250-8100	FS CONTRACTORS INC	Change Order 3	3403	202118-ATP Cycle 4-Other Im...	2,880.00
225-2250-8100	FS CONTRACTORS INC	Change Order 5	3403	202118-ATP Cycle 4-Other Im...	6,521.57
225-2250-8100	FS CONTRACTORS INC	Change Order 4	3403	202118-ATP Cycle 4-Other Im...	7,130.00
225-2250-8100	FS CONTRACTORS INC	Change Order 1	3403	202118-ATP Cycle 4-Other Im...	28,908.00
Vendor 5406 - FS CONTRACTORS INC Total:					43,167.59
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					43,167.59
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 4/2024	107605		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 4/2024	107605		1,509.99
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 4/2024	107605		15,723.51
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwys (19) Landscape Maintenance 4/2024	107605		8,312.45
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 4/2024	107605		459.54
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 4/2024	107605		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 4/2024	107605		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 4/202	107605		708.33
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					40,824.30

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4142 - RUDY'S PLUMBING INC					
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Mountain Ave Parkway	10741		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Lena Valenzuela Park	10742		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	10743		135.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Parkway	10744		135.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	10745		135.00
Vendor 4142 - RUDY'S PLUMBING INC Total:					675.00
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7909	WEST COAST ARBORISTS INC	Citywide Tree Trimming	214205		8,774.70
Vendor 1521 - WEST COAST ARBORISTS INC Total:					8,774.70
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					50,274.00
Fund: 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)					
Vendor: 6524 - SAFE SIDEWALKS INCORPORATED					
300-3005-8060	SAFE SIDEWALKS INCORPORA...	Sidewalk Maintenance Project	COD 050624-01	202414/3005-8060-Sidewalk ...	22,285.00
Vendor 6524 - SAFE SIDEWALKS INCORPORATED Total:					22,285.00
Fund 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821) Total:					22,285.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 35 Lease 5/01/2024 - 5/31/2024	FBN5033211		813.05
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 33 Lease 5/01/2024 - 5/31/2024	FBN5033211		601.11
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease 5/01/2024 - 5/31/2024	FBN5033211		567.93
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease 5/01/2024 - 5/31/2024	FBN5033211		492.21
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 25 Lease 5/01/2024 - 5/31/2024	FBN5033211		488.87
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease 5/01/2024 - 5/31/2024	FBN5033211		428.96
Vendor 6189 - ENTERPRISE FM TRUST Total:					3,392.13
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					3,392.13
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	61st Installment of 3rd Bus 4/2024	SI010178		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2024	SI010179		17,528.17
440-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2024	SI010179		-990.67
Vendor 3192 - FOOTHILL TRANSIT Total:					20,424.55
Fund 440 - PROPOSITION A TRANSIT FUND Total:					20,424.55
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
460-4605-7650	FAST 5 HOLDING COMPANY L...	Citywide Vehicle Cleaning 4/2024	7203		7.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					7.00
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	61st Installment of 3rd Bus 4/2024	SI010178		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 3/2024	SI010179		14,341.23
460-5004	FOOTHILL TRANSIT	Duarte Local Service 3/2024	SI010179		-810.54
Vendor 3192 - FOOTHILL TRANSIT Total:					16,711.00
Fund 460 - PROPOSITION C TRANSIT FUND Total:					16,718.00

Council Warrant Register By Vendor

Payment Dates: 5/16/2024 - 5/29/2024

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 475 - MEASURE M LR TRANSIT FUND					
Vendor: 6524 - SAFE SIDEWALKS INCORPORATED					
475-4750-8060	SAFE SIDEWALKS INCORPORA...	Sidewalk Maintenance Project	COD 050624-01	202414/4750-8060-Sidewalk ...	27,073.00
Vendor 6524 - SAFE SIDEWALKS INCORPORATED Total:					27,073.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					27,073.00
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
Vendor: 5406 - FS CONTRACTORS INC					
620-2127	FS CONTRACTORS INC	Retention	3403	202118-Retention-ATP Cycle 4...	-46,633.78
620-6220-8100	FS CONTRACTORS INC	ATP Cycle 4 Ped/Bike Safety Improv 3/1/24-4/30/24	3403	202118--ATP Cycle 4-Other Ca...	932,675.50
Vendor 5406 - FS CONTRACTORS INC Total:					886,041.72
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					886,041.72
Fund: 680 - Duarte Housing Authority					
Vendor: 0196 - RUTAN & TUCKER LLP					
680-6805-7312	RUTAN & TUCKER LLP	2400 Huntington Affordable Housing Legal 2/2024	988921		484.50
680-6805-7312	RUTAN & TUCKER LLP	2400 Huntington Affordable Housing Legal 3/2024	990946		1,759.50
Vendor 0196 - RUTAN & TUCKER LLP Total:					2,244.00
Fund 680 - Duarte Housing Authority Total:					2,244.00
Grand Total:					1,450,251.04

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	349,973.55
220 - GAS TAX FUN	28,657.50
225 - SB-1, Road Maintenance/Rehab Fund	43,167.59
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	50,274.00
300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)	22,285.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	3,392.13
440 - PROPOSITION A TRANSIT FUND	20,424.55
460 - PROPOSITION C TRANSIT FUND	16,718.00
475 - MEASURE M LR TRANSIT FUND	27,073.00
620 - COMMUNITY IMPROVEMENT FUND	886,041.72
680 - Duarte Housing Authority	2,244.00
Grand Total:	1,450,251.04

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	140.02
100-1010-7610	Travel, Mtgs & Conf	786.15
100-1010-7614	Office Supplies	249.20
100-1010-7670	Legal Notices	1,090.96
100-1010-7965	Professional Services	24,336.87
100-1010-7980	Other Expenses	177.54
100-1015-7680	City Attorney Legal	11,244.43
100-1015-7684	Code Enforcement Legal	18,845.04
100-1015-7686	Other Legal Services	666.88
100-1020-7719	Volunteer Recognition	2,323.00
100-1020-7724	Post Office Parking	312.00
100-1025-7702	Natn'L League Of Cities	2,126.00
100-1205-7636	Uniforms	412.00
100-1205-7650	Vehicle Maintenance	468.21
100-1205-7655	Emergency Services	215.61
100-1205-7760	Homeless Outreach Prog...	414.60
100-1205-7761	Parking Ticket Collect	8,766.72
100-1205-7779	Youth Programs	95.00
100-1205-7780	Animal Control	487.50
100-1205-7781	Contract Law Enforceme...	49.00
100-1205-7782	Crossing Guard Contract...	13,633.02
100-1205-7887	Repairs & Replacements	57.88
100-1211	Computer Loan Program	1,127.83
100-1405-7650	Vehicle Maintenance	21.00
100-1405-7800	Building Department Ser...	136,852.52
100-1405-7965	Professional Services	690.00
100-1405-7969	City Engineer	2,960.00
100-1405-7975	Economic Development ...	4,457.50
100-1405-7980	Other Expenses	11,221.66
100-1410-7650	Vehicle Maintenance	14.00
100-1410-7656	Emergency Generator	160.35
100-1410-7815	Brush Clearance	2,156.00
100-1415-7916	Landscape-Sport Park	3,426.72
100-1500	Advances	142.00
100-1605-7730	Special Events	788.60
100-1605-7733	Senior Center	1,662.19
100-1605-7735	Teen Center	1,304.92
100-1605-7736	Youth & Adult Recreatio...	6,475.00
100-1605-7745	Boxing Program	2,016.00
100-1610-7617	Pool Chemicals	195.87
100-1610-7618	Building Supplies	668.63
100-1610-7636	Uniforms	166.85

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7652	Building Maint Services	9,894.85
100-1805-7653	Bank Charges	346.51
100-1805-7654	Audit Services	11,000.00
100-1810-7660	Other Services	352.00
100-1815-7632	Software	4,165.46
100-1815-7821	Network & Internet Serv...	608.30
100-1815-7830	Telephone Services	2,130.73
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	770.33
100-1815-8011	Computer Equipment (C...	4,402.44
100-1825-7631	Equipment Maintenance	119.88
100-1830-8100	Vehicle Replacement (C...	9,488.73
100-2120	Refundable Deposits	16,198.50
100-2121	Pass Through Deposits	12,770.55
100-2124	Gazebo Refundable Dep...	50.00
100-2125	Metro Pass Through (TA...	60.00
100-2126	Construction and Demoli...	1,600.00
100-4201	Building Permits	200.00
100-4404	Other Building Rentals	35.00
100-5004	Other Revenue	-125.00
220-2205-8100	Other Capital Improvem...	3,520.00
220-2210-7813	Regulatory Signs	23,000.00
220-2225-7965	Professional Services	2,137.50
225-2127	Retention Payable	-2,271.98
225-2250-8100	Other Capital Improvem...	45,439.57
240-2410-7662	Other Serv-Citywide	405.00
240-2410-7663	Other Serv-Medians	270.00
240-2410-7909	Tree Trim-Residential	8,774.70
240-2410-7915	Landscape-Citywide	19,966.82
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
300-3005-8060	Sidewalk Improvements ...	22,285.00
320-3205-8013	Vehicles (Capital)	3,392.13
440-4405-7960	Foothill Transit Operatio...	17,528.17
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-990.67
460-4605-7650	Vehicle Maintenance	7.00
460-4605-7960	Foothill Tranist Operatio...	14,341.23
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-810.54
475-4750-8060	Sidewalk Improvements	27,073.00
620-2127	Retention Payable	-46,633.78
620-6220-8100	Other Capital Improvem...	932,675.50
680-6805-7312	Legal Counsel	2,244.00

Account Summary

Account Number	Account Name	Payment Amount
680-6805-7312	Legal Counsel	
Grand Total:		1,450,251.04

Project Account Summary

Project Account Key	Payment Amount
None	404,285.71
202106-2205-8100-Highland Promenade Measure M	3,520.00
202118- Retention- ATP Cycle 4	-2,271.98
202118--ATP Cycle 4-Other Cap. Improv.	932,675.50
202118-ATP Cycle 4-Other Improv-Capital	45,439.57
202118-ATP Cycle 4-Professional Svcs	690.00
202118-Retention-ATP Cycle 4-Grant	-46,633.78
202311/1405-7975-BV/Hunt Dr Grocery Outlet Assess	4,457.50
202312/1010-7965-Prof. Svcs-Broadband Assessment	24,336.87
202411/2210-7813-Signs-Duarte Rd Signage/Striping	23,000.00
202414/3005-8060-Sidewalk Improv. (Capital)	22,285.00
202414/4750-8060-Sidewalk Maint Project	27,073.00
202420-Outreach-Homeless Services Grant-(SGVCOG)	414.60
202422-PassThru-Royal Oaks Annex-Rincon Consult	10,530.55
202422-Refund Dep-Royal Oaks Annexation	448.50
Grand Total:	1,450,251.04



ITEM: 11.E

Receive and File the Monthly Financial Update for March

Recommended Action:

Receive and File the Monthly Financial Update.

Attachments:

[11.E - Monthly Financial Report for March 2024_\(FY 2023-24\).pdf](#)



City of Duarte

MONTHLY FINANCIAL REPORT

**Month Ended March 31, 2024
(75.0% of FY 2023-24 Completed)**

Contents

Page #

Treasury Report

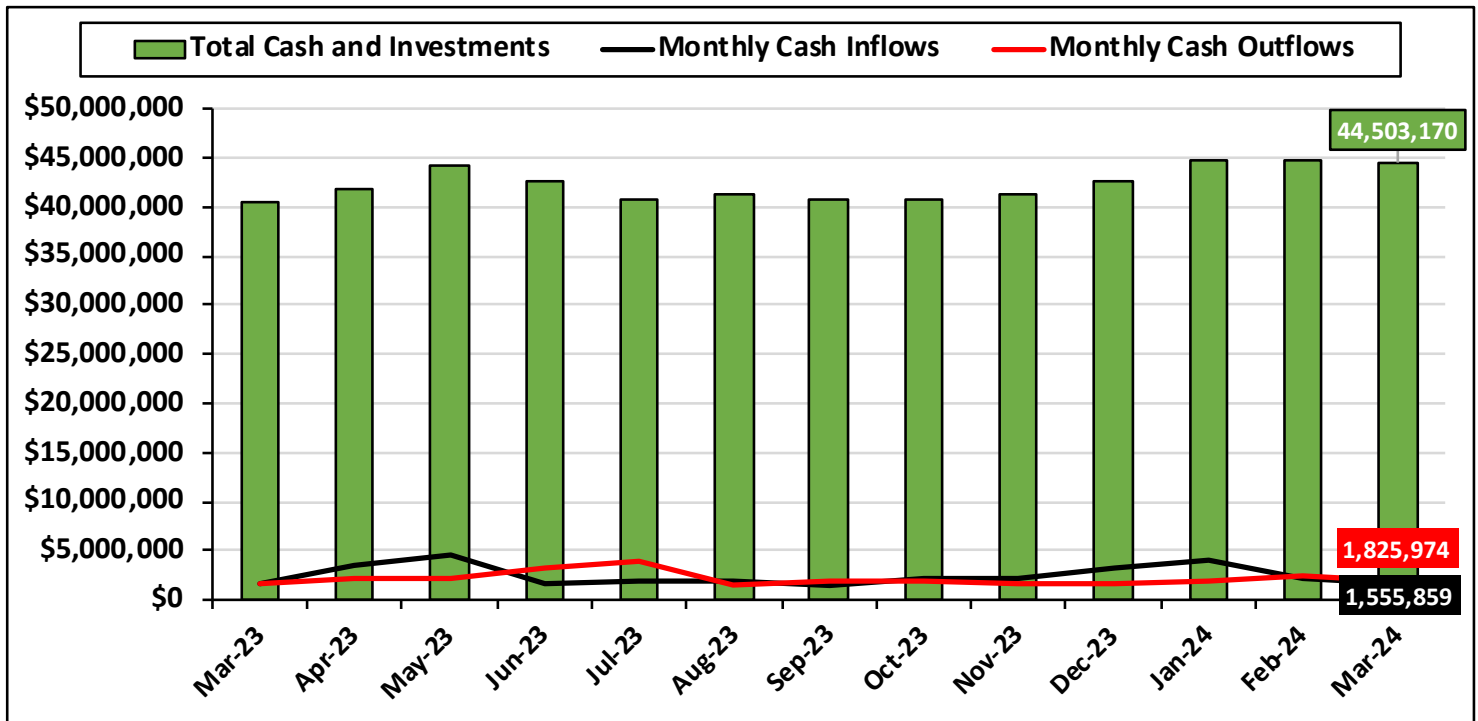
Monthly Activity and Balances	2
Cash Balance by Fund	3

Budget-to-Actual Report

General Fund Revenue Dashboard	4-6
General Fund Expenditure Dashboard	7-11
Revenue, Expenditures, Transfers and Surplus/Deficit by Fund	12
Components of Fund Balance in the General Fund	13

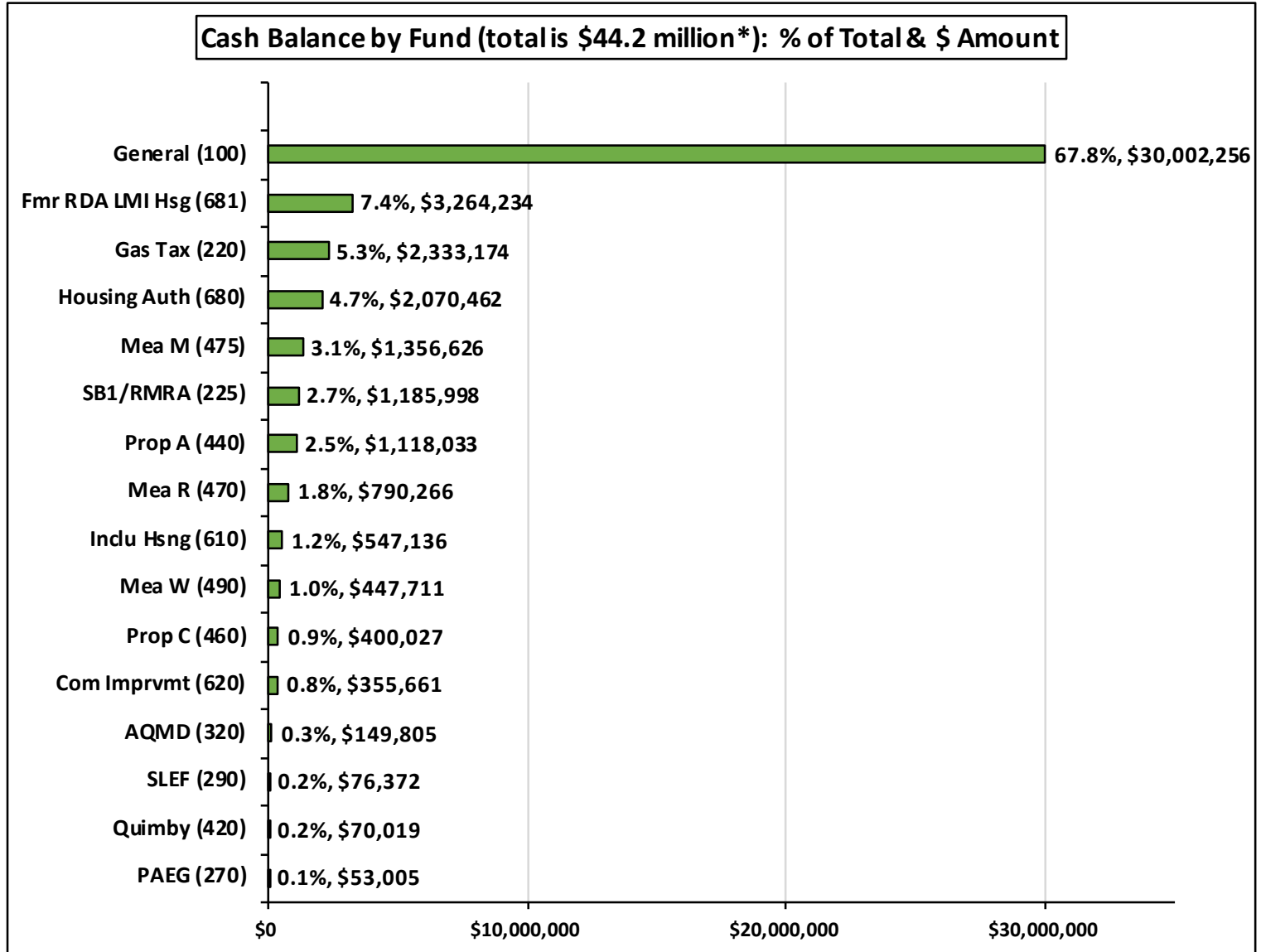
CITY OF DUARTE
Treasury Report - Monthly Activity & Balances
Month Ended March 31, 2024

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (3/01/2024)	\$4,347,588	\$40,425,697	\$44,773,285
Cash Inflows			
Receipts	\$1,555,859	\$0	\$1,555,859
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,555,859	\$0	\$1,555,859
Cash Outflows			
Disbursements	\$1,825,974	\$0	\$1,825,974
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$1,825,974	\$0	\$1,825,974
Net Activity	(\$270,115)	\$0	(\$270,115)
Ending Balance (3/31/2024)	\$4,077,472	\$40,425,697	\$44,503,170



*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 March 31, 2024

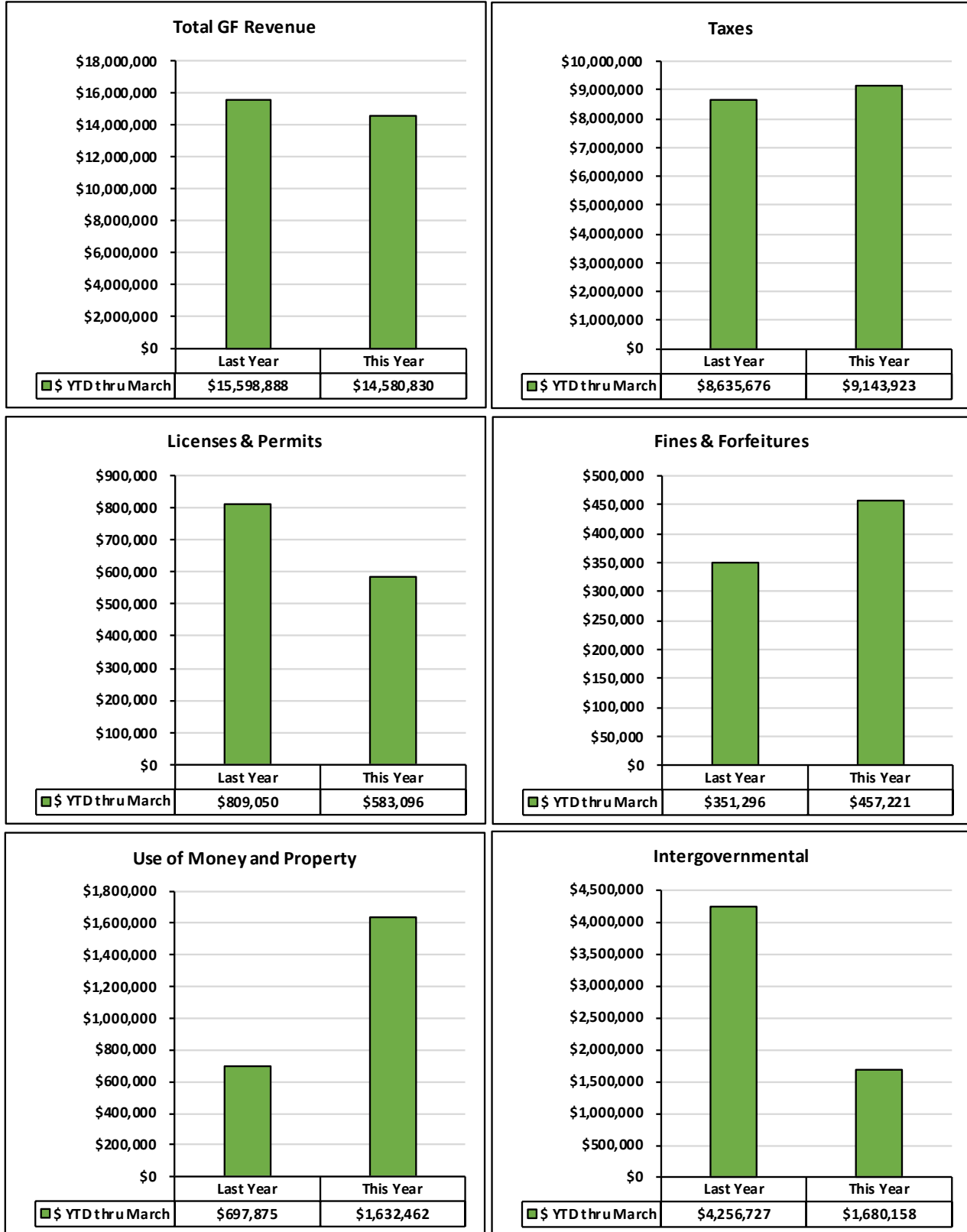


*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger is not equal to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to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

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

CITY OF DUARTE

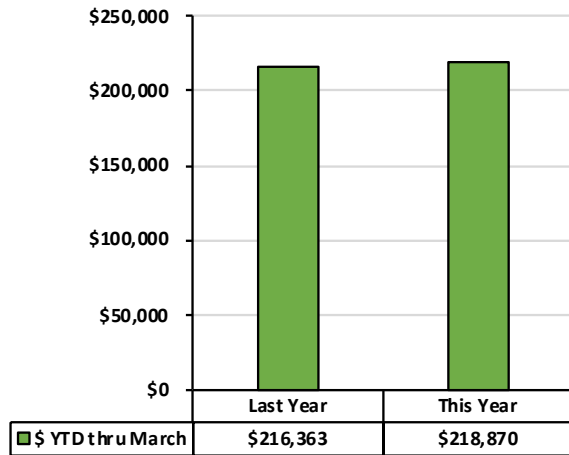
General Fund Revenue by Category & Major Sources FY 2023-24 Year-to-Date Through March versus Prior Year



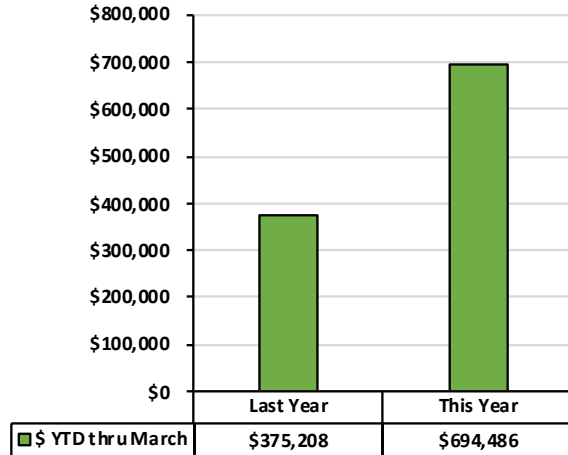
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2023-24 Year-to-Date Through March versus Prior Year

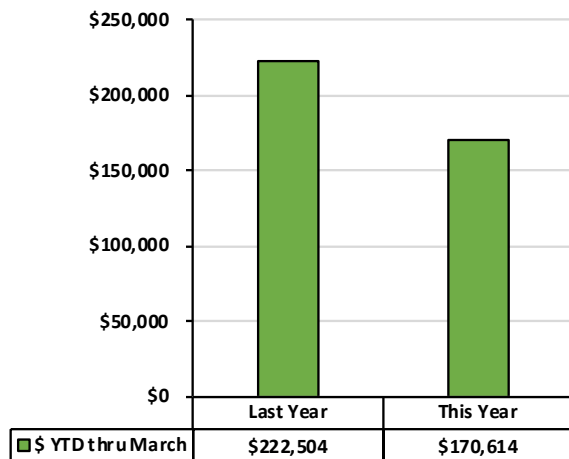
Recreation Fees



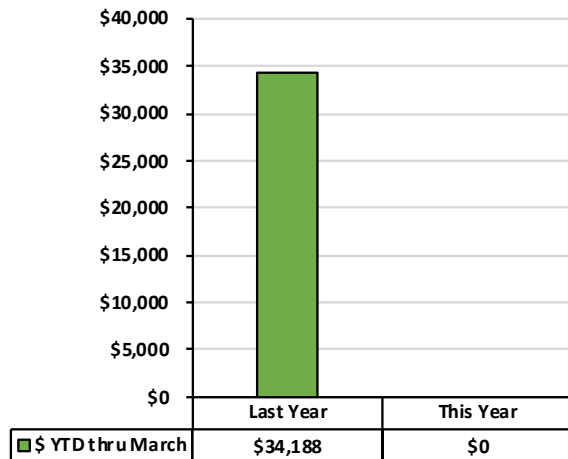
Other Service Charges



Miscellaneous



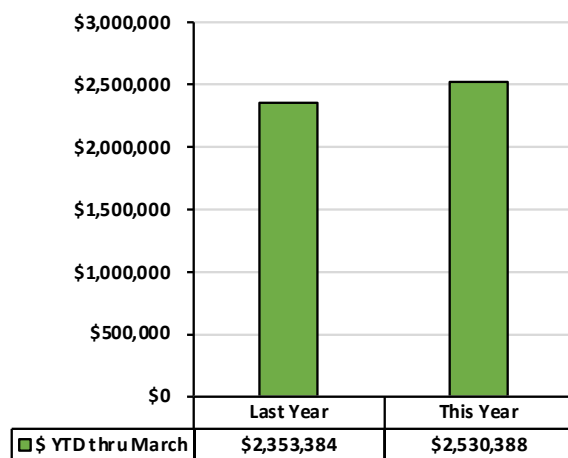
Reimbursements



Sales and Use Tax

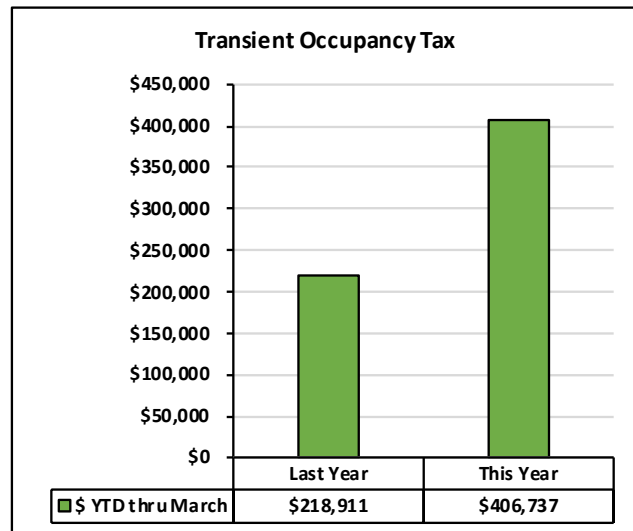
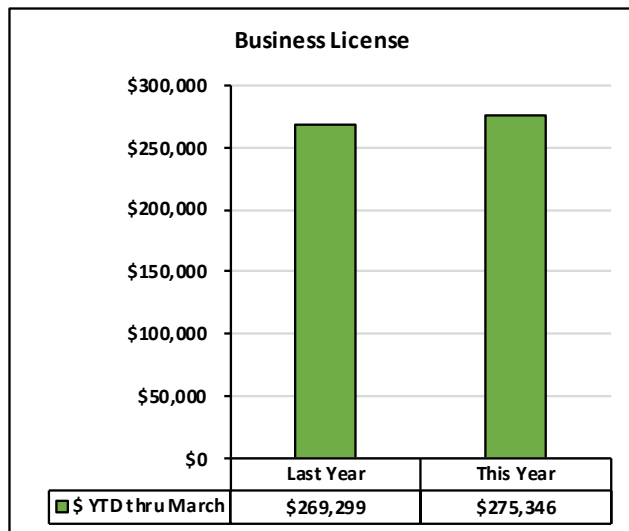
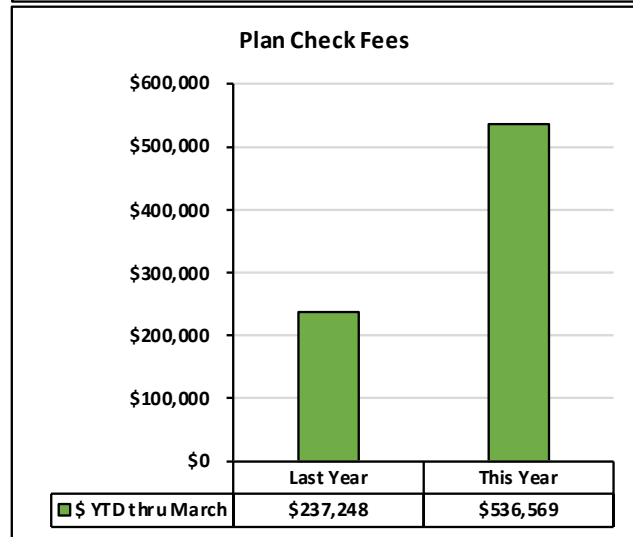
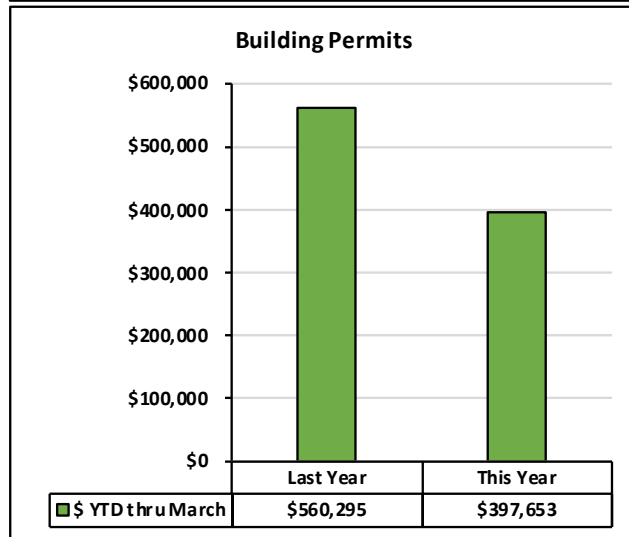
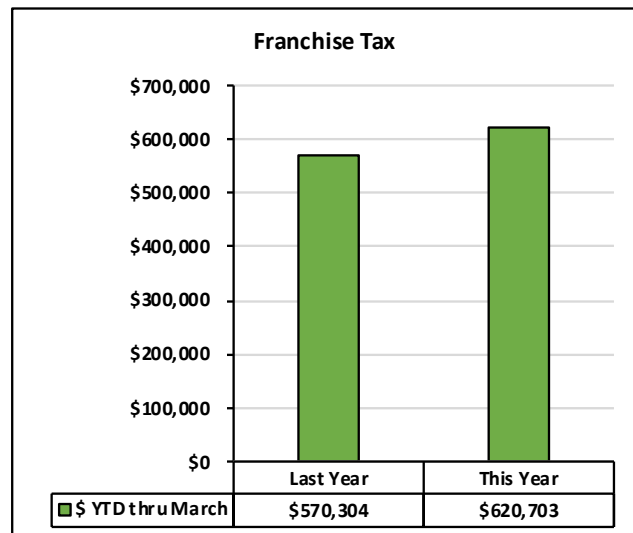
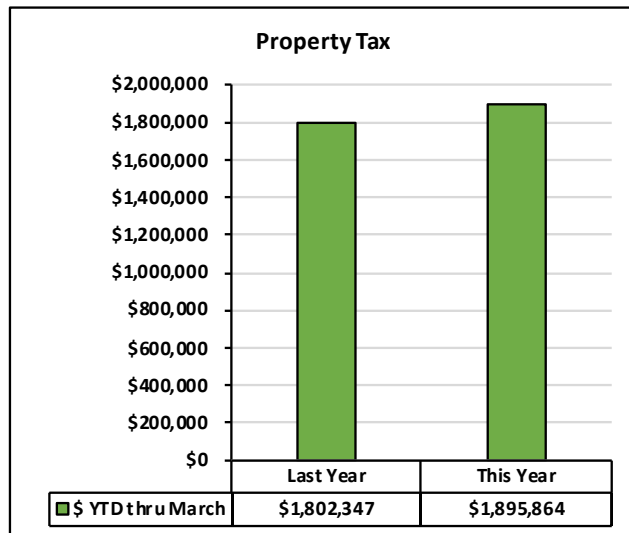


Transactions (New Sales) Tax



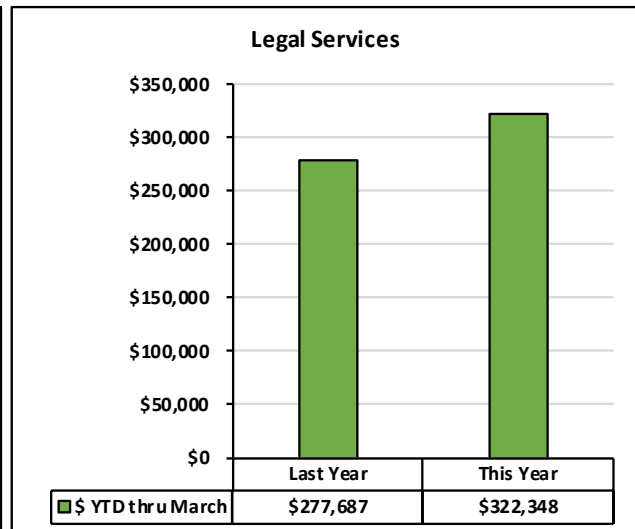
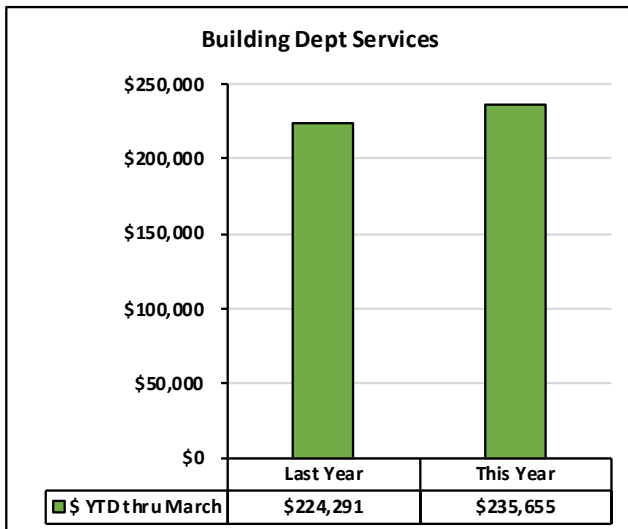
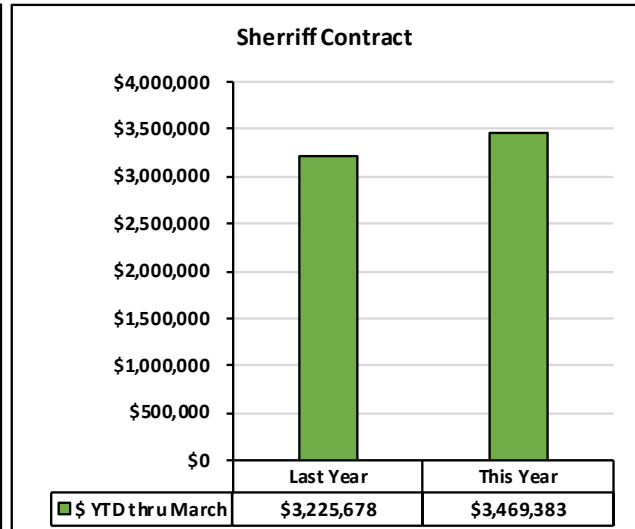
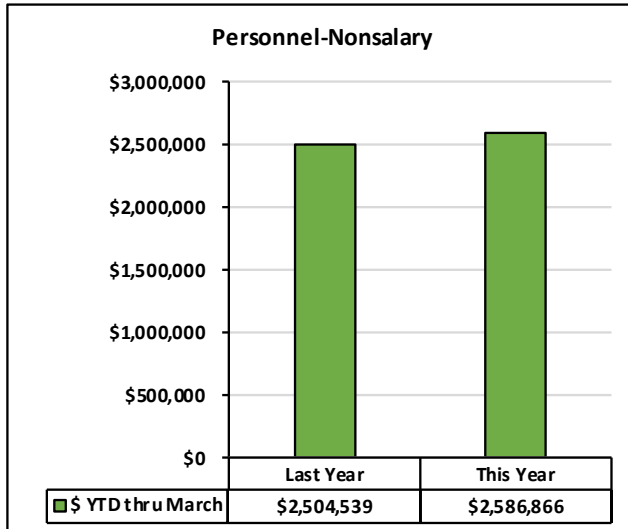
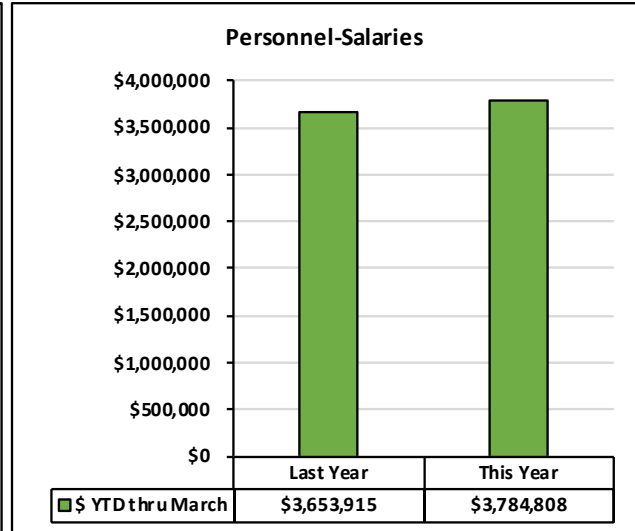
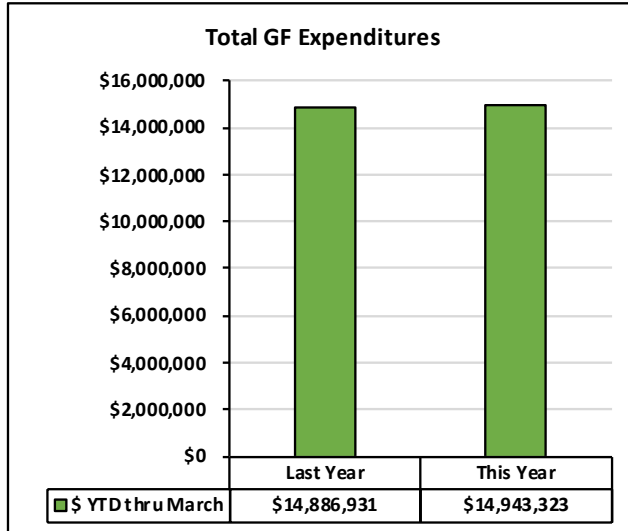
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2023-24 Year-to-Date Through March versus Prior Year



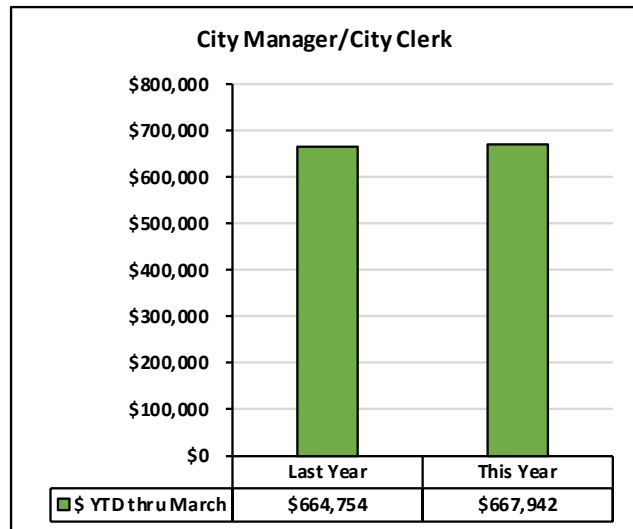
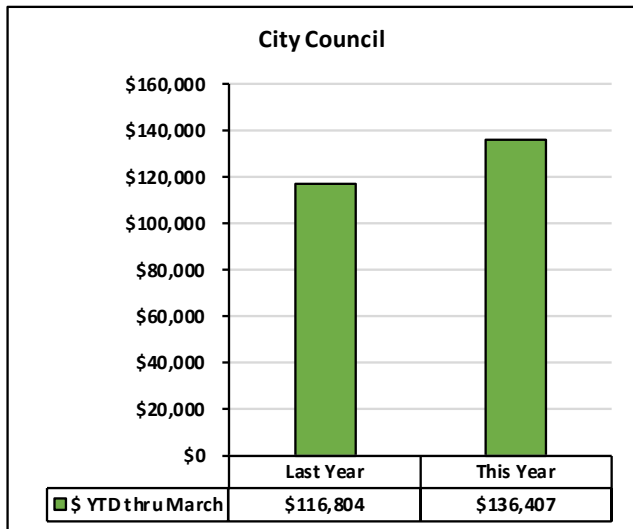
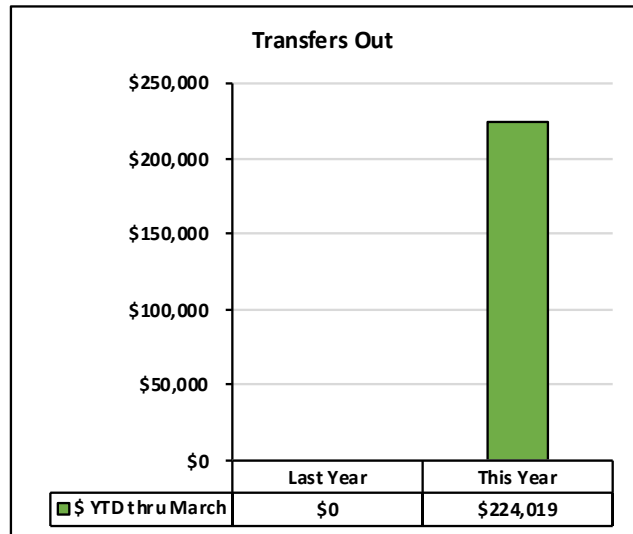
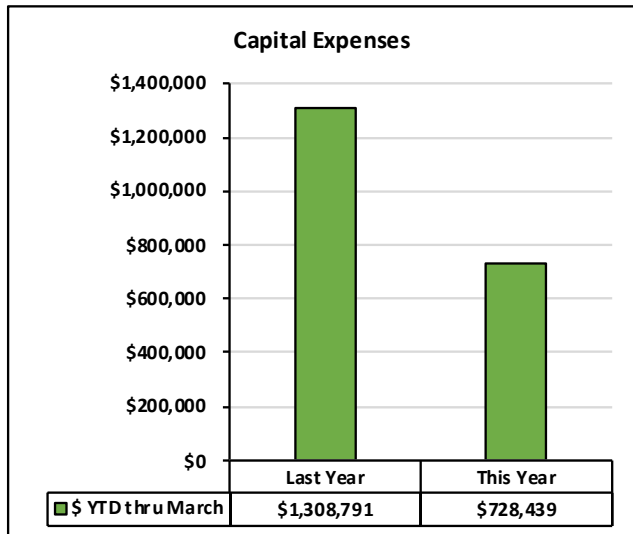
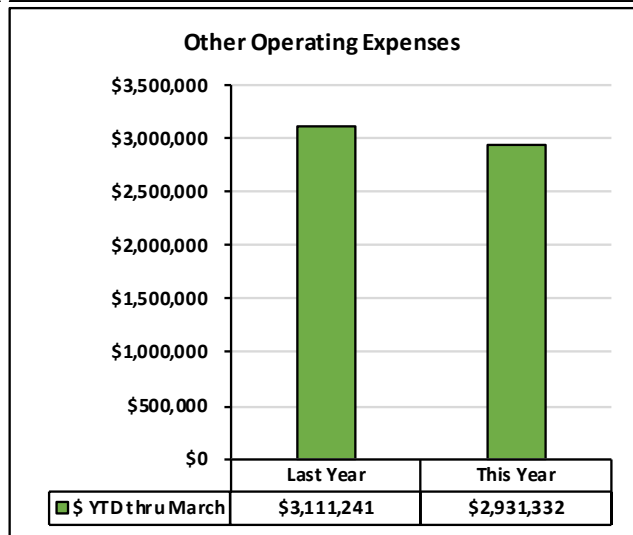
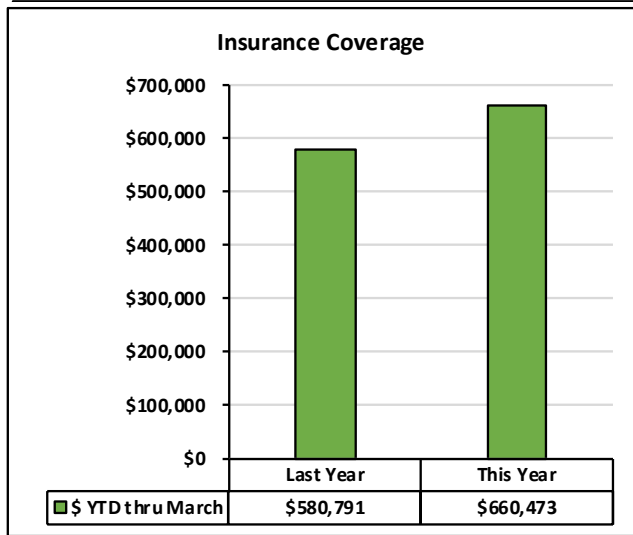
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through March versus Prior Year



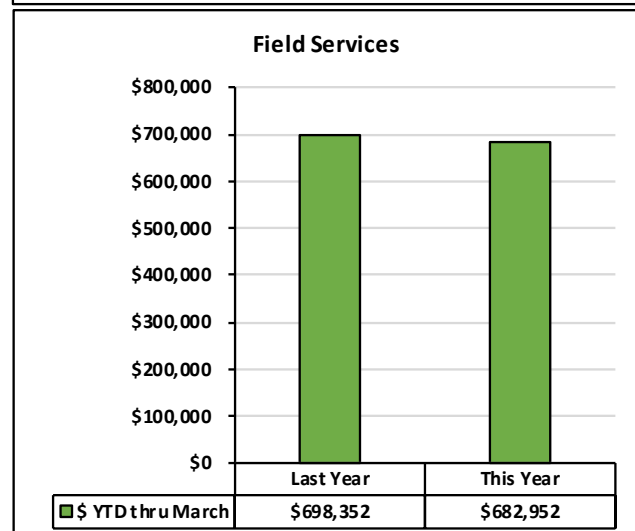
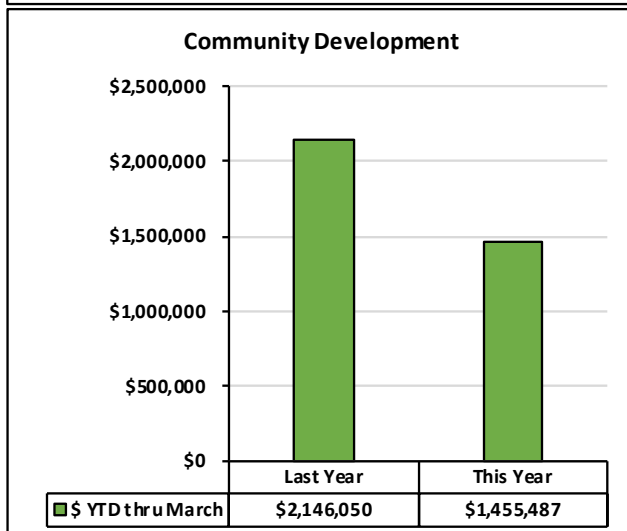
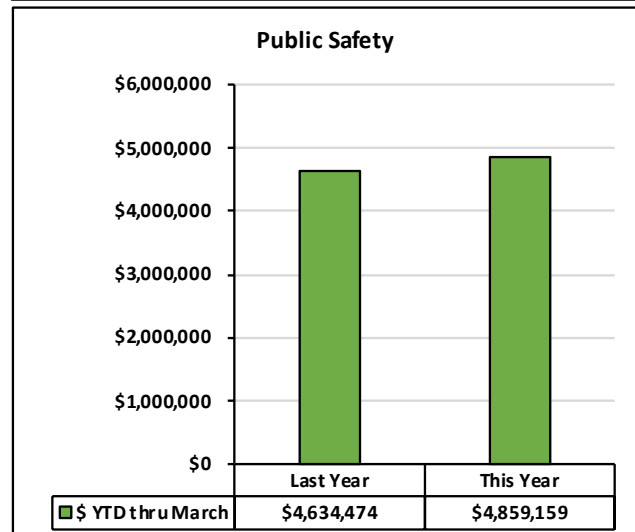
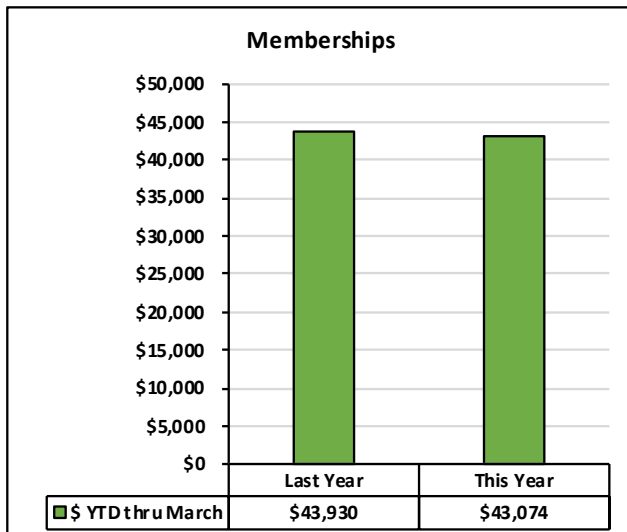
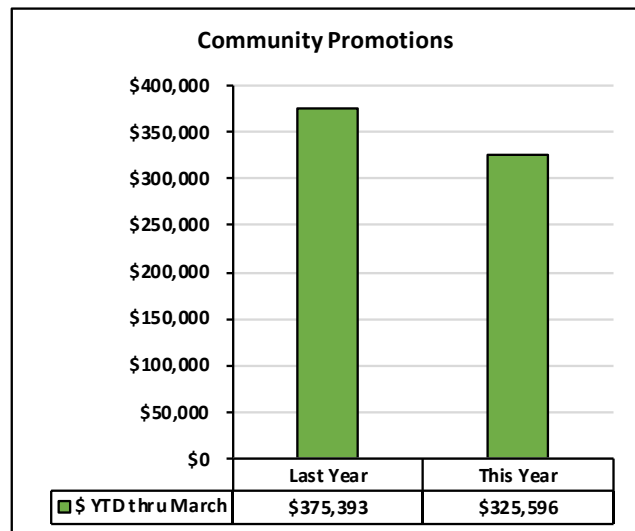
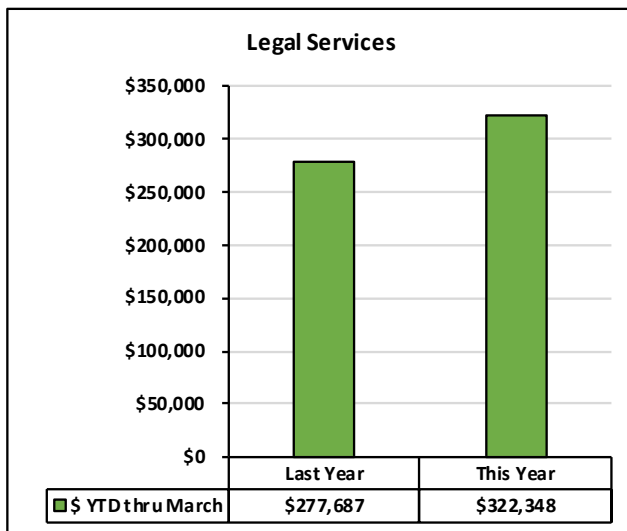
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through March versus Prior Year



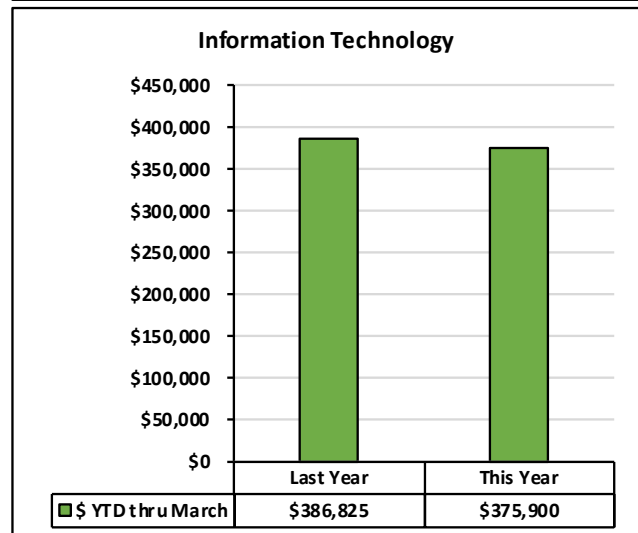
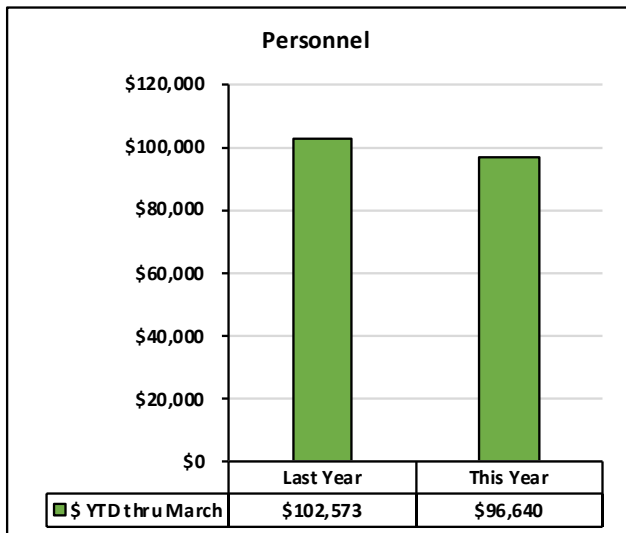
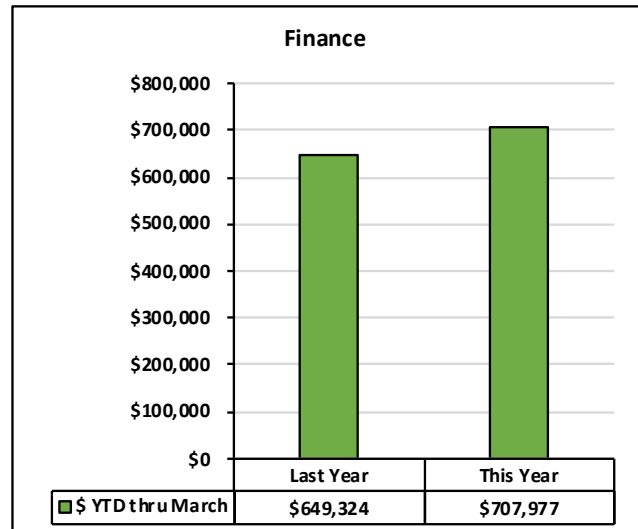
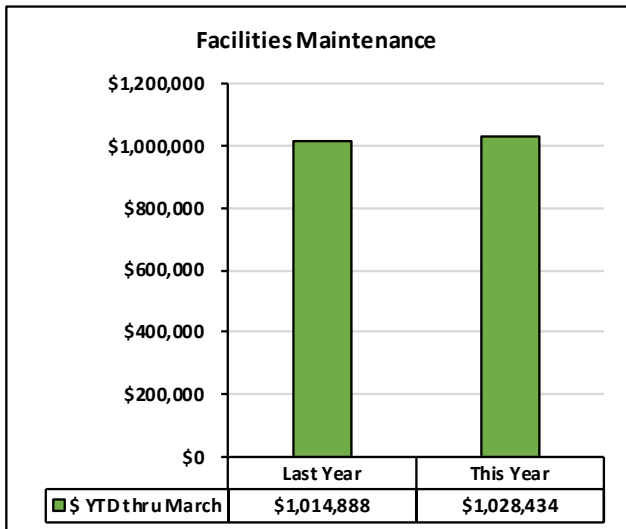
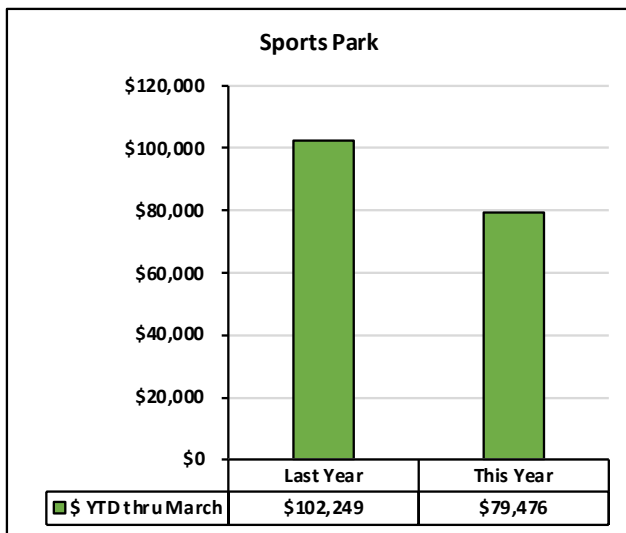
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through March versus Prior Year



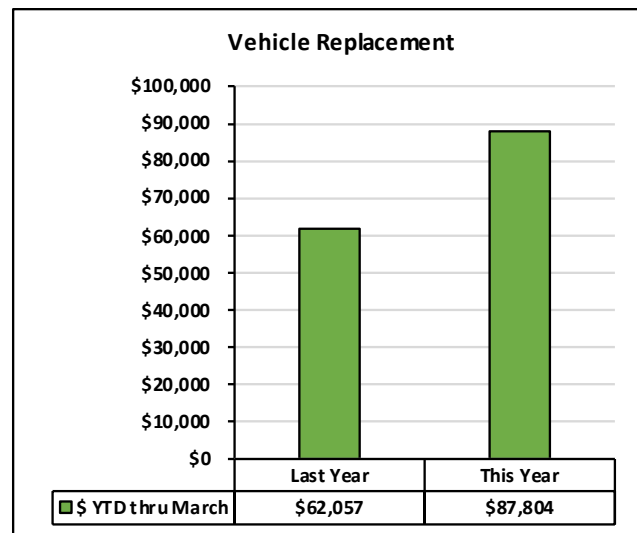
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2023-24 Year-to-Date Through March versus Prior Year



CITY OF DUARTE

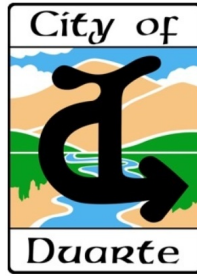
General Fund Expenditures by Category & Division *FY 2023-24 Year-to-Date Through March versus Prior Year*



CITY OF DUARTE

Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2023-24 Year-to-Date Through March

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	31,805,212	14,580,830	0	14,719,304	224,019	(362,493)	31,442,719
220	Gas Tax	2,149,582	459,340	0	334,864	0	124,477	2,274,059
225	SB1/RMRA	842,668	349,330	0	6,000	0	343,330	1,185,998
240	Lghtng & Lndscpng	67,652	593,899	0	921,240	0	(327,341)	(259,690)
260	CDBG	0	1,945	0	4,095	0	(2,150)	(2,150)
270	PAEG	41,268	15,085	0	3,348	0	11,737	53,005
290	Supp Law Enfrmnt	0	187,030	0	125,860	0	61,170	61,170
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	150,835	17,498	3,182	21,709	0	(1,030)	149,805
400	Park Development	(18,808)	29,944	0	75,468	0	(45,524)	(64,332)
420	Quimby	68,861	1,157	0	0	0	1,157	70,019
440	Prop A	948,893	456,764	0	289,605	0	167,159	1,116,052
460	Prop C	260,957	370,145	0	232,728	0	137,417	398,374
470	Mea R	652,248	250,948	0	112,929	0	138,018	790,266
475	Mea M	1,081,960	289,267	0	14,600	0	274,667	1,356,626
490	Mea W	342,985	258,385	0	153,659	0	104,726	447,711
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	9,044	0	0	0	9,044	547,136
620	Community Impr	811,851	24,314	0	725,470	0	(701,156)	110,694
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	2,042,652	34,276	0	17,113	0	17,162	2,059,814
681	Fmr RDA L/M Hsg	4,100,079	54,028	0	8,120	0	45,908	4,145,987
Total - All Funds		45,886,986	17,983,228	224,019	17,986,949	224,019	(3,721)	45,883,264



ITEM: 11.F

Receive and File the Public Safety Department Update

Recommended Action:

Receive and file the Public Safety Department update.

Attachments:

[11.F - Public Safety Department May 2024.pdf](#)



PUBLIC SAFETY STATUS REPORT May 2024



PROJECT/PROGRAM	STATUS
L.A. COUNTY SHERIFF'S DEPARTMENT	
1. Part 1 Crimes	While Part 1 crimes have seen a 3.5% increase compared to the same time period last year, it is important to highlight the positive trend over the past five years, during which there has been a significant reduction of 12.94%. This positive trend reflects our ongoing focus on public safety issues. Grand Theft Autos and Robberies stand out as key metrics within Part 1 crimes, indicating areas where our focused efforts can sustain and further this positive trajectory.
2. Special Assignment Team	Our Special Assignment team diligently investigates a wide range of crimes. During this reporting period, the team will be adjusting their hours to overnight operations, focusing on Catalytic Converter Thefts and stolen vehicles. Our team is also actively enforcing our new municipal code, working with the City Prosecutor to ensure individuals not only appear in court but also receive assistance and resources when applicable. In collaboration with our Homeless Outreach team, our Special Assignment team conducts weekly targeted operations in the areas of Buena Vista and Huntington Drive, as well as Buena Vista and Bloomdale. These operations aim to enforce the city's ordinances on trespassing, shopping cart violations, and public drinking, while offering assistance to those willing to accept services. This effort underscores our commitment to upholding regulations and providing support to vulnerable individuals in our community.
3. Neighborhood Watch	Our dedicated team of Public Safety Staff and Deputies actively participated in the Holyfield event, where aspiring boxers and fans had the opportunity to meet and listen to the famous boxer. In addition to engaging with the community, our deputies, in collaboration with the California Highway Patrol, ensured safety and security throughout the event. In collaboration with retail store Target and associated staff, we hosted an "Iced Coffee with the Deputy" event, where we answered questions from the public and engaged in meaningful interactions. This event provided an excellent opportunity for community members to connect with our deputies in a relaxed setting, fostering positive relationships and open communication. The feedback from attendees was overwhelmingly positive, highlighting the value of these informal interactions in building trust and community spirit.

PROJECT/PROGRAM	STATUS
	We also welcomed a new Neighborhood Watch Block Captain in the Fallcreek area. Shortly after, we held a Neighborhood Watch meeting attended by over 30 residents. The residents provided valuable feedback that will help redirect our patrol efforts. Our staff shared public safety tips and security suggestions to support community policing efforts.
MEASURE H and OUTREACH COORDINATION	
1. Outreach Coordinator	Tony Hadloc, the Outreach Coordinator, has been serving in this position since August 2018. According to his unofficial homeless count for the month, there are 28 individuals experiencing homelessness. Over the course of this month, Tony Hadloc has had 154 interactions with individuals facing homelessness, providing them with essential services and information regarding Duarte Regulations. Emily Lepone, our dedicated Code Enforcement Officer, assumed her role on October 3, 2022. Since then, she has been diligently overseeing the enforcement of regulations related to outdoor camps, shopping carts, park rules, public right-of-way violations, and addressing nuisances within both our commercial establishments and residential areas. Her proactive initiatives have yielded significant results, including the protection of vacant businesses and their utilities, as well as safeguarding occupied businesses from utility theft. Her current focal point revolves around the Duarte LA County Library, Duarte Teen Center, Big Lots shopping center and CarMax. Our Public Safety Staff, in collaboration with various outreach teams and funds from our COG Grant, we have successfully assisted numerous individuals in need. A female living out of her car with two young children was offered multiple services, including help with school enrollment and vehicle repairs. Another individual, living out of a Dodge SUV, received essential repairs and support, allowing him to reconnect with his family in Pomona. A family who drove from Maryland for cancer treatment was provided temporary housing and further assistance through various grants and outreach efforts, eventually securing long-term housing with House for Ruth. A man living in an RV was safely relocated to his brother's home in Upland with our support. A homeless individual was reunited with his family in San Francisco, thanks to a bus ticket and travel assistance arranged by our team. These efforts demonstrate our commitment to upholding public safety and providing crucial support to vulnerable individuals in our community.
2. L.A. CADA	The L.A. CADA High Acuity Team, dedicated to assisting individuals experiencing homelessness for over a year, commenced their operations in the City of Duarte on August 2, 2022. During this reporting period the high acuity team engaged 20 individuals of which 6 were first-time encounters,

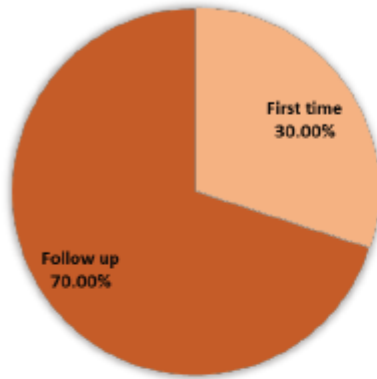
PROJECT/PROGRAM	STATUS
	14 follow up with 2 individual refusing supportive services. The primary areas with the highest number of encounters were identified as Duarte Park, and Wal-Mart parking lot. Similarly, the L.A. CADA Supplemental Program, focused on individuals who are recently homeless or at risk of homelessness, began their work in the City on Thursday, September 22, 2022. During this reporting period the supplemental team engaged 29 individuals of which 9 were first-time encounters, 20 follow-ups with 0 individuals refusing supportive services. The primary areas with the highest number of encounters were identified as Duarte Park and 99 Cents Store.
3. 2023 LAHSA Official Homeless Count	Duarte – 26 in 2023 (11 in 2022) Monrovia – 76 in 2022 Arcadia – 174 in 2022 Irwindale – 213 in 2022 Azusa – 220 in 2022 The Homeless Count for Duarte was conducted on January 23, 2024. Preliminary analysis is underway before official results are published. Unofficial raw data suggests a total count of 21 individuals experiencing homelessness.
EMERGENCY PREPAREDNESS	
1. Emergency Operations Center (EOC)	We are thrilled to share the news of our partnership with LA County Fire to bring an in-person CERT Class to our community. The scheduled dates are as follows: Friday, September 13, from 5 PM to 9 PM, and Saturday and Sunday, September 14/15, from 8 AM to 5 PM, providing an extensive 3-day intensive course. CERT (Community Emergency Response Team) is a vital program that empowers individuals to respond effectively during emergencies and disasters. By equipping participants with essential skills in first aid, search and rescue, and disaster response coordination, CERT plays a crucial role in enhancing community resilience and preparedness. Hosting this class will not only educate and empower individuals but also contribute significantly to the safety and well-being of our community during times of crisis. Our Deputies, Public Safety Staff, and CERT members have completed bicycle training provided by the LA County Sheriff's Department. This training enables our team to effectively utilize our newly acquired e-bikes for patrol efforts and to respond more efficiently to emergencies during large, crowded events such as the 3rd and 4th of July celebrations.



DUARTE

HIGH ACUITY APRIL REPORT

L.A.CADA
A Path to Recovery
and Healthy Living



STATS OVER THE PAST MONTH

According to our data collected on 4/01/2024 to 4/30/2024, we made **20 engagements of which 6 were first-time engagements, 14 follow up engagements with 2 engagements refusing supportive services.**

HIGHLIGHT

- Team linked 4 individuals to food pantry services at Shepherd's Pantry.
- Team linked 2 individuals to interim housing via motel voucher through San Gabriel Valley Coalition.

FUTURE GOALS

- Continue to prioritize HMIS enrollment, data entry and conduct required assessments.

■ First time ■ Follow up



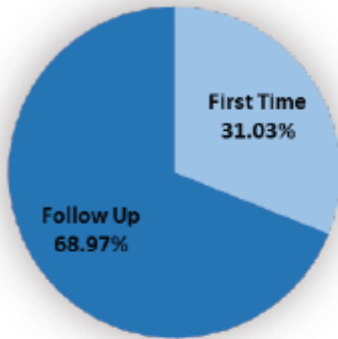
Locations with the highest amount of encounters this month:

**DUARTE
PARK**

**WALMART
PARKING LOT**

DUARTE

SUPPLEMENTAL SERVICES APRIL REPORT



STATS OVER THE PAST MONTH

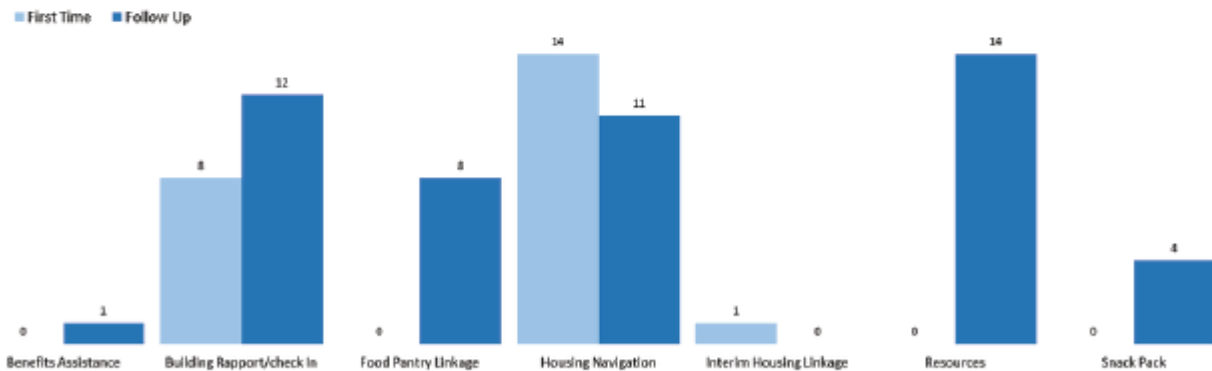
According to our data collected on 4/01/2024 to 4/30/2024, we made **29 engagements** of which **9 were first-time engagements**, **20 follow up engagements** with **0 engagements refusing supportive services**.

HIGHLIGHT

- Team linked 8 individuals to Food Pantry services located at Shepherd's Pantry.
- Team linked 1 individual to Interim Housing via SCVCOG motel voucher.

FUTURE GOALS

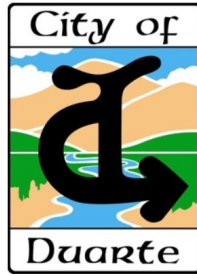
- Focus outreach efforts with individuals that are proactively working towards their housing plans.
- Continue to prioritize HMIS enrollment and data entry.



Locations with the highest amount of encounters this month:

**DUARTE
PARK**

**99 CENTS
STORE**



ITEM: 11.G

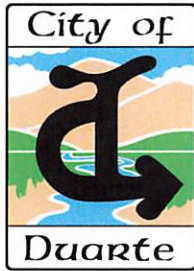
Adopt by title only, Resolution 24-05, a Resolution of the City Council of the City of Duarte, California Establishing an Appropriations Limit Pursuant to the Provisions of Article XIII B of the California Constitution

Recommended Action:

Adopt Resolution 24-05 establishing the City of Duarte's Appropriations for the fiscal year 2024-25.

Attachments:

[11.G. - Staff Report - GANN Appropriation Limit.pdf](#)



Agenda Item: 11G
CM Review: Scv
Fiscal Review: JP

AGENDA REPORT

MEETING DATE: May 28, 2024
TO: Mayor and Members of the City Council
FROM: Angela Chiaromonte, Financial Services Manager
SUBJECT: GANN APPROPRIATION LIMIT
RECOMMENDATION: Adopt by title only, Resolution No. 24-05, a Resolution of the City Council of the City of Duarte, California Establishing an Appropriations Limit Pursuant to the Provisions of Article XIII B of the California Constitution.
FISCAL IMPACT: There is no fiscal impact.

EXECUTIVE SUMMARY

The City is required, by the State Constitution, to annually establish and adhere to a limit on the amount of its appropriations. The limit is prescribed by a State formula. For the fiscal year (FY) 2024-25, staff has calculated that the appropriations limit is \$47,820,037.

BACKGROUND

On November 6, 1979, California voters approved the Gann Spending Limitation Initiative (Proposition 4) establishing Article XIII B of the State Constitution. Article XIII B sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. Its basic provisions are as follows:

- Each year, State and local governments must adopt resolutions establishing appropriation limits. FY 1978-79 appropriations served as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and service responsibility transfers.
- Only tax proceeds are subject to the limit. Charges for services, regulatory fees, grants, loans, donations, and other non-tax proceeds are not subject to the limit. Exemptions are also made for voter-approved debt, debt that existed prior to January 1, 1979, and for the cost of compliance with court and federal government mandates.
- All tax revenues received in excess of the appropriations limit must be refunded to taxpayers within a two-year period.
- Voters may approve an increase in the appropriations limit. For the increase to remain in effect, however, it must be re-approved by voters at four-year intervals.

On June 5, 1990, California voters approved the Traffic Congestion Relief and Spending Limitation Act (Proposition 111), which made various amendments to Article XIII B of the State Constitution. The major changes, which became effective July 1, 1990, are as follows:

- The change in the cost of living is now defined to be either the change in California per capita personal income or the change in assessed valuation due to the addition of non-residential new construction. Previously, the change in the cost of living was defined as the lesser of the change in the U.S. Consumer Price Index or the change in California per capita personal income.
- The change in population is now defined to be either the change in the City's population or the change in the population of Los Angeles County as a whole. Previously, the change in population was defined to be the change in the City's population.
- "Qualified capital outlay projects" have been added to the items exempted from the appropriations limit. Qualified capital outlay projects must have a useful life of ten or more years, and a cost, which equals or exceeds \$100,000.
- Tax revenues received in excess of the appropriations limit must be refunded to taxpayers only if the limit is exceeded over a two-year period.
- The annual calculation of the appropriations limit must be reviewed as part of the City's annual financial audit.

DISCUSSION/ANALYSIS

The information used to calculate the City's FY 2024-25 appropriations limit is presented in Attachment 1. The City's appropriations limit for FY 2023-24 was \$44,787,876. The change allowed by Proposition 111, due to population change and the increase in the cost of living, is 1.06770048%. This results in a FY 2024-25 appropriations limit of \$47,820,037.

As indicated above, Proposition 111 provides several options for calculating changes in the appropriations limit. With respect to the change in population, the City's calculation used the greater of the percentage increase in either the City or the County population. Therefore, the increase in City population was used since it was more than the increase in the County population (3.04% vs. 0.05%). With respect to the cost of living, the change in California per capita personal income was used.

RECOMMENDATION

It is recommended that the City Council adopt Resolution 24-05 establishing the City of Duarte's Appropriations for the fiscal year 2024-25.

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

Resolution No. 24-05

Attachment 1- Computation of Appropriations Limit

RESOLUTION NO. 24-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA ESTABLISHING AN APPROPRIATIONS LIMIT PURSUANT TO THE PROVISIONS OF ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

WHEREAS, the voters approved the Gann Spending Limitation Initiative (Proposition 4) on November 6, 1979, adding Article XIII B to the Constitution of the State of California to establish and define annual appropriations limits on state and local government entities; and

WHEREAS, SB 1352 provides for the implementation of Article XIII B by defining various terms used in the article and prescribing procedures to be used in implementing specific provisions of the article, including the establishment by resolution each year by the governing body of each local jurisdiction of its appropriations limit; and

WHEREAS, the voters approved the Traffic Congestion Relief and Spending Limitation Act (Proposition 111) on June 5, 1990, amending Article XIII B of the Constitution of the State of California; and

WHEREAS, SB 88 provides for the implementation of Proposition 111 by defining various terms used in the article and prescribing procedures to be used in implementing the amendments to the article; and

WHEREAS, the required computations to determine the appropriations limit for FY 2024-25 have been performed by the Administrative Services Department and are on file with the Office of the City Clerk, and are available for public review; and

WHEREAS, these computations are provided in Attachment 1, which is herein incorporated by reference and attached hereto.

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

Section 1: The Appropriations Limit for the City of Duarte for fiscal year 2024-25 is \$47,820,037.

Section 2: The adjustment factors for the City's Appropriations Limit are: a) the change in City population; and b) the change in California per capita personal income.

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

PASSED, APPROVED AND ADOPTED this 28th day of May 2024.

Vinh Truong, Mayor

APPROVED AS TO FORM:

ATTEST:

Thai Viet Phan, City Attorney

Annette Juarez, City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, California, do hereby certify that Resolution No. 24-05 was passed and adopted by the City Council of the City of Duarte California, at a regular meeting of said City Council held on the 28th day of May 2024, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

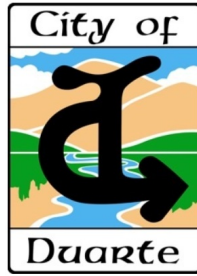
Annette Juarez, City Clerk

Attachment 1

**CITY OF DUARTE
COMPUTATION OF APPROPRIATIONS LIMIT**

FY 2023-24 Appropriations Limit	\$44,787,876
Change in per capita personal income	103.62%
(Change in County population = 0.05) Change in City population= 3.04	1.0362 %
Cumulative compound change (1.0362 x 1.0304)	1.06770048
FY 2024-25 Appropriations Limit	\$47,820,037

Source: State of California, Department of Finance, Price and Population Information, April 2024



ITEM: 14.A

Request from Duarte Historical Society & Museum for the City of Duarte to co-sponsor Route 66 Room Exhibit Dedication Ceremony

Recommended Action:

Consider co-sponsorship request by Duarte Historical Society & Museum Board of Directors and provide direction to staff on sponsorship level.

Attachments:

[14.A - Staff Report - Request from Duarte Historical Society & Museum.pdf](#)



AGENDA REPORT

MEETING DATE: May 28, 2024

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Request from Duarte Historical Society & Museum for the City of Duarte to co-sponsor Route 66 Room Exhibit Dedication Ceremony

RECOMMENDATION: Consider co-sponsorship request by Duarte Historical Society & Museum Board of Directors and provide direction to staff on sponsorship level.

FISCAL IMPACT: Depending on the co-sponsorship level, between \$0 - \$1,000.

BACKGROUND

With Route 66's Centennial celebration coming up in 2026, the Duarte Historical Society & Museum is requesting the City of Duarte co-sponsor their recently added Route 66 exhibit room dedication ceremony, tentatively schedule to take place in late June of this year.

Formed in 1952, the Duarte Historical Society & Museum's mission is to collect and preserve materials pertaining to the history of the City of Duarte and the San Gabriel Valley through presentations at meetings and community events, as well as through exhibitions, educational programs, and publications and in facilitating historic research. The museum operates two days out of the week out of the city-building located at 777 Encanto Parkway.

DISCUSSION/ANALYSIS

Following the completed floor, lighting, painting, and display upgrades to the building, the Duarte Historical Society & Museum leadership is looking to dedicate their new Route 66 exhibit in honor of Claudia and Alan Heller. While the event date is still being determined, the public unveiling and dedication ceremony is anticipated to take place in late June of this year at 3 PM.

According to Museum President, Liz Reilly, the museum's Board of Directors is seeking co-sponsorship from the City in the form of:

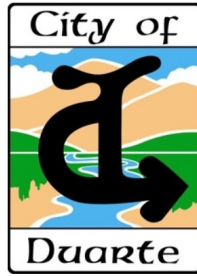
- Staff time and assistance with generating a promotional flyer for the event (\$100)
- Assistance with event publicity - City's website, social media platforms, local and regional dignitary invites, and electronic sign (\$35)
- Refreshments for an estimated 100 attendees (\$800)
- Certificate of recognition

RECOMMENDATION

Consider co-sponsorship request by Duarte Historical Society & Museum Board of Directors and provide direction to staff on sponsorship level.

FISCAL IMPACT

Depending on the co-sponsorship level, between \$0 - \$1,000.



ITEM: 14.B

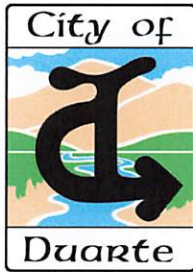
Presentation of Draft Construction Plans for Huntington Drive median upgrade project

Recommended Action:

Provide input and direction on the draft construction plans for the Huntington Drive median upgrade project and authorize Staff to move forward with the formal construction bid process.

Attachments:

[14.B - Staff Report - Presentation of Draft Construction Plans for Huntington Drive median upgrade project.pdf](#)



Agenda Item: 14B

CM Review: SC

Fiscal Review: JP

AGENDA REPORT

MEETING DATE: May 28, 2024

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Presentation of Draft Construction Plans for the Huntington Drive median upgrade project

RECOMMENDATION: That the City Council provide input and direction on the draft construction plans for the Huntington Drive median upgrade project and authorize Staff to move forward with the formal construction bid process

FISCAL IMPACT: There is no fiscal impact to this decision. If the City Council authorizes the project to move forward to the bid process, this item will come back to the City Council for action of the award of contract. The current construction estimate is \$4,000,000

BACKGROUND

For several years, the City has had the goal of upgrading the Huntington Drive medians. To accomplish this task, the City hired Armstrong & Walker Landscape Architects to develop plans. The goals for the median upgrade plan are to: comply with State mandates to remove turf, improve water efficiency and to beautify the Huntington corridor with upgraded landscape and hardscape.

For the past few months, Armstrong & Walker have been in the process of developing plans. This process started with an aerial survey, an analysis of existing plant material and hardscape and the development of a concept plan.

On January 23, 2024 the consultant presented a concept and took Council input. Armstrong & Walker took the input received and had the developer draft construction plans. The plan for this meeting is to get final input from the City Council and to get authorization to put the project out for bid. If the City Council authorizes the project to move forward to the bid process, this item will come back to the City Council for action of the award of contract.

At the meeting, Armstrong & Walker will give a detailed presentation of the plans and the proposed plant list. They will also discuss the options for the project of completing all of the medians in one project or to do the project in two or more phases. While either option can be chosen, a one-time project for the entire corridor will result in a lower overall end cost.

Armstrong & Walker was also contracted to revise the Huntington Drive Street tree plan. The current street tree plan was approved in 2012 and replaced an earlier plan that had one street tree (dwarf magnolia) for the entire corridor. The revised plan will replace several of the deciduous trees with evergreen trees.

RECOMMENDATION

That the City Council provide input and direction on the draft construction plans for the Huntington Drive median upgrade project and authorize Staff to move forward with the formal construction bid process.

FISCAL IMPACT

There is no fiscal impact to this decision. If the City Council authorizes the project to move forward to the bid process, this item will come back to the City Council for action of the award of contract. The current construction estimate is \$4,000,000.

ATTACHMENTS

Draft Median Plans



TREATMENT OF PAVING IN AREAS WITH ROOTS CLOSE TO CURB



TREATMENT OF AREAS CLOSE TO PAVED NEEDLES/ NOSES



TREATMENT OF PAVING IN AREAS ADJACENT TO EXISTING MONUMENT SIGNS

	PRELIMINARY LANDSCAPE IMAGES			City of Duarte 1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture 280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com			PROJECT HUNTINGTON DRIVE MEDIANS			
	APPROVED BY			DRAWN BY RW CHECKED BY AA DATE	DRAWING NUMBER SHEET L-3 OF 3		



PRELIMINARY LANDSCAPE PLAN ALTERNATE A

PLANS PREPARED BY:
ARMSTRONG AND WALKER
Landscape Architecture

280 Mel Canyon Road
Duarte, Ca. 91010
Phone: (626) 357-4599
Email: armstrongwalker@gmail.com

City of Duarte
1600 HUNTINGTON DR
DUARTE, CA 91010
PH: (626) 357-7931

DEPARTMENT

PROJECT HUNTINGTON DRIVE MEDIANS

DRAWN BY RW

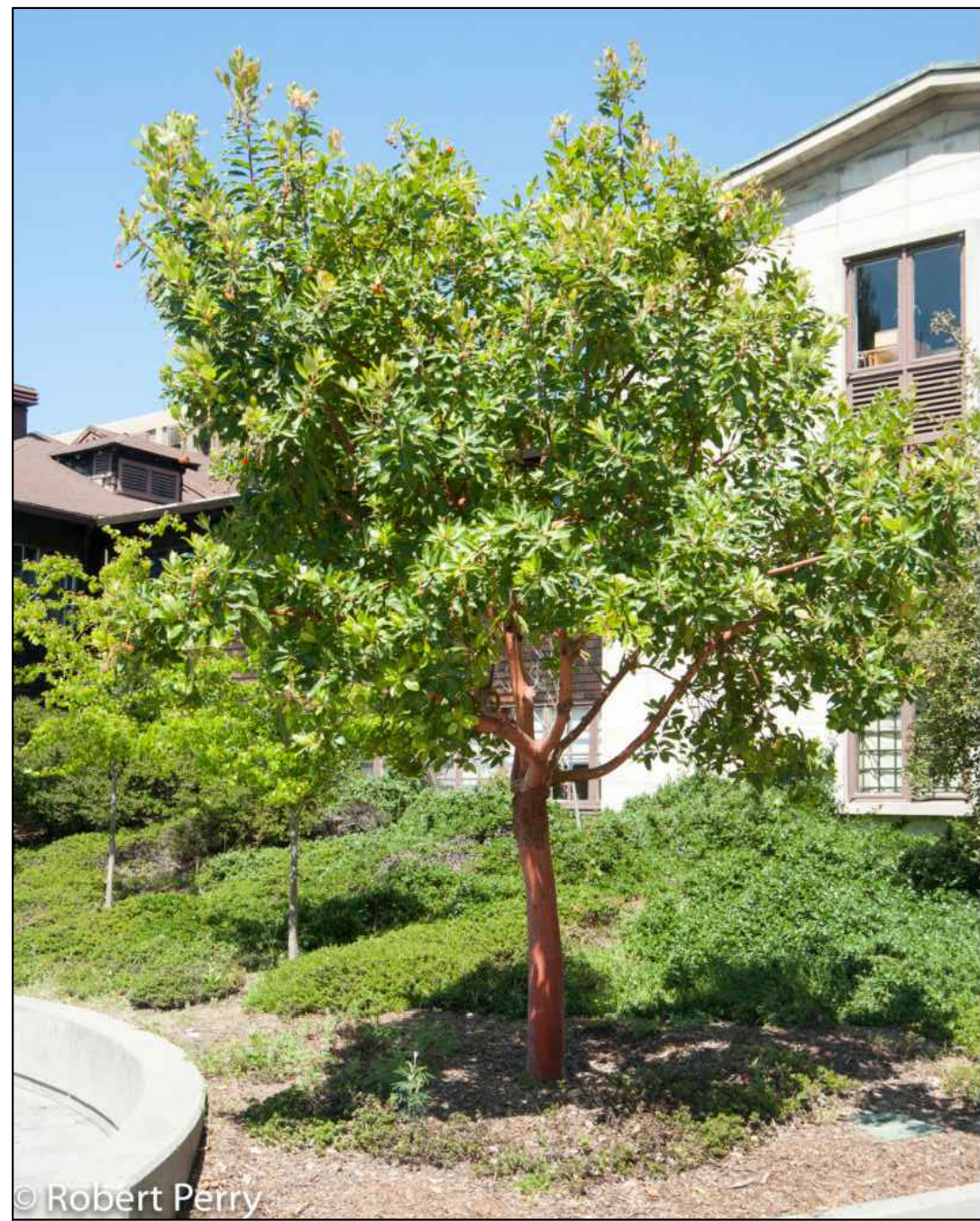
CHECKED BY AA

DATE

DRAWING NUMBER

SHEET L-1 OF 3

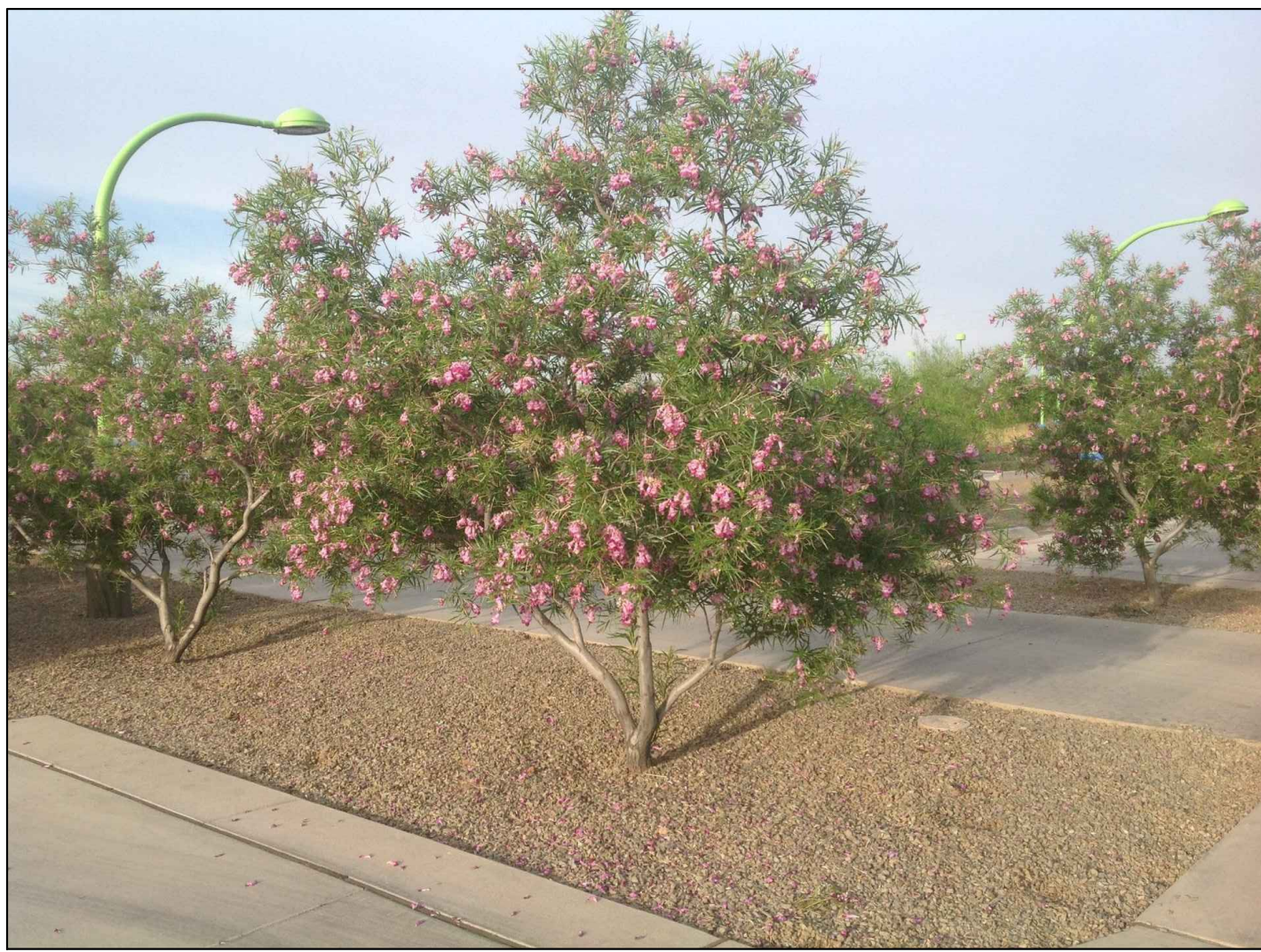
APPROVED BY



ARBUTUS MARINA



WESTERN REDBUD



DESERT WILLOW



AUSTRALIAN FLAME TREE



FLAX LEAF PAPERBARK

TREES



CALIFORNIA SAGEBRUSH HYBRID



GROUND COVER BOUGAINVILLEA



WOOLLY GREVILLEA



HUNTINGTON CARPET ROSEMARY



LANTANA HYBRID



COYOTE MINT



BEE'S BLISS SAGE

LOW SHRUBS/ PERENNIALS/ GROUND COVERS (NOT EXCEEDING 30" HIGH)



IDAHO BLUE FESCUE HYBRID



CORAL ALOE



DWARF COREOPSIS



CALIFORNIA FUSCHIA HYBRID



FOOTHILLS PENSTEMON HYBRID



CEDROS ISLAND VERBENA

FLOWERING ACCENT PLANTS NEAR INTERSECTIONS AND MONUMENT SIGNS (NOT TO EXCEED 30" HIGH)

ORNAMENTAL GRASS (NOT TO EXCEED 30" HIGH)

	PRELIMINARY LANDSCAPE PLANT IMAGES			City of Duarte 1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture 280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com			PROJECT HUNTINGTON DRIVE MEDIANS			
	APPROVED BY _____			DRAWN BY RW CHECKED BY AA DATE _____	DRAWING NUMBER SHEET L-3 OF 3		

HUNTINGTON DRIVE STREET TREE RECOMMENDATIONS

Current Approved Street Tree List:

Eucalyptus ficifolia – Red-Flowering Gum
Eucalyptus sideroxylon ‘Rosea’ – Red Ironbark
Fraxinus angustifolia ‘Raywood’ – Raywood Ash
Pistacia chinensis – Chinese Pistache
Platanus acerifolia – London Plane
Olea europaea ‘Swan Hill’ – Fruitless Olive
Schinus molle – California Pepper
Ulmus parvifolia ‘True Green’ – Chinese Elm hybrid

Recommended Substitutions:

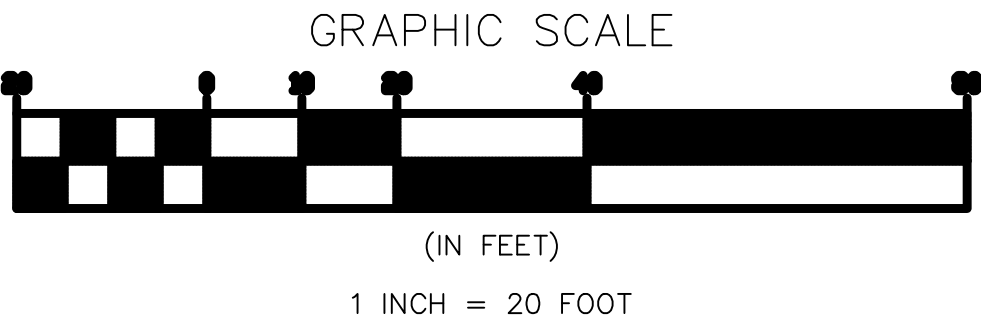
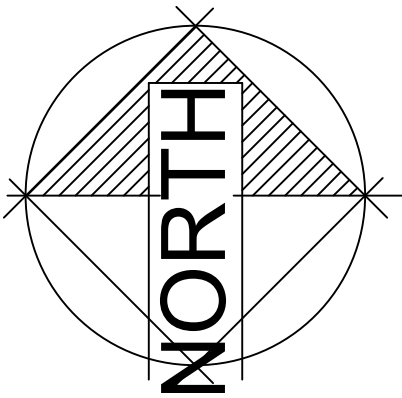
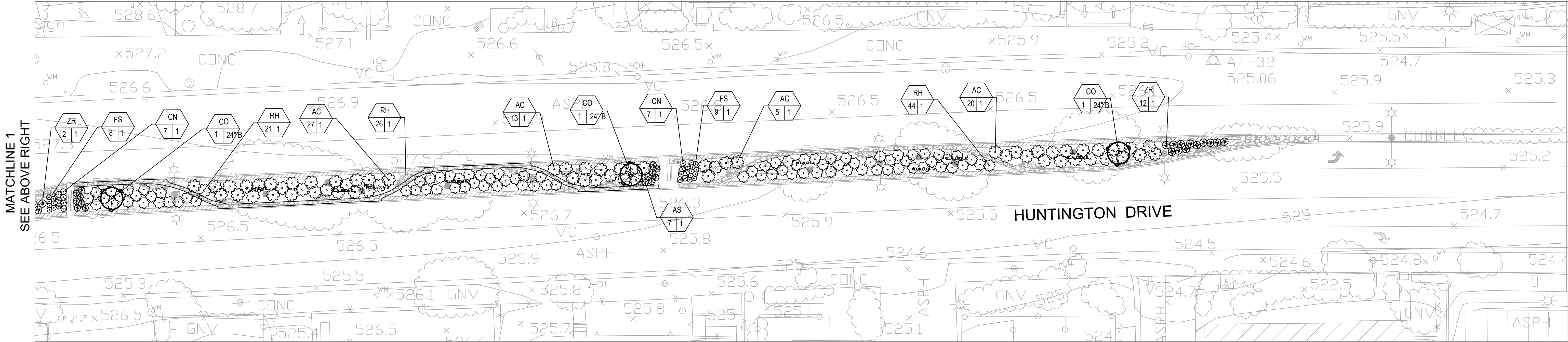
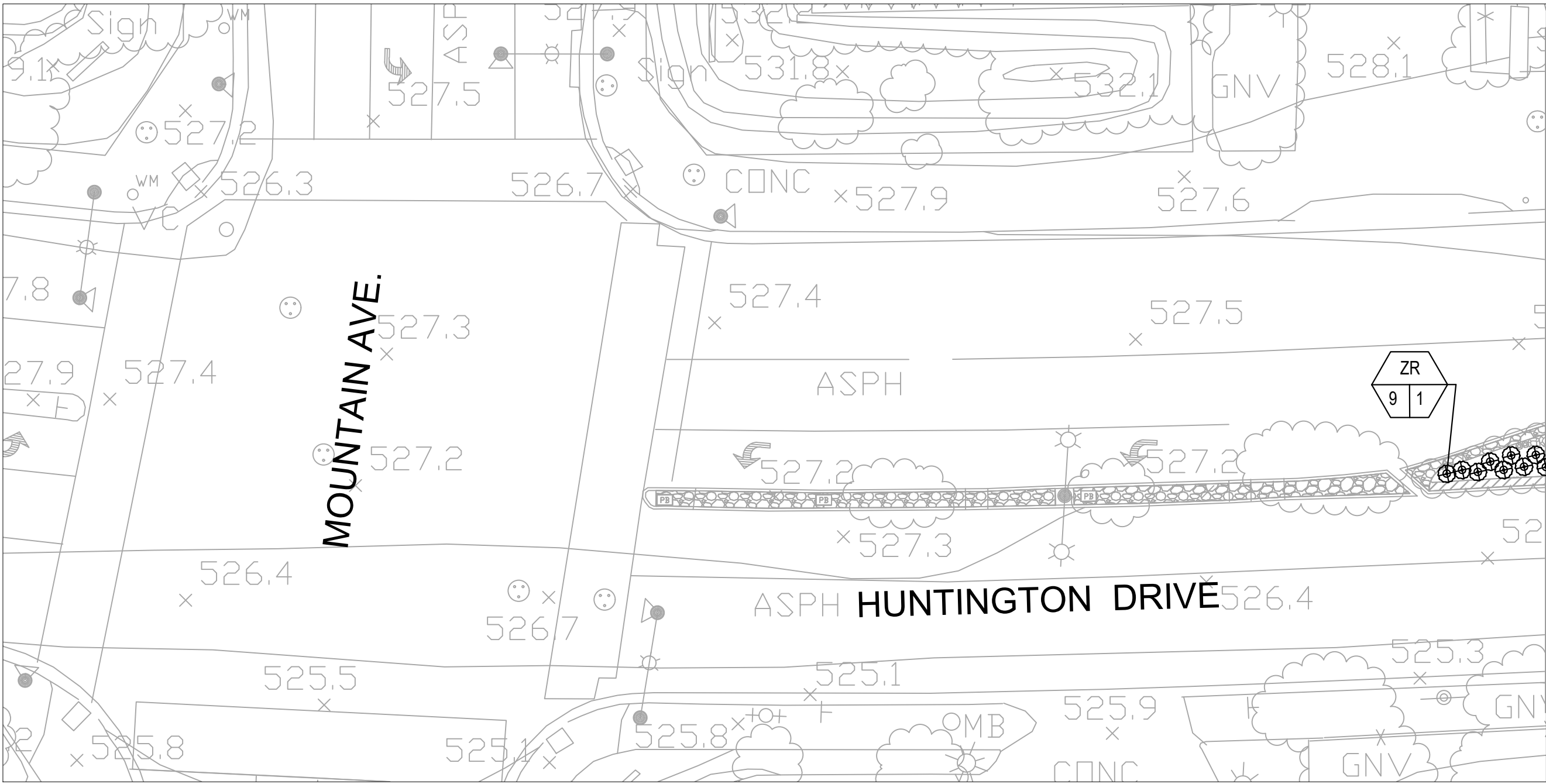
- Replace Red Flowering Gum with Brachychiton acerifolius (Australian Flame Tree)
Red Flowering Gum has a broad canopy that will be hit by trucks; species is better adapted to cooler coastal climates. Australian Flame tree has more vertical form, showy red-orange flower clusters in early summer, tolerates heat.
- Replace London Plane Tree with Arbutus ‘Marina’ (no common name)
London Plane Tree is deciduous, has a broad canopy and grows very large (to 80’), roots can be destructive, branches break in wind. Arbutus ‘Marina’ is evergreen, smaller in scale with more upright form and non-invasive roots.
- Replace California Pepper with Geijera parviflora (Australian Willow)
California Pepper has invasive, destructive roots, is messy, attracts bees, and gets a very large trunk base that will overgrow 3’ square tree wells. Australian Willow has similar graceful, weeping habit but has noninvasive roots and minimal litter.
- Replace True Green Chinese Elm with Quercus ilex (Holly Oak)
Chinese Elm is semi-deciduous, grows very large (to 50’-60’ tall) with a broad canopy that will be hit by trucks, has destructive roots and is invasive – produces seedlings in a wide area. Holly Oak is evergreen, has more upright form, and is relatively clean and low maintenance.

PLANT LEGEND

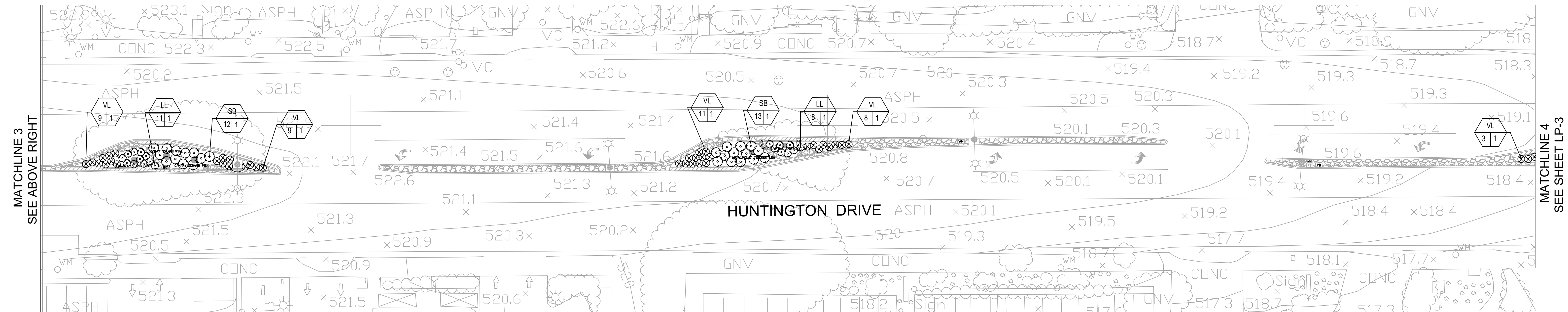
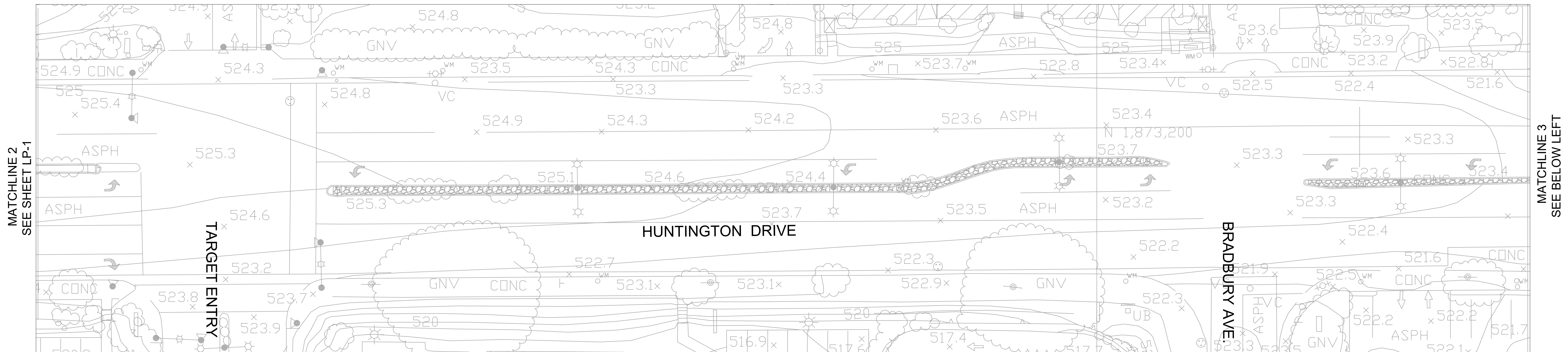
BOTANICAL NAME	COMMON NAME	PLANT FACTOR	CONTAINER SIZE	QUANTITY
Trees				
Arbutus 'Marina'*	Arbutus hybrid	Low	36" box	9
			48" box	1
Brachychiton acerifolius	Australian Flame Tree	Mod/Low	36" box	5
Cercis occidentalis*	Western Redbud	Mod./Low	24" box	8
Chilopsis linearis*	Desert Willow	Low	24" box	13
Melaleuca linariifolia	Flax Leaf Paperbark	Low	36" box	2
Low Shrubs/ Perennials/ Ground Covers (not exceeding 30" high)				
Artemisia 'Canyon Gray'*	California Sagebrush hybrid	Low	1 gallon	305
Bougainvillea 'Ooh La La'	Bougainvillea hybrid	Low	1 gallon	251
Grevillea lanigera prostrate	Prostrate Woolly Grevillea	Low	1 gallon	365
Lantana m. 'Lemon Swirl'	Lemon Swirl Lantana	Low	1 gallon	315
Rosmarinus officinalis 'Huntington Carpet'	Huntington Carpet Rosemary	Low	1 gallon	372
Salvia 'Bee's Bliss'*	Bee's Bliss Sage	Low	1 gallon	207
Flowering Accent Plants Near Intersections & Monument Signs (not exceeding 30" high)				
Aloe striata	Coral Aloe	Low	1 gallon	74
Coreopsis auriculata 'Nana'	Dwarf Coreopsis	Low	1 gallon	83
Zauschneria 'Route 66'*	California Fuchsia hybrid	Low	1 gallon	158
Penstemon heterophyllus 'Margarita BOP'*	Foothill Penstemon hybrid	Low	1 gallon	108
Verbena lilacina*	Cedros Island Verbena	Low	1 gallon	165
Ornamental Grasses for Small Accent Areas (not exceeding 30" high)				
Festuca idahoensis 'Siskiyow Blue'*	Idaho Blue Fescue hybrid	Low	4" pots	87

*California native species or native hybrid

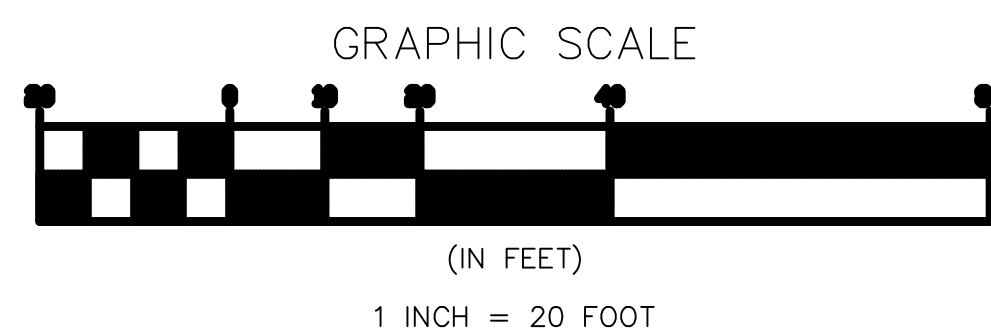
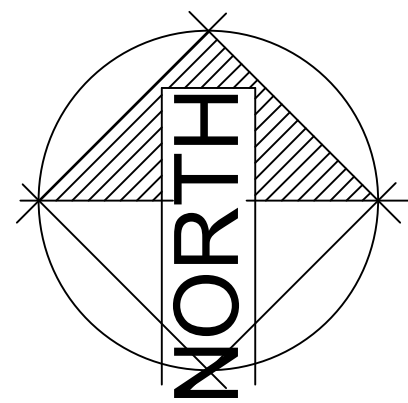
Note: Plant Factor = water use rating for a given species per WUCOLS (Water Use Classification of Landscape Species, California Dept. of Water Resources)



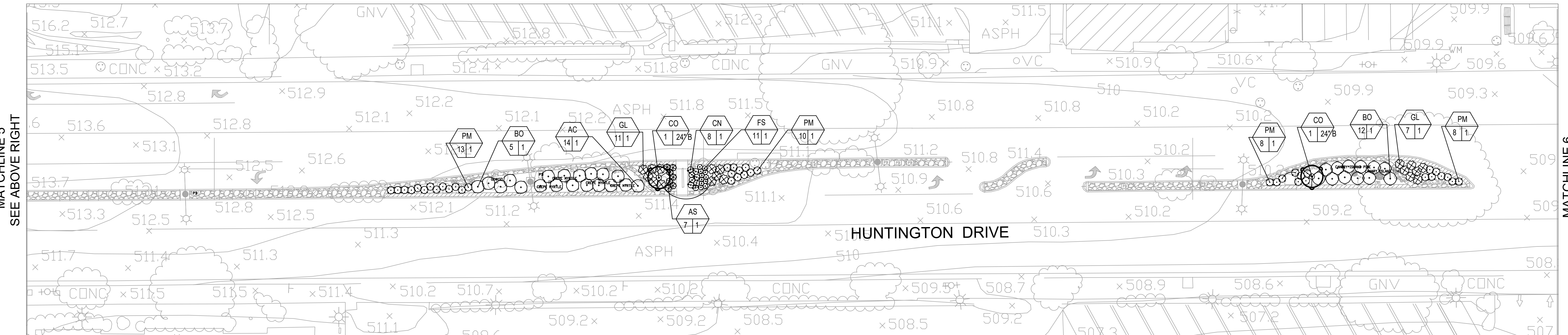
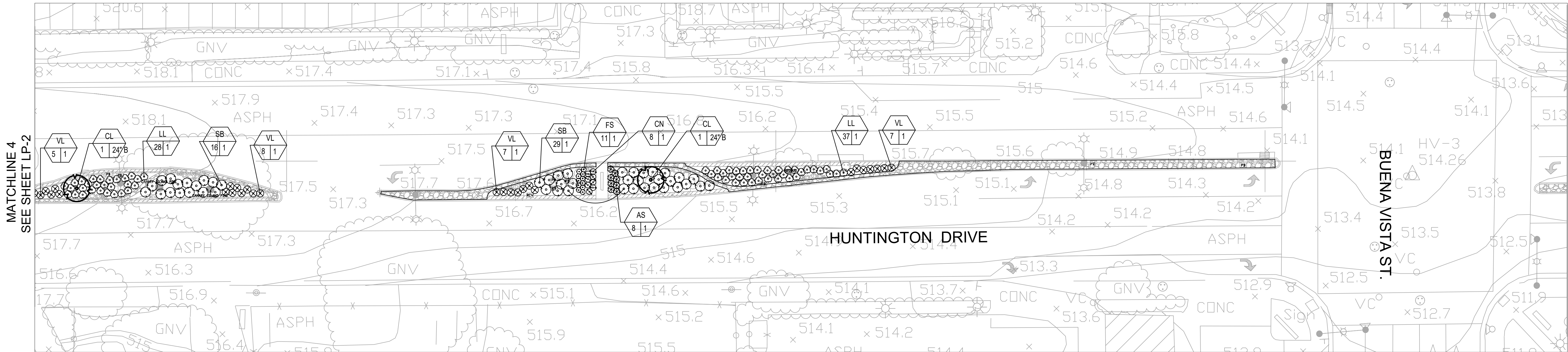
	LANDSCAPE PLANTING PLAN			City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER <i>Landscape Architecture</i>			1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
	280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com			DRAWN BY RW CHECKED BY AA DATE 05/01/2024		DRAWING NUMBER SHEET LP-1 OF 34	
APPROVED BY _____							



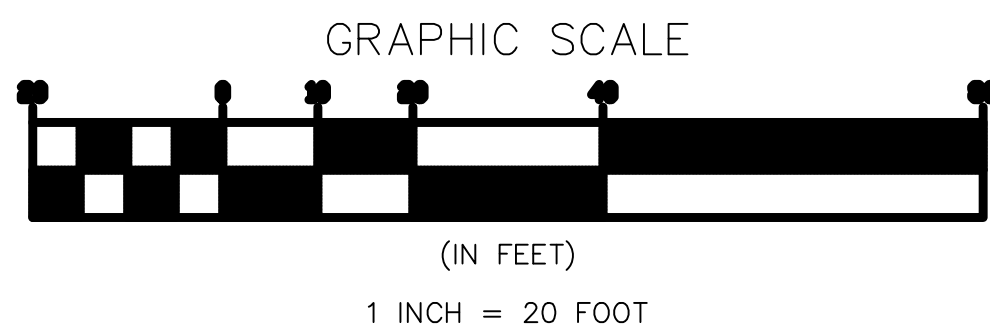
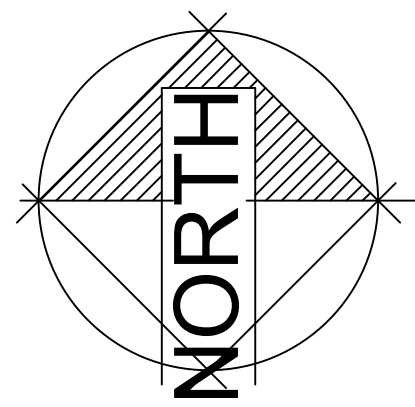
SEE SHEET LP-1 FOR PLANT LEGEND



	LANDSCAPE PLANTING PLAN				City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture 280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com				1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
							DRAWN BY RW	
							CHECKED BY AA	
APPROVED BY		DATE 05/01/2024		DRAWING NUMBER				
				SHEET LP-2 OF 34				

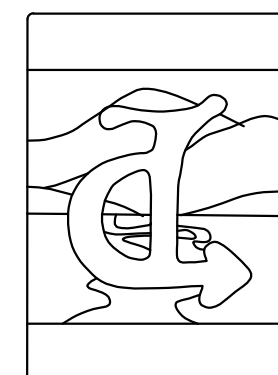


SEE SHEET LP-1 FOR PLANT LEGEND



LANDSCAPE PLANTING PLAN

PLANS PREPARED BY:
ARMSTRONG AND WALKER
Landscape Architecture
280 Mel Canyon Road
Duarte, Ca. 91010
Phone: (626) 357-4599
Email: armstrongwalker@gmail.com



City of Duarte

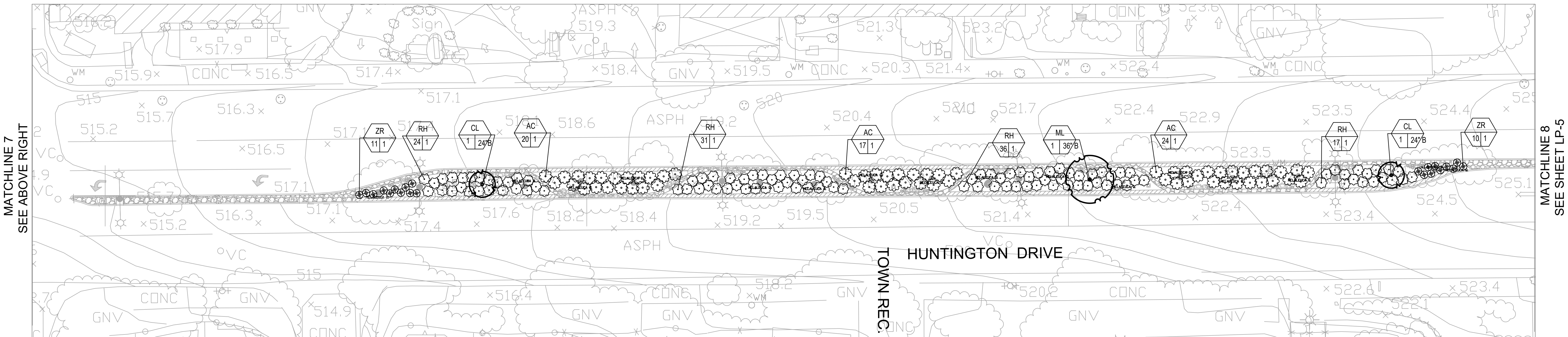
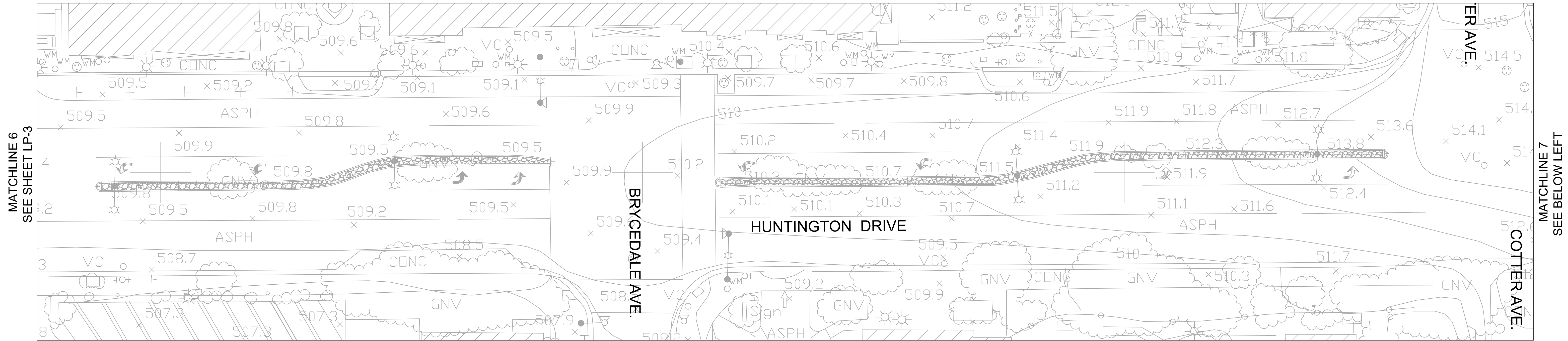
1600 HUNTINGTON DR
DUARTE, CA 91010
PH: (626) 357-7931

DEPARTMENT
PROJECT HUNTINGTON DRIVE MEDIANS

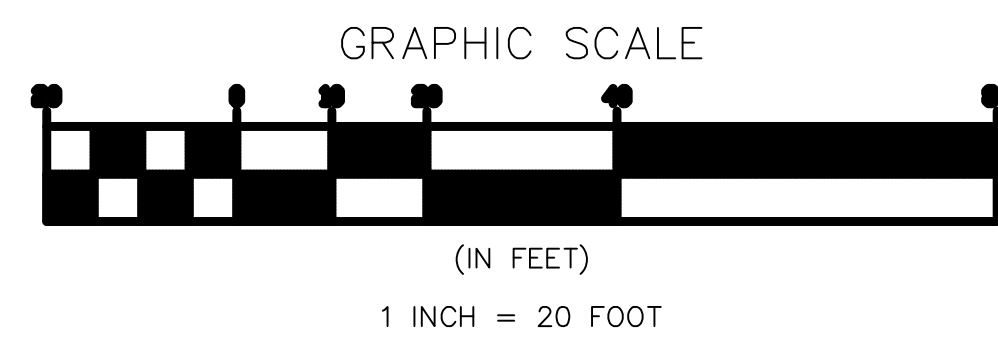
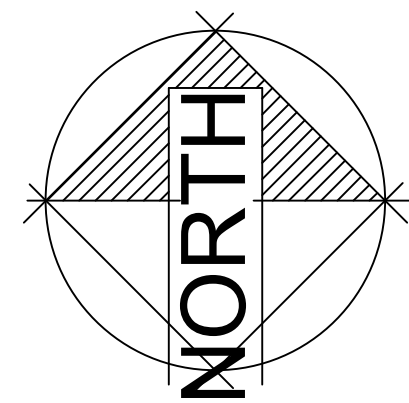
DRAWN BY RW
CHECKED BY AA
DATE 05/01/2024

DRAWING NUMBER
SHEET LP-3 OF 34

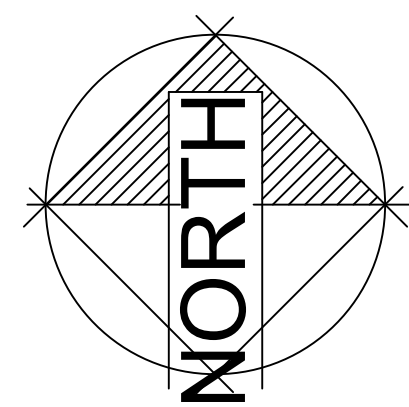
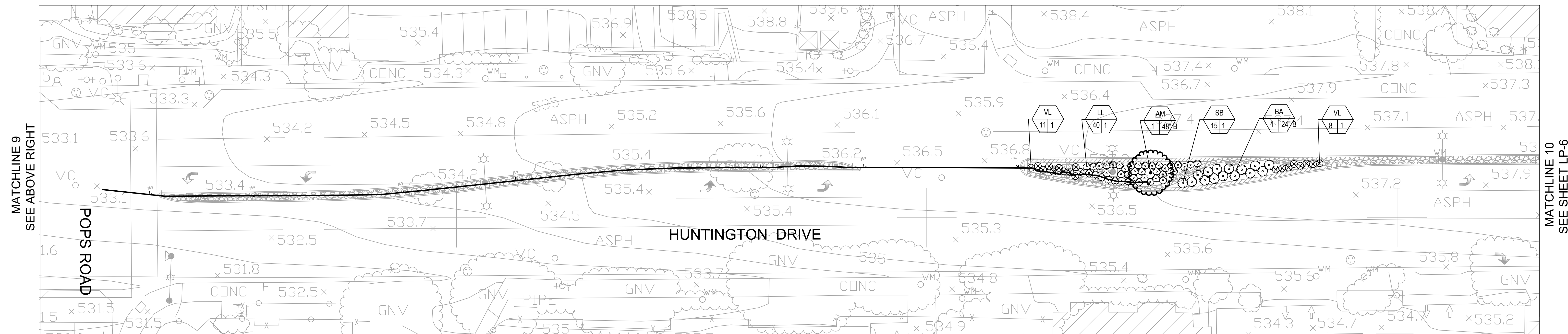
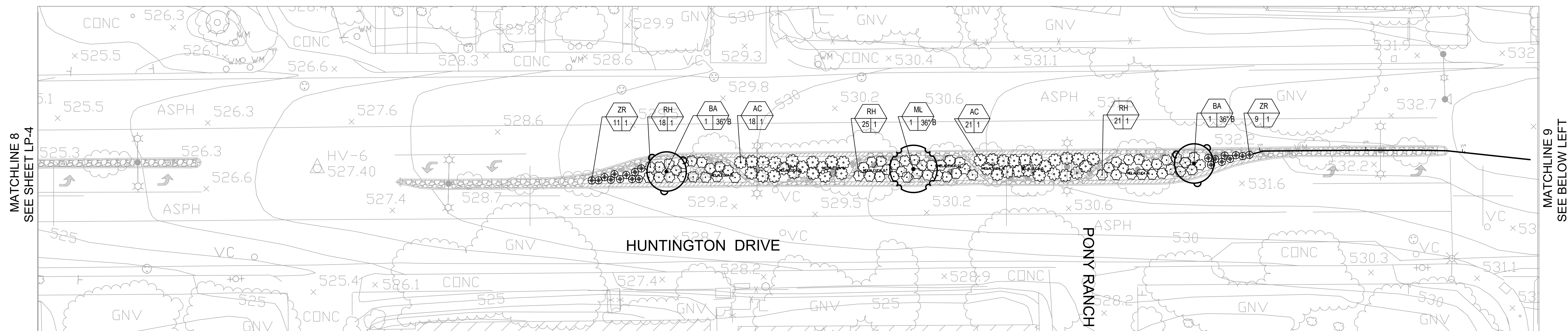
APPROVED BY



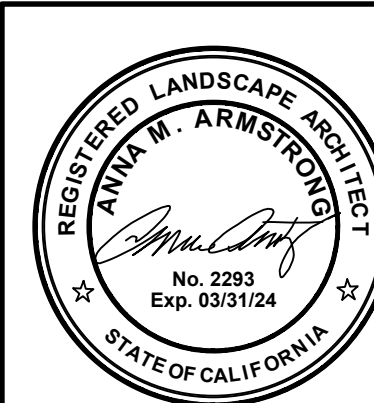
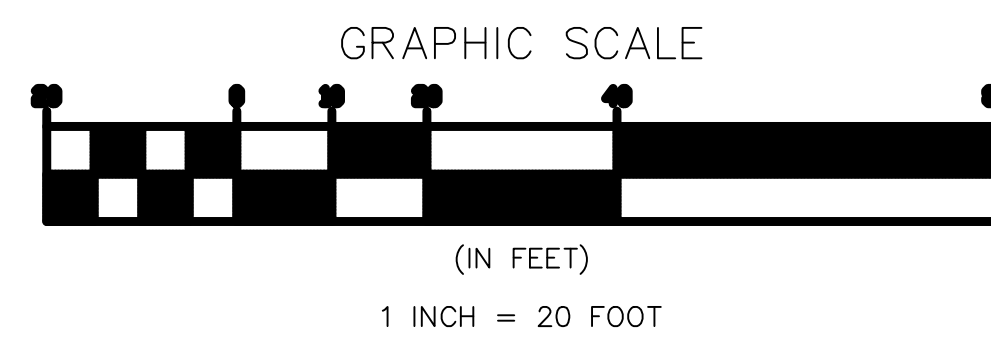
SEE SHEET LP-1 FOR PLANT LEGEND



	LANDSCAPE PLANTING PLAN			City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture			1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
	280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com			DRAWN BY RW		DRAWING NUMBER	
	APPROVED BY			CHECKED BY AA		SHEET LP-4 OF 34	
DATE 05/01/2024							



SEE SHEET LP-1 FOR PLANT LEGEND

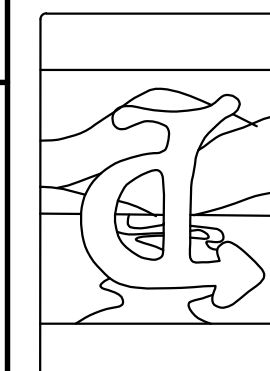


LANDSCAPE PLANTING PLAN

PLANS PREPARED BY:

**ARMSTRONG AND
WALKER**
Landscape Architecture

280 Mel Canyon Road
Duarte, Ca. 91010
Phone: (626) 357-4599
Email: armstrongwalker@gmail.com



City of Duarte

1600 HUNTINGTON DR
DUARTE, CA 91010
PH: (626) 357-7931

DEPARTMENT

PROJECT HUNTINGTON DRIVE MEDIANS

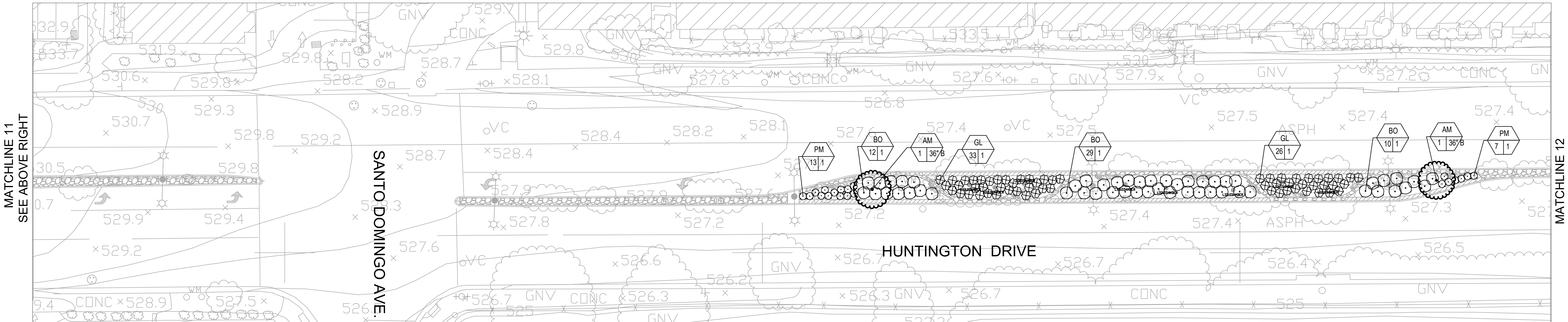
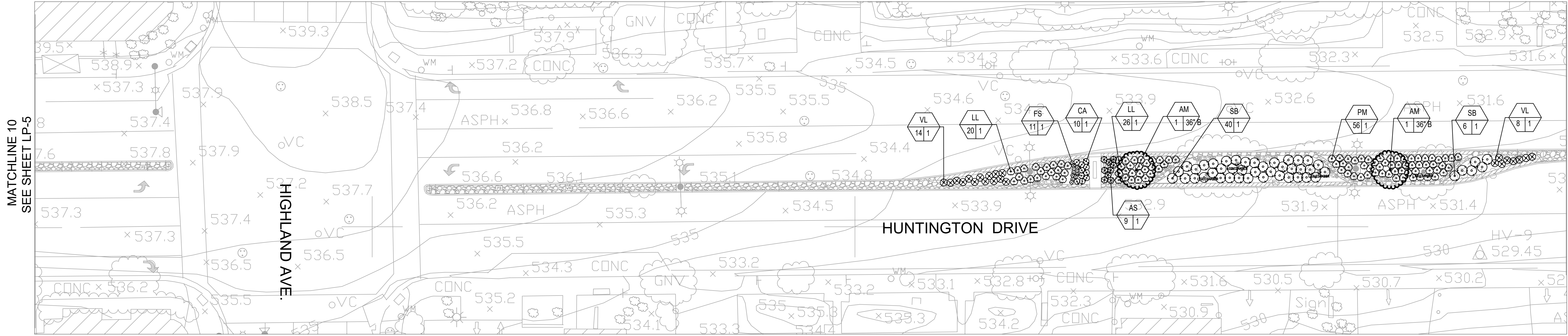
DRAWN BY	RW
----------	----

CHECKED BY	AA
------------	----

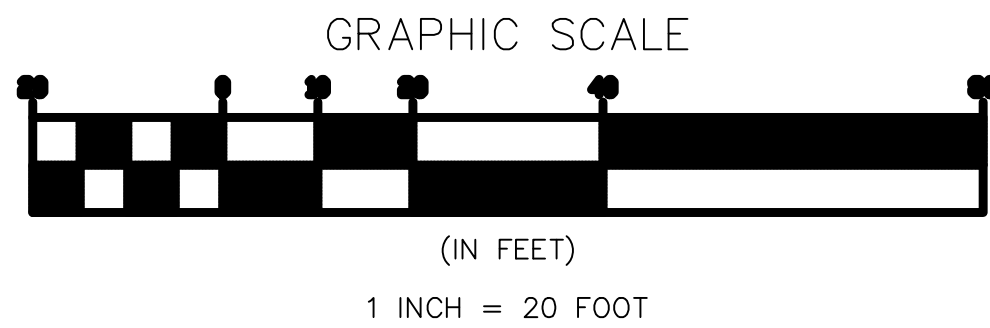
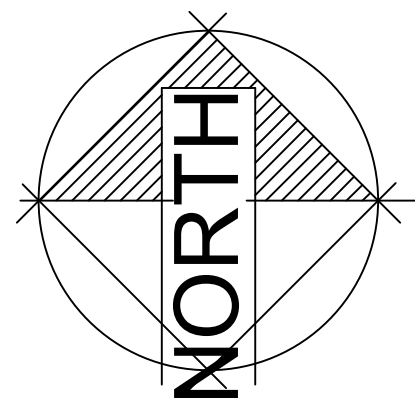
DRAWING

NUMBER

APPROVED BY _____

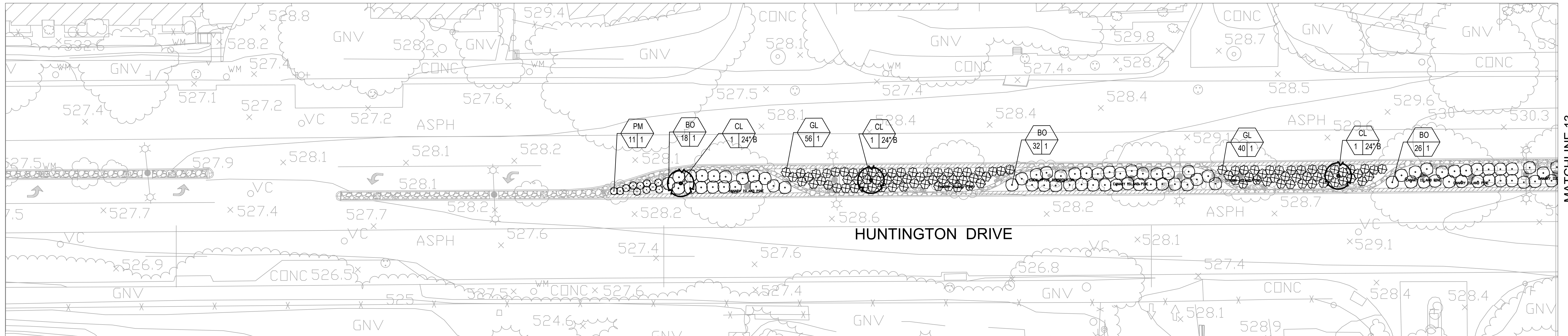


SEE SHEET LP-1 FOR PLANT LEGEND



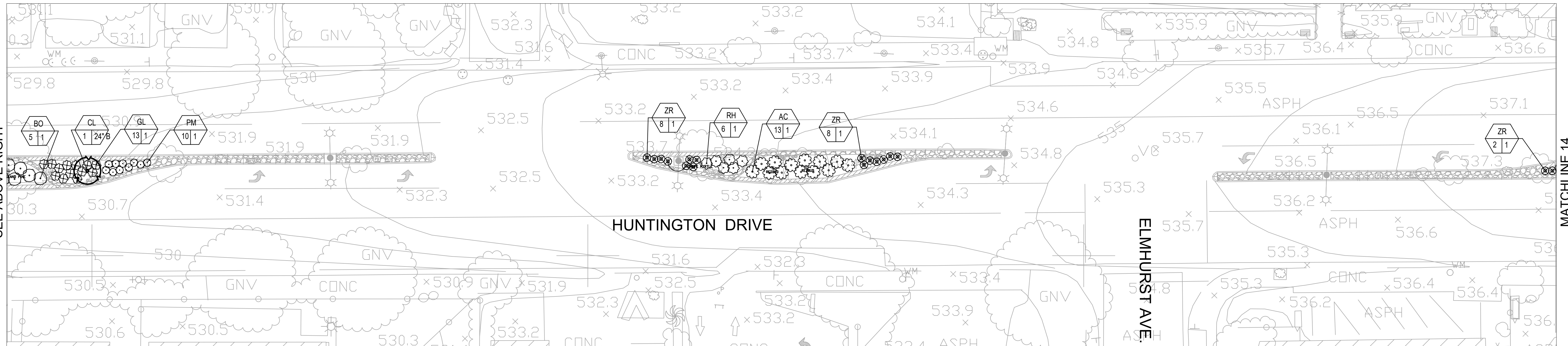
	LANDSCAPE PLANTING PLAN				City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture		280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com		1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
	APPROVED BY		DATE 05/01/2024		DRAWN BY RW CHECKED BY AA		DRAWING NUMBER SHEET LP-6 OF 34	

MATCHLINE 12
SEE SHEET LP-6



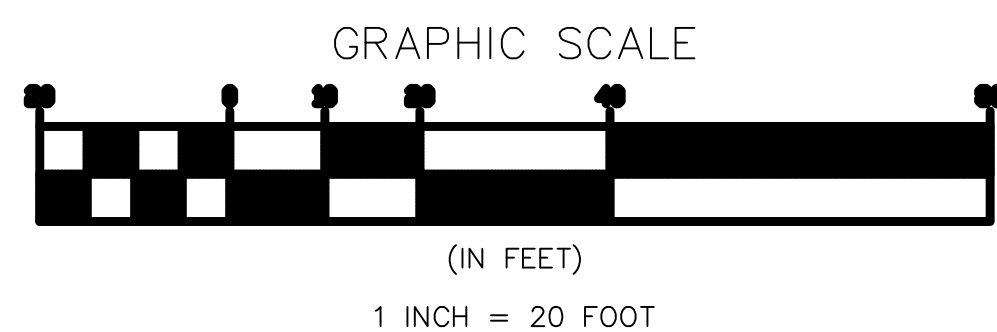
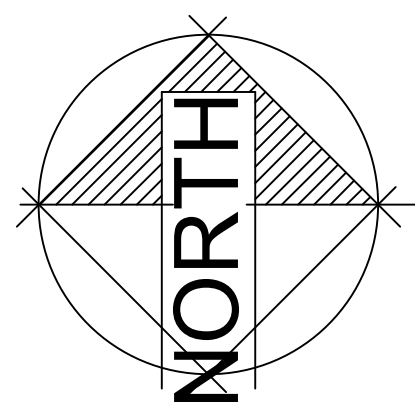
MATCHLINE 13
SEE BELOW LEFT

MATCHLINE 13
SEE ABOVE RIGHT

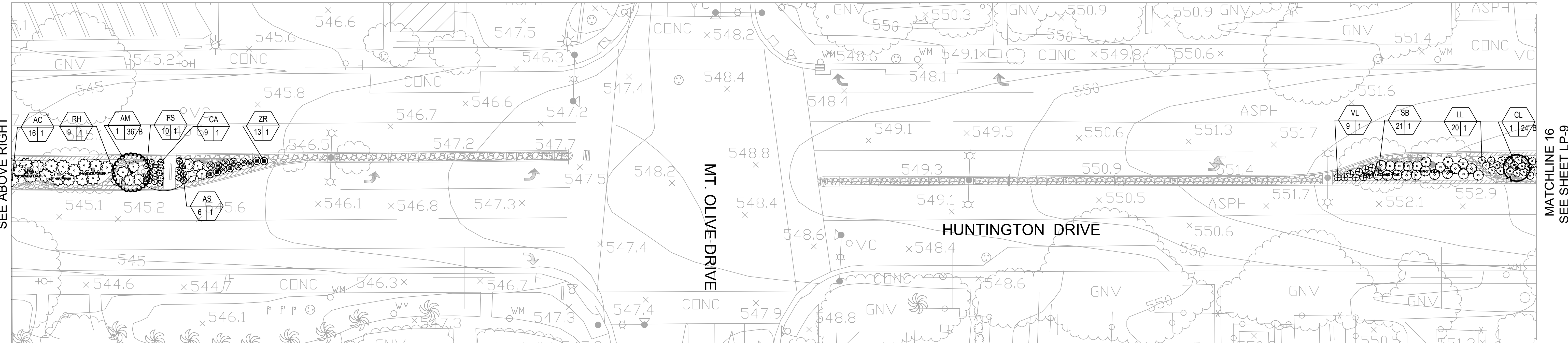
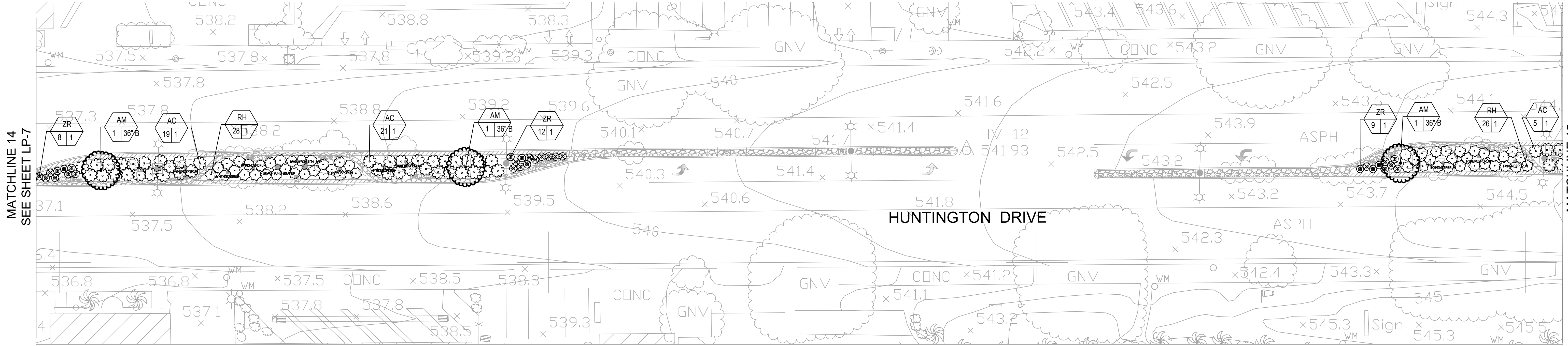


MATCHLINE 14
SEE SHEET LP-8

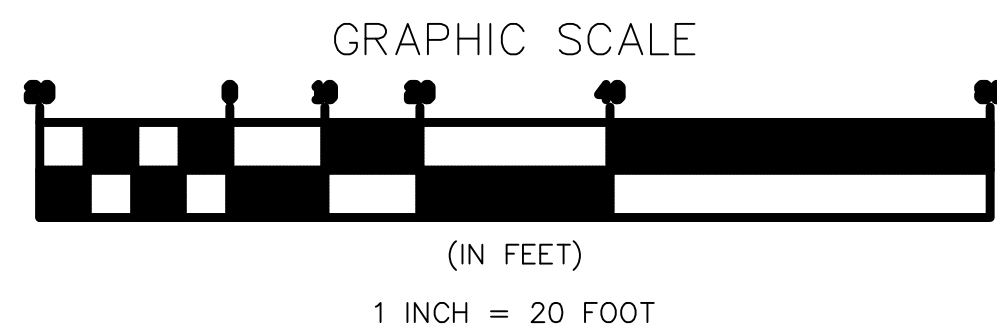
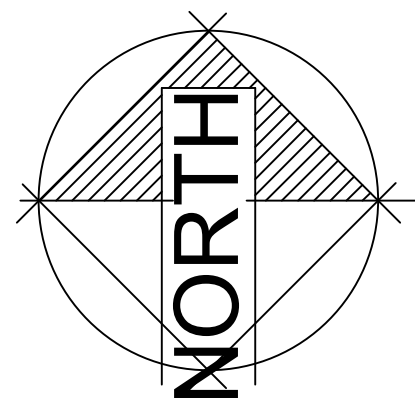
SEE SHEET LP-1 FOR PLANT LEGEND



	LANDSCAPE PLANTING PLAN			City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture			1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com		APPROVED BY		DRAWN BY RW	DRAWING NUMBER		
		DATE 05/01/2024		CHECKED BY AA	SHEET LP-7 OF 34		

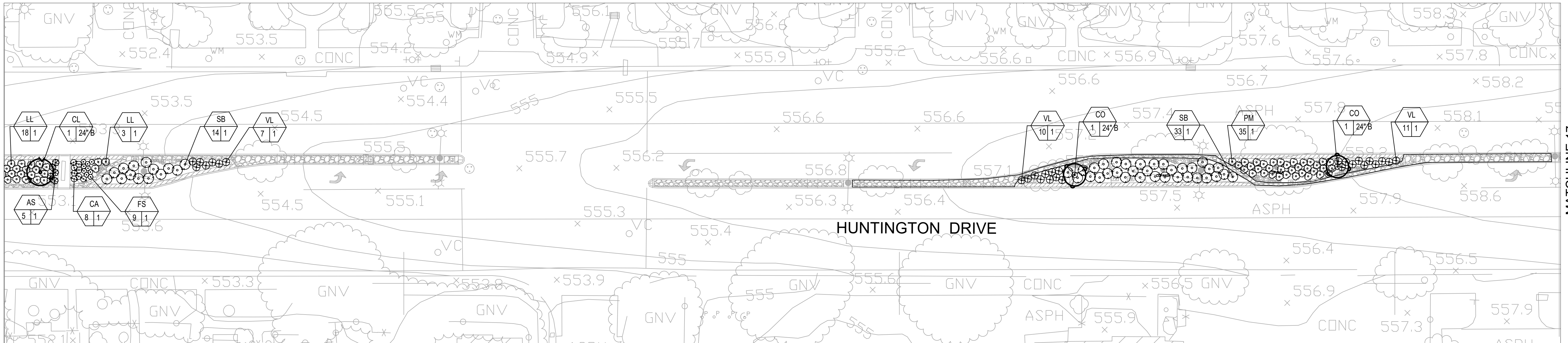


SEE SHEET LP-1 FOR PLANT LEGEND



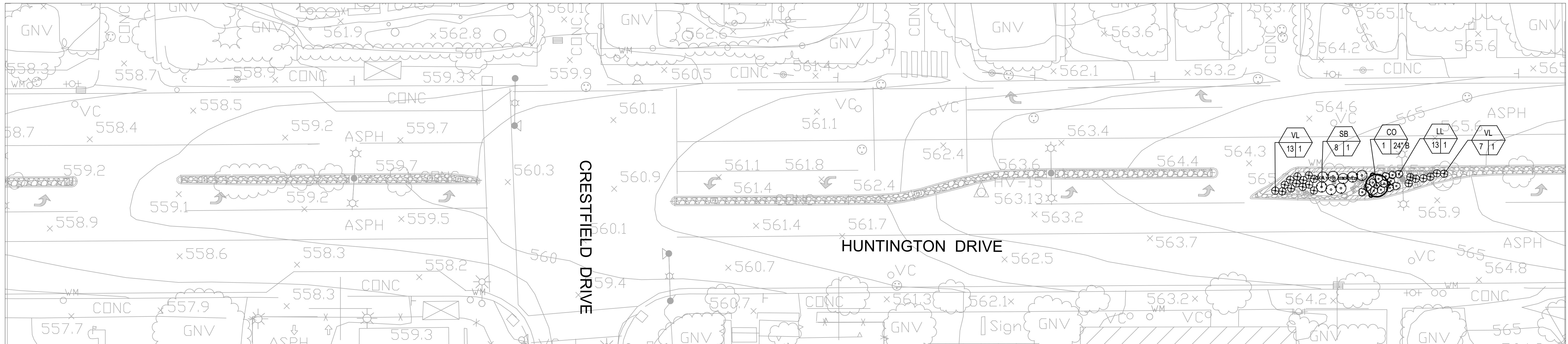
	LANDSCAPE PLANTING PLAN			City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture			1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
	280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com			DRAWN BY RW		DRAWING NUMBER	
	APPROVED BY			CHECKED BY AA		SHEET LP-8 OF 34	
		DATE 05/01/2024					

MATCHLINE 16
SEE SHEET LP-8



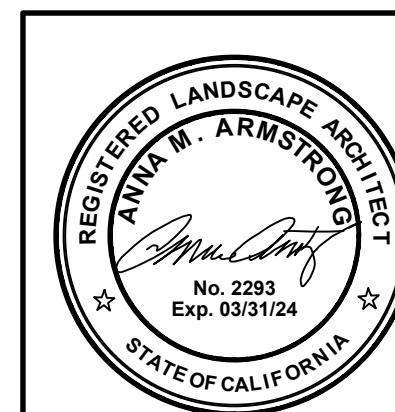
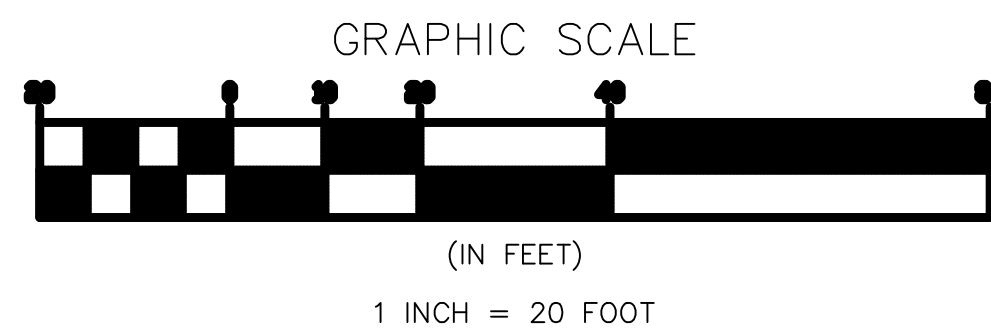
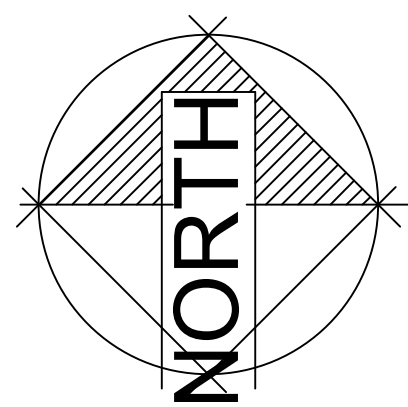
MATCHLINE 17
SEE BELOW LEFT

MATCHLINE 17
SEE ABOVE RIGHT



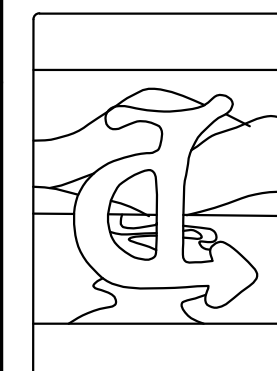
MATCHLINE 18
SEE SHEET LP-10

SEE SHEET LP-1 FOR PLANT LEGEND



LANDSCAPE PLANTING PLAN

PLANS PREPARED BY:
ARMSTRONG AND WALKER
Landscape Architecture
280 Mel Canyon Road
Duarte, Ca. 91010
Phone: (626) 357-4599
Email: armstrongwalker@gmail.com



City of Duarte

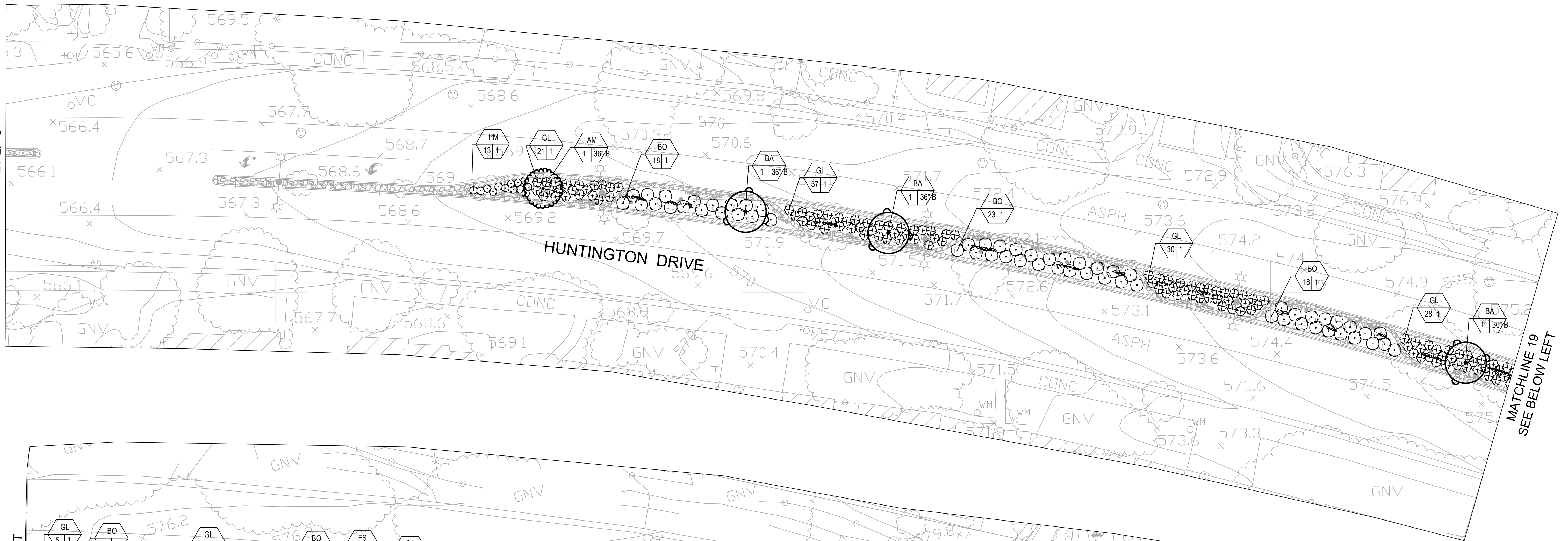
1600 HUNTINGTON DR
DUARTE, CA 91010
PH: (626) 357-7931

DEPARTMENT
PROJECT HUNTINGTON DRIVE MEDIANS

DRAWN BY	RW	DRAWING NUMBER
CHECKED BY	AA	SHEET LP-9 OF 34
DATE	05/01/2024	

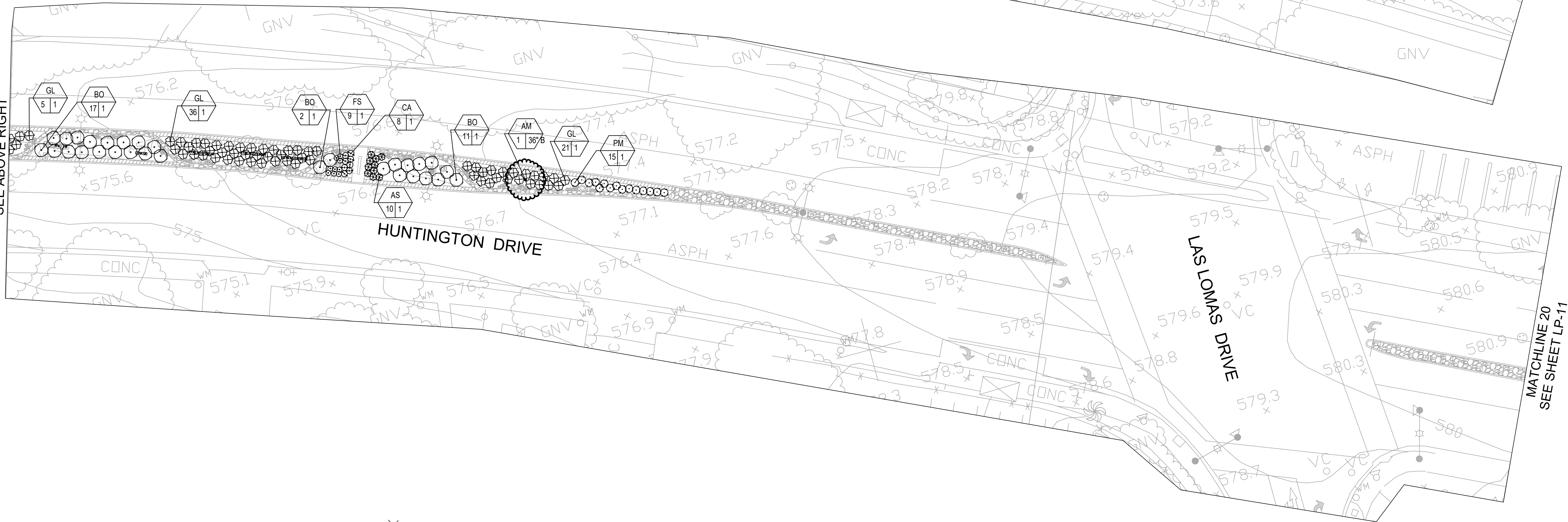
APPROVED BY

MATCHLINE 18
SEE SHEET LP-9



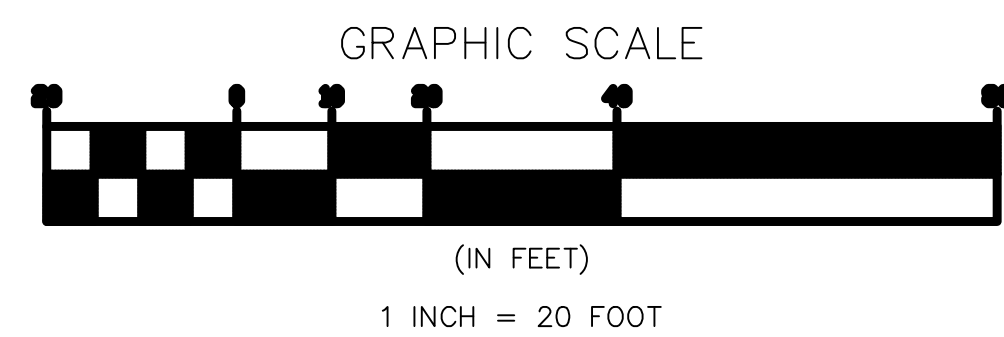
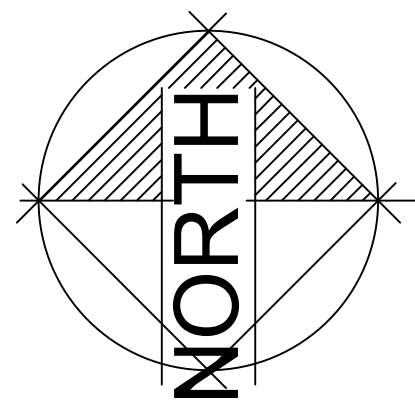
MATCHLINE 19
SEE BELOW LEFT

MATCHLINE 19
SEE ABOVE RIGHT



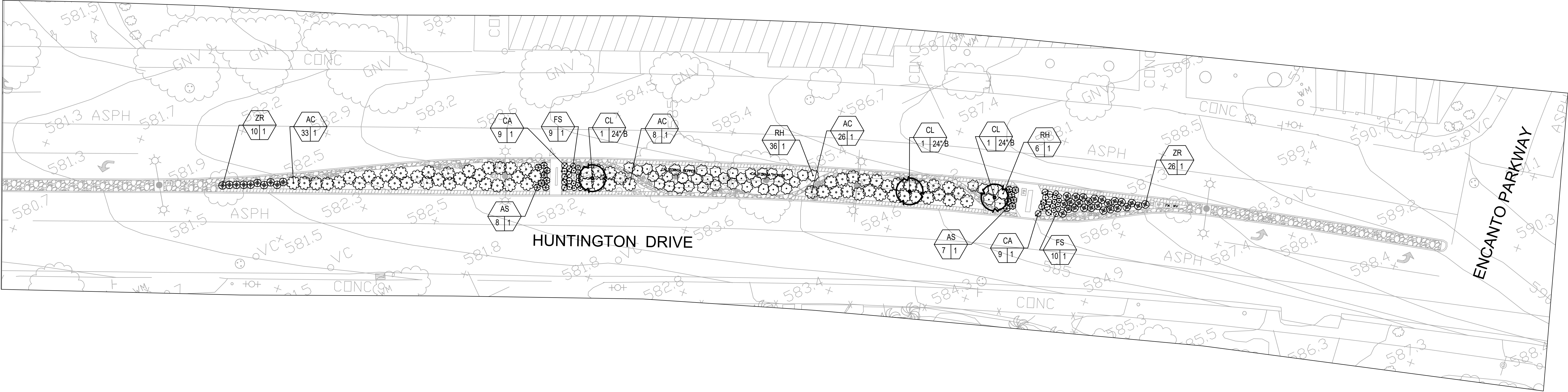
MATCHLINE 20
SEE SHEET LP-11

SEE SHEET LP-1 FOR PLANT LEGEND

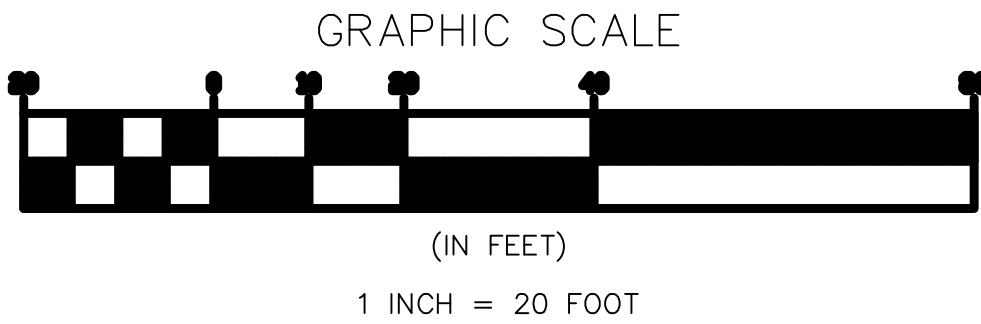
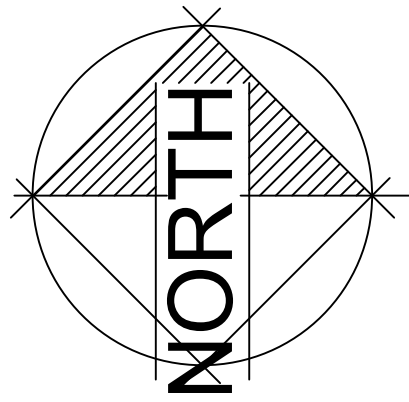


	LANDSCAPE PLANTING PLAN				City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture		280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com		1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
	APPROVED BY		DATE 05/01/2024		DRAWN BY RW		DRAWING NUMBER	
					CHECKED BY AA		SHEET LP-10 OF 34	

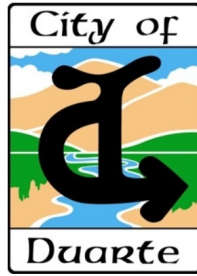
MATCHLINE 20
SEE SHEET LP-11



SEE SHEET LP-1 FOR PLANT LEGEND



	LANDSCAPE PLANTING PLAN			City of Duarte		DEPARTMENT	
	PLANS PREPARED BY: ARMSTRONG AND WALKER Landscape Architecture			1600 HUNTINGTON DR DUARTE, CA 91010 PH: (626) 357-7931		PROJECT HUNTINGTON DRIVE MEDIANS	
	280 Mel Canyon Road Duarte, Ca. 91010 Phone: (626) 357-4599 Email: armstrongwalker@gmail.com			DRAWN BY RW		DRAWING NUMBER	
	APPROVED BY			CHECKED BY AA		SHEET LP-11 OF 34	
		DATE 05/01/2024					



ITEM: 14.C

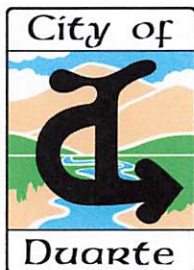
Cannabis Retail Dispensaries and Tax Ballot Measure

Recommended Action:

Discuss and provide direction to city staff regarding whether to prepare a ballot measure allowing up to two retail cannabis dispensaries in the City and authorize a tax on the gross receipts of up to 10%.

Attachments:

[14.C - Staff Report Cannabis Retail Dispensaries and Tax Ballot Measure.pdf](#)



Agenda Item: 14C
CM Review: scv
Fiscal Review: JP

AGENDA REPORT

MEETING DATE: May 28, 2024
TO: Mayor and Members of the City Council
FROM: Brian Villalobos, City Manager
BY: Thai Viet Phan, City Attorney
SUBJECT: Cannabis Retail Dispensaries and Tax Ballot Measure
RECOMMENDATION: City Staff recommends that the City Council discuss and provide direction to City staff regarding whether to prepare a ballot measure allowing up to two retail cannabis dispensaries in the City and authorize a tax on gross receipts of up to 10%
FISCAL IMPACT: There is no estimated cost associated with this direction. However, placing a measure on the November 5, 2024, ballot is estimated to cost \$78,900

BACKGROUND

In the spring of 2023, the City received a citizens' petition entitled "*the Initiative to Legalize and Regulate Certain Commercial Cannabis Businesses in the City of Duarte*" ("the initiative"). The initiative would amend Chapter 5.91 of the City of Duarte Municipal Code (CDMC) to allow up to five (5) retail cannabis businesses within the City. These businesses would be allowed by right within certain zoning designations, subject to certain setback requirements from designated sensitive uses.

Among other provisions, the initiative would have allowed up to five (5) storefront retail cannabis dispensaries in various zones in the City, including in the Duarte Town Center, and included detailed application requirements, but permits would require only ministerial approval by the City Manager.

In July 2023, the City engaged with HdL Companies to analyze the initiative and provide further information for City Council consideration. In the fall of 2023, the City engaged in discussions with the initiative proponent's legal representative and the proponent withdrew their petition.

On February 13, 2024, HdL Companies and City staff presented information to the City Council regarding the impacts of the initiative (had the proponents moved forward or in the event the proponent circulates a new petition), the results of a survey regarding residents' impressions involving cannabis, and options for consideration.

On May 14, 2024, HdL Companies and City staff provided follow-up information at a special workshop, pursuant to City Council request. At the workshop, the City Council directed City staff

to return, at the next City Council meeting, with options for a potential ballot measure that may be placed before the voters.

DISCUSSION/ANALYSIS

The City Council's direction at the May 2024 workshop was for City staff to return with ballot measure language regarding potential authorization of storefront retail cannabis dispensaries and tax limits. The City Attorney's Office conducted a review of various jurisdictions and their cannabis measures and has provided two (2) potential questions for City Council consideration.

Both options would allow, but not require, the City Council to adopt an ordinance permitting storefront retail sales cannabis dispensaries in the City and to tax sales up to 10%. By allowing the City Council to adopt an ordinance after passage of the ballot measure, City staff will have more opportunity to collaborate and potentially engage with a consultant to establish a regulatory scheme that best fits the needs of the City and the City Council's direction.

Additionally, these measures are general tax measures that only require majority approval by voters. If the City Council seeks to limit the ways in which the revenue generated by these measures are used, the City Council can state as such in the measure. Such a change would establish these measures as special tax measures, requiring two-thirds approval by voters.

Draft Option 1:

Shall the City of Duarte adopt an ordinance to permit up to two (2) storefront retail sales cannabis dispensaries that taxes cannabis businesses up to 10% of gross receipts?

Option 1 would allow the City Council to permit only up to two (2) storefront retail dispensaries in the City. Thus, if the City Council would like to expand the number of stores in the future, a new ballot measure would be required.

Draft Option 2:

Shall the City of Duarte adopt an ordinance that taxes cannabis businesses up to 10% of gross receipts?

Option 2 does not limit the number of storefront retail dispensaries that may be allowed by the City Council. Therefore, the City has flexibility in determining how many dispensaries it may allow and can amend such permits, if necessary, in the future.

Due to the deadlines set by state law and the Los Angeles County Registrar of Voters, City staff recommends that the City Council provide direction to City staff regarding whether to draft the necessary resolutions to place one of these measures (or other language) on the November 5, 2024, ballot so that City staff can return by no later than the June 25, 2024, meeting for City Council adoption.

It should be noted that whether or not the City Council places a cannabis measure on the November 2024 general election ballot, the initiative proponents may return with their own initiative in the future. If they receive enough signatures to mandate an election, the election would

take place at the next general election not less than 88 days after the City Council's call for an election, which may not be until November 2025.

RECOMMENDATION

City staff recommends that the City Council discuss and provide direction to City staff regarding whether to prepare a ballot measure allowing up to two (2) retail cannabis dispensaries in the City and authorize a tax on gross receipts of up to 10%.

FISCAL IMPACT

There is no estimated cost associated with this direction. However, placing a measure on the November 5, 2024, ballot is estimated to cost \$78,900.