

MEMORANDUM

TO: City Council
FROM: Assistant City Manager
DATE: October 6, 2016
SUBJECT: Comments on Agenda Items, Meeting of October 11, 2016

PLEASE NOTE: At 6:00 p.m., a workshop will be held for City Council Emergency Operations Center Training. Dinner will be provided.

ITEM 7A. The Council will be recognizing the Town Center Ad Hoc Committee for all of their time, expertise and commitment to working with the City on the preparation of the Town Center Specific Plan and related documents.

ITEM 7B. The City of Duarte's Red Ribbon Week will be held during the week of October 22 through October 29. This is an opportunity to showcase Duarte's commitment to a drug-free healthy life by wearing red ribbons and providing drug awareness activities in the community. Duarte Public Safety will be coordinating several events during the week of October 22 – October 29 in recognition of Red Ribbon Week. This includes a poster and essay contest at the schools during the week and a walk to decorate trees with red ribbons that culminate in a family lunch event at the Teen Center in coordination with the San Gabriel Valley Volunteers Center and Make a Difference Day.

ITEM 7C. A representative from the Mayor's Youth Council will provide an update on recent activities they have undertaken.

ITEM 7D. A representative from the Duarte Chamber of Commerce will provide a quarterly projects status report that covers July through September.

ITEM 11E. (Consent Calendar) This is the second reading of an Ordinance adding a chapter to the municipal code prohibiting on street parking on designated streets during yellow and red level emergency alerts. In addition, staff is requesting a budget amendment of \$10,000 for the purchase of approximately 40 signs to enforce the Ordinance.

ITEM 11F. (Consent Calendar) This item presents an amendment to the City Manager's Employment Agreement that provides a one-year extension to September 26, 2018.

ITEM 11G. (Consent Calendar) This is a request from Anthony Allman of Vets Advocacy to submit a letter of support for HR 5936 (the West LA Leasing Act of 2016) to the US Department of Veterans Affairs. While President Obama has already signed HR 5936, Vets Advocacy is looking for communities to send a letter supporting West LA VA's ability to enter into enhanced use lease agreements in hopes that this will increase housing opportunities for the entire veteran community and reduce veteran homelessness in LA County. Mr. Allman will be present at the meeting if there are any questions.

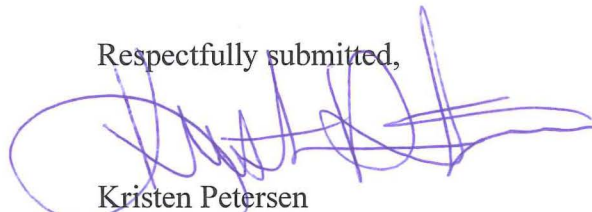
ITEM 13. State law allows cities to establish charges for services through the adoption of either ordinances or resolutions. While State law requires that service charges not exceed the actual cost of providing services, it is also important that they do not fall too far below actual cost. Although a handful of individual adjustments have been made to City service charges over the past few years, Duarte's last comprehensive update was completed in January 2011. Given that this update is now five years old, a variety of revisions are in order.

Updating the City's Schedule of Service Charges was essentially a two-phase process. The first phase of the update process involved determining the actual cost of providing those services for which fees or charges were to be recommended by staff. This included preparing an updated Cost Allocation Plan for the City, which was adopted by City Council at the March 8th City Council meeting. Then the departments prepared the actual cost analysis worksheets, which are provided as Attachment A to the staff report.

The second phase of the update process was to prepare the actual Schedule of Service Charges and the implementing resolution. Attached to the staff report is draft Resolution 16-R-28, which incorporates the Schedule of Service Charges. If approved the proposed Schedule of Services Charges would be effective as of October 11, 2016, and the fees would go into effect thirty days later on November 11, 2016. However, fees related specifically to the filing, accepting, reviewing, approving, or issuing of a land use application, permit, or entitlement to use, would go into effect sixty days after the effective date of the resolution on December 12, 2016.

ITEM 14. This item is to discuss the vacant Board Member seat on the San Gabriel Basin Water Qualify Authority (WQA). The WQA has called a special election to fill the vacancy, and Councilmembers have begun receiving letters from potential nominees looking for support. Please note that this will only be a discussion item at this point and no action will be taken, because the actual nomination resolution must be adopted between October 20, 2016 and November 18, 2016.

Respectfully submitted,



Kristen Petersen
Assistant City Manager



Duarte Public Safety

Memo

To: Darrell George
From: Aida Torres
CC: Brian Villalobos, Marla Akana
Date: 10/4/16
Re: Red Ribbon Week 2016 Campaign

The City of Duarte adopts “*You Only Live Once. Be Drug Free*” as this year’s Red Ribbon Week campaign theme. The Duarte Public Safety Department is coordinating the following events during the week of October 22 - October 29:

Elementary/Intermediate School Events - Week of October 24 to 28

All parents of Elementary School students will receive information on the Red Ribbon Week campaign at their schools. Students 1st to 8th grade and school staff will each receive a red ribbon. Each one of Duarte’s Elementary Schools will promote Classroom Poster Contest, Northview Intermediate School will promote an Essay and Poster Contest and High School age students at Duarte High School and Mt. Olive Continuation Schools will be invited to take part in a Red Ribbon Week Essay Contest.

Red Ribbon Week March - Saturday, October 22

The Duarte Public Safety Station will kick off Red Ribbon Week by decorating Huntington Drive. Duarte area students and City youth groups, The Duarte Area Resource Team and CHYLL Caring Helping Youth Leading in Life will decorate all the trees from Mountain Avenue to Encanto Parkway. The San Gabriel Valley Volunteers Center will have this event be a part of Make a Difference Day. The March will be followed by a family event, commemorative t-shirt, lunch, and arts and crafts. Duarte Unified School District’s Parent University will offer a free workshop from 10:00 a.m. to 12:00 p.m. This event is sponsored by Duarte’s CAL GRIP initiative.

Red Ribbon Week Teen Event – Wednesday, October 26

The Duarte Teen Center will host Drug Facts Chat Day with D’Veal Services.

Classroom Poster Contest judging to be held at each Elementary School by Friday, October 28, Elementary Schools will announce the winning classroom at each school winning classroom will receive an ice cream party presented by a Deputy Robert MacLean in the month of November. Northview Intermediate Students and High School Students winners will be presented with a \$50 award by Deputy MacLean sponsored by SCE Federal Credit Union.



Proclamation

RED RIBBON WEEK

WHEREAS, the National Federation of Parents and Californians for Drug Free Youth, Inc., encourage local communities to put forth efforts to combat drug abuse throughout Red Ribbon Week and year-round; and

WHEREAS, Californians for Drug Free Youth, Inc., a Statewide parent and community organization, and the California Department of Alcohol and Drug Programs are co-sponsoring "Red Ribbon Week" from October 22-29, 2016; and

WHEREAS, government agencies, schools, law enforcement, churches, hospitals, businesses, service organizations, and individuals will project their commitment to a drug-free healthy life by wearing red ribbons throughout this week-long campaign; and

WHEREAS, the City of Duarte commits its resources to ensure the success of the Red Ribbon Campaign in cooperation with Duarte Unified School District, Temple Sheriff's Station, local businesses, local service clubs, and all community groups; and

WHEREAS, the City of Duarte adopts "You Only Live Once, Be Drug Free" as our theme for this year's campaign to commit to healthy drug-free lives;

NOW, THEREFORE, BE IT RESOLVED that the City of Duarte hereby proclaims the week of October 22-29, 2016, as RED RIBBON WEEK in the City of Duarte, and encourages all citizens of Duarte to participate in drug awareness activities, making a visible statement that we are strongly committed to healthy lives.

Mayor Samuel Kang

ATTEST:

City Clerk Marla Akana
Duarte, California
October 11, 2016



Duarte Chamber of Commerce
Quarterly Projects Status Report
July-September 2016

Concerts in the Park

Had a booth at all four concerts in July with a “corn hole” toss game. Winners received a ticket for a raffle prize drawing.

Item	July 6	July 13	July 20	July 27	Total
Raffle Tickets Distributed	200	180	200	300	880
Number of Items Given for Raffle	5	4	9	8	26

Good Morning Duarte Networking Breakfast

Held on the third Tuesday of each month, currently at Cabrera’s Mexican Cuisine. A program of local interest is presented and networking time is available with current, new and prospective members.

Item	July	Aug.	Sept.	Total
Number Attending	25	36	29	90
Program – What’s Going On at Duarte Library, Joanna Gee	X			
Program – Educating the Community on Diabetes, City of Hope		X		
Program – Commercial Recycling Program, Burrtec			X	

Homeless Coalition Task Force

A series of meetings started recently from concerns expressed during Duarte Chamber business visits about homeless individuals and the impact on businesses. Attending the meetings were representatives from Duarte and Monrovia school districts, Duarte and Monrovia cities, clergy and others. A community meeting was held on June 19 with 29 attending. There was a panel discussion that included LA County Sheriff Sgt. Tony Haines, Duarte Deputy City Manager Karen Herrera, and DUSD Mt. Olive Innovation Technology Consultant Naelh Othman, moderated by Duarte Chamber Chairman-elect Tina Carey. Resulting from the meetings, the group focused and evolved into the Community Homeless Initiative for Kids (CHIK). A data base has been developed and is available to various local agencies. It lists, among other things, what resources are available, who has them, and when can they get them. Having achieved the goal of matching

available resources with those who need them, the task force is expected to dissolve in September, but the data base will continue to be maintained.

Business Visits

The Business Visit Team for the August 2 visit consisted of Duarte City Manager Darrell George, Deputy City Manager Karen Herrera, Duarte Chamber Marketing Director Diana Burckhard, SGV Economic Partnership Business Assistance Manager Annie Wei, LA County Community & Senior Services rep Isidro, and Foothill Workforce Development Board Business Liaison Management Analyst Joumana Barakat. The team visited five businesses including two manufacturers, one distribution center (the business has manufacturers in Taiwan and China), one e-commerce and one importer & wholesaler. The representative from Los Angeles County Community & Senior Services and Chamber of Commerce presented the incentive hiring programs to the businesses, and encouraged them to take advantage of those no-cost-to-the employer programs to ensure that businesses remain competitive. The Visiting Team also presented Edison's Energy Efficient programs to the businesses. All the businesses are interested in and appreciated hearing of those programs. The representatives will follow up with the application process. During this visit, a couple of issues surfaced. The City Manager and Deputy City Manager will look into these issues and get back to the business with solutions. One of the businesses visited, Asian Ceramic, is located on Huntington Dr. in the city of Irwindale. They have subsequently joined the Chamber membership.

Quarterly Business Seminar

The free seminar was held Thursday, August 18, at the Duarte Community Center. The topic was Entrepreneurship - Learn Tips on Marketing, Budgeting and Social Media. Tropicana Market sponsored the lunch. There were 36 attendees.



Grocery Outlet Job Fair and Ribbon Cutting

The new Grocery Outlet owners and Retail Marketing Manager met with the Chamber July 28 and joined the Chamber at that time. They wanted to hold a job fair to interview for new employees. We gave them a couple of possible locations but they didn't work out. The job interviews ended up being held August 4 at the Duarte Chamber office. They interviewed over 50 applicants in 4 hours and were very happy with the result.

Held Ribbon Cutting on September 1.



Women's Business Expo

Grocery Outlet was the Presenting Sponsor. Held on September 10.

Attendees: 45

Exhibitors: 15 with 2 people each = 30 people

Presenters: 2, Congresswoman Grace Napolitano & Sahar Andrade

Committee/staff: 10

Total attending: 87

Collected money donation for Foothill Unity: \$185.00

Surveys turned in: 41

Survey question rating 1 to 5 (5 being high): 94% of responses were in the 4 and 5 range

Topics you'd like to see in future expos:

- How to start your business plan (5 requests)
- Business credit
- Help for entrepreneurs who are in a slump
- Financial responsibility
- Legal items, LLC
- Perseverance
- Consulting firms, how to start one
- Struggle story of an entrepreneurs success
- Key businesses by title and networking resources for that particular field

Any other comments:

- Thank you for a lovely, informative day
- This should be an adult only event, children are disruptive
- Thanks for the effort, well organized
- Need to be longer breakout sessions
- Very educational workshop, great job
- It would be great to tell attendees to network and go to exhibitors first when they enter
- Great speakers
- Great and friendly environment
- Didn't expect it to be so great



Ladies Brown Bag Lunch

These are monthly networking meetings held at different Chamber member locations. There is no cost to members, \$10 for prospective members. Bring your own lunch. If it's held at a member restaurant, a special priced lunch is usually available.

Attendance: July (Secrets Beauty Salon) - 18, August (Duarte Library) - 13, September (California Skewers) - 24

City Picnic

We had good participation at the City Picnic September 24 by Board Members throughout the day 10 a.m.-2 p.m. Mayor Sam Kang stopped by. Flyers for Shop/Eat Duarte, Save the Date/Taste of Duarte, Community Yard Sale were displayed and distributed.

Visitors to booth: 150; New Member application handed out: 1;
Contact Slips collected: 5; New Duarte Resident Packets distributed: 6



Membership Activity

<u>Membership</u>	<u>End of June</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>End of Sept.</u>	<u>Definition</u>
Business	165	-3	+1	+2	165	Traditional Business
Colleges/Schools	6				6	Curriculum-based schools and districts
Home Based	30	-2	+3	+1	32	Working out of one's home
Not-for-Profit	21		-2		19	Organization with paid staff/employees
Organization	25	-1	+1		25	Generally Organization/Club with no paid personnel
Realtor Associate	5				5	Working independently in a member realty office
Resident	12				12	Resident
Resident-Lifetime	4				4	Resident granted Lifetime membership
Total	268	-6	+3	+3	268	

MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – SEPTEMBER 27, 2016

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Kang called the meeting to order at 6:01 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana (arrived prior to the Closed Session), Finlay, Paras-Caracci, Reilly, Kang ABSENT: None ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Reilly moved, Finlay seconded to adopt the Agenda, and carried with Fasana not present.
CLOSED SESSION Performance Evaluation	There was no public input. Cosgrove announced the Closed Session was pursuant to Government Code Section 54956.7(b)(1) and 54957.6; Public Employee Performance Evaluation and reviewing its position regarding compensation; City Council will undertake its annual performance evaluation of the City Manager and review its position with potential direction to the City's designated City representative regarding compensation; Designated City representative: David Cosgrove, City Attorney. City Council reconvened at 7:19 p.m., with all members present.
PLEDGE TO THE FLAG	Boy Scout Troop 185 led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	A moment of reflection was observed.
FITNESS/MENTAL WARM-UP	Fasana and Finlay provided the warm-up.
PUBLIC REPORT OF CLOSED SESSION ITEMS	Cosgrove announced the City Council met in a Closed Session to conduct the City Manager's annual performance evaluation and to review compensation. Direction was provided to the City Attorney, and a contract amendment will be on the next Agenda for consideration.
SPECIAL ITEMS Recognition – Ryan Suba Eagle Scout	Karen Herrera introduced Ryan Suba, and described his project. Mayor Kang presented a Certificate of Appreciation to Ryan for achieving the rank of Eagle Scout, and congratulations were extended.
Public Safety update	Brian Villalobos presented the monthly Public Safety report.

	Jack Collins stated his neighbors place trash and weeds by his home, they smoke outside, it is a fire hazard, and stated he is concerned about the traffic turn lanes. Sheryl Lefmann announced upcoming Duarte Chamber of Commerce events in October. Joanna Gee, Duarte Library, announced workshops, programs, and classes in September and October. Karen Herrera presented community announcements, including upcoming events, programs, and activities in September, October, and November. Dan Yrigoyen announced Duarte High School field tournament on November 3. Liz Reilly announced California Desert program hosted by Alan and Claudia Heller on October 10-11.
ANNOUNCEMENTS	
ORAL COMMUNICATIONS	The following spoke on items not on the Agenda. Harry Heflin – Exchange students, pilot parking program.
CONSENT CALENDAR	Finlay moved, Paras-Caracci seconded to approve the Consent Calendar as follows, and carried unanimously. Approve Items B, C, D, E, F, G, K. Receive and File Item J. Remove Item A, H, I.
Item E – ORDINANCE NO. 867 Zone Change 15-2 (Second Reading)	Council Bill 16-O-08 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, MODIFYING THE CITY OF DUARTE ZONING MAP (ZC 15-2) FROM VARIOUS ZONES TO TOWN CENTER SPECIFIC PLAN ON PROPERTIES, GENERALLY, NORTH OF THE 210 FREEWAY ON HIGHLAND AVENUE AND BUENA VISTA STREET TO HUNTINGTON DRIVE, AND ON HUNTINGTON DRIVE GENERALLY BETWEEN SANTO DOMINGO AVENUE AND BUENA VISTA STREET (Second Reading)
Item F – ORDINANCE NO. 868 Town Center Specific Plan (Second Reading)	Council Bill 16-O-09 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING THE TOWN CENTER SPECIFIC PLAN ON PROPERTIES GENERALLY NORTH OF THE 210 FREEWAY ON HIGHLAND AVENUE AND BUENA VISTA STREET TO HUNTINGTON DRIVE, AND ON HUNTINGTON DRIVE GENERALLY BETWEEN SANTO DOMINGO AVENUE AND BUENA VISTA STREET (Second Reading)
ITEMS REMOVED Item A – Minutes ITEM A – APPROVED	Reilly moved, Kang seconded to approve the Minutes of September 13, 2016, and carried unanimously.
Item H – Fish Fire update	Rafael Casillas, Public Works Manager, presented a staff report about the item, and answered questions from Councilmembers.

ITEM H – RECEIVE AND FILE	Reilly moved, Paras-Caracci seconded to receive and file the update of progress with ongoing Fish Fire mitigation measures, and carried unanimously.
Item I – Award of Contract FS Contractors, Inc.	Rafael Casillas, Public Works Manager, presented a staff report about the item, and answered questions from Councilmembers.
ITEM I – APPROVED	Reilly moved, Kang seconded to award the contract for Removal of Architectural Barriers for ADA Improvements FY 2016-17 to the lowest responsible bidder FS Contractors, Inc., in the amount of \$37,070.00, and carried unanimously.
PUBLIC HEARING Council Bill 16-O-10 Parking during emergency alerts (First Reading)	Mayor Kang announced this was the time and place set for a Public Hearing to consider this item. Cosgrove read by title Council Bill 16-O-10: Council Bill 16-O-10 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADDING CHAPTER 11.14 TO THE DUARTE MUNICIPAL CODE PROHIBITING ON-STREET PARKING ON DESIGNATED STREETS DURING YELLOW AND RED LEVEL EMERGENCY ALERTS (First Reading) Brian Villalobos presented a detailed staff report about the proposed ordinance prohibiting on-street parking on designated streets during debris-related emergencies during the activation of yellow and red level emergency notification alerts, noted the names of the streets that would be affected are listed in the document, answered questions from City Councilmembers pertaining to notification, alerts, and languages, and stated a request for a \$10,000 budget amendment will be on the next Agenda when the Council Bill will have its second reading. Notice of the hearing was given, the affidavit is on file, and no written communications were received on the matter. Mayor Kang asked if there was anyone in the audience who wished to speak on the item. There were none. Mayor Kang closed the Public Hearing. Finlay moved, Paras-Caracci seconded to introduce Council Bill 16-O-10 for first reading, and carried unanimously.
BUSINESS ITEMS League Resolution Vision Zero/Toward Zero Deaths October 2016 Conference	George presented a staff report about the resolution to be considered at the League of California Cities Conference in Long Beach on October 5-7, 2016, stated Councilmember Fasana is the Voting Delegate, and he will deliver the vote. There was discussion about the resolution of support for Vision Zero and Toward Zero Deaths strategies. Finlay moved, Reilly seconded to support the resolution that will be voted on at the upcoming League of California Cities

Conference that supports Vision Zero and Toward Zero Deaths strategies, and carried unanimously.

Accept Grant Deed Conveyances
Metro Gold Line

Jason Golding, City Planner, presented a staff report about the properties for consideration, and answered questions from City Councilmembers.

Kang moved, Fasana seconded to accept the Grant Deed Conveyances for two parcels (APN 8531-017-900 and APN 8531-017-901) from the Metro Gold Line Foothill Extension Construction Authority, and carried unanimously.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

GEORGE: Stated Crystal Martinez is the City's new interim receptionist during the recruitment/interview process.

PARAS-CARACCI: Attended a party at the Teen Center, suggested Recreation staff be available to assist renters, suggested a contact name and number be provided to those who rent gazebos at the park, the picnic was fantastic, hopes the venue and events are maximized for next year's 60th anniversary, suggested coffee be available for morning volunteers and the wine/beer booths be kept open until later in the day, with regard to the School District, stated public input and involvement is a good thing, their decisions could impact the City, and asked that the City Manager request the School Superintendent to provide an update about decisions being considered.

REILLY: Attended Contract Cities seminar on Catalina and discussed topics covered, she shared the Town Center Specific Plan at the Senior Center meeting, thanked staff for the Senior Center parking spaces by the door, the picnic was a lot of fun, the wine/beer garden was successful and the placement of the stage was good, asked that the information about the National League of Cities prescription drug program be again provided to residents, the Emerald Necklace bike path opening was a great event, and stated the Teen Survivor Duarte Island event was a great opportunity for teens.

FASANA: Stated staff did a great job on the picnic, he appreciates the planning for K-Rails and staff involvement, noted the Household Hazardous Waste event this weekend, this is the last weekend for the Dodger's Vin Scully, asked that the meeting be adjourned in memory of Ed Edelman, he would like staff from Planning and Public Safety to attend the Earthquake Preparedness Workshop, requested that the Grand Jury notice requesting jurors be posted on the City's website, he received mail from Veolia regarding a permit modification request for a hazardous waste facility in Azusa, and asked that we check with the AQMD to make sure there are no issues.

FINLAY: Stated she toured Huy Fong Foods and it was fascinating, she could not attend the picnic as she was in Washington D.C. on behalf of SCAG, announced Earthquake Preparedness Workshop in Arcadia on October 25 with Dr. Lucy Jones, the Housing Summit on October 11 should be excellent, stated she has seen messages about a thrift store at the former Fresh and Easy location, and inquired about what is happening (Hensley responded).

KANG: Stated we are working hard to beautify the City, his son just joined Cub Scouts and he encourages all kids to join, the picnic was awesome and the band was impeccable, he received a notice from the Grand Jury about the need for jurors, stated there is an Oktoberfest event at the Elks Lodge on October 1 and a Halloween party on October 29, announced free mobile dental clinic at Foothill Unity Center from October 14-20, and inquired about ham radios (Villalobos responded).

ADJOURNMENT

The meeting was adjourned at 9:06 p.m. in memory of Ed Edelman.

Mayor Samuel Kang

ATTEST:

City Clerk



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 09/28/2016 - 10/11/2016

Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
205981	10/6/2016	4484		U.S. BANK			9,304.01
	92616KP		Levon Y Adobe Creative Cloud		100-1020-7726		49.99
	92616KP		City Canopies (Euromax)		100-1405-7975	201712-Econ Dev Exp-SCE Sponsorship	3,500.00
	92616KP		City Canopies (Euromax)		100-1405-7975		2,262.44
	92616KP		SC Netflix		100-1605-7733		8.71
	92616KP		SC Elevator 911-Vonage		100-1610-7830		18.53
	92616KP		EOC Replacement Phones (3) (Amazo		100-1610-7830		78.45
	92616KP		Microsoft 365 8/28/16 - 9/27/16		100-1805-7980		12.00
	92616KP		Health Fair Tote Giveaways (Oriental		100-1810-7980		71.94
	92616KP		Admin Srvcs-R Breceda Adobe Creati		100-1815-7632		49.99
	92616KP		Parks & Rec/Pam Adobe Creative Clo		100-1815-7632		49.99
	92616KP		Admin/Marla-Jackie Adobe Creative		100-1815-7632		49.99
	92616KP		Public Safety/Susie Adobe Creative Cl		100-1815-7632		49.99
	92616KP		Admin/Receptionist Adobe Creative		100-1815-7632		49.99
	92616KP		Transit Bus Cut Outs (Curo Print)		440-4405-7613		1,471.50
	92616KP		Transit Maps (Updated 9-26-16) (Cur		440-4405-7613		1,580.50
205983	10/6/2016	0237		WAXIE SANITARY SUPPLY			5,690.30
	76158620cm		Return		100-1610-7618		-96.88
	76185202		Janitorial Supplies		100-1610-7618		77.00
	76196729		Janitorial Supplies		100-1610-7618		107.42
	76206194		Senior Ctr Janitorial Supplies		100-1610-7618		927.85
	76222014		Town Ctr Janitorial Supplies		100-1610-7618		4,674.91
205988	10/11/2016	5155		BOYS & GIRLS CLUBS OF THE FOOTHILLS			10,000.00
	8089		CalGrip Q3 2016 CBO (7/16 - 9/16)		100-1205-7980	201616-Other Expenses-CalGrip FY2016-17	10,000.00
205996	10/11/2016	1381		DOLPHIN RENTS INC			6,780.68
	01-175202-14		City Picnic Stage/Canopy Rental		100-1605-7732		6,780.68
205997	10/11/2016	4303		DOWNTOWN FORD SALES			45,165.69
	300748		2016 Ford F250 4X2 CNG		100-1830-8100		45,665.69
	300748D		Discount for Payment in 20 Days		100-1830-8100		-500.00
206000	10/11/2016	0568		DUARTE PUBLIC ACCESS INC			21,750.00
	92116		FY16/17 Payment 1 of 2		100-1020-7720		21,750.00
206005	10/11/2016	5316		FLINTRIDGE CENTER			9,226.45
	36-093016		CalGrip Case Management 4/16 - 9/1		100-1205-7980	201616-Other Expenses-CalGrip FY2016-17	9,226.45
206019	10/11/2016	0056		LOS ANGELES COUNTY SHERIFF'S DEPARTMENT			7,308.56
	170084NH		Fourth of July Enforcement		100-1205-7781		7,308.56
206021	10/11/2016	0435		MONROVIA BODY SHOP			6,028.28
	1387		CSO Vehicle Accident Repair-Rear		100-1820-7771	DODGE #24-8/19/16-MAGANA-1ST accident	1,057.13
	33007		CSO Vehicle Accident Repair-Front		100-1820-7771	DMGE020-DODGE #24-9/19/16-BARAJAS BRISE	4,971.15
206024	10/11/2016	5454		MOORE IACOFANO GOLTSMAN INC			13,246.67
	0045716		Duarte Town Ctr Specific Plan 8/2016		100-1405-7965	201603-Prof Svcs-Town Center Proj	13,246.67
206025	10/11/2016	2461		MOUNTAIN VISTA PLAZA			9,953.32
	10/2016		Public Safety Lease		100-1205-7787		9,953.32
206029	10/11/2016	0904		RKA CONSULTING GROUP			7,925.75
	25290		Las Loma Rd Rehab Project Managem		100-1405-7969		402.50
	25292		2016/17 ATP Engineering Srvcs 8/16		440-4425-7965	201604-Prof Svcs 440 (ATP)-ATP Design Goldline	2,513.76
	25292		2016/17 ATP Engineering Srvcs 8/16		620-6225-7965	201604-Prof Svcs 620 (ATP)-ATP Design Goldline	3,783.24

Council Warrant Register Over \$5000

Payment Dates: 09/28/2016 - 10/11/2016

Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Project Account Key	Payment Amount
	Payable Number						Item Amount
	25312		Complex Fire Engineering Srvc 8/201		100-1405-7969	201632-Fish Fire-Engineering Svcs	862.50
	25314		Plan Check Engineering Svcs 8/2016		100-1405-7969		363.75
206037	10/11/2016	4750		SOUTHLAND SINGS			8,125.00
	728		CalGrip CBO 7/2016 - 9/2016		100-1205-7980	201616-Other Expenses-CalGrip FY2016-17	8,125.00
32	10/11/2016	4286		MAXTREME INC			9,192.22
	13227		Wireless Keyboards/iPad Case-SC/CH		100-1605-7980		292.22
	13229		IT Helpdesk 9/2016		100-1815-7965		8,700.00
	13229		Crash Plan Recovery 9/2016		100-1815-7980		200.00
Payment Total:							169,696.93

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	160,347.93
440 - PROPOSITION A TRANSIT FUND	5,565.76
620 - COMMUNITY IMPROVEMENT FUND	3,783.24
Grand Total:	169,696.93

Account Summary

Account Number	Account Name	Payment Amount
100-1020-7720	DCTV	21,750.00
100-1020-7726	Council Cablecasting	49.99
100-1205-7781	Contract Law Enforceme	7,308.56
100-1205-7787	Public Safety Cntr Lease	9,953.32
100-1205-7980	Other Expenses	27,351.45
100-1405-7965	Professional Services	13,246.67
100-1405-7969	City Engineer	1,628.75
100-1405-7975	Economic Development	5,762.44
100-1605-7732	City Picnic	6,780.68
100-1605-7733	Senior Center	8.71
100-1605-7980	Other Expenses	292.22
100-1610-7618	Building Supplies	5,690.30
100-1610-7830	Telephones	96.98
100-1805-7980	Other Expenses	12.00
100-1810-7980	Other Expenses	71.94
100-1815-7632	Software Maintenance	249.95
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7771	Repair Of City Property	6,028.28
100-1830-8100	Vehicle Replacement	45,165.69
440-4405-7613	Duplications And Photos	3,052.00
440-4425-7965	Professional Services (A	2,513.76
620-6225-7965	Professional Services (A	3,783.24
Grand Total:		169,696.93

Project Account Summary

Project Account Key	Payment Amount
None	112,411.03
201603-Prof Svcs-Town Center Proj	13,246.67
201604-Prof Svcs 440 (ATP)-ATP Design Goldline	2,513.76
201604-Prof Svcs 620 (ATP)-ATP Design Goldline	3,783.24
201616-Other Expenses-CalGrip FY2016-17	27,351.45
201632-Fish Fire-Engineering Svcs	862.50
201712-Econ Dev Exp-SCE Sponsorship	3,500.00
DMGE020-DODGE #24-9/19/16-BARAJAS BRISENO	4,971.15
DODGE #24-8/19/16-MAGANA-1ST accident	1,057.13
Grand Total:	169,696.93



City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 09/28/2016 - 10/11/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7647	KIWANIS CLUB OF DUARTE	Liz Reilly Installation Dinner	205958		10.00
100-1005-7648	NAACP, PASADENA BRANCH	Sam Kang Rm Wms Awards Dinner	206026		160.00
100-1005-7980	DUARTE PETTY CASH	Council Workshop Supplies	205952		50.45
100-1005-7980	DUARTE PETTY CASH	Closed Session Plates & Forks	205952		25.96
100-1005-7980	DUARTE PETTY CASH	City Anniversary Cake/Cupcakes	205952		44.98
100-1005-7980	DUARTE PETTY CASH	Closed Session Meeting Dessert 9/27/16	205952		39.73
100-1005-7980	SMART & FINAL	Closed Session Meeting Supplies	206036		21.45
100-1010-7610	NAACP, PASADENA BRANCH	Darrell George Rm Wms Awards Dinner	206026		160.00
100-1010-7610	DUARTE CHAMBER OF COMMERCE	Karen Herrera Board Meeting 9/21/16	205998		11.00
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal 8/2016	206035		2,621.25
100-1020-7711	DUARTE PETTY CASH	Halloween Breakfast Supplies	205952		25.05
100-1020-7720	DUARTE PUBLIC ACCESS INC	FY16/17 Payment 1 of 2	206000		21,750.00
100-1020-7726	U.S. BANK	Levon Y Adobe Creative Cloud	205981		49.99
100-1205-7612	KIWANIS CLUB OF DUARTE	Marilyn Mays Dues 1/2016 - 7/2016	206014		280.00
100-1205-7614	WALMART COMMUNITY/RFCSELLC	Office Supplies	205982		15.90
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	206038		28.71
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 23 Repairs	205986		211.20
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 27 PM Srvc/Repairs & Tires	205986		1,431.78
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 24 PM Srvc/Repair	205986		127.16
100-1205-7650	SIERRA AUTOCARS INC	Veh 13 Major Repair	206034		4,321.60
100-1205-7761	DATA TICKET INC	Parking Citation Processing 8/2016	205995		1,273.14
100-1205-7761	DATA TICKET INC	Admin Citation Processing 8/2016	205995		2,239.70
100-1205-7779	WALMART COMMUNITY/RFCSELLC	DART/A Team Trip Snacks	205982		60.50
100-1205-7779	CURO MANAGED PRINT PRODUCTI	Probation Youth Shirts	205967	201616-Youth Programs-CalGrip FY 2016-	174.40
100-1205-7779	DUARTE PIZZA COMPANY	Probation Field Trip 9/15/16	205999		68.04
100-1205-7779	DUARTE PIZZA COMPANY	DART Dinner-College Fair	205999		43.93
100-1205-7780	FRONTIER HARDWARE	Animal Control Kennel Equipment	206006		33.77
100-1205-7780	COUNTY OF LOS ANGELES - ANIMA	Aminal Shelter Services 8/2016	205993		2,144.22
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Fourth of July Enforcement	206019		7,308.56
100-1205-7787	MOUNTAIN VISTA PLAZA	Public Safety Lease	206025		9,953.32
100-1205-7980	FLINTRIDGE CENTER	CalGrip Case Management 4/16 - 9/16	206005	201616-Other Expenses-CalGrip FY2016-1	9,226.45
100-1205-7980	SOUTHLAND SINGS	CalGrip CBO 7/2016 - 9/2016	206037	201616-Other Expenses-CalGrip FY2016-1	8,125.00
100-1205-7980	DUARTE PIZZA COMPANY	City Picnic Vounteer Lunch	205999		115.95
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOT	CalGrip Q3 2016 CBO (7/16 - 9/16)	205988	201616-Other Expenses-CalGrip FY2016-1	10,000.00
100-1211	KRISTEN PETERSEN	Computer Loan	205960		1,843.37
100-1405-7614	CDW GOVERNMENT LLC	HP Document Feeders	205951		135.80
100-1405-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 19 Windshield Wiper Blades	205986		26.65
100-1405-7690	SHAUNA PIERCE	Planning Commission Meeting	206027		50.00
100-1405-7690	PAULA WATSON-GARDNER	Planning Commission Meeting	206042		50.00
100-1405-7690	SARA VASQUEZ	Planning Commission Meeting	206041		50.00
100-1405-7690	SHERYL LEFMANN	Planning Commission Meeting	206018		50.00
100-1405-7690	GEORGE K FARRA	Planning Commission Meeting	206004		50.00
100-1405-7801	COUNTY OF LOS ANGELES DEPART	Industrial Waste Inspections 8/2016	205994		3,133.78
100-1405-7802	COUNTY OF LOS ANGELES DEPART	Storm Drain Retrofit-Las Lomas Rd 8/2016	205994		1,042.06
100-1405-7965	MOORE IACOFANO GOLTSMAN INC	Duarte Town Ctr Specific Plan 8/2016	206024	201603-Prof Svcs-Town Center Proj	13,246.67
100-1405-7965	LDM ASSOCIATES INC	FY16/17 CDBG Grant Admin 8/2016	206017		680.00
100-1405-7965	LAWRENCE R MOSS & ASSOCIATES	City Hall Courtyard/Fountain Design	206016		929.88
100-1405-7969	RKA CONSULTING GROUP	Las Loma Rd Rehab Project Management 8/16	206029		402.50
100-1405-7969	RKA CONSULTING GROUP	Complex Fire Engineering Srvc 8/2016	206029	201632-Fish Fire-Engineering Svcs	862.50
100-1405-7969	RKA CONSULTING GROUP	Plan Check Engineering Svcs 8/2016	206029		363.75
100-1405-7975	NAACP, PASADENA BRANCH	Ruby McKnight Williams Awards Ad	206026		325.00
100-1405-7975	IMAGE QUEST PLUS LLC	Town Ctr Specific Plan Final Printing	206011	201603-Econ Dev Exp-Town Center Proj	2,307.53
100-1405-7975	U.S. BANK	City Canopies (Euromax)	205981	201712-Econ Dev Exp-SCE Sponsorship	3,500.00

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Payment Dates: 09/28/2016 - 10/11/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1405-7975	U.S. BANK	City Canopies (Euromax)	205981		2,262.44
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 15 Tire	205986		230.41
100-1410-7650	TRIANGLE TRUCK PARTS	Water Truck Control Valve	206040		167.33
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Sweeping 9/2016	205985		58.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 9/2016	205985		58.00
100-1410-7980	FRONTIER HARDWARE	Street Closure Signs (City Picnic)	206006		5.18
100-1500	VICTOR VALENZUELA	Advance-Tulare Boxing Tournament	205961		1,764.90
100-1500	MARILYN MAYS	Advance-Amazing Family Race	205959		1,160.00
100-1605-7610	SMART & FINAL	Meeting Refreshments	206036		4.49
100-1605-7612	KIWANIS CLUB OF DUARTE	Marilyn Mays Dues 1/2015 - 7/2015	206014		280.00
100-1605-7612	KIWANIS CLUB OF DUARTE	Marilyn Mays Dues 10/2015 - 11/2015	206014		80.00
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	206038		59.35
100-1605-7614	STAPLES ADVANTAGE	Credit for Invoice # 3315121024	206038		-9.73
100-1605-7614	STAPLES ADVANTAGE	Legal Lined Pads	206038		9.73
100-1605-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 31 PM Srvc/Repair & Tires	205986		1,256.13
100-1605-7693	YOUNG'S GOURMET	TC/MYC Dinner	205984		160.25
100-1605-7728	SMART & FINAL	College Fair Refreshments	206036	201709- Duarte's Promise - America's Pro	39.46
100-1605-7728	CARLOS MARTINEZ	College Fair Table Rental	205975	201709- Duarte's Promise - America's Pro	175.00
100-1605-7732	DOLPHIN RENTS INC	City Picnic Stage/Canopy Rental	205996		6,780.68
100-1605-7733	WALMART COMMUNITY/RFCSLLC	Organizing Supplies for Craft Room	205982		93.70
100-1605-7733	MAGIC AND VARIETY ENTERTAINM	SC Entertainment	206020		200.00
100-1605-7733	DR BRICE HARRIS JR	SC Lecture Series-"Cuba and the U.S."	206009		50.00
100-1605-7733	ELIVATE	SC Fitness Bands	206001		446.50
100-1605-7733	STAPLES ADVANTAGE	SC Pens	206038		32.25
100-1605-7733	U.S. BANK	SC Netflix	205981		8.71
100-1605-7735	WALMART COMMUNITY/RFCSLLC	TC Teen Survivor Event Supplies	205982		41.91
100-1605-7735	WALMART COMMUNITY/RFCSLLC	TC Teen Survivor Event Supplies	205982		40.59
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	206036		38.59
100-1605-7735	DUARTE CHAMBER OF COMMERCE	Movie Tickets-TC Special Event Prizes	205998		124.00
100-1605-7735	THE SAUCE CREATIVE SERVICES	TC CHYLL Program Uniforms	206031		401.12
100-1605-7735	THE SAUCE CREATIVE SERVICES	TC CHYLL Program Uniforms	206031		427.28
100-1605-7735	THE SAUCE CREATIVE SERVICES	TC CHYLL Program Uniforms	206031		436.00
100-1605-7735	FSP DESIGNS	TC Amazing Race Shirts/Banner	206007		979.37
100-1605-7735	FSP DESIGNS	TC Unity March Shirts	206007		660.39
100-1605-7735	DUARTE PIZZA COMPANY	TC LA Fan Night Event	205999		35.95
100-1605-7739	WEBER'S PRINTING	SC Newsletter 10/2016	206043		235.31
100-1605-7744	DOUG ALVINO	Eat Move Live-COH Instructor Stipend	205963		50.00
100-1605-7744	ELISE ALVAREZ	Eat Move Live-COH Instructor Stipend	205962		50.00
100-1605-7980	SHAFFER AWARDS	Recreation Leader Staff Name Tags	206032		48.78
100-1605-7980	WALMART COMMUNITY/RFCSLLC	Electric Stamp Battery	205982		4.76
100-1605-7980	WALMART COMMUNITY/RFCSLLC	Painters Tape-Youth Sports	205982		25.38
100-1605-7980	FRONTIER HARDWARE	Volleyball Supplies	206006		35.83
100-1605-7980	FRONTIER HARDWARE	Field Equipment	206006		29.40
100-1605-7980	WALMART COMMUNITY/RFCSLLC	Tubs for Jerseys	205982		67.45
100-1605-7980	WALMART COMMUNITY/RFCSLLC	Bins-Sports Jerseys (Youth Sports Program)	205982		50.58
100-1605-7980	MAXTREME INC	Wireless Keyboards/iPad Case-SC/CH ActiveNet	32		292.22
100-1605-7980	J & J SPORTS & TROPHIES	Ice Packs	206012		218.00
100-1605-7980	CDW GOVERNMENT LLC	HP Document Feeders	205951		271.61
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	205956		713.08
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	205956		555.79
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	205956		471.75
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	205970		487.45
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	205970		487.45
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	205970		419.11
100-1610-7618	MITY-LITE INC	Senior Center Tables	205976		1,220.92
100-1610-7618	MITY-LITE INC	Senior Center Tables	205976		813.95
100-1610-7618	SMART & FINAL	Janitorial Supplies	206036		21.11
100-1610-7618	SMART & FINAL	Janitorial Supplies	206036		96.14
100-1610-7618	MONROVIA LOCK SHOP	Keys	206022		11.44
100-1610-7618	LA PLUMBING SUPPLY INC	Toilet Repair	205973		55.46

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Payment Dates: 09/28/2016 - 10/11/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7618	WAXIE SANITARY SUPPLY	Return	205983		-96.88
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	205983		77.00
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	205983		107.42
100-1610-7618	WAXIE SANITARY SUPPLY	Senior Ctr Janitorial Supplies	205983		927.85
100-1610-7618	WAXIE SANITARY SUPPLY	Town Ctr Janitorial Supplies	205983		4,674.91
100-1610-7618	GRAINGER	Air Vent Deflector-CH	206008		60.65
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Services 9/2016	205968		38.00
100-1610-7652	CIMA FIRE PROTECTION CO	North Yard Fire Extinguisher Service	205965		157.50
100-1610-7652	CIMA FIRE PROTECTION CO	CH/SC Fire Extinguisher Service	205965		388.50
100-1610-7652	STAR-BRITE CARPET CARE	Senior Ctr Carpet Cleaning	205979		375.00
100-1610-7652	STAR-BRITE CARPET CARE	Teen Ctr Carpet Cleaning	205979		450.00
100-1610-7652	EXPLORE CUSTOM CABINETS	Senior Ctr Cabinets	205954		1,895.00
100-1610-7652	MONROVIA LOCK SHOP	PS Door Lock Cylinder Replacement	206022		240.00
100-1610-7652	MONROVIA LOCK SHOP	TC Lock Repair	206022		85.00
100-1610-7652	JOE'S JANITORIAL SERVICE	Duarte Park Bldg Strip & Wax Floor	205971		450.00
100-1610-7652	JOE'S JANITORIAL SERVICE	ROP Bldg Strip & Wax Floor	205971		600.00
100-1610-7652	ALBERTOS PLUMBING	Beardslee Park Plumbing Repairs	205948		570.00
100-1610-7652	CINTAS CORPORATION #693	ROP Mats	205966		66.31
100-1610-7652	CINTAS CORPORATION #693	SC/CC/FC Mats	205966		210.96
100-1610-7652	CINTAS CORPORATION #693	Duarte Pk Bldg Mats	205966		32.03
100-1610-7652	CINTAS CORPORATION #693	TC Mats	205966		108.83
100-1610-7652	CINTAS CORPORATION #693	CH Mats	205966		56.40
100-1610-7652	CINTAS CORPORATION #693	PS Mats	205966		38.00
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Services 9/2016	205968		164.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 9/2016	206003		130.00
100-1610-7652	BURRTEC WASTE SERVICES LLC	Trash Svcs-3rd St Bldg 10/2016	205964	210039- Bldg Maint Services - Montessori	119.67
100-1610-7830	THE TECHNOLOGY DEPOT INC	PS Add Line Set Up	205980		91.51
100-1610-7830	U.S. BANK	SC Elevator 911-Vonage	205981		18.53
100-1610-7830	U.S. BANK	EOC Replacement Phones (3) (Amazon)	205981		78.45
100-1805-7610	DUARTE PETTY CASH	Admin Svcs Staff Meeting	205952		27.04
100-1805-7610	DUARTE PETTY CASH	Kristen Breakfast with Council	205952		31.42
100-1805-7980	U.S. BANK	Microsoft 365 8/28/16 - 9/27/16	205981		12.00
100-1810-7980	DUARTE PETTY CASH	Health Fair Coffee	205952		31.90
100-1810-7980	DUARTE PETTY CASH	Health Fair Supplies	205952		7.04
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 9/2016	205977		65.00
100-1810-7980	U.S. BANK	Health Fair Tote Giveaways (Oriental TP)	205981		71.94
100-1815-7630	WELLS FARGO VENDOR FINANCIAL	CH Computer Lease #22	EFT03547		1,975.69
100-1815-7632	U.S. BANK	Parks & Rec/Pam Adobe Creative Cloud	205981		49.99
100-1815-7632	U.S. BANK	Admin/Marla-Jackie Adobe Creative Cloud	205981		49.99
100-1815-7632	U.S. BANK	Public Safety/Susie Adobe Creative Cloud	205981		49.99
100-1815-7632	U.S. BANK	Admin/Receptionist Adobe Creative Cloud	205981		49.99
100-1815-7632	U.S. BANK	Admin Svcs-R Breceda Adobe Creative Cloud	205981		49.99
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 10/2016	205980		578.00
100-1815-7965	MAXTREME INC	IT Helpdesk 9/2016	32		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 9/2016	32		200.00
100-1820-7771	MONROVIA BODY SHOP	CSO Vehicle Accident Repair-Rear	206021	DODGE #24-8/19/16-MAGANA-1ST accid	1,057.13
100-1820-7771	MONROVIA BODY SHOP	CSO Vehicle Accident Repair-Front	206021	DMGE020-DODGE #24-9/19/16-BARAJAS	4,971.15
100-1825-7630	RICOH USA INC	Property Tax-CH/SC/TC	205978		342.50
100-1825-7630	RICOH USA INC	Copier Lease-PS 9/19/16 - 10/18/16	205978		776.10
100-1825-7630	RICOH USA INC	Copier Lease-CH/SC/TC 10/19/16 - 11/18/16	205978		1,637.07
100-1825-7631	RICOH USA INC	PS Copier Overage 6/18/16 - 9/15/16	205978		272.61
100-1825-7674	DOROTHY MONTGOMERY	Health Insurance Reimbursement	206023		217.60
100-1825-7674	PHILLIP REYES	Health Insurance Reimbursement	206028		217.60
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	205991		217.60
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	205989		435.21
100-1825-7674	GINNY JOYCE BELBA	Health Insurance Reimbursement	205987		217.60
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	206013		435.21
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	206002		565.78
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	206010		435.21
100-1830-8100	DOWNTOWN FORD SALES	2016 Ford F250 4X2 CNG	205997		45,665.69

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Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1830-8100	DOWNTOWN FORD SALES	Discount for Payment in 20 Days	205997		-500.00
100-2023	DUARTE PETTY CASH	City Kitty Separation Lunch-Alex T	205952		25.00
100-2120	NORIKO KANAYA	Gazebo Rent Deposit Refund	205972		50.00
100-2120	JENNIFER MARK	Pool Rent Deposit Refund	205974		200.00
100-2120	MARYANNE EDRLINDA	TC Rent Deposit Refund	205953		300.00
100-2120	FILM THIS	Film Permit Refund-Sonic 9/13/16	205955		500.00
100-2120	CESAR GARCIA	Pmt 5665 Cash Bond Refund (2033 Atlin St)	205957		1,000.00
100-2121	BRIGHTVIEW LANDSCAPE SERVICES	COH Landscape Review @ BV Refund	205990		625.00
100-2121	ROSENOW SPEVACEK GROUP INC	Real Estate Evaluation Walbern Dev	206030	201706-Pass Through-1415 Hunt Drive	52.50
100-4302	MAR T BAGUIEN	Citation Refund	205949		73.00
100-4402	CHERYL BODE	Deputy No Show Refund	205950		210.00
100-4402	CHERYL BODE	CC Rent Deposit Refund	205950		500.00
100-4904	COUNTY OF LOS ANGELES REGISTR	Notice of Determination-Town Ctr Specific Plan/EIR	205947		75.00
100-5004	BRIGHTVIEW LANDSCAPE SERVICES	Staff Overhead Fee	205990		-150.00
Fund 100 - GENERAL FUND Total:					220,982.81

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Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2220-7980	ESRI INC	ArcGIS Software Maint 3/22/16 - 3/21/17	205969		679.25
Fund 220 - GAS TAX FUN Total:					679.25

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Payment Dates: 09/28/2016 - 10/11/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7890	SIEMENS INDUSTRY INC	Traffic Signal Maintenance 8/2016	206033		773.19
240-2405-7890	SIEMENS INDUSTRY INC	Traffic Signal Call Outs 8/2016	206033		1,110.68
240-2410-7888	FRONTIER HARDWARE	Irrigation Repair	206006		5.44
240-2426-7810	A1 MAINTENANCE SERVICES CA	Mikes Ctr Sweeping 9/2016	205985		747.00
240-2426-7887	CAL BLEND SOILS INC	Mikes Ctr Planter Soil	205992		202.74
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					2,839.05

Council Warrant Register by Account

Payment Dates: 09/28/2016 - 10/11/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7610	DUARTE PETTY CASH	Metro Consolidated Audit Workshop	205952		11.18
440-4405-7613	U.S. BANK	Transit Bus Cut Outs (Curo Print)	205981		1,471.50
440-4405-7613	U.S. BANK	Transit Maps (Updated 9-26-16) (Curo Print)	205981		1,580.50
440-4405-7614	DUARTE PETTY CASH	Transit Bus Sign Posterboard	205952		17.99
440-4405-7650	FRONTIER HARDWARE	South Yard Supplies	206006		38.12
440-4405-7887	TRAFFIC MANAGEMENT INC	Bus Sign Repair	206039		117.16
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 Road Side Repair	206015		190.85
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 Brakes	206015		2,841.20
440-4425-7965	RKA CONSULTING GROUP	2016/17 ATP Engineering Srvc 8/16	206029	201604-Prof Svcs 440 (ATP)-ATP Design G	2,513.76
Fund 440 - PROPOSITION A TRANSIT FUND Total:					8,782.26

Council Warrant Register by Account

Payment Dates: 09/28/2016 - 10/11/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-6225-7965	RKA CONSULTING GROUP	2016/17 ATP Engineering Srvcs 8/16	206029	201604-Prof Svcs 620 (ATP)-ATP Design G	3,783.24
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					3,783.24
Grand Total:					237,066.61

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	220,982.81
220 - GAS TAX FUN	679.25
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	2,839.05
440 - PROPOSITION A TRANSIT FUND	8,782.26
620 - COMMUNITY IMPROVEMENT FUND	3,783.24
Grand Total:	237,066.61

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7647	Travel & Exp - Reilly	10.00
100-1005-7648	Travel & Exp - Kang	160.00
100-1005-7980	Other Expenses	182.57
100-1010-7610	Travel, Mtgs & Conf	171.00
100-1015-7684	Code Enforcement	2,621.25
100-1020-7711	Employee Recognition C	25.05
100-1020-7720	DCTV	21,750.00
100-1020-7726	Council Cablecasting	49.99
100-1205-7612	Publications and Dues	280.00
100-1205-7614	Office Supplies	44.61
100-1205-7650	Vehicle Maintenance	6,091.74
100-1205-7761	Parking Ticket Collect	3,512.84
100-1205-7779	Youth Programs	346.87
100-1205-7780	Animal Control	2,177.99
100-1205-7781	Contract Law Enforceme	7,308.56
100-1205-7787	Public Safety Cntr Lease	9,953.32
100-1205-7980	Other Expenses	27,467.40
100-1211	Computer Loan Program	1,843.37
100-1405-7614	Office Supplies	135.80
100-1405-7650	Vehicle Maintenance	26.65
100-1405-7690	Planning Commission	250.00
100-1405-7801	Industrial Waste Inspecti	3,133.78
100-1405-7802	NPDES Requirements	1,042.06
100-1405-7965	Professional Services	14,856.55
100-1405-7969	City Engineer	1,628.75
100-1405-7975	Economic Development	8,394.97
100-1410-7650	Vehicle Maintenance	397.74
100-1410-7810	Street Sweeping	116.00
100-1410-7980	Other Expenses	5.18
100-1500	Advances	2,924.90
100-1605-7610	Travel, Mtgs & Conf	4.49
100-1605-7612	Publications and Dues	360.00
100-1605-7614	Office Supplies	59.35
100-1605-7650	Vehicle Maintenance	1,256.13
100-1605-7693	Youth Council	160.25
100-1605-7728	Americorp's VIP Progra	214.46
100-1605-7732	City Picnic	6,780.68
100-1605-7733	Senior Center	831.16
100-1605-7735	Teen Center	3,185.20
100-1605-7739	Publicity	235.31
100-1605-7744	Nutrition Program Costs	100.00
100-1605-7980	Other Expenses	1,044.01
100-1610-7617	Pool Chemicals	3,134.63
100-1610-7618	Building Supplies	7,969.97
100-1610-7652	Building Maint Services	6,175.20
100-1610-7830	Telephones	188.49
100-1805-7610	Travel, Mtgs & Conf	58.46
100-1805-7980	Other Expenses	12.00

Account Summary

Account Number	Account Name	Payment Amount
100-1810-7980	Other Expenses	175.88
100-1815-7630	Equipment Lease	1,975.69
100-1815-7632	Software Maintenance	249.95
100-1815-7821	Personal Computer Sup	578.00
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7771	Repair Of City Property	6,028.28
100-1825-7630	Equipment Lease	2,755.67
100-1825-7631	Equipment Maintenance	272.61
100-1825-7674	Retiree Health Insurance	2,741.81
100-1830-8100	Vehicle Replacement	45,165.69
100-2023	EE City Kitty Contributio	25.00
100-2120	Refundable Deposits	2,050.00
100-2121	Pass Through Deposits	677.50
100-4302	Parking Citations	73.00
100-4402	Community Center Rent	710.00
100-4904	Zoning Fees	75.00
100-5004	Other Revenue	-150.00
220-2220-7980	Other Expenses	679.25
240-2405-7890	Repairs-Traffic Signal	1,883.87
240-2410-7888	Repairs-Citywide	5.44
240-2426-7810	Street Sweeping	747.00
240-2426-7887	Repairs & Replacements	202.74
440-4405-7610	Travel, Mtgs & Conf	11.18
440-4405-7613	Duplications And Photos	3,052.00
440-4405-7614	Office Supplies	17.99
440-4405-7650	Vehicle Maintenance	38.12
440-4405-7887	Repairs & Replacements	3,149.21
440-4425-7965	Professional Services (A	2,513.76
620-6225-7965	Professional Services (A	3,783.24
	Grand Total:	237,066.61

Project Account Summary

Project Account Key	Payment Amount
None	176,912.15
201603-Econ Dev Exp-Town Center Proj	2,307.53
201603-Prof Svcs-Town Center Proj	13,246.67
201604-Prof Svcs 440 (ATP)-ATP Design Goldline	2,513.76
201604-Prof Svcs 620 (ATP)-ATP Design Goldline	3,783.24
201616-Other Expenses-CalGrip FY2016-17	27,351.45
201616-Youth Programs-Calgrip FY 2016-17	174.40
201632-Fish Fire-Engineering Svcs	862.50
201706-Pass Through-1415 Hunt Drive	52.50
201709- Duarte's Promise - America's Promise Exp	214.46
201712-Econ Dev Exp-SCE Sponsorship	3,500.00
210039- Bldg Maint Services - Montessori School	119.67
DMGE020-DODGE #24-9/19/16-BARAJAS BRISENO	4,971.15
DODGE #24-8/19/16-MAGANA-1ST accident	1,057.13
Grand Total:	237,066.61



City of Duarte

Successor Agency Council Warrant Register

By Payment Number

Payment Dates 09/13/2016 - 10/11/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
EFT03548	9/26/2016	SA1035	US BANK			1,198,700.00
	9262016A	2007 TAB-A Principal Payment		690-2230		1,050,000.00
	9262016A	2007 TAB-A Interest Payment		690-6905-8350		148,700.00
EFT03549	9/26/2016	SA1035	US BANK			1,287,321.88
	9262016B	2007 TAB-B Principal Payment (Less		690-2240		1,220,000.00
	9262016B	2007 TAB-B Interest Payment (Less C		690-6905-8352		67,321.88
EFT03549	9/26/2016	SA1035	US BANK			-115.54
	9262016B-CWFA	2007 TAB-B Cash w/Fiscal Agent		690-1100		-89.46
	9262016B-CWFA	2007 TAB-B Cash w/Fiscal Agent		690-1100		-0.17
	9262016B-CWFA	2007 TAB-B Cash w/Fiscal Agent		690-1100		-25.91
EFT03550	9/26/2016	SA1035	US BANK			520,600.00
	9262016C	2007 TAB-C Principal Payment		690-2250		490,000.00
	9262016C	2007 TAB-C Interest Payment		690-6905-8352		30,600.00
Payment Total:						3,006,506.34

Report Summary

Fund Summary

Fund	Payment Amount
690 - Successor Agency Debt Service	3,006,506.34
Grand Total:	3,006,506.34

Account Summary

Account Number	Account Name	Payment Amount
690-1100	Cash/Invest- Fiscal Agen	-115.54
690-2230	SA TAB A, Principal Paya	1,050,000.00
690-2240	SA TAB B, Principal Paya	1,220,000.00
690-2250	SA TAB C, Principal Paya	490,000.00
690-6905-8350	SA TAB A Interest Exp	148,700.00
690-6905-8352	SA TAB C Interest Exp	97,921.88
Grand Total:		3,006,506.34

Project Account Summary

Project Account Key	Payment Amount
None	3,006,506.34
Grand Total:	3,006,506.34

ORDINANCE NO. _____**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADDING CHAPTER 11.14 TO THE DUARTE MUNICIPAL CODE PROHIBITING ON-STREET PARKING ON DESIGNATED STREETS DURING YELLOW AND RED LEVEL EMERGENCY ALERTS**

WHEREAS, the June 20, 2016, Fish Fire within and around Duarte burned an extensive hillside and mountain area, eroding the natural vegetation; and

WHEREAS, the Fish Fire has rendered the hillside residential areas within and adjacent to the area of the Fish Fire, known as the Fish Fire Impact Area, potentially vulnerable to water, mud and/or debris slides and flows during rainy conditions; and

WHEREAS, to ensure that public safety and public works vehicles can access those neighborhoods affected by the Fish Fire in a water, debris or mud related emergency, the City Council desires to enact an ordinance to prohibit parking on designated streets during the activation of a yellow and red level emergency alerts implemented by the public safety department; and

WHEREAS, the purpose of this ordinance is to protect the health, safety, and welfare of the citizens of Duarte and property within Duarte through the regulation of on-street parking on designated City streets during days of precipitation which pose a risk of water, mud, and/or debris slides and flows.

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

SECTION 1: A new Chapter 11.14 is hereby added to the Duarte Municipal Code to read as follows:

11.14 Parking prohibitions on yellow and red level emergency alert days

11.14.010 Purpose.

The purpose of this Chapter is to protect the health, safety, and general welfare of the citizens of Duarte and property within the City of Duarte through the regulation of on-street parking on designated City streets during periods of precipitation or other natural conditions which pose a risk of water, mud, and/or debris slides and flows.

11.14.020 Definitions.

The words, terms, phrases, and their derivations set forth in this Chapter have the meanings set forth below:

A. On-street parking is defined as the stopping, standing, or parking of any vehicle on any of the City streets designated in Section 11.14.030.

B. Yellow level emergency alert is defined as any period of time that the public safety department determines weather or other conditions are such that limited, isolated water, mud, and/or debris slides and flows are possible at specific locations in the City. Yellow level emergency conditions include those where there is a threat that streets may be flooded or blocked by mud or debris, or during such times as reports of mud and debris on private property have been or may be received.

C. Red level emergency alert is defined as any period of time that the public safety department determines weather or other conditions are such that the potential exists for significant water, debris, and mudflows to be widespread over specific locations in the City. Red level emergency conditions include those where there is a threat that one or more streets may be flooded or blocked by mud or debris, and unsafe for travel, or during such times as multiple structures could be endangered by water, mud, and/or debris slides and flows, or mandatory evacuations have been ordered.

11.14.030 Parking prohibitions.

A. Whenever a yellow or red level emergency alert is implemented by the public safety department in which on-street parking on any City street designated in subdivision (B) of this Section would create a hazard to life or property by interfering with emergency vehicle access and resident evacuation during any event of water, mud, and/or debris slides and flows, the public safety department is hereby authorized to give notice and prohibit on-street parking. Vehicles parked in violation of the parking prohibition established pursuant to the Chapter shall be removed and impounded at the owner's expense.

B. During a yellow or red level emergency alert, it shall be unlawful to park any vehicle on any City streets or portions thereof in violation of this Chapter that are located within the Fish Fire Impact Area as follows:

Greenbank Avenue -- both sides from Brookridge Road to Royal Oaks Drive

Greenbank Avenue -- both sides beginning north of Brookridge Road to end of street

Conata Street at Greenbank Avenue -- approximately 150' east and west of intersection

Deerlane Drive -- both sides from Greenbank Avenue to Mel Canyon Road

Bettyhill Avenue -- both sides beginning north of Deerlane Drive to end of street

Fieldview Avenue and Larkhall Avenue at Deerlane Drive -- approximately 150' south of intersections

Mel Canyon Road -- both sides from Brookridge Road to Fish Canyon Road

Opal Canyon Road -- at Mel Canyon Road and Brookridge Road approximately 150' easterly and southerly of intersections

Brookridge Road -- from Mel Canyon Road to approximately 320' east of Mountain Crest Road

Brookridge Road -- both sides beginning west of Greenbank Avenue to end of street

Mountain Crest Road at Shadylawn Drive and Tannen Crest Drive -- approximately 150' easterly of intersections

Mountain Crest Road -- both sides from Deerlane Drive to Brookridge Road

C. City shall, except in those emergency situations where immediate action is required to prevent significant damage or injury to public health, safety, or public or private property, provide not less than twenty four (24) hours' notice of the declaration of a red or yellow emergency alert, and the activation of parking restrictions in connection therewith. Such notice may be given by posting a notice on any car parked in an area that under red or yellow emergency alert conditions would be subject to removal or impound, and may also be given by announcement on the City's website, or by digital notification to parties who have previously requested such notice in writing and provided an e-mail address or other appropriate means of digital contact.

11.14.040 Violations/penalties

A. A vehicle which is parked in violation of this Chapter may be removed and impounded by the City. Any person or entity who parks a vehicle in violation of this Chapter is liable for the expense of removing and impounding the vehicle. The expense for removing and impounding the vehicle shall be charged against that person or entity, including the registered owner of the vehicle, who parks the vehicle in violation of this Chapter. This charge shall constitute a debt and shall be collectable by the City.

B. Any person or entity that violates this Chapter is guilty of an infraction which shall be punishable pursuant to Chapter 1.04.101 of this code.

SECTION 2. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal laws, and this Ordinance shall be construed in light of that intent.

SECTION 3: SEVERABILITY.
If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this Ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end, the provisions of this Ordinance are declared to be severable.

SECTION 4: POSTING OF ORDINANCE.
The City Clerk shall certify as to the adoption of this Ordinance and shall cause this Ordinance to be posted in the manner provided for in the Duarte Municipal Code.

SECTION 5. EFFECTIVE DATE.
This ordinance shall take effect thirty (30) days following its second reading.

PASSED, APPROVED and ADOPTED after second reading at a regular meeting of the City Council of the City of Duarte this ____ day of _____, 2016.

Mayor Samuel Kang

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. _____ was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the _____ day of _____, 2016, by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

AMENDMENT NO. 11 TO CITY MANAGER EMPLOYMENT AGREEMENT

THIS AMENDMENT NO. 11 TO CITY MANAGER EMPLOYMENT AGREEMENT ("Amendment No. 11") is made and entered into as of October 11, 2016 ("Effective Date"), by and between CITY OF DUARTE, a municipal corporation and general law city of the State of California ("City"), and DARRELL J. GEORGE, an individual ("George"), with respect to the following:

A. City and George entered into that certain City Manager Employment Agreement, dated September 14, 2004, as amended by the following amendments thereto: Amendment No. 1 dated October 11, 2005; Amendment No. 2 dated September 26, 2006; Amendment No. 3 dated September 25, 2007; Amendment No. 4 dated October 28, 2008; Amendment No. 5 dated October 13, 2009; Amendment No. 6 dated July 13, 2010; Amendment No. 7 dated November 13, 2012; Amendment No. 8 dated February 25, 2014; and Amendment No. 9 dated October 7, 2014; and Amendment No. 10 dated October 27, 2015 (all of the foregoing, collectively, the "Agreement").

B. City and George mutually desire to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and promises hereinafter contained, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Section 7(a) of the Agreement is amended in its entirety to read as follows [deletions shown in strike-through and additions in underline]:

(a) Subject to the termination provisions set forth in this Agreement, George's employment as City Manager shall be renewed as of September 26, ~~2016~~ 2017 for a term of one (1) year, and this Agreement and his employment as City Manager shall automatically expire as of September 26, ~~2017~~ 2018, (the "Agreement Term"), unless prior to September 26, ~~2017~~, 2018 (i) this Agreement is renewed in writing by George and the City by a majority of the members of the City Council voting in open session at a regular, adjourned regular, or special meeting of the City Council (in which case the parties shall memorialize that renewal in an agreement updated for such purposes or amendment to the then-existing agreement), or (ii) an amended agreement, replacement agreement, or amendment to the then-existing agreement is approved and signed by George and is approved by a majority of the members of the City Council voting in open session at a regular, adjourned regular, or special meeting of the City Council.

2. Except for the amendments to the Agreement set forth in this Amendment No. 11, the Agreement and all of its terms, provisions, and conditions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment No. 11 as of the Effective Date.

CITY OF DUARTE

DARRELL J. GEORGE

By: _____
Samuel Kang, Mayor

By: _____
Darrell J. George

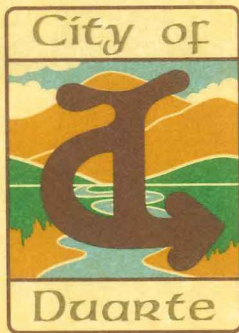
ATTEST:

By: _____
Marla Akana, City Clerk

APPROVED AS TO FORM:

RUTAN & TUCKER, LLC

By: _____
David B. Cosgrove, City Attorney



City of Duarte

Sixteen Hundred Huntington Drive, Duarte, California 91010-2592
Tel 626-357-7931 FAX 626-358-0018 www.accessduarte.com

October 11, 2016

The Honorable Robert McDonald
Secretary of Veterans Affairs
United States Department of Veterans Affairs
810 Vermont Avenue N.W.
Washington, D.C. 20420

Mayor
Samuel Kang
Mayor Pro Tem
Margaret E. Finlay
Councilmembers
John Fasana
Tzeitel Paras-Caracci
Liz Reilly
City Manager
Darrell George

Dear Secretary McDonald,

As Mayor of the City of Duarte, I am writing to express my community's support for the West LA VA master plan that was adopted on January 28, 2016. Congratulations!

My colleagues on City Council and I are willing to offer our assistance in supporting your agency's goal of eliminating veteran homelessness in Los Angeles County. The City of Duarte's liaison for this project is our Deputy City Manager, Karen Herrera, who is available to meet with your local staff to support the expedited construction of veteran housing.

In addition, our Council also is in support of H.R. 5936, West Los Angeles Leasing Act of 2016, that will reinstate West LA VA's ability to enter into Enhanced Use Lease agreements providing increased housing opportunities and reintegration services for the entire veteran community. Our community was grateful when President Obama signed it into law on Thursday, September 29, 2016.

The City of Duarte appreciates your dedication to this critical issue. Please feel free to contact Karen Herrera, Deputy City Manager at 626-357-7931 x221 should you have any additional questions or need information.

Respectfully,

Samuel Kang
Mayor

Named "Most Business Friendly City 2012" by LAEDC

 = Brand of the original Andres Duarte Rancho

MEMORANDUM

TO: Mayor and Councilmembers
FROM: Darrell J. George, City Manager
DATE: October 6, 2016
SUBJECT: Conference Attendance – City Council Meeting of October 11, 2016

California Contract Cities Association
Sam Olivito's Retirement Dinner
November 5, 2016 – 5:30 p.m.
Millennium Biltmore Hotel, Los Angeles
\$65 per ticket

Monrovia Duarte Black Alumni Association
Black & White Gala
November 19, 2016 – 6:00 p.m.
Doubletree by Hilton, Monrovia
\$60 per person

Join us for
Sam Olivito's Retirement Dinner



To purchase event tickets, please click the banner below

To assist in making this night a success, please [click here](#) for sponsorship opportunities.

For immediate additional information,
please email *Event Chair, Mark Waronek*
mark@ek-sunkin.com

**Saturday
November 5, 2016**

5:30 pm - Cocktails
7:00 pm - Dinner
8:30 pm - Program

**Millennium Biltmore Hotel,
Los Angeles, CA
\$65 per ticket**

[Event Tickets](#)

California Contract Cities Association, 17315 Studebaker Road ,
Suite #210, Cerritos, CA 90703



PRESENTS

Black & White Gala

HONORING CANCER SURVIVORS

SATURDAY, NOVEMBER 19TH, 2016

6:00 P.M. TO MIDNIGHT

DOUBLETREE BY HILTON HOTEL ~ MADERA BALLROOM
MONROVIA, CALIFORNIA

YOU ARE CORDIALLY INVITED TO ATTEND MONROVIA DUARTE
BLACK ALUMNI ASSOCIATION 24TH ANNUAL SCHOLARSHIP GALA
TO BENEFIT LOCAL HIGH SCHOOL SENIORS

\$60 PER PERSON | COCKTAIL ATTIRE

There will be Dinner & Dancing

RSVP TO LARRY SPICER 626.419.5161



Legal Notice

Legal Notice

Legal Notice

Legal Notice

**NOTICE OF PUBLIC HEARING
TO BE HELD BY THE DUARTE CITY COUNCIL**

NOTICE IS HEREBY GIVEN that, pursuant to State law, the City Council of the City of Duarte will hold a Public Hearing at 7:00 p.m., on Tuesday, October 11, 2016, in the Council Chambers, 1600 Huntington Drive, Duarte, California, to consider approving a schedule of service fees and charges.

Any interested party may appear in person, or by agent, and be heard. If this matter is challenged in Court, there will be a limit to only those issues that were raised at the Public Hearing described in this Notice, or in written correspondence delivered to the City Council at, or prior to, the Public Hearing. Written correspondence may be sent to Duarte City Hall, City Clerk's Office, 1600 Huntington Drive, Duarte, CA 91010-2592.

Further information may be obtained from Kristen Petersen, Assistant City Manager, phone (626) 357-7931.

Marla Akana
City Clerk

PUBLISH: Pasadena Star News, Friday, September 30, 2016
POSTED: Duarte City Hall, Duarte Public Safety Office, Duarte
Library

9/27/16

Pub: Sept. 30, 2016

Pasadena Star News

Ad#850040

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: October 4, 2016

SUBJECT: SCHEDULE OF SERVICE CHARGES

Background

State law allows cities to establish charges for services through the adoption of either ordinances or resolutions. Over time, it has become common practice for cities to gather service charges into a master schedule and to adopt them as part of a single resolution. This approach allows charges to be established and updated in a less cumbersome fashion than would individual ordinances or resolutions. It also gives the general public a single source for their authority.

While State law requires that service charges not exceed the actual cost of providing services, it is also important that they do not fall too far below actual cost. This is due to the fact that: 1) reductions in tax revenues have made cities more dependent on service charges for budget balancing; 2) the general public typically prefers that people pay for the services they receive, rather than funding them through higher taxes; and 3) when charges reflect actual cost, market forces are brought into play and governments operate more like businesses.

Although a handful of adjustments have been made to City service charges over the past few years, Duarte's last comprehensive update was completed in January 2011. Given that this update is now five years old, a variety of revisions are in order. Accordingly, staff has been reviewing service charges for the past six months and is now ready to present an update for the Council's consideration.

Review of Service Charges

Updating the City's Schedule of Service Charges was essentially a two-phase process. The first phase was to analyze the cost of providing services for which charges are being imposed. The second phase was to develop an actual Schedule of Service Charges and prepare a resolution for its implementation.

The first phase of the update process involved determining the actual cost of providing those services for which fees or charges were to be recommended by staff. This entailed a number of steps. The first was to prepare an updated Cost Allocation Plan for the City. The function of this plan is to establish "Indirect Cost Rates" that can then be used to estimate how much overhead should be

Schedule of Service Charges

October 5, 2016

Page 2

assigned to different City services. This Cost Allocation Plan was adopted by City Council at the March 3rd City Council meeting. Once this was done, a set of guidelines was prepared for use by departments in analyzing costs associated with providing various services. The final step was to have departments prepare the actual cost analysis. The detailed cost analysis worksheets are provided as Attachment A to this report.

The second phase of the update process was to prepare the actual Schedule of Service Charges and the implementing resolution. Attached to this report is draft Resolution 16-R-28, which incorporates the Schedule of Service Charges. The proposed Schedule of Services Charges is approved effective as of October 11, 2016, and the fees would go into effect thirty days later on November 11, 2016. However, fees related specifically to the filing, accepting, reviewing, approving, or issuing of a land use application, permit, or entitlement to use, shall go into effect sixty days after the effective date of the resolution on December 12, 2016.

As mentioned above, each Department is responsible for reviewing each service fee in detail. They update the salary, hours, materials and supplies information in order to understand the full cost of providing the service. This full cost is the legal maximum that the City can charge. We then evaluate how the service fees compare to surrounding communities' fees and other reasons that we may want to subsidize a fee. With all that in mind, a proposed fee is recommended for Council consideration.

Overall there are 220 fees listed on the Schedule of Service Charges. 60 of those are increasing from the fees established in 2011 and nine of them are new fees. A handful of these fees are described below in more detail in order to give some context.

Generally one might think that a City would want to aim towards full recovery when charging for services. While this may be true in some cases, there are also reasons that the recovery rates might reflect something below 100%. For example, the Initiative Petition Filing Fee costs \$851 in time and materials to prepare, however State Law specifies that we cannot charge more than \$200. In other cases, we have opted to partially subsidize fees in order to incentivize compliance. This is the case with the Distribution of Advertising Materials permit, which costs \$158 to process, but we recommended that the fee be set at \$75, in an effort to encourage advertising distributors to check in with the City and thereby increase public safety.

With some of the fees, the Parks and Recreation Department uses tiered rates of subsidy for Duarte youth non-profits, residents or non residents in order to prioritize who uses City facilities. We have recommended an increase to the fees for renting the Community Center based on a review of comparable venues in our area and the fact that the Community Center is booked the majority of the time. However, we give prioritization to residents in that the Non Resident rate is twice the price of the Resident rate.

This philosophy of tiered fees has also been carried to swimming lessons and as a result, you will note that we are recommending that there be two fee tiers; one for residents and one for non residents. As you know swimming lessons are a very successful program and classes often sell out within hours of posting. With the recent improvements to the pool and the addition of Active Net

Schedule of Service Charges

October 5, 2016

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online purchasing, this program is now more enhanced than ever and as a result we recommend that the fees for swimming lessons be increased to align with the surrounding market area and that the Non Resident rate be higher than the Resident rate.

Another Recreation program fee that we have revised as part of this year's process is the Fitness Center membership. Historically the Fitness Center has had quarterly "sales" on the price of a Fitness Center membership. We have found that most of the Fitness Center members wait and purchase during this sale time, so that the original price structure becomes largely irrelevant. As a result, we will no longer offer sales. Instead we recommend that the rates be changed to be slightly higher than the sale price, but slightly lower than the regular price. We also continued the philosophy of prioritizing the residents, by having reduced prices for residents and then we went a step further by adding a Resident Senior rate so that we can encourage a healthy lifestyle for our Senior population who are often limited by smaller fixed incomes.

The cost of providing and enforcing overnight parking permits was quantified and a survey of the cost of parking permits in surrounding communities was conducted. We found that our Annual Overnight Parking permit was in line with the cost in other communities, however our Temporary Overnight Parking permit was priced substantially below the market. Our Temporary Overnight parking permit costs \$5 for 10 days, which equates to 50 cents per day. Arcadia, Glendora, Sierra Madre, San Dimas and San Gabriel charge \$2-\$5 per day and they allow purchasing anywhere from 1 day to 7 days at a time. Given the recent investment in a parking permit Kiosk, we recommend an increase to the cost of our Temporary Overnight Parking permit to \$1 per day and allow residents to purchase a permit for 1 to 10 days. This provides flexibility for those that have a visitor staying less than 10 days, but the convenience of a longer 10-day term for those who need it. As you know, the Temporary Overnight Parking is not meant to be a long-term solution to a resident's parking situation. If a resident truly has a parking versus registered vehicle shortage, they will be able to qualify for the Annual Parking permit, which is much more cost effective in the long run.

Recommendation

It is recommended that the City Council adopt Resolution 16-R-28 approving a Schedule of Service Fees and Charges.

RESOLUTION NO. 16-R-28

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF DUARTE, CALIFORNIA, APPROVING A
SCHEDULE OF SERVICE FEES AND CHARGES**

WHEREAS, the City Council desires to update its schedule of equitable fees and charges for City services; and

WHEREAS, the City Council further desires to establish fees and charges that accurately reflect the cost of providing those City services for which the fees are charged; and

WHEREAS, an analysis of the labor, material, and equipment costs of providing City services has been prepared by City staff; and

WHEREAS, based upon the conclusions of that study, adjustments in existing fees and charges have been incorporated into a "Schedule of Service Charges;" and

WHEREAS, the City Council finds and determines that the charges set forth in the Schedule of Service Charges reasonably reflect a cost that is not more than the cost of providing the City service to which the particular fee or charge pertains; and

WHEREAS, a public hearing of the City Council on the proposed Schedule of Service Charges was duly and properly noticed in accordance with applicable law; and

WHEREAS, on October 11, 2016, the City Council opened the public hearing on the proposed Schedule of Service Charges and considered the staff report and public testimony in regard thereto.

NOW, THEREFORE, the City Council of the City of Duarte does hereby resolve as follows:

SECTION 1: Attachment 1 to this Resolution, entitled "Schedule of Service Charges," is incorporated herein and by this reference made a part hereof, and is hereby approved and adopted.

SECTION 2: The Schedule of Services Charges is approved effective as of the date of this Resolution, and the fees approved hereby shall take, and be in, effect thirty days hereafter, except for fees related to the filing, accepting, reviewing, approving, or issuing of a land use application, permit, or entitlement to use, which shall take, and be in, effect sixty days hereafter.

SECTION 3: The adoption of this Resolution approving fees and charges is statutorily exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant

to Section 15273 of the State CEQA Guidelines (14 C.C.R. §15273), and is additionally and independently exempt from CEQA analysis pursuant to State CEQA Guidelines Section 15061(b)(3) [14 C.C.R. § 15061(b)(3)] which provides: "CEQA applies only to projects which have the potential for causing a significant effect on the environment Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

SECTION 4. If any fee or charge set forth in the Schedule of Service Charges is held to be invalid, such invalidity shall not affect any other fee or charge. As such, fees and charges set forth in the Schedule are declared to be severable.

PASSED, APPROVED. AND ADOPTED this 11th day of October 2016.

Mayor Samuel Kang

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 16-28 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 11th day of October, 2016, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

Attachment 1

CITY OF DUARTE - SCHEDULE OF SERVICE CHARGES
October 2016

	Code Section	Total Cost	Prior Fee (est. 2011)	Proposed Fee	Recovery Rate
City Managers Office:					
Amusement and Entertainment Permit:					
Application Fee	5.82.040	\$624	\$400	\$500	80%
Permit - Burlesque		\$3,729	\$3,594	\$3,700	99%
Permit - Other		\$557	\$500	\$500	90%
Candidate Filing Fee	2.40.010	\$252	\$25	\$25	10%
Construction and Demolition:					
Administrative Fee	6.10.130	\$578	\$150	\$300	52%
Fireworks Sale License:					
Application Fee	15.05.050	\$1,306	\$50	\$50	4%
Park Cleanup Deposit		\$407	\$375	\$400	98%
Fortune Telling Permit Application Fee	9.08.030 (f) 9.08.060 (d)	\$1,609	\$1,500	\$1,600	99%
Initiative Petition Filing Fee	EC 9202-B	\$851	\$200	\$200	24%
Public Safety Department:					
Animal Impound Fee	8.04.150	\$65	1st - \$50 2nd - \$70 3rd - \$90	1st - \$60 2nd - \$80 3rd - \$100	92%
Bicycle License	11.20.060	\$7	\$5	\$7	100%
Bingo Permit Application	9.13.040	\$262	\$170 Renewal - \$85	\$190 Renewal - \$100	73%
Cat License (permanent)	8.04.240	\$44	\$40 Neutered - \$20	\$40 Neutered - \$20	91% 45%
Dog License (annual):					
Daily Boarding		\$31	\$15	\$30	97%
License	8.04.210 (a)	\$64	\$48 Neutered - \$25	\$60 Neutered - \$25	94% 39%
Penalty (annual)	8.04.220	\$66	\$50	\$60	91%
Handicapped Parking Administrative Fee	11.12.041	\$42	\$40	\$40	95%
Overnight Parking Fees					
Annual permit	11.13.060	\$128	\$100	\$100	78%
Temporary permit	11.13.080	\$13	\$.50 per day	\$1 per day	75%
Parking Citation Fine		\$79	\$45	\$60	76%
Public Dance	5.76	\$262	Appl. - \$235	\$250	95%
Removal of Political Campaign Signs	9.34.090	\$64	\$35	\$45	70%
Removal of Real Estate Signs	19.80.100 (e)	\$43	\$35	\$40	93%
Tobacco Retailer License Fee	5.09.100	\$125	\$100	\$125	100%
Vehicle Impound Fee		\$142	\$95	\$140	99%
Wild Animal Permit:					
Application Fee	8.04610 (b)	\$252	\$225	\$250	99%
Application Appeal	8.04.680	\$295	\$230	\$290	98%
Community Development Department:					
Land Use:					
Administrative Variance	19.126.030	\$757	\$300	\$300	40%
Conditional Use Permit	19.114.030	\$4,798	\$3,000	\$3,000	63%
Development Code Amendment	19.142.030	\$8,031	\$4,000	\$5,000	62%
General Plan Amendment	19.142.030	\$10,396	\$5,000	\$5,000	48%
Minor Use Permit	19.114.030	\$2,048	\$800	\$800	39%
Planned Development Permit	19.118.030	\$14,817	\$5,000 deposit	\$5,000 deposit	34%
Specific Plan	19.150	\$18,118	\$5,000 deposit	\$5,000 deposit	28%
Specific Plan Amendment	19.150.080	\$12,424	\$5,000 deposit	\$5,000 deposit	40%
Use Classification	19.04.040	\$905	\$700	\$700	77%
Variance	19.126.030	\$5,815	\$3,000	\$3,000	52%
Zone Change	19.142.030	\$7,735	\$4,000	\$4,000	52%
General Planning:					
Site Plan and Design Review					
SF Addition up to 600 sq ft					
R-1, R-2 & 250 sq ft in R1D	19.122.040	\$177	\$50	\$75	42%
Pools, SF façade changes	19.122.040	\$33	\$0	\$0	0%
Single Story over 600 sq ft					
R-1, R-2 & 250 sq ft in R1D	19.122.040	\$585	\$300	\$300	51%
Additions in R1D over 250 sq ft	19.122.040	\$892	\$500	\$500	56%
Second story additions less than 250 sq ft	19.122.040	\$585	\$300	\$300	51%
Second story additions 251 sq ft - 600 sq ft	19.122.040	\$919	\$600	\$600	65%
Second story additions over 600 sq ft	19.122.040	\$1,934	\$750	\$750	39%
New single story house	19.122.040	\$1,506	\$1,400	\$1,400	93%
New two story sf house	19.122.040	\$2,554	\$2,000	\$2,000	78%

CITY OF DUARTE - SCHEDULE OF SERVICE CHARGES
October 2016

	Code Section	Total Cost	Prior Fee (est. 2011)	Proposed Fee	Recovery Rate
Major multi family improvements	19.122.040	\$865		\$500	58%
Addition to multi family	19.122.040	\$1,587	\$1,000	\$1,000	63%
Second Units	19.122.040	\$1,086	\$950	\$1,000	92%
Commercial additions up to 250 sf, minor pkg & façade changes	19.122.040	\$164		\$100	61%
Commercial additions 251 sf to 2500 sf	19.122.040	\$1,587	\$1,000	\$1,000	63%
Commercial additions over 2500 sf	19.122.040	\$3,094	\$2,500	\$2,500	81%
New multi family and mixed use	19.122.040	\$8,972	\$5,000	\$5,000	56%
Minor commercial/multifamily remodel	19.122.040	\$247		\$100	40%
New commercial less than 2500 sf	19.122.040	\$6,567	\$4,000	\$4,000	61%
New commercial over 2500 sf to 20,000 sf	19.122.040	\$7,570	\$5,000	\$5,000	66%
New commercial over 20,000sf	19.122.040	\$8,715	\$6,000	\$6,000	69%
Director Review process, items not listed	19.122.040	\$567	\$300	\$300	53%
Major Exterior Improvement - Commercial/MF	19.122.040	\$865		\$500	58%
ARB Review, items not listed	19.122.040	\$3,620	\$2,000	\$2,000	55%
Reasonable Accommodation	19.120.030	\$337	\$300	\$300	89%
Signs					
Freeway Sign	19.122.040	\$1,453	\$1,100	\$1,400	96%
Monument Sign	19.122.040	\$561	\$400	\$400	71%
Sign Program	19.122.040	\$981	\$500	\$500	51%
Temporary Sign	19.122.040	\$30	\$15	\$15	50%
Wall Sign	19.122.040	\$49	\$25	\$25	51%
Determinations					
Director Decision	19.122.030	\$601	\$250	\$250	42%
Zoning Clearance	19.128.030	\$19	\$0	\$0	0%
Other					
Appeal (to one hearing body)	19.144.030	\$2,769	\$250	\$250	9%
Landscape Plan Review Subject to Water Efficient Requirements	19.122.040	\$384	Consultant cost + 10% \$300 or Consultant cost + 10%		78%
Landscape Plan Review No Water Efficient Requirements	19.122.040	\$196	\$100	\$100	51%
Lighting Plan Review	19.122.040	\$489	Consultant cost + 10% \$400 or Consultant cost + 10%		82%
CC&R, Covenant and other Legal Review	19.48	\$1,672	Attorney cost +10%	Attorney cost +15%	
Development Agreement	19.148.030	\$4,250	Consultant cost + 10%	Attorney cost +15%	
Time Extension - Land Use, ARB, etc.	19.130.070	\$189	\$150	\$150	79%
Subdivisions					
Certificate of Compliance	19.76.020	\$1,011	\$1,000	\$1,000	99%
Lot Line Adjustment	19.76.030	\$1,474	\$1,300	\$1,300	88%
Parcel Merger	19.76.040	\$1,989	\$1,200	\$1,200	60%
Parcel Map	19.74	\$4,682	\$3,500	\$3,500	75%
Tentative Tract Map	19.72.020	\$17,196	\$7,500	\$7,500	44%
Time Extension - Subdivision	19.72.110	\$401	\$300	\$400	100%
Environmental					
Categorical Exemption w/o Initial Study	State Law	\$354	\$75	\$100	28%
Categorical Exemption with Initial Study	State Law	\$1,593	\$1,100	\$1,500	94%
Negative Declaration (MND, ND)	State Law	\$4,386	\$3,000	\$3,000	68%
EIR	State Law	\$17,739	Consultant cost + 10%	Consultant cost + 10%	
Other					
ABC Letter of Necessity		\$66	\$50	\$65	98%
Address Change		\$211	\$150	\$150	71%
Aerials		\$27	\$10	\$10	37%
Development Code (entire document)		\$100	\$30	\$30	30%
General Plan (text)		\$76	\$25	\$25	33%
GP & Zoning Maps (up to 11 x 17)		\$6	\$5	\$5	89%
Hourly Research Fee		\$53-\$148	\$35-\$50	\$37-\$104	57%
Large Family Day Care	19.60.100	\$209	\$150	\$150	72%
Large Map cost (18x24 and above)		\$14	Offsite print cost +	\$5	36%
Planning Inspection Fee		\$53-\$148	\$35-\$50	\$37-\$104	57%
Public Notice	19.146	\$564	\$450	\$450	80%
Recordation Fee		\$18	\$15	\$15	83%
Reinspection Fee	19.154.120	\$53-\$148	\$35-\$50	\$37-\$104	57%
Special Event Permit	19.124.050	\$210	\$25	\$25	12%
Temporary Use Permit	19.124	\$165	\$100	\$100	61%
Zoning Conformance Letter	19.128.030	\$69	\$50	\$50	72%
Public Works Fees					
Curb &/or Gutter		\$150	\$125	\$125	83%
Curb Core		\$104	\$75	\$75	72%
Driveway Approach		\$196	\$170	\$170	87%
Engineering Fees - Large Developments		\$5,872	% of Project Value	% of Project Value	
NPDES Inspection		\$216		\$200	93%
Right of Way Vacation		\$655	\$400	\$400	61%

CITY OF DUARTE - SCHEDULE OF SERVICE CHARGES
October 2016

	Code Section	Total Cost	Prior Fee (est. 2011)	Proposed Fee	Recovery Rate
Sewer in the Public ROW		\$251	\$200	\$200	80%
Sidewalk		\$196	\$160	\$160	82%
Street Cut in Public ROW		\$212	\$180	\$180	85%
Transportation Route Permit		\$114		\$100	88%
Parks & Recreation Department:					
City Picnic		\$46,666	\$75	\$75	4%
Classes & Camps					
Nature Camp		\$466	\$190	\$210	45%
Recreation Classes		\$62,257	Varies	Varies	27%
Senior Classes		\$29,220	Varies	Varies	14%
Swim Lessons		\$88	\$30	Res - \$38	43%
				Non Res - \$43	70%
Swim Team		\$202	\$150	\$175	87%
Youth Sports		\$178	\$30	\$35	20%
Excursions					
Senior/Adult Excursions		\$63	\$45	\$45	71%
Fitness Center:					
Membership:		\$431,221			24%
Aquatics, Exercise, & Aerobics or			Res - \$160	Res - \$150	
Racquetball, Exercise, & Aerobics			Non Res - \$220	Non Res - \$200	
			Corporate 10-19 - \$115	Corporate 10-19 - \$115	
			Corporate 20+ - \$110	Corporate 20+ - \$110	
Total Facility - Individual			Res - \$220	Res - \$200	
			Non Res - \$295	Non Res - \$275	
			Corporate 10-19 - \$160	Corporate 10-19 - \$160	
			Corporate 20+ - \$150	Corporate 20+ - \$150	
Total Facility - Individual Senior				Res - \$120	
Total Facility - Individual Senior & Spouse				Res - \$220	
Total Facility - Family			Res - \$320	Res - \$300	
			Non Res - \$420	Non Res - \$400	
Day Use Rates:					
Racquetball or Walleyball (per hour):					
Per Person			\$6	\$6	
No Show Penalty			\$10	\$10	
Exercise room/Aerobics:					
Adults 16 & Over			\$5	\$5	
Senior			\$4	\$4	
Open Swim/Lap Swim		\$7	Adult - \$2	Adult - \$2	29%
Rental - Community Center:					
Full Auditorium:					
First Hour		\$624	Res - \$150	Res - \$300	48%
		\$624	Non Res - \$300	Non Res - \$600	96%
Each Additional Hour			Res - \$50	Res - \$50	
			Non Res - \$100	Non Res - \$100	
Half Auditorium:					
First Hour		\$317	Res - \$100	Res - \$150	47%
		\$317	Non Res - \$200	Non Res - \$300	95%
Each Additional Hour			Res - \$40	Res - \$40	
			Non Res - \$80	Non Res - \$80	
Kitchen			\$100	\$100	
Audio/Visual Equipment			\$60	\$60	
Optional Cleaning Fee			\$250	\$250	
Rental - Courts (per hour)					
Basketball, Futsal, Tennis or Volleyball		\$115	Res - \$17	Res - \$25	22%
		\$115	Non Res - \$34	Non Res - \$40	35%
		Duarte Youth Non Profit - \$0	Duarte Youth Non Profit - \$0		0%
Rental - Gazebos (Small) 8hr		\$178	Res - \$50	Res - \$50	28%
		\$178	Non Res - \$75	Non Res - \$75	42%
Rental - Gazebos (Large) 8hr		\$178	Res - \$75	Res - \$75	42%
		\$178	Non Res - \$100	Non Res - \$100	56%
Rental - Park Restroom (per hour)		\$148	Res - \$20	Res - \$20	14%
		\$148	Non Res - \$40	Non Res - \$40	27%
		Duarte Youth Non Profit - \$12	Duarte Youth Non Profit - \$12		8%
Rental - Parks (No Lights) per hr					
Soccer/Open Field		\$133	Res - \$10	Res - \$10	8%
		\$133	Non Res - \$30	Non Res - \$30	23%
		Duarte Youth Non Profit - \$0	Duarte Youth Non Profit - \$0		0%
Rental - Royal Oaks Park Building:					
First Hour		\$296	Res - \$90	Res - \$90	30%

CITY OF DUARTE - SCHEDULE OF SERVICE CHARGES
October 2016

	Code Section	Total Cost	Prior Fee (est. 2011)	Proposed Fee	Recovery Rate
Each Additional Hour		\$296	Non Res - \$180 Res - \$35	Non Res - \$180 Res - \$35	61%
Rental - Skate Park		\$129	Non Res - \$70 Res - \$30	Non Res - \$70 Res - \$30	23%
		\$129	Non Res - \$55 Duarte Youth Non Profit - \$0	Non Res - \$55 Duarte Youth Non Profit - \$0	43%
Rental - Sports Fields (per hour): With Lights		\$133	Res - \$30 Non Res - \$55	Res - \$30 Non Res - \$55	23%
		\$133	Non Res - \$55 Duarte Youth Non Profit - \$15	Non Res - \$55 Duarte Youth Non Profit - \$15	41%
		\$217	Res - \$10 Non Res - \$20	Res - \$10 Non Res - \$20	11%
Without Lights		\$217	Res - \$10 Non Res - \$20	Res - \$10 Non Res - \$20	5%
		\$217	Non Res - \$20 Duarte Youth Non Profit - \$0	Non Res - \$20 Duarte Youth Non Profit - \$0	9%
Rental - Swimming Pool (per hour): Pool Party:					0%
50 Persons & Under		\$278	Res - \$60 Non Res - \$120	Res - \$60 Non Res - \$120	22%
51 to 100 Persons		\$278	Res - \$75 Non Res - \$150	Res - \$75 Non Res - \$150	43%
101 to 125 Persons		\$278	Res - \$100 Non Res - \$200	Res - \$100 Non Res - \$200	27%
126 to 200 Persons		\$278	Res - \$150 Non Res - \$300	Res - \$150 Non Res - \$300	54%
Lifeguard		\$310	Res - \$150 Non Res - \$300	Res - \$150 Non Res - \$300	36%
Rental - Teen Center: Game/Mtg/Patio First Hour		\$33	\$20	\$20	72%
Each Additional Hour		\$487	Res - \$125 Non Res - \$250	Res - \$125 Non Res - \$250	48%
			Res - \$45 Non Res - \$90	Res - \$45 Non Res - \$90	97%
Mtg Room Only First Hour		\$347	Res - \$50 Non Res - \$100	Res - \$50 Non Res - \$100	61%
Each Additional Hour			Res - \$20 Non Res - \$40	Res - \$20 Non Res - \$40	26%
Audio/Visual Equipment		\$43	\$20	\$20	51%
Gas BBQ Grill		\$42	\$40	\$40	14%
Optional Cleaning Fee		\$551	\$200	\$200	29%
<u>Administrative Services Department:</u>					
Auctioneer License Application Fee	5.12.060,070	\$1,021	\$500	\$500	47%
Budget - City of Duarte		\$27	Res - \$50 Other - \$65	Res - \$20 Other - \$25	74%
Business License:					93%
Application Fee		\$83	\$35	\$35	42%
Duplicate License	5.04.090	\$19	\$7	\$10	53%
Business Listing		\$154	\$45	\$150	97%
Business on a Vacant Lot Permit	5.36.040	\$795	\$425	\$750	94%
Close out sale Permit		\$231	\$200	\$230	100%
Copy Charge - Paper		\$16	Res - \$0.25 Non Res - \$0.35	Res - \$0.35 Non Res - \$0.45	2%
Copy Charge - Scan		\$2	Res - \$0.25 Non Res - \$0.35	Res - \$0.35 Non Res - \$0.45	3%
Distribution of Advertising Material Permit	5.32.070	\$158	\$75 + \$10/Badge	\$75 + \$10/Badge	18%
Filming Permit Fee	5.40.030 C.	\$1,369	\$1,300	\$1,300	23%
Financial Statements - City Comprehensive		\$29	\$20	\$20	47%
Garage & Lawn Sale Application Permit		\$15	\$0	\$0	95%
Massage Establishment Business License Fee	5.04 , 5.56	\$1,035	\$354 Renewal - \$191	\$500 Renewal - \$200	69%
Massage Technician License Fee	5.04 , 5.56	\$418	\$96 Renewal - \$62	\$100 Renewal - \$75	0%
Returned Check Charge		\$77	\$40	\$40	48%
Special Event Insurance:					24%
Application Fee		\$160	\$90	\$90	52%
Premium		\$81-\$847+	Actual Cost	Actual Cost	56%

ATTACHMENT A

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Amusement & Entertainment - Application Fee	DEPARTMENT: City Manager/City Clerk	DATE: 2016-17																																																												
SERVICE DESCRIPTION: Issue and monitor permit for entertainment other than burlesque.																																																														
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SUBSIDY RATIONALE: Subsidy recommended to encourage compliance																																																														

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Amusement & Entertainment - Permit for Burlesque	DEPARTMENT: City Manager/City Clerk	DATE: 2016-17			
SERVICE DESCRIPTION: Issue and monitor permit for burlesque entertainment.					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D			
City Manager	\$142.12	1			
Director of Public Safety	\$95.23	1.5			
Administrative Secretary	\$38.25	2			
Code Compliance Officer	\$45.53	4			
LA County Sheriff Sgt	\$92.10	14			
City Planner	\$79.91	2			
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Lser Print Paper, Letter Copy			\$0.35	1	0.35
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,993.16	87.1%	\$3,729.19	\$3,600.00	\$3,700.00	100%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Amusement & Entertainment - Permit for Non-Burlesque	DEPARTMENT: City Manager/City Clerk	DATE: 2016-17
SERVICE DESCRIPTION: Issue and monitor permit for entertainment other than burlesque.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Director of Public Safety	\$95.23	1
Administrative Secretary	\$38.25	0.5
Code Compliance Officer	\$45.53	2
LA County Sheriff Sgt	\$92.10	1
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Regular Lser Print Paper, Letter Copy	\$0.35	1
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$297.87	87.1%	\$557.31
SUBSIDY RATIONALE:		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Candidate Filing Fee		City Manager/City Clerk		2016-17	
SERVICE DESCRIPTION:					
Process nomination papers for City Council candidates					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Clerk		\$66.31	2.00	\$132.62	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Nomination papers	\$0.50	1	\$0.50	1	\$0.50
code of fair ethics	\$0.50	1	\$0.50	1	\$0.50
mass mailing proceasures	\$0.50	1	\$0.50	1	\$0.50
ballot designation	\$0.50	1	\$0.50	1	\$0.50
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$134.62	87.1%	\$251.87	\$25.00	\$25.00	9.9%
SUBSIDY RATIONALE:					
Maximum fee is set by State law at \$25					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

[illegible]

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Firework Sale License - Application Fee	City Manager/City Clerk	2016-17

SERVICE DESCRIPTION:
 Process application for license to sell fireworks. No more than five such licenses shall be issued and outstanding at any time. All applications for such licenses shall be filed with the city clerk on or before five p.m. on the third Thursday of January of each year, containing a detailed statement of each and every kind of fireworks proposed to be sold under the license, the location of the proposed outdoor sales stand, the type of construction of the stand, the dates and hours that the applicant proposes the stand be open, the plans for staffing the stand during those days and hours, and such other information as the city manager shall reasonably require in order to assist the city council in evaluating the application.

PERSONNEL COSTS:

POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
City Manager	\$142.12	0.5	\$71.06
City Clerk	\$66.31	2	\$132.62
Deputy City Manager	\$76.87	4	\$307.48
Code Compliance Officer	\$45.53	2	\$91.06
Director of Public Safety Services	\$95.23	1	\$95.23

MATERIALS, SUPPLIES, & MISC. COSTS:

DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Lser Print Paper, Letter Copy			\$0.35	1	0.35

EQUIPMENT USAGE COST:

DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
	\$0.00	1	\$0.00	1	0.00

SUMMARY:

DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$697.80	87.1%	\$1,305.58	\$50.00	\$50.00	4%

SUBSIDY RATIONALE:
 Profits from the sale of fireworks are used to provide youth services within the community. The subsidy ensures that the maximum amount is returned to the children.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Fortune Telling Permit - Application Fee	DEPARTMENT: City Manager/City Clerk	DATE: 2016-17
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SERVICE DESCRIPTION:
 Process application for a permit to engage in fortune telling. An investigation shall be conducted to verify the facts contained in the application and any supporting data. The investigation shall be completed and a report and recommendation made in writing to the city council within thirty days after the filing of the application, unless the applicant requests or consents to an extension of the time period.

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
City Clerk	\$66.31	3	\$198.93	
Assistant City Manager	\$108.89	0.5	\$54.45	
Director of Public Safety Services	\$95.23	4	\$380.92	
City Planner	\$79.91	1	\$79.91	
LA County Sheriff Sgt	\$92.10	1	\$92.10	
Human Resources Specialist	\$33.35	1	\$33.35	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Live Scan	\$20.00	1	\$20.00	1	20.00
Regular Lser Print Paper, Letter Copy			\$0.35	1	0.35

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$860.01	87.1%	\$1,609.07	\$1,500.00	\$1,600.00	99%

SUBSIDY RATIONALE:

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Initiative Petition Filing Fee		City Manager/City Clerk		2016-17	
SERVICE DESCRIPTION:					
Process initiative petition					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Clerk		\$66.31	3.00	\$198.93	
City Manager		\$131.30	0.50	\$65.65	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Review by City Attorney			\$190.00	1	\$190.00
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$454.58	87.1%	\$850.52	\$200.00	\$200.00	23.5%
SUBSIDY RATIONALE:					
Maximum fee is set by State law at \$200. The primary purpose of the fee is to discourage frivolous initiative petitions. *Fee is refunded if City Clerk certifies as to the sufficiency of the petition.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:			
Animal Impounds	Public Safety	2016-17			
SERVICE DESCRIPTION:					
Impound animals found to be running at large mandated by D.M.C. 8.04.150					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D			
Code Compliance/Animal Control Officer	\$45.53	1			
Department Secretary	\$38.25	0.15			
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Ketch Pole (Uses)	\$107.00	300	\$0.36	1	0.36
Gloves (Uses)	\$ 20.00	100	\$0.20	1	0.20
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$51.82	24.8%	\$64.68	1st Impound \$50 2nd impound \$70 3rd + impound \$90	1st Impound \$60 2nd impound \$80 3rd + impound \$100	93%
SUBSIDY RATIONALE:					
Each time the animal is impounded, recommended fee increases to encourage the safe keeping of pets.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Bicycle License Fee	Public Safety	2016/17

SERVICE DESCRIPTION:
 Registration of Bicycle. Identification tag and license are provided to the registered owner.
 Lifetime license is kept on file with the Public Safety Department.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Department Secretary	\$38.25	0.15	\$5.74

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$5.74	22.5%	\$7.03	\$5.00	\$7.00	100%

SUBSIDY RATIONALE:

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Bingo Permit	Public Safety	2016-17

SERVICE DESCRIPTION:
Investigate the bingo applicant for proper State Licenses, State Penal Code regulation compliance and building use compliance. Fees mandated by Duarte Municipal Code section 9.13.040

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Public Safety Services	\$95.23	2	\$190.46
Administrative Secretary	\$38.25	0.5	\$19.13

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Application Form	\$0.09	1	\$0.09	1	0.09

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$209.68	24.8%	\$261.67	New \$170 Renew \$85	New \$190 Renew \$100	73%

SUBSIDY RATIONALE:
The Bingo applicant may be non-profit organizations.

The renewal process requires less investigation time, therefore cost less than a new application.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Cat License Fee (Permanent)	Public Safety	2016-17

SERVICE DESCRIPTION:
 Registration of Cat(s). Lifetime license and identification tag are provided to the pet owner and kept on file with the Public Safety Department. Optional identification license for cats is mandated by D.M.C. 8.04.240

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Department Secretary	\$38.25	0.15	\$5.74	
Code Enforcement/Animal Control Officer	\$45.53	0.65	\$29.59	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Cat Tags	\$524.89	2,800	\$0.19	1	0.19

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$35.52	24.8%	\$44.33	Neutered \$20	Neutered \$20	45%
\$35.52	24.8%	\$44.33	\$40	\$40	90%

SUBSIDY RATIONALE:
 Promote the altering of cats for reduced population.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Daily Boarding Fee	Public Safety	2016-17

SERVICE DESCRIPTION:
 Impounded animals which are housed for more than one day will be charged an additional daily boarding fee, which include such services as: cleaning the kennel, and replenishing food and water. Fees mandated by DMC Sec's: 8.04.110 and 8.04.150.

PERSONNEL COSTS:

POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Code Compliance/ Animal Control Officer	\$45.53	0.5	\$22.77

MATERIALS, SUPPLIES, & MISC. COSTS:

DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Food (lbs)	\$35.00	42	\$0.83	2	1.67

EQUIPMENT USAGE COST:

DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Bowls (2x)	\$25.00	156	\$0.16	1	0.16
Hose	\$35.00	156	\$0.22	1	0.22

SUMMARY:

DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$24.82	24.8%	\$30.97	\$ 15.00	\$30.00	97%

SUBSIDY RATIONALE:
 Officers time is estimated. Time may vary depending on how many dogs are present. If more dogs are present, time spent per dog is reduced.

* Animal Transferred to LA County Animal Control, cost the City \$ 28.79 a day boarding fee, but requires resident to pick up dog in City of Baldwin Park

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Dog License Fee	Public Safety	2016-17

SERVICE DESCRIPTION:
 Registration of Dog(s). License and identification tag are provided to the pet owner and kept on file with the Public Safety Department. License and registration is required for all dog owners pursuant to D.M.C. 8.04.170

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Code Compliance/Animal Control Officer	\$45.53	1	\$45.53	
Department Secretary	\$38.25	0.15	\$5.74	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Dog tags	\$524.89	2,800	\$0.19	1	0.19

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$51.45	24.8%	\$64.22	Neutered \$25	Neutered \$25	39%
\$51.45	24.8%	\$64.22	\$48	\$60	93%

SUBSIDY RATIONALE:
 Altered Fee \$25 Un-altered \$60. Promote the altering of Dogs for a reduced population. Fees are inline with surrounding cities.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:			
Dog License Penalty	Public Safety	2016-17			
SERVICE DESCRIPTION:					
Registration of Dog(s). License and identification tag are provided to the pet owner and kept on file with the Public Safety Department. License and registration is required for all dog owners pursuant to D.M.C. 8.04.170. Pursuant to D.M.C. 8.04.220 penalty fees apply to delinquent licenses obtained after August 31st.					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Code Compliance/Animal Control Officer	\$45.53	1	\$45.53		
Department Secretary	\$38.25	0.15	\$5.74		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Delinquent notices	\$0.09	1	\$0.09	2	0.18
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Vehicle fuel			\$0.54	2	1.08
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$52.53	24.8%	\$65.55	\$ 50.00	\$60.00	92%
SUBSIDY RATIONALE:					
Officer canvasses and checks multiple licenses on each block, reducing individual vehicle and time spent on follow-up.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Handicapped Parking Administrative Fee	Public Safety	2016-17

SERVICE DESCRIPTION:
 Upon receipt of a valid handicap placard the original citation amount is reduced to an Administrative Fee.
 Failure to properly display disabled person's parking placard or plates pursuant to D.M.C. 11.12.041

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Public Safety Services	\$95.23	0.25	\$23.81
Department Secretary	\$38.25	0.15	\$5.74
Community Service Officer	\$19.87	0.15	\$2.98

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Data Ticket Processing	\$1.25	1	\$1.25	1	1.25
Parking citations	\$1,363.10	5,000	\$0.27	1	0.27

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$34.05	24.8%	\$42.49	\$ 40.00	\$40.00	94%

SUBSIDY RATIONALE:
 Officers time is estimated. Citations may take more or less time to complete.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Annual Overnight Street Parking Permit	Public Safety	2016-17

SERVICE DESCRIPTION:
Application for annual overnight parking permit and based on an assessment of the number of registered vehicles exceeding the available onsite parking spaces at a residence.

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Public Safety Manager	\$103.57	0.25	\$25.89	
Administrative Secretary	\$38.25	0.5	\$19.13	
Community Services Officer	\$19.87	0.5	\$9.94	
Code Compliance/Animal Control Officer	\$45.53	1	\$45.53	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Application			\$0.09	2	0.18
Permit Sticker			\$1.13	1	1.13

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Code Compliance mileage			\$0.54	2	1.08

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$102.87	24.8%	\$128.38	\$100.00	\$100.00	78%

SUBSIDY RATIONALE:
Restricted overnight parking is along all of Huntington Drive and neighborhoods in the northeast section of the City that have No Overnight Parking signage We sold 80 annual permits last year.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Temporary Overnight street parking permit	Public Safety	2016-17

SERVICE DESCRIPTION:
Issuance and enforcement of tempoary overnight parking permits

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Community Service Officer	\$19.87	1,059	\$21,047.10	
Department Secretary	\$38.25	13	\$497.25	
Accountant	\$47.61	13	\$618.93	
Public Safety Manager	\$62.03	156	\$218.03	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
CSO vehicle mileage			\$0.54	2,912	1,572.48
Parking pass Kiosk paper	\$45.00	1,000	\$0.05	2,500	112.50
Kiosk parts warranty			\$360.00	1	360.00
Kiosk & enforcement software			\$840.00	1	840.00

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Temp Parking Permit Kiosk	\$10,000.00	7	\$1,428.57	1	1,428.57

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$26,694.86	24.8%	\$33,315.19 \$13.33 per permit	12,500 \$5 per 10 days 50 cents per day	\$25,000 \$1 per day up to 10 days at a time	75%

SUBSIDY RATIONALE:
Restricted overnight parking is along all of Huntington Drive and neighborhoods in the northeast section of the City that have No Overnight Parking signage Please note that surrounding communities currently charge \$2-\$5 per day, up to 7 days at a time. We assumed 2,500 permits sold per year, 1 per week pay with cash and the rest use the kiosk. Please note that the temporary permit is not meant to be an ongoing parking solution, because if there is truly no parking on site, the resident will qualify for an annual permit.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Parking Citation Fine	Public Safety	2016-17

SERVICE DESCRIPTION:					
Parking citation for violations of the Duarte Municipal Code and Los Angeles County Munipal Code as adopted by the City of Duarte.					

PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Community Service Officer	\$19.87	0.25	\$4.97		
Department Secretary	\$38.25	0.15	\$5.74		
LA County Deputy Sheriff Sgt	\$92.10	0.25	\$23.03		
Director of Public Safety Services	\$95.23	0.15	\$14.28		

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Date Ticket Processing	\$1.60	1	\$1.60	1	1.60
County Court Construction	\$2.50	1	\$2.50	1	2.50
County Justice Facility	\$2.50	1	\$2.50	1	2.50
State Construction Fee	\$3.00	1	\$3.00	1	3.00
ICNF Construction Fee	\$1.50	1	\$1.50	1	1.50
Court Operations Fee	\$3.00	1	\$3.00	1	3.00
Parking Citations	\$1,362.10	5,000	\$0.27	1	0.27

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Vehicle fuel			\$0.54	1	0.54

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$62.93	24.8%	\$78.53	\$ 45.00	\$60.00	76%

SUBSIDY RATIONALE:					
Lower fine amount encourages early payments for violations, which reduce our cost in sending additional notices for payment.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Public Dance Permit Application Fee		DEPARTMENT: Public Safety		DATE: 2016-17	
SERVICE DESCRIPTION: Investigate the Public Dance applicant for proper licenses, State Regulation compliance and Building use compliance. Fees mandated by Duarte Municipal Code Sections: 5.76.080, 5.76.310, 5.76.312 and 5.76.313.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Public Safety Services		\$95.23	2	\$190.46	
Administrative Secretary		\$38.25	0.5	\$19.13	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$209.59	24.8%	\$261.56	\$ 235.00	\$250.00	96%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Removal of Political Campaign Signs		Public Safety		2016-17	
SERVICE DESCRIPTION: Removal of illegally posted political signs as manadated by Duarte Muncipal Code Sections 9.34.050 and 9.34.090.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Code Compliance/Animal Control Officer		\$45.53	0.75	\$34.15	
Director of Public Safety Services		\$95.23	0.15	\$14.28	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Vehicle - fuel			\$0.54	5	2.70
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$51.13	24.8%	\$63.81	\$ 35.00	\$45.00	71%
SUBSIDY RATIONALE: Officer time is estimated. Time may vary depending on how easily it is to reach the responsible party. The more signs removed reduces the actual cost.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Removal of Real Estate Signs		Public Safety		2016-17	
SERVICE DESCRIPTION:					
Removal of Real Estate Signs in violation of sign regulations 19.42.070.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Code Compliance/Animal Control Officer		\$45.53	0.75	\$34.15	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$34.15	24.8%	\$42.62	\$ 35.00	\$40.00	94%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Tobacco Retailer License Fee	Pulbic Safety	2016-17

SERVICE DESCRIPTION:					
Costs assicated with administering the license program, retailer education, retailer inspection, compliance checks, and documentation of violations Pursant to DMC SEC: 5.09.100					

PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Code Compliance Officer	\$45.53	1.15	\$52.36		
Public Safety Director	\$95.23	0.5	\$47.62		

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Fourms	\$0.09	1	\$0.09	5	0.45

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$100.42	24.8%	\$125.33	\$ 100.00	\$125.00	100%

SUBSIDY RATIONALE:

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Vehicle Impound Fee	Public Safety	2016-17

SERVICE DESCRIPTION:
 Upon payment for vehicle impound, the registered owner is provided with a release receipt, which is then submitted to the appropriate tow company for release of vehicle. All vehicles must comply with the California Vehicle Code to operate or park on a public roadway.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Community Service Officer	\$19.87	1.5	\$29.81
Director of Public Safety Services	\$95.23	0.15	\$14.28
Deputy Sheriff Sgt.	\$92.10	0.15	\$13.82
Deputy Sheriff Officer	\$74.19	0.75	\$55.64

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Vehicle fuel			\$0.54	1	0.54

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$114.09	24.8%	\$142.38	\$95	\$140	98%

SUBSIDY RATIONALE:

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Wild Animal Permit Application and Fee	Public Safety	2016-17

SERVICE DESCRIPTION:
 An explanation of the permit process, review of the permit, inspections of the property and review of animal records.
 The permit may involve periodic inspections. Permit fee required pursuant to DMC Sec: 8.04.680.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Public Safety Services	\$95.23	2	\$190.46
Administrative Secretary	\$38.25	0.3	\$11.48

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
forms	\$0.09	1	\$0.09	2	0.18

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$202.12	24.8%	\$252.24	\$ 225.00	\$250.00	99%

SUBSIDY RATIONALE:

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Wild Animal Permit Revocation Appeal	Public Safety	2016-17

SERVICE DESCRIPTION:
 A review of all proceeding record and evidence, a formal hearing and written response to the revocation appeal.
 Revocation appeal fee pursuant to DMC Sec: 8.04.720.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Community Development	\$103.57	1.25	\$129.46
Director of Public Safety Services	\$95.23	1	\$95.23
Administrative Secretary	\$38.25	0.3	\$11.48

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$236.17	24.8%	\$294.74	230	\$290.00	98%

SUBSIDY RATIONALE:

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

[illegible]

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Conditional Use Permit	Community Development	2016-17

SERVICE DESCRIPTION:					
Processing of a CUP. Research, report and Resolution preparation, Planning Commission process					

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development	\$103.57	2	\$207.14	
City Planner	\$79.91	10	\$799.10	
Associate Planner	\$56.63	40	\$2,265.20	
Administrative Secretary	\$38.25	2	\$76.50	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$3,347.94	43.3%	\$4,797.60	\$3,000.00	\$3,000.00	63%

SUBSIDY RATIONALE:
Maintain comparable fee. Similar cities range from \$1066 to \$4350.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Development Code Amendment		Community Development		2016-17	
SERVICE DESCRIPTION:					
Procession of a text amendment of the Development Code					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Community Development Director		\$103.57	5	\$517.85	
City Planner		\$79.91	40	\$3,196.40	
Associate Planner		\$56.63	30	\$1,698.90	
Administrative Secretary		\$38.25	5	\$191.25	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$5,604.40	43.3%	\$8,031.11	\$4,000.00	\$5,000.00	62%
SUBSIDY RATIONALE:					
Similar cities charge from \$1700 to \$5000. The proposed fee is to maintain a comparable fee.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
General Plan Amendment		Community Development		2016-17	
SERVICE DESCRIPTION:					
Processing of an amendment to an element of the General Plan					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	10	\$1,035.70	
City Planner		\$79.91	40	\$3,196.40	
Associate Planner		\$56.63	50	\$2,831.50	
Administrative Secretary		\$38.25	5	\$191.25	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$7,254.85	43.3%	\$10,396.20	\$5,000.00	\$5,000.00	48%
SUBSIDY RATIONALE:					
To maintain comparable fee					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Minor Use Permit		Community Development		2016-17	
SERVICE DESCRIPTION:					
Processing of a minor use permit.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	1	\$103.57	
City Planner		\$79.91	5	\$399.55	
Associate Planner		\$56.63	15	\$849.45	
Administrative Secretary		\$38.25	2	\$76.50	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,429.07	43.3%	\$2,047.86	800	\$800.00	39%
SUBSIDY RATIONALE:					
Similar cities charge range from \$440 to \$1540. The proposed fee is to maintain a comparable fee.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Planned Development Permits	Community Development	2016-17

SERVICE DESCRIPTION:					
Processing a project through the planned development permit process based on Chapter 19.118					

PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Director of Community Development	\$103.57	5	\$517.85		
City Planner	\$79.91	80	\$6,392.80		
Associate Planner	\$56.63	40	\$2,265.20		
Community Dev Technician	\$37.28	5	\$186.40		
Administrative Secretary	\$38.25	2	\$76.50		
Public Works Manager	\$75.40	2	\$150.80		
Engineer	\$150.00	5	\$750.00		

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$10,339.55	43.3%	\$14,816.58	5,000.00	\$5,000.00*	34%

SUBSIDY RATIONALE:					
* The complexity and size of this process may vary greatly. Therefore, it is recommended that a \$5,000 deposit be charged and that a hourly rate be charged.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Specific Plan	Community Development	2016-17

SERVICE DESCRIPTION:

 Processing of a new Specific Plan. Research, coordination, noticing, report writing, Planning Commisison and City Council.
 This fee applies if City Staff draft the Specific Plan document.

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development	\$103.57	5	\$517.85	
City Planner	\$79.91	80	\$6,392.80	
Associate Planner	\$56.63	60	\$3,397.80	
Community Dev Technician	\$38.25	10	\$382.50	
Administrative Secretary	\$150.00	10	\$1,500.00	
Public Works Mgr.	\$75.40	6	\$452.40	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$12,643.35	43.3%	\$18,117.92	\$5,000.00	\$5,000.00*	27%+

SUBSIDY RATIONALE:

* The complexity and size of this process may vary greatly. Therefore, it is recommended that a \$5,000 deposit be charged and that aN hourly direct cost rate be charged.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Specific Plan Amendment	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Processing a revision to an existing Specific Plan. Research, coordination, noticing, report writing, Planning Commisison and City Council.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Director of Community Development	\$103.57	5
City Planner	\$79.91	60
Associate Planner	\$56.63	40
Community Dev Technician	\$38.25	5
Administrative Secretary	\$150.00	5
Public Works Mgr.	\$75.40	2
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$8,669.70	43.3%	\$12,423.68
SUBSIDY RATIONALE:		
* The complexity and size of this process may vary greatly. Therefore, it is recommended that a \$5,000 deposit be charged and that an hourly direct cost rate be charged.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Use Classification	DEPARTMENT: Community Development	DATE: 2016-17																																																						
SERVICE DESCRIPTION: Determination as to whether or not a use that is not listed in Article 2 is similar to other listed uses and classification of such use. Research, meetings and action letter.																																																								
PERSONNEL COSTS: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">POSITIONS</th> <th style="width: 15%;">HOURLY RATE</th> <th style="width: 15%;">HRS REQ'D</th> <th style="width: 20%;">UNIT COST</th> </tr> </thead> <tbody> <tr> <td>Director of Community Development</td> <td style="text-align: right;">\$103.57</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$207.14</td> </tr> <tr> <td>City Planner</td> <td style="text-align: right;">\$79.91</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$159.82</td> </tr> <tr> <td>Associate Planner</td> <td style="text-align: right;">\$56.63</td> <td style="text-align: center;">4</td> <td style="text-align: right;">\$226.52</td> </tr> <tr> <td>Administrative Secretary</td> <td style="text-align: right;">\$38.25</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$38.25</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	Director of Community Development	\$103.57	2	\$207.14	City Planner	\$79.91	2	\$159.82	Associate Planner	\$56.63	4	\$226.52	Administrative Secretary	\$38.25	1	\$38.25																																		
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SUBSIDY RATIONALE: To maintain existing fee																																																								

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Variance	Community Development	2016-17

SERVICE DESCRIPTION:
 Processing of a variance request. Research, noticing, report writing, public hearing before Planning Commission.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Community Development	\$103.57	5	\$517.85
City Planner	\$79.91	15	\$1,198.65
Associate Planner	\$56.63	40	\$2,265.20
Administrative Secretary	\$38.25	2	\$76.50

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$4,058.20	43.3%	\$5,815.40	\$3,000.00	\$3,000.00	52%

SUBSIDY RATIONALE:
 Maintain compatible fee. Similar cities range from \$1200 to \$4100.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Zone Change	DEPARTMENT: Community Development	DATE: 2016-17																																																												
SERVICE DESCRIPTION: Processing of an application to change the zoning or a property. Research, noticing, report writing, public hearings before Planning Commission and City Council.																																																														
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SUBSIDY RATIONALE: Similar cities range from \$2000 to \$5000.																																																														

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review R-1 & R-2 Single Family Addition up to 600 s.f.	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
City Planner	\$79.91	0.25
Associate Planner	\$56.63	1
Community Development Technician	\$37.28	1
Administrative Secretary	\$38.25	0.25
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$123.45	43.3%	\$176.90
SUBSIDY RATIONALE: This are generally minor reviews, however some staff time is necessary. Maintaining low fees for residents is the purpose.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

[illegible]

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review R-1 & R-2 Single story addition over 600 s.f. and R1 D up to 250 s.f.		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	0.25	\$25.89	
City Planner		\$79.91	1	\$79.91	
Associate Planner		\$56.63	5	\$283.15	
Administrative Secretary		\$38.25	0.5	\$19.13	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$408.08	43.3%	\$584.78	300.00	\$300.00	51%
SUBSIDY RATIONALE:					
Maintaining low fees for residents is the purpose.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review Additions in R-1D Over 250 s.f.	DEPARTMENT: Community Development	DATE: 2016-17																																																						
SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122																																																								
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SUBSIDY RATIONALE: Maintaining low fees for residents is the purpose.																																																								

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review Second story additions less than 250 s.f.		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	0.25	\$25.89	
City Planner		\$79.91	1	\$79.91	
Associate Planner		\$56.63	5	\$283.15	
Administrative Secretary		\$38.25	0.5	\$19.13	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$408.08	43.3%	\$584.78	300.00	\$300.00	51%
SUBSIDY RATIONALE:					
Maintaining low fees for residents is the purpose.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review Second Story Additions over 250 s.f. less than 600		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	1	\$103.57	
City Planner		\$79.91	2	\$159.82	
Associate Planner		\$56.63	6	\$339.78	
Administrative Secretary		\$38.25	1	\$38.25	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$641.42	43.3%	\$919.15	600	\$600.00	65%
SUBSIDY RATIONALE:					
Maintaining low fees for residents is the purpose.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review New Second Story Additions greater than 600 s.f. - Planning Commisison Review.	DEPARTMENT: Community Development Planning Commisison Review.	DATE: 2016-17			
SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Director of Community Development	\$103.57	3	\$310.71		
City Planner	\$79.91	4	\$319.64		
Associate Planner	\$56.63	10	\$566.30		
Administrative Secretary	\$38.25	4	\$153.00		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,349.65	43.3%	\$1,934.05	750.00	\$750.00	39%
SUBSIDY RATIONALE: Maintaining low fees for residents is the purpose.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review New single story house		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	2	\$207.14	
City Planner		\$79.91	3	\$239.73	
Associate Planner		\$56.63	8	\$453.04	
Community Development Technician		\$37.28	2	\$74.56	
Administrative Secretary		\$38.25	2	\$76.50	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,050.97	43.3%	\$1,506.04	1,400.00	\$1,400.00	93%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review New Two Story single family - Planning Commission Review	DEPARTMENT: Community Development	DATE: 2016-17
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SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122
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PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Community Development	\$103.57	3	\$310.71
City Planner	\$79.91	8	\$639.28
Associate Planner	\$56.63	12	\$679.56
Administrative Secretary	\$38.25	4	\$153.00

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,782.55	43.3%	\$2,554.39	2,000.00	\$2,000.00	78%

SUBSIDY RATIONALE: Subsidy for rounding. To be consistent with other agencies

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Major Multi-Family Improvement	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Review of development plans based on Chapter 19.122		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Director of Community Development	\$103.57	0.5
City Planner	\$79.91	1
Associate Planner	\$56.63	8
Administrative Secretary	\$38.25	0.5
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$603.86	43.3%	\$865.33
SUBSIDY RATIONALE: Maintaing reasonable fee level		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review Addition in multi-family zones		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	1	\$103.57	
City Planner		\$79.91	5	\$399.55	
Associate Planner		\$56.63	10	\$566.30	
Administrative Secretary		\$38.25	1	\$38.25	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,107.67	43.3%	\$1,587.29	1,000.00	\$1,000.00	63%
SUBSIDY RATIONALE:					
To maintain compatible fees					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Second Units	Community Development	2016-17
SERVICE DESCRIPTION:		
Review of a second unit based on Chapter 19.60.150		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Director of Community Development	\$103.57	0.5
City Planner	\$79.91	2
Associate Planner	\$56.63	5
Community Development Technician	\$37.28	5
Administrative Secretary	\$38.25	2
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$757.66	43.3%	\$1,085.72
SUBSIDY RATIONALE:		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review Commercial Additions - up to 250 s.f. also painting, minor parking lot and façade changes etc.	DEPARTMENT: Community Development	DATE: 2016-17																																																						
SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122																																																								
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SUBSIDY RATIONALE: To address costs while still encouraging compliance																																																								

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review Commercial Additions - 251 to 2500 s.f.	DEPARTMENT: Community Development	DATE: 2016-17			
SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Director of Community Development	\$103.57	1	\$103.57		
City Planner	\$79.91	5	\$399.55		
Associate Planner	\$56.63	10	\$566.30		
Administrative Secretary	\$38.25	1	\$38.25		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,107.67	43.3%	\$1,587.29	1,000.00	\$1,000.00	63%
SUBSIDY RATIONALE: To maintain similar fees. Similar cities range from \$780-\$1225					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review Commercial Additions - over 2500 s.f.		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	3	\$310.71	
City Planner		\$79.91	8	\$639.28	
Associate Planner		\$56.63	20	\$1,132.60	
Administrative Secretary		\$38.25	2	\$76.50	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$2,159.09	43.3%	\$3,093.98	2,500.00	\$2,500.00	81%
SUBSIDY RATIONALE:					
To maintain compatible fees.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

[illegible]

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Minor Commercial/Multi-Family Remodel		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Planner		\$79.91	0.5	\$39.96	
Associate Planner		\$56.63	2	\$113.26	
Administrative Secretary		\$38.25	0.5	\$19.13	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$172.34	43.3%	\$246.96		\$100.00	40%
SUBSIDY RATIONALE:					
Maintaing reasonable fee level					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review New Commercial, Industrial, Non-Residential - Planning Commission Review (up to 2500 s.f.)		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	5	\$517.85	
City Planner		\$79.91	15	\$1,198.65	
Associate Planner		\$56.63	40	\$2,265.20	
Community Development Technician		\$37.28	2	\$74.56	
Administrative Secretary		\$38.25	2	\$76.50	
Engineer		\$150.00	3	\$450.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$4,582.76	43.3%	\$6,567.10	4,000.00	\$4,000.00	61%
SUBSIDY RATIONALE:					
To capture direct costs and to keep comparable fees.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review New Commercial, Industrial, Non-Residential - Planning Commission Review (2500 s.f to 20000 s.f.)		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	5	\$517.85	
City Planner		\$79.91	20	\$1,598.20	
Associate Planner		\$56.63	40	\$2,265.20	
Community Development Technician		\$37.28	2	\$74.56	
Administrative Secretary		\$38.25	2	\$76.50	
Engineer		\$150.00	5	\$750.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$5,282.31	43.3%	\$7,569.55	5,000.00	\$5,000.00	66%
SUBSIDY RATIONALE:					
To capture direct costs and to keep comparable fees.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review New Commercial, Industrial, Non-Residential - Planning Commission Review (over 20000 s.f.)	DEPARTMENT: Community Development	DATE: 2016-17			
SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Director of Community Development	\$103.57	5	\$517.85		
City Planner	\$79.91	30	\$2,397.30		
Associate Planner	\$56.63	40	\$2,265.20		
Community Development Technician	\$37.28	2	\$74.56		
Administrative Secretary	\$38.25	2	\$76.50		
Engineer	\$150.00	5	\$750.00		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	UNIT COST		
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	UNIT COST		
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$6,081.41	43.3%	\$8,714.66	6,000.00	\$6,000.00	69%
SUBSIDY RATIONALE: To capture direct costs and to keep comparable fees.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Site Plan & Design Review Director Review Items not Listed	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Review of development plans for a variety of projects based on Chapter 19.122		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Director of Community Development	\$103.57	1
City Planner	\$79.91	2
Associate Planner	\$56.63	2
Administrative Secretary	\$38.25	0.5
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$395.78	43.3%	\$567.15
SUBSIDY RATIONALE: Maintaining low fees for residents is the purpose.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Commercial Façade Remodel Major Exterior Improvement Commercial	DEPARTMENT: Community Development	DATE: 2016-17																																																						
SERVICE DESCRIPTION: Review of development plans based on Chapter 19.122																																																								
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SUBSIDY RATIONALE: Maintaing reasonable fee level																																																								

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Site Plan & Design Review Other items requiring ARB review		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of development plans for a variety of projects based on Chapter 19.122					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	5	\$517.85	
City Planner		\$79.91	10	\$799.10	
Associate Planner		\$56.63	20	\$1,132.60	
Administrative Secretary		\$38.25	2	\$76.50	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$2,526.05	43.3%	\$3,619.83	2,000.00	\$2,000.00	55%
SUBSIDY RATIONALE:					
Maintaining compatible fees.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:			
Reasonable Accomodation	Community Development	2016-17			
SERVICE DESCRIPTION:					
Process reasonable accomodation request, based on Chapter 19.120.					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Director of Community Development	\$103.57	0.25	\$25.89		
City Planner	\$79.91	0.5	\$39.96		
Associate Planner	\$56.63	1	\$56.63		
Community Development Technician	\$37.28	2	\$74.56		
Administrative Secretary	\$38.25	1	\$38.25		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$235.29	43.3%	\$337.17	300.00	\$300.00	89%
SUBSIDY RATIONALE:					
Rounding					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Freeway Sign	DEPARTMENT: Community Development	DATE: 16-17
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SERVICE DESCRIPTION: Processing of a freeway sign application. Research, ARB report and action letter

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Community Development	\$103.57	0.5	\$51.79
City Planner	\$79.91	4	\$319.64
Associate Planner	\$56.63	10	\$566.30
Administrative Secretary	\$38.25	2	\$76.50

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,014.23	43.3%	\$1,453.38	\$1,100	\$1,400.00	96%

SUBSIDY RATIONALE: Subsidy for rounding.
--

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Monument Sign	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Processign of a monument sign.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Director of Community Development	\$103.57	0.1
City Planner	\$79.91	2
Associate Planner	\$56.63	3
Community Development Technician	\$37.28	0.25
Administrative Secretary	\$38.25	0.5
Assistant Civil Engineer	\$46.48	0.5
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$391.75	43.3%	\$561.38
SUBSIDY RATIONALE:		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Sign Program	Community Development	2016-17

SERVICE DESCRIPTION:
 Review and processing of a sign program for a multi-tenant project. Review, preparation of report, meetings.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director	\$103.57	0.5	\$51.79
City Planner	\$79.91	2	\$159.82
Associate Planner	\$56.63	7	\$396.41
Administrative Secretary	\$38.25	2	\$76.50

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$684.52	43.3%	\$980.91	500.00	\$500.00	51%

SUBSIDY RATIONALE:
 To keep comparable fee and to encourage existing and new centers to process sign program

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Temporary Signs	Community Development	2016-17
SERVICE DESCRIPTION:		
Review of a request for temporary sign. Research regarding past annual permits and action on request.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Associate Planner	\$56.63	0.1
Community Dev Technician	\$37.28	0.2
Administrative Secretary	\$38.25	0.2
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$20.77	43.3%	\$29.76
SUBSIDY RATIONALE:		
Recommend one time annual fee for all temporary sign requests during a calendar year.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Wall and Other Sign (per sign)		Community Development		2016-17	
SERVICE DESCRIPTION:					
Processing of wall signs and other signs (except for freeway signs, monument signs and temporary signs).					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Planner		\$79.91	0.25	\$19.98	
Associate Planner		\$56.63	0.25	\$14.16	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$34.14	43.3%	\$48.92	\$25.00	\$25.00	51%
SUBSIDY RATIONALE:					
To maintain comparable fees.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:			
Director Decision	Community Development	2016-17			
SERVICE DESCRIPTION: Written determination or decision in which the Development Code requires the Director to make a decision					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Community Development Director	\$103.57	2	\$207.14		
City Planner	\$79.91	1	\$79.91		
Associate Planner	\$56.63	2	\$113.26		
Administrative Secretary	\$38.25	0.5	\$19.13		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$419.44	43.3%	\$601.05	\$250.00	\$250.00	42%
SUBSIDY RATIONALE:					
Fee will be rarely used. Other cities charge as much as \$300 for similar services. Impact of subsidy will be minor.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Zoning Clearance	Community Development	2016-17

SERVICE DESCRIPTION:

A determination made by Director or Staff that a land use or structure complies with the list of uses allowed. The form of approval will be a stamp or signature. If a letter is issued, the appropriate charge is a zoning conformance letter or other appropriate fee.

PERSONNEL COSTS:

POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
City Planner	\$79.91	0.05	\$4.00
Associate Planner	\$56.63	0.1	\$5.66
Community Dev Technician	\$37.28	0.1	\$3.73

MATERIALS, SUPPLIES, & MISC. COSTS:

DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:

DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:

DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$13.39	43.3%	\$19.18	0	\$0.00	0%

SUBSIDY RATIONALE:

The amount of time necessary to make a determination or provide a stamp is often minor (for example Business Licence sign off) and other charges apply when more time is needed or when a letter is written. The time to collect this fee would be counter productive to charging it.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:			
Appeal	Community Development	2016-17			
SERVICE DESCRIPTION:					
Processing of an appeal to the appropriate hearing body. This fee applies to an appeal to one hearing body.					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Director of Community Development	\$103.57	2	\$207.14		
City Planner	\$79.91	10	\$799.10		
Associate Planner	\$56.63	15	\$849.45		
Administrative Secretary	\$38.25	2	\$76.50		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,932.19	43.3%	\$2,768.83	\$250.00	\$250.00	9%
SUBSIDY RATIONALE:					
It is appropriate to limit the cost of an appeal so it will not be a disincentive to that right in the political process. It is also appropriate to charge a nominal fee to deter nuisance appeals. Similar cities charge up to \$2500 for appeals.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Landscape Plan Review (subject to Water Efficient Ord.)		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of landscape and irrigation plan, analysis of compliance with State Law and Development Code (not including cost of outside consultant)					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Planner		\$79.91	1	\$79.91	
Associate Planner		\$56.63	2	\$113.26	
Community Development Technician		\$37.28	2	\$74.56	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$267.73	43.3%	\$383.66	*A	*B	78%+
SUBSIDY RATIONALE:					
*A: Cost of Consultant + 10% City overhead					
*B: In house review = \$300 or					
Outside consutant review = Cost of Landscape Consultant + 10% City overhead					
(Review process to be determined by Director)					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Landscape Plan Review (not subject to Water Efficient Ord.)		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of landscape and irrigation plan, analysis of compliance with State Law and Development Code (not including cost of outside consultant)					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Planner		\$79.91	1	\$79.91	
Associate Planner		\$56.63	1	\$56.63	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$136.54	43.3%	\$195.66	\$100	\$100.00	51%
SUBSIDY RATIONALE:					
This fee mostly impacts residents and smaller businesses. Subsidy is to keep fees for this level of service lower					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Lighting Plan Review		Community Development		2016-17	
SERVICE DESCRIPTION:					
Review of a parking lot or other lighting plan (not including cost of outside consultant)					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Planner		\$79.91	2.5	\$199.78	
Associate Planner		\$56.63	2.5	\$141.58	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$341.35	43.3%	\$489.15	*A	*B	
SUBSIDY RATIONALE:					
*A Cost of consultant + 10% for City staff time					
*B In house review \$400 or					
Outside consultant review = Cost of Landscape Consultant + 10% City overhead					
(Review process to be determined by Director)					
Subsidy is to be compareable to surrounding communities					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: CC&R, Covenants & Other Legal Review	DEPARTMENT: Community Development	DATE: 2016-17																																																						
SERVICE DESCRIPTION: Staff and City Attorney review of documents																																																								
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SUBSIDY RATIONALE: Complexity can vary greatly. a) attorney fee + 10% of staff time b) attorney fee + 15% of staff time																																																								

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Development Agreement		DEPARTMENT: Community Development		DATE: 2016-17	
SERVICE DESCRIPTION: Processing of a Development Agreement (City Attorney and Staff fee)					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	20	\$2,071.40	
City Planner		\$79.91	10	\$799.10	
Administrative Secretary		\$38.25	2.5	\$95.63	
City Attorney		\$190.00	see below		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$2,966.13	43.3%	\$4,250.46	*A	*B	
SUBSIDY RATIONALE:					
Complexity can vary greatly.					
*A - prior fee was consultant cost + 10% for staff time *B - recommended fee is attorney fee + 15% for staff time (staff overhead fee not to exceed \$4,000) Attorney hours vary greatly based on the complexity of the project					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Time Extention- Land Use, ARB, etc.		Community Development		2016-17	
SERVICE DESCRIPTION:					
Extension of time for a project that has already been approved.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	0.1	\$10.36	
City Planner		\$79.91	0.33	\$26.37	
Associate Planner		\$56.63	1	\$56.63	
Administrative Secretary		\$38.25	1	\$38.25	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$131.61	43.3%	\$188.59	150.00	\$150.00	80%
SUBSIDY RATIONALE:					
Subsidy for rounding.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Certificate of Compliance		Community Development		2016-17	
SERVICE DESCRIPTION:					
Processing a Certificate of Compliance					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	0.5	\$51.79	
City Planner		\$79.91	1	\$79.91	
Associate Planner		\$56.63	2	\$113.26	
Administrative Secretary		\$38.25	0.5	\$19.13	
Assistant Civil Engineer		\$64.07	1	\$64.07	
Public Works Manager		\$75.40	5	\$377.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.35000	1	\$0.35
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$705.50	43.3%	\$1,010.98	\$1,000.00	\$1,000.00	99%
SUBSIDY RATIONALE:					
Subsidy for rounding. One other surveyed city charges \$1085					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Lot Line Adjustment	Community Development	2016-17
SERVICE DESCRIPTION:		
Processing of a Lot Line Adjustment.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
City Planner	\$79.91	3
Associate Planner	\$56.63	3
Administrative Secretary	\$38.25	0.5
Engineer	\$150.00	4
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$1,028.75	43.3%	\$1,474.19
SUBSIDY RATIONALE:		
Similar cities range from \$1200 to \$1400		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Parcel Merger		Community Development		2016-17	
SERVICE DESCRIPTION:					
Processing the merger of parcels.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
City Planner		\$79.91	3	\$239.73	
Associate Planner		\$56.63	3	\$169.89	
Community Development Technician		\$37.28	1	\$37.28	
Administrative Secretary		\$38.25	5	\$191.25	
Engineer		\$150.00	5	\$750.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,388.15	43.3%	\$1,989.22	1,200.00	\$1,200.00	60%
SUBSIDY RATIONALE:					
Similar cities charge \$1200					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Parcel Map		Community Development		2016-17	
SERVICE DESCRIPTION:					
Processing of a request to subdivide a property. Research, coordination with consulting Engineer, report writing, noticing, meetings					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	2	\$207.14	
City Planner		\$79.91	15	\$1,198.65	
Associate Planner		\$56.63	20	\$1,132.60	
Community Development Technician		\$37.28	1	\$37.28	
Administrative Secretary		\$38.25	5	\$191.25	
Engineer		\$100.00	5	\$500.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$3,266.92	43.3%	\$4,681.50	3,500.00	\$3,500.00	75%
SUBSIDY RATIONALE:					
Compares with similar cities.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Tentative Tract Map	Community Development	2016-17

SERVICE DESCRIPTION:

 Processing of a request to subdivide property. Research, coordination with consulting Engineer, report writing, noticing Planning Commission and City Council hearing.

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development	\$103.57	5	\$517.85	
City Planner	\$79.91	60	\$4,794.60	
Associate Planner	\$56.63	40	\$2,265.20	
Community Dev Technician	\$37.28	5	\$186.40	
Administrative Secretary	\$38.25	20	\$765.00	
Engineer	\$150.00	20	\$3,000.00	
Assistant Civil Engineer	\$64.07	5	\$320.35	
Public Works Manager	\$75.40	2	\$150.80	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$12,000.20	43.3%	\$17,196.29	\$7,500.00	\$7,500.00	44%

SUBSIDY RATIONALE:

 Subsidy to bring fee closer to similar fees. Fees in other cities range greatly some as much as \$11,500 and some with base rates plus cost per lot.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Time Extention - Subdivision	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Extension of time for a project that has already been approved.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D UNIT COST
Director	\$103.57	0.25 \$25.89
City Planner	\$79.91	0.35 \$27.97
Associaite Planner	\$56.63	0.5 \$28.32
Technician	\$37.28	0.25 \$9.32
Administrative Secretary	\$38.25	1 \$38.25
Engineer	\$150.00	1 \$150.00
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME COST USAGE UNIT COST
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE COST USAGE UNIT COST
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST PRIOR FEE REC. FEE PERCENT
\$279.75	43.3%	\$400.88 300.00 \$400.00 100%
SUBSIDY RATIONALE: Subsidy for rounding.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Categorical Exemption - w/o Initial Study	Community Development	2016-17
SERVICE DESCRIPTION:		
Preparation of a categorical exemption, no initial study prepared		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
City Planner	\$79.91	0.5
Associate Planner	\$56.63	2
Administrative Secretary	\$38.25	0.5
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
LA County Filing Fee	\$75.00	1
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$247.34	43.3%	\$354.44
SUBSIDY RATIONALE:		
Maintain reasonable fee level		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Categorical Exemption - w/Initial Study		Community Development		2016-17	
SERVICE DESCRIPTION:					
Preparation of an initial study and filing of a categorical exemption					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57	0.5	\$51.79	
City Planner		\$79.91	5	\$399.55	
Associate Planner		\$56.63	10	\$566.30	
Administrative Secretary		\$38.25	0.5	\$19.13	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
LA County Filing Cost			\$75.00	1	75.00
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1,111.76	43.3%	\$1,593.15	\$1,100	\$1,500.00	94%
SUBSIDY RATIONALE:					
Rounded (Very rarely used)					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Negative Declaration	Community Development	2016-17

SERVICE DESCRIPTION:
Processing of a Negative Declaration as a part of a project. This included preparation of an initial study and associated research and the preparation and posting of notices.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director of Community Development	\$103.57	1	\$103.57
City Planner	\$79.91	20	\$1,598.20
Associate Planner	\$56.63	20	\$1,132.60
Community Development Technician	\$37.28	2	\$74.56
Administrative Secretary	\$38.25	2	\$76.50

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
LA County Filing Cost			\$75.00	1	75.00

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$3,060.43	43.3%	\$4,385.60	3,000.00	\$3,000.00	68%

SUBSIDY RATIONALE:
Similar cities range from \$500 to \$3680. Most likely, cities that charge lower fees have not updated fees as legal requirements for Negative Declarations have increased complexity. The proposed fee was chosen to keep pace with area averages.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

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CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
ABC Letter of Necessity	Community Development	2016-17

SERVICE DESCRIPTION:
 Producing letter of necessity to comply with ABC requirements. This is typically related to an approved CUP for alcohol sales.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
City Planner	\$79.91	0.1	\$7.99
Associate Planner	\$56.63	0.5	\$28.32
Administrative Secretary	\$38.25	0.25	\$9.56

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.35000	1	0.35

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$46.22	43.3%	\$66.23	\$50.00	\$65.00	98%

SUBSIDY RATIONALE:

 Subsidy for rounding.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Address Change	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Processing a request for an address change		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Associate Planner	\$56.63	1
Administrative Secretary	\$38.25	0.5
Assistant Civil Engineer	\$64.07	1
Public Works Manager	\$75.40	0.1
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$147.37	43.3%	\$211.17
SUBSIDY RATIONALE:		
Maintain reasonable fee level		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Aerials		Community Development		2016-17	
SERVICE DESCRIPTION:					
Copies of Aerial photos (see zoning map - copy)					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Comm Dev Technician		\$37.28	0.5	\$18.64	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Laser paper, up to 11 x 17 copy			\$0.11	1	0.11
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$18.75	43.3%	\$26.87	\$10.00	\$10.00	37%
SUBSIDY RATIONALE:					
Typically aerials, like zoning maps etc. provide valuable information that is a service that pays back by informing and is a reasonable subsidy item.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:			
Development Code (entire doc)	Community Development	2016-17			
SERVICE DESCRIPTION:					
Copy of the Development Code					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.35000	200	70.00
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$70.00	43.3%	\$100.31	30.00	\$30.00	30%
SUBSIDY RATIONALE:					
Subsidy encourages public education on development code. Note code available online for free.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
General Plan Text	Community Development	2016-17
SERVICE DESCRIPTION:		
Copy of the General Plan Text		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Administrative Secretary	\$38.25	0.25
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Regular Laser Print Paper, Letter	\$0.35000	125
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$53.31	43.3%	\$76.40
SUBSIDY RATIONALE:		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
GP & Zoning Maps		Community Development		2016-17	
SERVICE DESCRIPTION:					
Color copies of maps, up to 11 x 17					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Administrative Secretary		\$38.25	0.1	\$3.83	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Laser Print Paper, up to 11x17 Copy			\$0.11	1	0.11
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$3.94	43.3%	\$5.64	10.00	\$5.00	89%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Hourly Research Fee	Community Development	2016-17

SERVICE DESCRIPTION:
General research of planning and related items, such as research of case file, property history and etc.

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development	\$103.57			
City Planner	\$79.91			
Associate Planner	\$56.63			
Community Dev Technician	\$37.28			
Administrative Secretary	\$38.25			

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
hourly rate	43.3%		\$35 - \$50 per hr	hourly rate	57%

SUBSIDY RATIONALE:
Recommend hourly rate (direct cost only)

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Large Family Daycare	Community Development	2016-17

SERVICE DESCRIPTION:					
Processing an application for a large family daycare					

PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
City Planner	\$79.91	1	\$79.91		
Associate Planner	\$56.63	1	\$56.63		
Administrative Secretary	\$38.25	0.25	\$9.56		

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$146.10	43.3%	\$209.36	150	\$150.00	72%

SUBSIDY RATIONALE:

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Large Copies (18x24 and up)	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Copies of plan sheets.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Administrative Secretary	\$38.25	0.2
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Lg Format Printer Copy Paper	\$105.00	55
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$9.56	43.3%	\$13.70
SUBSIDY RATIONALE:		
* prior fee was actual offsite print cost plus \$12.75 for staff time With the purchase of the new large format printer, costs are greatly reduced		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Planning Inspection Fee		Community Development		2016-17	
SERVICE DESCRIPTION:					
Inspection by Community Development Department Staff with follow up report.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Community Development		\$103.57			
City Planner		\$79.91			
Associate Planner		\$56.63			
Community Dev Technician		\$37.28			
Administrative Secretary		\$38.25			
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
hourly rate	43.3%		\$35 - \$50 per hr	hourly rate	57%
SUBSIDY RATIONALE:					
*This task ranges greatly in time necessary. Recommend hourly direct cost charge for services.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Public Notice	Community Development	2016-17
SERVICE DESCRIPTION:		
Preparation and posting of a public notice and publishing the notice in a newspaper.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
City Planner	\$79.91	0.25
Associate Planner	\$56.63	0.25
Administrative Secretary	\$38.25	0.25
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Publication cost (ranges from \$250 to \$500 sometimes more)		
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$393.70	43.3%	\$564.17
SUBSIDY RATIONALE:		
To keep comparable fee		
Note: This charge is a per notice charge.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Recordation Fee	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Fee to process and send documents for recording. (Actual County Recorder fee is additional)		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D UNIT COST
Administrative Secretary	\$38.25	0.33 \$12.62
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME COST USAGE UNIT COST
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE COST USAGE UNIT COST
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST PRIOR FEE REC. FEE PERCENT
\$12.62	43.3%	\$18.09 15.00 \$15.00 83%
SUBSIDY RATIONALE: Subsidy is for rounding. This is a service fee is added to the actual recording fee charged by the County Recorder.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Reinspection Fee	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Reinspection of a property related to the provision listed in 19.154.120		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Director of Community Development	\$103.57	
City Planner	\$79.91	
Associate Planner	\$56.63	
Community Development Technician	\$37.28	
Administrative Secretary	\$38.25	
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
hourly rate	43.3%	
		\$35 - \$50 per hr
		hourly rate
		57%
SUBSIDY RATIONALE:		
*This task ranges greatly in time necessary. Recommend hourly direct cost charge for services.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Special Event Permit	Community Development	2016-17

SERVICE DESCRIPTION:
 Processing of a request to hold a special event.

PERSONNEL COSTS:

POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
City Planner	\$79.91	0.5	\$39.96
Associate Planner	\$56.63	1	\$56.63
Public Safety Manager	\$62.03	0.5	\$31.02
Administrative Secretary	\$38.25	0.5	\$19.13

MATERIALS, SUPPLIES, & MISC. COSTS:

DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:

DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:

DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$146.73	43.3%	\$210.26	25.00	\$25.00	12%

SUBSIDY RATIONALE:

 Provide subsidy to encourage compliance with special event permit process and to provide public service.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Temporary Use Permit	Community Development	2016-17

SERVICE DESCRIPTION:					
Processing of a temporary use permit (other than special event)					

PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
City Planner	\$79.91	0.5	\$39.96		
Associate Planner	\$56.63	1	\$56.63		
Community Dev Technician	\$37.28	0.25	\$9.32		
Administrative Secretary	\$38.25	0.25	\$9.56		

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$115.47	43.3%	\$165.46	100.00	\$100.00	60%

SUBSIDY RATIONALE:					
Special events are considered temporary uses but are categorized under a different fee. This category includes: contractors trailers, sales offices Temporary structures and etc					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Zoning Conformance Letter	DEPARTMENT: Community Development	DATE: 2016-17
SERVICE DESCRIPTION: Letter or e-mail written to provide information about a property or use and it's conformance with zoning requirements.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
City Planner	\$79.91	0.25
Associate Planner	\$56.63	0.5
Administrative Secretary	\$38.25	0.25
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$48.29	43.3%	\$69.20
SUBSIDY RATIONALE:		
Fee comparable or less than similar cities that charge for this service.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Curb &/or Gutter		Public Works		2016-17	
SERVICE DESCRIPTION:					
Processing of Curb permit, Gutter permit or a Curb & Gutter permit: plan check/ field verify, inspection of dimensions, compaction and forms, and final inspection					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Public Works Manager		\$75.40	0.1	\$7.54	
Assistant Civil Engineer		\$64.07	1.5	\$96.11	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck - Fuel		1	\$0.54	1.5	0.81
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$104.46	43.3%	\$149.68	\$125.00	\$125.00	84%
SUBSIDY RATIONALE:					
Curb and gutter total cost is based on a maximum of 25 linear feet. Additional footage is calculated at \$5/ L.F.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Curb Core		Public Works		2016-17	
SERVICE DESCRIPTION:					
Processing of curb core permit: compaction and final inspection					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Public Works Manager		\$75.40	0.1	\$7.54	
Assistant Civil Engineer		\$64.07	1	\$64.07	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck fuel		1	\$0.54	1.5	0.81
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$72.42	43.3%	\$103.78	\$75.00	\$75.00	72%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Driveway Approach		Public Works		2016-17	
SERVICE DESCRIPTION:					
Processing of permit: plan check/ field verify, inspection of dimensions, compaction and forms, and final inspection					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Public Works Manager		\$75.40	0.1	\$7.54	
Assistant Civil Engineer		\$64.07	2	\$128.14	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck fuel		1	\$0.54	2	1.08
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$136.76	43.3%	\$195.98	\$170.00	\$170.00	87%
SUBSIDY RATIONALE:					
Driveway approach total cost is based on a maximum of 120 square feet. Additional footage is calculated at \$1.42/ S.F.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Engineering Fees - Large Development Projects	DEPARTMENT: Public Works	DATE: 2016-17
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SERVICE DESCRIPTION:

Engineering inspections related to large development projects such as commercial, office or multifamily housing tracts and hillside construction projects. Work includes items such as plan check/ field verify, inspection of dimensions, compaction and forms, and final inspection

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director	\$103.57	5	\$517.85
Public Works Manager	\$75.40	10	\$754.00
Assistant Civil Engineer	\$64.07	6	\$384.42
Administrative Secretary	\$38.25	5	\$191.25
Engineer	\$150.00	15	\$2,250.00

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$4,097.52	43.3%	\$5,871.75	*	*	

SUBSIDY RATIONALE:

*Staff time varies greatly based on the complexity of the project, so fees are based on improvement valuation and costs. The first \$50,000 in value is multiplied by 10 cents, the remaining amount of valuation is multiplied by 3 cents.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
NPDES Inspection		Public Works		2016-17	
SERVICE DESCRIPTION:					
Inspection of NPDES related improvements off-site in public right-of -way					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director		\$103.57	0	\$0.00	
Public Works Manager		\$75.40	0.1	\$7.54	
Assistant Civil Engineer		\$64.07	2	\$128.14	
Administrative Secretary		\$38.25		\$0.00	
Engineer		\$150.00		\$0.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
	\$0.00	1	\$0.00	1	0.00
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck		1	\$7.69	2	15.38
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$151.06	43.3%	\$216.47		\$200.00	92%
SUBSIDY RATIONALE:					
Rounding					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Right of Way Vacation	Public Works	2016-17

SERVICE DESCRIPTION:					
Processing of a right-of-way vacation					

PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Public Works Manager	\$75.40	0.25	\$18.85		
Assistant Civil Engineer	\$64.07	2	\$128.14		
Administrative Secretary	\$38.25	0.25	\$9.56		
Engineer	\$150.00	2	\$300.00		

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck fuel		1	\$0.54	0.5	0.27

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$456.82	43.3%	\$654.63	\$400.00	400.00	61%

SUBSIDY RATIONALE:					
To maintain comparable fees					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Sewer in Public ROW	Public Works	2016-17

SERVICE DESCRIPTION:
 Processing of permit: plan verify, traffic control, street cut backfill/compaction inspection, asphalt/concrete inspection and final inspection

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Public Works Manager	\$75.40	1.25	\$94.25
Assistant Civil Engineer	\$64.07	1.25	\$80.09

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck fuel		1	\$0.54	2	1.08

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$175.42	43.3%	\$251.37	\$200.00	\$200.00	80%

SUBSIDY RATIONALE:

 Street cut for sewer total cost is based on a maximum of 150 square feet. Additional footage is calculated at \$1.33/ S.F.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Sidewalk		Public Works		2016-17	
SERVICE DESCRIPTION:					
Processing of permit: plan check/ field verify, inspection of dimensions, inspect compaction and forms, and final inspection					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Public Works Manager		\$75.40	0.1	\$7.54	
Assistant Civil Engineer		\$64.07	2	\$128.14	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck fuel		1	\$0.54	2	1.08
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$136.76	43.3%	\$195.98	\$160.00	\$160.00	82%
SUBSIDY RATIONALE:					
Sidewalk total cost is based on a maximum of 100 square feet. Additional footage is calculated at \$1.60/ S.F.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Street Cut in Public ROW		Public Works		2016-17	
SERVICE DESCRIPTION:					
Processing of permit: plan check, compaction inspection, asphalt inspection, final inspection					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Public Works Manager		\$75.40	0.25	\$18.85	
Assistant Civil Engineer		\$64.07	2	\$128.14	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Truck fuel		1	\$0.54	2	1.08
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$148.07	43.3%	\$212.18	\$180.00	\$180.00	85%
SUBSIDY RATIONALE:					
Street cut total cost is based on a maximum of 150 square feet. Additional footage is calculated at \$1.20/ S.F.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Transportation Route Permit	Public Works	2016-17

SERVICE DESCRIPTION:
Review and Issuance of Truck Route Permit for larger construction jobs (up to 1000 cubic yards). Note: Jobs with over 1000 cubic yards shall be determined by Public Works Manager to be determined based on cost of city investigation

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Director	\$103.57	0	\$0.00
Public Works Manager	\$75.40	0.5	\$37.70
Assistant Civil Engineer	\$64.07	0.5	\$32.04
Administrative Secretary	\$38.25	0.25	\$9.56
Engineer	\$150.00		\$0.00

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$79.30	43.3%	\$113.63		\$100.00	88%

SUBSIDY RATIONALE:
Rounding

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
City Picnic		Parks & Recreation		2016-17	
SERVICE DESCRIPTION:					
An event for residents and service groups to celebrate the City's incorporation. From 11am to 4pm, live entertainment, food, games and display booths. Nonprofit and service groups participate in the additional booths					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Recreation Leaders		\$12.27	136	\$1,668.72	
Recreation Supervisor		\$51.67	170	\$8,783.90	
Custodian		\$21.07	15	\$316.05	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Craft, game, prizes	\$400.00	1	\$400.00	1	\$400
entertainment	\$3,450.00	1	\$3,450.00	1	\$3,450
booth, table, chair, stage, etc.	\$7,000.00	1	\$7,000.00	1	\$7,000
children stage & activities	\$600.00	1	\$600.00	1	\$600
sound engineer	\$700.00	1	\$700.00	1	\$700
misc	\$200.00	1	\$200.00	1	\$200
flyers	\$450.00	1	\$450.00	1	\$450
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$23,568.67	98.0%	\$46,665.97	\$1,950 \$75 per booth	\$1,950 \$75 per booth	4%
SUBSIDY RATIONALE:					
Historically we charge \$75 per booth @26 booths = \$1,950 2016 we charged \$20 per booth @ 36 booths = \$720 due to the projected reduction in attendance due to the lack of parade					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Nature Camp		Parks & Recreation		2016-17	
SERVICE DESCRIPTION:					
3 2-week sessions Monday thru Friday 9-5pm					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Recreation Leaders		\$12.27	663	\$8,135.01	
Recreation Supervisor		\$51.67	20	\$1,033.40	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
City News Rec Schedule	\$10,500.00	10	\$1,050.00	0.25	262.50
Flyers			\$125.00	1	125.00
Tshirts			\$8.00	60	480.00
Snacks			\$200.00	1	200.00
Tickets	\$1,800.00	20	\$90.00	20	1,800.00
Educ. Materials			500	1	500.00
Active Net Online Service Cost			4%		\$565.20
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Bus transportation			\$1,029.00	1	1,029.00
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$14,130.11	98.0%	\$27,977.63	\$11,400	\$12,600	
per participant		\$466.29	\$190	\$210	45%
SUBSIDY RATIONALE:					
\$11,400 is based on \$190 for each 2 week session per child. The camp allows 20 participants and 3 sessions.					
\$565/60 participants = \$10. This is the cost of implementing ActiveNet per participant					
Each session is a 2 week period that includes 50 hours per week. So a total of 100 hours of day camp per session.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Recreation Classes		Parks & Recreation		2016-17	
SERVICE DESCRIPTION: Variety of Classes. Based on a 10 week session. Instructors are paid 70% of the collected fees.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Recreation Supervisor		\$51.67	500	\$25,835.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
City News Rec Schedule	\$10,500.00	10	\$1,050.00	3	3,150.00
Flyers			\$300.00	4	1,200.00
Active Net Online Service Cost			4%		\$1,257.71
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$31,442.71	98.0%	\$62,256.56	\$17,000	\$17,000	27%
SUBSIDY RATIONALE:					
The City receives 30% of the class fees and the instructor receives 70%. Survey of surrounding cities found that 70/30 is the most common instructor ratio. Total revenue is \$57,000 and City's 30% share is \$17,000					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

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CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Swim Lessons	Parks & Recreation	2016-17

SERVICE DESCRIPTION:

Swim Lessons are offered through out the aquatic season in seven 2-week sessions. A variety of classes are offered for infants through adults. Classes are taught by Red Cross certified water safety instructors.

PERSONNEL COSTS:

POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Recreation Leaders (cashiers)	\$12.27	722	\$8,858.94
Lifeguards	\$16.45	3,656	\$60,141.20
Lifeguard training	\$16.45	320	\$5,264.00
Pool Manager	\$22.39	200	\$4,478.00
Recreation Supervisor	\$51.67	75	\$3,875.25
Custodian	\$21.07	1,836	\$38,684.52

MATERIALS, SUPPLIES, & MISC. COSTS:

DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Red Cross Certification			\$3,000.00	1	3,000.00
Flyers			\$400.00	1	400.00
Cleaning Supplies			\$5.00	1,836	9,180.00
City News Rec Schedule	\$10,500.00	10	\$1,050.00	0.25	262.50
Active Net Online Service Cost			4%		\$5,589.35

EQUIPMENT USAGE COST:

DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:

DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$139,733.76	98.0%	\$276,672.85	\$95,000	\$128,000	
per participant		\$87.83	\$30	\$38 Resident \$43 Non resident	43% 49%

SUBSIDY RATIONALE:

\$95,000 is based on \$30 per two-week session of 30 minutes 4 days per week.
 \$128,000 is based on 3,150 participants and 1/2 residents and 1/2 non residents

These recommended rates are based on a review of surrounding community programs.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Swim Team	Parks & Recreation	2016-17
SERVICE DESCRIPTION:		
An 8 week program of swim competition and workouts for ages 5-17. Coached by lifeguards on staff. Competitions are against similar level teams from cities throughout San Gabriel Valley		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Lifeguards	\$16.45	180
Pool Manager	\$22.39	40
Recreation Supervisor	\$51.67	10
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Swim suits	\$15.00	1
tshirts	\$10.00	1
Active Net Online Service Cost		4%
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$6,118.02	98.0%	\$12,113.68
cost per participant		\$201.89
		\$9,000
		\$150
		\$10,500
		\$175
		87%
SUBSIDY RATIONALE:		
\$9,000 is based on 60 participants at \$125 each, swim suits at \$15 each, tshirts at \$10 each. \$10,500 is based on 60 participants at \$150 each, swim suits at \$15 each, tshirts at \$10 each.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Youth Sports	Parks & Recreation	2016-17
SERVICE DESCRIPTION:		
Youth Sports Training and League games.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Recreation Supervisor	\$51.67	832
Recreation Coordinator	\$37.36	385
Recreation Leaders (coaching)	\$12.27	810
Recreation Leaders (refereeing)	\$12.27	555
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Sports supplies		\$6,238.00
Tournaments		\$2,700.00
Uniforms		\$8,500.00
Awards		\$2,030.00
Active Net Online Service Cost		4%
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
Vehicle Fuel		\$0.54
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$101,792.28	98.0%	\$201,548.72
cost per participant		\$177.89
		\$34,000
		\$30
		\$40,000
		\$35
		20%
SUBSIDY RATIONALE:		
There were 1,133 participants in Youth Sports in 2015/16		
The program involves 165 hours of driving to/from events regionally and within the city boundaries for games & tournaments.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:			
Sr/Adult Excursions	Parks & Recreation	2016-17			
SERVICE DESCRIPTION:					
Trips to various locations by bus					
PERSONNEL COSTS:					
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST		
Recreation Coordinator	\$37.36	96	\$3,586.56		
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Tickets	\$1,364.00	44	\$31.00	44	1,364.00
Tickets	\$713.00	23	\$31.00	23	713.00
City News Rec Schedule	\$10,500.00	10	\$1,050.00	1	1,050.00
Active Net Online Service Cost			4%		\$704.32
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Bus transportation			\$10,190.00	1	10,190.00
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$17,607.88	98.0%	\$34,863.59 \$63 per trip	\$22,930 \$45 per trip	\$22,930 \$45 per trip	68%
SUBSIDY RATIONALE:					
\$22,930 is based on 11 trips with 44 participants and an average of \$45 per trip and 1 trip with 23 participants with a \$50 cost per trip.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Fitness Center (Aerobics, Exercise Room, Racquetball Wallyball)	Recreation	2016-17
SERVICE DESCRIPTION:		
Two racquetball courts, exercise room with weight machines and cardiovascular equipment, and 19 aerobic classes per week. Drop-in rates and yearly memberships available. Resident and non resident rates available with yearly memberships.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Cashier (Rec Leader)	\$12.27	5,616
Aerobic Instructor	\$24.48	820
Recreation Supervisor	\$51.67	1,968
Custodian	\$21.07	1,000
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Cleaning supplies		1000
City News Rec Sche	\$10,500.00	10
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$217,788.48	98.0%	\$431,221.19
SUBSIDY RATIONALE:		
The revenue generated with current rates is \$86,500 Recommend eliminating sales. Add Sr Citizen membership for Duarte residents. Estimated revenue generated with new rate structure and existing membership numbers = \$103,000		

PRIOR FEES

Racquetball/Wallyball

Per Person	\$6/hr
No Show Penalty	\$10/hr

Exercise Room/Aerobics

Adults 16+	\$5
Senior	\$4

<u>Membership Type</u>	<u>Resident</u>	<u>Resident Sale</u>	<u>Non Res</u>	<u>Non Res Sale</u>
A) Aquatics/Exercise/Aerobics or				
A) Racquetball/Exercise/Aerobics	\$160	\$128	\$220	\$176
B) Total Facility/Individual	\$220	\$176	\$295	\$236
C) Total Facility/Family	\$320	\$256	\$420	\$336

Corporate rate for Duarte Businesses

RECOMMENDED FEES

Racquetball/Wallyball

Per Person	\$6/hr
No Show Penalty	\$10/hr

Exercise Room/Aerobics

Adults 16+	\$5
Senior (60 plus)	\$4

<u>Membership Type</u>	<u>Resident</u>	<u>Non Resident</u>
A) Aquatics/Exercise/Aerobics or		
A) Racquetball/Exercise/Aerobics	\$150	\$200
B) Total Facility/Individual	\$200	\$275
C) Total Facility/Family	\$300	\$400
D) Total Facility 60 plus Senior	\$120	N/A
E) Total Facility 60 plus Sr & Spouse	\$220	N/A

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Open Swim/Lap Swim	Parks & Recreation	2016-17

SERVICE DESCRIPTION:
Open swim is offered weekdays 1-4 and weekend 12-4. lap swim is offered three times a day during the week and once a day on weekends. Family swim is offered two evenings a week along with lap swim

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Recreation Leaders	\$12.27	264	\$3,239.28
Lifeguards	\$16.45	1,018	\$16,746.10
Custodian	\$21.07	420	\$8,849.40
Pool Manager	\$22.39	60	\$1,343.40
Recreation Supervisor	\$51.67	27	\$1,395.09

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Flyers			\$200.00	1	200.00
Cleaning Supplies			\$5.00	420	2,100.00

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$33,873.27	98.0%	\$67,069.07	\$18,000	\$18,000	
cost per participant		\$7.45	\$2	\$2	27%

SUBSIDY RATIONALE:
\$18,000 is based on the current hours of operation and \$2 per adult and \$1 per child/senior fees

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Community Center Rentals		Recreation		2016-17	
SERVICE DESCRIPTION:					
Exclusive hourly use of Community Center auditorium.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Custodian		\$21.07	8	\$168.56	
Facility Maintenance Supervisor		\$50.06	0.5	\$25.03	
Administrative Secretary		\$38.25	2	\$76.50	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Cleaning supplies			5	8	40
Biannual Carpet Clean	\$2,000.00	365	5.48	1	5.48
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
Full Room \$315	98.0%	\$623.70	See attached	See attached	varies
Half Room \$160		\$316.80			
Each Additional Hr \$52		\$102.96			
SUBSIDY RATIONALE:					
Resident fees are competitive with similar facilities.					
Custodian hours for half auditorium are 4 hours.					

PRIOR FEES

<u>Full Auditorium</u>	<u>Resident Rate</u>	<u>Non resident Rate</u>
First Hour	\$150	\$300
Each Additional Hour	\$50	\$100
<u>Half Auditorium</u>		
First Hour	\$100	\$200
Each Additional Hour	\$40	\$80

RECOMMENDED FEES

<u>Full Auditorium</u>	<u>Resident Rate</u>	<u>Percentage</u>	<u>Non resident Rate</u>	<u>Percentage</u>
First Hour	\$300	48%	\$600	96%
Each Additional Hour	\$50		\$100	
<u>Half Auditorium</u>				
First Hour	\$150	47%	\$300	95%
Each Additional Hour	\$40		\$80	

SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Misc Facility Equipment Rental Fees		Recreation		2016-17	
SERVICE DESCRIPTION:					
Optional use of equipment when renting facilities					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Custodian		\$21.07	3	\$63.21	
Facility Maintenance Supervisor		\$50.06	0.25	\$12.52	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
cleaning supplies			\$5.00	2	10.00
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
projector screen	1,000	4,000	0.25	1	0.25
projector	6,100	4,000	1.53	1	1.53
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$87.50	98.0%	\$173.25	\$100 kitchen \$60 AV equip	\$100 kitchen \$60 AV equip	97% 86%
SUBSIDY RATIONALE:					
Set-up and take down of audio visual equipment averages 1 hour. Kitchen prep & cleanup averages 2 hours Optional Cleaning averages 3 hrs of cleanup plus carpet cleaning at \$600					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE: Tennis/Basketball Volleyball/Futsal Courts Rental		DEPARTMENT: Recreation		DATE: 2016-17	
SERVICE DESCRIPTION: Exclusive Use the City's tennis, basketball, volleyball or futsal courts					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Recreation Supervisor		\$51.67	0.5	\$25.84	
Facility Maintenance Supervisor		\$50.06	0.25	\$12.52	
Recreation Specialist		\$17.00	1	\$17.00	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Electricity (lights)	\$573.36	540	\$1.06	1	\$1.06
Lightbulbs	\$1,000.00	540	\$1.85	1	\$1.85
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$58.26	98.0%	\$115.36	Non Res. \$34/hr Resident \$17/hr Duarte Youth NP \$0	Non Res. \$40/hr Resident \$25/hr Duarte Youth NP \$0	30% 15% 0%
SUBSIDY RATIONALE:					
All renters must deliver a \$100 cleaning/damage deposit prior to use. Rates are the same, with or without lights.					
Man on Duty (If req.) \$35/hr - Non Res \$20/hr - Res \$12/hr Duarte Youth NP					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:																														
Gazebos	Recreation	2016-17																														
SERVICE DESCRIPTION:																																
Exclusive 8 hours use of park picnic shelter gazebos																																
PERSONNEL COSTS:																																
POSITIONS	HOURLY RATE	HRS REQ'D																														
Administrative Secretary	\$38.25	0.25																														
Custodian	\$21.07	2																														
Facility Maintenance Supervisor	\$50.06	0.5																														
MATERIALS, SUPPLIES, & MISC. COSTS:																																
DESCRIPTION	PURCH. COST	VOLUME																														
Active Net Online Service Cost		4%																														
EQUIPMENT USAGE COST:																																
DESCRIPTION	PURCH. COST	LIFE																														
Cleaning Supplies		5																														
SUMMARY:																																
DIRECT COST	INDIRECT RATE	TOTAL COST																														
\$89.93	98%	\$178.06																														
\$89.93	98%	\$178.06																														
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 20%;">Large Shelter</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>Non Res. \$100</td> <td></td> <td style="text-align: right;">\$100</td> <td style="text-align: right;">56%</td> </tr> <tr> <td></td> <td>Resident \$75</td> <td></td> <td style="text-align: right;">\$75</td> <td style="text-align: right;">42%</td> </tr> <tr> <td colspan="5">Small Shelter</td> </tr> <tr> <td></td> <td>Non Res. \$75</td> <td></td> <td style="text-align: right;">\$75</td> <td style="text-align: right;">42%</td> </tr> <tr> <td></td> <td>Resident \$50</td> <td></td> <td style="text-align: right;">\$50</td> <td style="text-align: right;">28%</td> </tr> </table>				Large Shelter					Non Res. \$100		\$100	56%		Resident \$75		\$75	42%	Small Shelter						Non Res. \$75		\$75	42%		Resident \$50		\$50	28%
	Large Shelter																															
	Non Res. \$100		\$100	56%																												
	Resident \$75		\$75	42%																												
Small Shelter																																
	Non Res. \$75		\$75	42%																												
	Resident \$50		\$50	28%																												
SUBSIDY RATIONALE:																																
Primarily rented by residents for small picnics. Very popular rentals and allows for control of park uses. All renters must deliver a \$50 cleaning/damage deposit prior to use.																																

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Park Restroom Rentals	Recreation	2016-17

SERVICE DESCRIPTION:
Hourly use of restrooms at Royal Oaks, Encanto, Beardslee or Duarte Parks.

PERSONNEL COSTS:			
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST
Recreation Supervisor	\$51.67	0.25	\$12.92
Administrative Secretary	\$38.25	0.25	\$9.56
Custodian	\$21.07	2	\$42.14

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
cleaning supplies			\$5.00	2	10.00

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$74.62	98%	147.75	Res \$20	Res \$20	14%
			Non res \$40	Non res \$40	27%
			Duarte Youth Non Profit \$12		8%

SUBSIDY RATIONALE:			
Man on Duty (If req.)			
\$35/hr - Non Res	\$20/hr - Res	\$12/hr Duarte Youth NP	

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Open Field/Soccer		Recreation		2016-17	
SERVICE DESCRIPTION:					
Hourly exclusive use of field at Beardslee Park, Encanto Park, Northview Park (No Lights)					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Recreation Supervisor (No lights to set)		\$51.67	0.5	\$25.84	
Recreation Leader		\$12.27	1	\$12.27	
Recreation Specialist		\$17.00	0.25	\$4.25	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Landscape contract	\$30,000.00	3,650	\$8.22	1	\$8.22
Water	\$60,000.00	3,650	\$16.44	1	\$16.44
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$67.01	98.0%	\$132.68	Res \$10 Non res \$30 Duarte Youth Non Profit \$0	Res \$10 Non res \$30	8% 23% 0%
SUBSIDY RATIONALE:					
The new field use policy is allowing for more users to rent. Man on Duty (If req.) \$35/hr - Non Res \$20/hr - Res \$12/hr Duarte Youth NP All renters must deliver a \$100 cleaning/damage deposit prior to use.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Royal Oaks Park Building Rental		Recreation		2016-17	
SERVICE DESCRIPTION:					
Hourly exclusive use of Royal Oaks Park building.					
PERSONNEL COSTS:					
POSITIONS			HOURLY RATE	HRS REQ'D	UNIT COST
Recreation Supervisor			\$51.67	0.25	\$12.92
Facility Maintenance Supervisor			\$50.06	0.25	\$12.52
Recreation Leader			\$12.27	4	\$49.08
Administrative			\$38.25	0.25	\$9.56
Custodian			\$21.07	2.5	\$52.68
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
Cleaning Supplies			5	2.5	12.5
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$149.25	98.0%	\$295.52	Res \$90 1st hr Non res \$180 1st hr Res \$35 adtl hr Non res \$70 adtl hr	Res \$90 1st hr Non res \$180 1st hr Res \$35 adtl hr Non res \$70 adtl hr	33% 67%
SUBSIDY RATIONALE:					
Primarily rented by residents for small birthday and baby shower functions					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Skate Park	Recreation	2016-17
SERVICE DESCRIPTION:		
Exclusive Hourly use of Skate Park.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Rec Supervisor	\$51.67	0.25
Custodian	\$21.07	2
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Cleaning Supplies		5
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$65.06	98.0%	\$128.81
		Res \$30
		Non res \$55
		Duarte Youth Non Profit \$0
		Res \$30
		Non res \$55
		Duarte Youth NP \$0
		23%
		43%
		0%
SUBSIDY RATIONALE:		
Man on Duty (If req.) \$35/hr - Non Res \$20/hr - Res \$12/hr Duarte Youth NP		
All renters must deliver a \$100 cleaning/damage deposit prior to use.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Sports Fields Rental	Recreation	2016-17
SERVICE DESCRIPTION:		
Hourly exclusive use of multipurpose field at Duarte Sports Park, Otis Gordon Sports Park, Beardslee Park, Encanto Park and Northview Park.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Recreation Supervisor (No lights to set)	\$51.67	0.5
Recreation Leader	\$12.27	1
Recreation Specialist	\$17.00	0.25
Recreation Supervisor (Set lights)	\$51.67	0.5
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Landscape contract	\$30,000.00	3,650
Water	\$60,000.00	3,650
Electricity (lights)	\$4,140.00	540
Lightbulbs	\$4,000.00	540
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$67.01	98.0%	\$132.68
\$107.92	98.0%	\$213.68
SUBSIDY RATIONALE:		
The new field use policy is allowing for more users to rent. No fee increase recommended.		
All renters must deliver a \$100 cleaning/damage deposit prior to use.		

PRIOR FEES

<u>Multipurpose Fields</u>	<u>Non Res</u>	<u>Resident Rate</u>	<u>Duarte Youth Non Profit</u>
Without Lights	\$30	\$10	\$0
With Lights On	\$55	\$30	\$15
<u>Man on Duty (If req.)</u>	\$40/hr	\$20/hr	

RECOMMENDED FEES

<u>Multipurpose Fields</u>	<u>Non Res</u>	<u>Percent</u>	<u>Resident Rate</u>	<u>Percent</u>	<u>Duarte Youth NP</u>	<u>Percent</u>
Without Lights	\$30	23%	\$10	8%	\$0	0%
With Lights On	\$55	26%	\$30	14%	\$15	7%
<u>Man on Duty (If req.)</u>	\$40/hr		\$20/hr		\$17/hr	

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Swimming Pool Rental	Recreation	2016/17
SERVICE DESCRIPTION:		
Exclusive hourly use of Fitness Center pools.		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Recreation Supervisor	\$51.67	0.25
Lifeguard (3)	\$16.45	3
Custodian	\$21.07	3
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Cleaning Supplies	\$5.00	3
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$140.48	98.0%	\$278.15
		\$310.72
SUBSIDY RATIONALE:		
3 lifeguards are required for all party sizes of 125 and less. 4 lifeguards are required for 126 or more.		
Prices are based on cost to City and what similar facilities charge.		
Scuba fees are no longer applicable.		

PRIOR FEES

<u>Size of Party</u>	<u>Resident Rate</u>	<u>Nonresident Rate</u>
50 & under	\$60/hr	\$120/hr
51 to 100	\$75/hr	\$150/hr
101 to 125	\$100/hr	\$200/hr
126 to 200	\$150/hr	\$300/hr
<u>Lifeguard</u>		
Hourly Rate	\$20	\$20

RECOMMENDED FEES

<u>Size of Party</u>	<u>Resident Rate</u>	<u>Percent</u>	<u>Nonresident</u>	<u>Percent</u>
50 & under	\$60/hr	22%	\$120/hr	43%
51 to 100	\$75/hr	27%	\$150/hr	54%
101 to 125	\$100/hr	36%	\$200/hr	72%
126 to 200	\$150/hr	48%	\$300/hr	97%
<u>Extra Lifeguard</u>				
Hourly Rate	\$20	61%	\$20	61%

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Teen Center Rentals	Recreation	2016-17
SERVICE DESCRIPTION:		
Exclusive hourly use of Teen Center building		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Facility Maintenance Supervisor	\$50.06	0.5
Custodian	\$21.07	7
Administrative Secretary	\$38.25	1
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Cleaning Supplies	\$5.00	7
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$245.77	98.0%	\$486.62
SUBSIDY RATIONALE:		
The rental of this facility is limited by the regular teen center hours and the facility has a narrow market given the unique features of the facility.		

CURRENT FEES

<u>Game Room/Mtg Room/Patio</u>	<u>Resident Rate</u>	<u>Non resident</u>	
First Hour	\$125	\$250.00	
Each Additional Hour	\$45	\$90	
<u>Meeting Room Only</u>			
First Hour	\$50	\$100	
Each Additional Hour	\$20	\$40	
Optional Cleaning		\$200	Flat Fee
AV Equipment Use		\$20.00	Flat Fee
Gas BBQ Grill		\$40.00	Flat Fee

RECOMMENDED FEES

<u>Game Room/Mtg Room/Patio</u>	<u>Resident Rate</u>	<u>Percentage</u>	<u>Non resident</u>	<u>Percentage</u>
First Hour	\$125	26%	\$250	51%
Each Additional Hour	\$45	9%	\$90	18%
<u>Meeting Room Only</u>				
First Hour	\$50	10%	\$100	21%
Each Additional Hour	\$20	4%	\$40	8%
Optional Cleaning			\$200	
AV Equipment Use			\$20	
Gas BBQ Grill			\$40	

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Auctioneer License Application Fee		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Review application for auctioneer license pursuant to DMC 5.12					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Public Safety Svc		\$95.23	1.00	\$95.23	
Assistant City Manager		\$108.89	3.00	\$326.67	
Accounting Specialist		\$41.28	3.00	\$123.84	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09000	2	0.18
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$545.92	87.1%	\$1,021.42	\$500.00	\$500.00	49%
SUBSIDY RATIONALE:					
Pursuant to Section 5.12.020 the fee is limited to five hundred dollars for the fiscal year					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
City of Duarte Budget Document	Administrative Services	2016-17
SERVICE DESCRIPTION: Provide a copy of the City Budget document		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D UNIT COST
Administrative Secretary	\$41.28	0.2 \$8.26
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME COST USAGE UNIT COST
Regular Laser Print Paper, Letter		\$0.09000 60 5.40
Binder Comb	\$23.09	100 \$0.23090 1 0.23
Front Cover	\$25.71	100 \$0.25710 1 0.26
Back Cover	\$37.21	100 \$0.37210 1 0.37
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE COST USAGE UNIT COST
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST PRIOR FEE REC. FEE PERCENT
\$14.52	87.1%	\$27.16 \$50 Resident \$65 Non Resident \$20 Resident \$25 Non Resident 74% 93%
SUBSIDY RATIONALE:		
The recommended charge for the budget is below actual cost to facilitate citizen participation and understanding of local government. For persons not wanting to purchase a budget, copies are available for review at the Office of the City Clerk or can be viewed or printed from the City's website.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Business License Application Processing Fee		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Process a business license for a first time applicant					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Accounting Specialist		\$47.61	0.50	\$23.81	
City Planner		\$79.91	0.25	\$19.98	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09	2	0.18
Envelope	\$828.40	20,000	\$0.04	1	0.04
Postage			\$0.46	1	0.46
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$44.46	87.1%	\$83.19	\$35.00	\$35.00	42%
SUBSIDY RATIONALE:					
Fee amount is below actual cost to encourage compliance with business license requirements and encourage new businesses.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Business License Duplicate Certification Fee		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Provide a Duplicate Business License Certification					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Accounting Specialist		\$47.61	0.20	\$9.52	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09	1	0.09
Envelope	\$828.40	20,000	\$0.04	1	0.04
Postage			\$0.46	1	0.46
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$10.11	87.1%	\$18.92	\$7	\$10	53%
SUBSIDY RATIONALE:					
Fee amount is below actual cost to encourage compliance with business license requirements					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Business Listing		Administrative Services		2016-17	
SERVICE DESCRIPTION: Provide a copy of all buseinsses within the City of Duarte with a business license. Assumes 650 pages					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Accounting Specialist		\$47.61	0.50	\$23.81	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09000	650	58.50
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$82.31	87.1%	\$153.99	\$45.00	\$150.00	97%
SUBSIDY RATIONALE:					
This report is traditionally used by thrid party vendors to conduct marketing and sales, not a public purpose. This information is available for view and print from the City's website for no charge.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Business on a Vacant Lot Permit		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Review application and issue a permit to conduct business on a vacant lot pursuant to DMC 5.36					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Assistant City Manager		\$108.89	1.00	\$108.89	
City Planner		\$79.91	1.00	\$79.91	
Accounting Specialist		\$41.28	1.00	\$41.28	
Code Compliance Officer		\$45.53	2.00	\$91.06	
Director of Community Development		\$103.57	1.00	\$103.57	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09000	2	0.18000
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$424.89	87.1%	\$794.97	\$425	\$750	94%
SUBSIDY RATIONALE:					
Per 5.36.060 this permit also requires a \$500 bond					
Per 5.36.041 Fraternal organizations (non profit organization with at least 75% Duarte residents, employed in Duarte or owners of another business in Duarte) do not have to pay fees or the bond.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Close Out Sales license	Administrative Services	2016-17
SERVICE DESCRIPTION:		
Review application and issue a license for close out sales pursuant to DMC 5.28		
PERSONNEL COSTS:		
POSITIONS	HOURLY RATE	HRS REQ'D
Accounting Specialist	\$41.28	0.50
City Planner	\$79.91	0.25
Assistant City Manager	\$108.89	0.25
Director of Public Safety	\$95.23	0.25
Public Safety Manager	\$62.03	0.50
MATERIALS, SUPPLIES, & MISC. COSTS:		
DESCRIPTION	PURCH. COST	VOLUME
Regular Laser Print Paper, Letter	\$0.35000	2
EQUIPMENT USAGE COST:		
DESCRIPTION	PURCH. COST	LIFE
SUMMARY:		
DIRECT COST	INDIRECT RATE	TOTAL COST
\$123.36	87.1%	\$230.81
SUBSIDY RATIONALE:		
In addition to a close out sales license, a bond payable to the City in the amount of \$1,000 is required.		

CITY OF DUARTE - SERVICE CHARGE WORKSHEET					
SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Copy Charge		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Provide a black & white or color copy 8 1/2 x 11 or 8 1/2 x 14					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE		HRS REQ'D	UNIT COST
Administrative Secretary		\$41.28		0.03	\$1.24
MATERIALS, SUPPLIES & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper	\$10.27	1,000	\$0.01	1	0.01
Lease & Maintenance	\$45,714.86	624,000	\$0.07	1	0.07
Staples	\$82.67	15,000	\$0.01	1	0.01
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$1.33	87.1%	\$2.49	\$0.25 Resident \$0.35 Non Resident	\$0.35 Resident \$0.45 Non Resident	14%
SUBSIDY RATIONALE:					
The recommended charge for copies is below actual cost to make it more affordable for citizens to obtain copies of public documents and records.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Copy - Scan Charge		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Scan a page and email it to requestor					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Administrative Secretary		\$41.28	0.2	\$8.26	
MATERIALS, SUPPLIES & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Lease & Maintenance	\$45,714.86	624,000	\$0.07	1	0.07
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$8.33	87.1%	\$15.58	\$0.25 Resident	\$0.35 Resident	2%
			\$0.35 Non Resident	\$0.45 Non Resident	
SUBSIDY RATIONALE:					
The recommended charge for scans is below actual cost to make it more affordable for citizens to obtain scans of public documents and records.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Distribution of Advertising Material Permit		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Review application and issue a permit for the distribution of advertising materials pursuant to DMC 5.32					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Accounting Specialist		\$41.28	1.00	\$41.28	
Administrative Secretary		\$38.25	0.50	\$19.13	
Code Compliance Officer		\$45.53	0.50	\$22.77	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09000	2	0.18
Badge	\$27.55	25	\$1.10200	1	1.10
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$84.45	87.1%	\$158.01	\$75.00 \$10/badge	\$75.00 \$10/badge	47%
SUBSIDY RATIONALE:					
Subsidy is in order to encourage compliance and increase public safety.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Filming Permit Fee		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Review application for motion picture filming in the City limits.					
Duarte Municipal Code 5.40					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Director of Public Safety		\$95.23	2.00	\$190.46	
Field Services Manager		\$75.41	1.00	\$75.41	
Associate Planner		\$79.91	2.00	\$159.82	
Deputy Sheriff Officer		\$74.19	2.00	\$148.38	
Accounting Specialist		\$41.28	2.00	\$82.56	
Director of Parks and Recreation		\$75.23	1.00	\$75.23	
MATERIALS, SUPPLIES & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09000	2	0.18000
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$731.86	87.1%	\$1,369.31	\$1,300	\$1,300	95%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

[illegible]

CITY OF DUARTE - SERVICE CHARGE WORKSHEET					
SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Garage and Lawn Sale Application Permit		Administrative Services		2016-17	
SERVICE DESCRIPTION:					
Review application for garage and lawn sale permit.					
Record in log and distribute information.					
Duarte Municipal Code 5.29					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Administrative Secretary		\$38.25	0.20	\$7.65	
MATERIALS, SUPPLIES & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09000	3	0.27000
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$7.92	87.1%	\$14.82	\$0.00	\$0.00	0.00%
SUBSIDY RATIONALE:					
There is no fee in order to encourage compliance					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

[illegible]

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Massage Technician Business License Fee		Administrative Services			
Duarte Municipal Code 5.04 and 5.56				2016-17	
SERVICE DESCRIPTION:					
Review application and issue a license for a business license for an individual massage practitioner					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Public Safety Manager		\$62.03	1.00	\$62.03	
Accounting Specialist		\$41.28	1.00	\$41.28	
Code Compliance/Animal Control Officer		\$45.53	1.00	\$45.53	
Deputy Sheriff Officer		\$74.19	1.00	\$74.19	
MATERIALS, SUPPLIES & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09	2	0.18
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$223.21	87.1%	\$417.63	96.00	100.00	24%
			\$62 - Renewal	\$75 - Renewal	
SUBSIDY RATIONALE:					
Once the business establishment is open, we want to encourage compliance by the individual technicians to apply for a business license in order to assist in the tracking of compliance with all requirements under the Code.					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Returned Check Charge		Administrative Services		2016-17	
SERVICE DESCRIPTION: Process and collect money due to the City from non-sufficient fund check.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
Accountant		\$47.61	0.5	\$23.81	
Financial Services Manager		\$66.51	0.25	\$16.63	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.35	1	0.35
Envelope	\$828.40	20,000	\$0.04	1	0.04
Postage	\$0.46	1	\$0.46	1	0.46
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$41.28	87.1%	\$77.24	\$40.00	\$40.00	52%
SUBSIDY RATIONALE:					

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:	DEPARTMENT:	DATE:
Special Event Insurance - Application Fee	Administrative Services	2016-17

SERVICE DESCRIPTION:
 Process an application for liability insurance coverage for special events co-sponsored by the City or held by other organizations on City-owned Property.

PERSONNEL COSTS:				
POSITIONS	HOURLY RATE	HRS REQ'D	UNIT COST	
Assistant City Manager	\$108.89	0.25	\$27.22	
Administrative Secretary (2)	\$38.25	1.25	\$47.81	
Accounting Specialist	\$41.28	0.25	\$10.32	

MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
Regular Laser Print Paper, Letter			\$0.09	2	0.18

EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST

SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
\$85.54	87.1%	\$160.04	\$90.00	\$100.00	62%

SUBSIDY RATIONALE:

Requiring insurance coverage for the use of City facilities reduces the liability of the City, so the fee is subsidized in order to encourage compliance with the insurance provision.

Please note that this fee will only apply if a renter decides to purchase insurance through the City's special insurance program. If the renter chooses to purchase insurance through its own vendor, this application fee will not apply.

This fee does not apply to special event insurance in City buildings, except for the Community Center.

CITY OF DUARTE - SERVICE CHARGE WORKSHEET

SERVICE CHARGE TITLE:		DEPARTMENT:		DATE:	
Special Event Insurance - Premium		Administrative Services		2016-17	
SERVICE DESCRIPTION: Special Event Insurance can be purchased by people/organizations that are renting our facilities.					
PERSONNEL COSTS:					
POSITIONS		HOURLY RATE	HRS REQ'D	UNIT COST	
MATERIALS, SUPPLIES, & MISC. COSTS:					
DESCRIPTION	PURCH. COST	VOLUME	COST	USAGE	UNIT COST
EQUIPMENT USAGE COST:					
DESCRIPTION	PURCH. COST	LIFE	COST	USAGE	UNIT COST
SUMMARY:					
DIRECT COST	INDIRECT RATE	TOTAL COST	PRIOR FEE	REC. FEE	PERCENT
SUBSIDY RATIONALE: The cost of the insurance premiums varies depending on the size and type of event. Premium amounts are set by the City's insurer. A sample rate schedule is attached.					

TENANT/USER PROGRAM HAZARD SCHEDULE

(A "Tenant/User Event" is an event that is held or sponsored by companies, Organizations, or individuals that have been permitted to use your premises)

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
AEROBIC & JAZZERCISE CLASSES		X			
ANIMAL ACTS / SHOWS			X		
ANIMAL TRAINING		X			
ANTIQUE SHOWS	X				
ART FESTIVALS / SHOWS	X				
AUCTIONS	X				
AUTO SHOWS (No Auto Coverage)	X				
AWARDS PRESENTATIONS	X				
BALLETS	X				
BANQUETS	X				
BAZAARS	X				
BEAUTY PAGEANTS	X				
BICYCLE RALLIES			X		X
BINGO GAMES	X				
BLOCK PARTIES / STREET CLOSURES (Excludes Bleachers)		X		X	
BOAT SHOWS	X				
BODY BUILDING CONTESTS	X				
BUSINESS MEETINGS / SHOWS	X				
CARNIVALS (NO Rides)			X	X	
CASINO & LOUNGE SHOWS (No Performer or Crew Coverage)			X		
CHAMBER OF COMMERCE EVENTS	X				
CHRISTMAS TREE LOTS / FARMS (No cut your own)		X			
CHARITY BENEFITS (Including Auctions / Sales)	X				
CINEMAS	X				
CIVIC CLUB MEETINGS	X				
COMEDY SHOWS (No Performer or Crew Coverage)			X		
CONCERTS (NO Hip/Hop, Rap, Heavy Metal)					
Classical Music	X				X
Indoors under 1,500	X				X
Symphony	X				X
Outdoors under 1,500		X			X
Rock under 5,000			X	X	X
Alternative under 1,500			X	X	X
CONSUMER SHOWS	X				
CONVENTIONS (Inside)	X				
CORPORATE EVENTS		X			
COUNTRY WESTERN EVENTS (NO Equine)			X		X
CRAFT SHOWS	X				

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant's coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval. See Page 16 for details

TENANT/USER PROGRAM HAZARD SCHEDULE (Continued)

(A "Tenant/User Event" is an event that is held or sponsored by companies, organizations, or individuals that have been permitted to use your premises)

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
DANCE SHOWS (includes Rehearsals & Dancers)	X				
DANCES		X			
DEBUTANTE BALLS	X				
DEBUTS		X			
DINNER THEATERS (No Performer or Crew Coverage)	X				X
DOG SHOWS		X			
DRILL TEAM EXHIBITIONS / COMPETITIONS	X				
EDUCATIONAL EXHIBITIONS	X				
ELECTRONICS CONVENTIONS	X				
EVANGELISTIC MEETINGS (Revivals, etc)		X			
EXHIBITIONS / EXHIBITS (Inside)	X				
EXHIBITIONS / EXHIBITS (Outside)		X			
EXPOSITIONS (Inside)	X				
EXPOSITIONS (Outside)		X			
FASHION SHOWS	X				
FILM PRODUCTIONS			X	X	
FISHING EVENTS (Inside)	X				
FISHING EVENTS (Outside)		X			
FLOWER SHOWS	X				
FOOD CONCESSIONS		X			
GARDEN SHOWS	X				
GRAD NIGHT (University Only – NO High School)		X			
GRADUATION CEREMONY	X				
GYMNASTIC COMPETITIONS (No Participant Coverage)	X				X
HARVEST FESTIVALS	X				
HAUNTED HOUSES		X		X	
HEADS OF STATE EVENTS			X		
HOME / HOUSING SHOWS	X				
HORSE SHOWS		X			X
HOTEL SHOWS		X			
ICE SKATING SHOWS	X				X
INSTRUCTIONAL CLASSES (non-mechanical)	X				
JAM & JAZZ SESSIONS		X			
JOB FAIRS		X			
KIDDIELANDS (NO Rides)			X		

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant's coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval. See Page 16 for details

TENANT/USER PROGRAM HAZARD SCHEDULE (Continued)

(A "Tenant/User Event" is an event that is held or sponsored by companies, organizations, or individuals that have been permitted to use your premises)

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
LADIES CLUB EVENTS	X				
LECTURES	X				
LIVE ENTERTAINMENT (No Performer or Crew Coverage)			X		X
LIVESTOCK SHOWS			X		
LUNCHEONS	X				
MARATHONS		X			
MARTIAL ARTS EVENTS (Non-Contact) No Participant Coverage w/o Company Approval			X		X
MEETING (Inside)	X				
MEETING (Outside)		X			
MOBILE HOME SHOWS	X				
MOTION PICTURE THEATERS	X				
MUSICALS (NO Rock)	X			X	
NIGHT CLUB SHOWS (No Performer or Crew Coverage)			X		
OPERAS / OPERETTAS (No Performer or Crew Coverage)	X				
ORGANIZED SIGHTSEEING TOURS (No Auto Coverage)	X				
OVERNIGHT CAMPING	X				
PAGEANTS	X				
PARADES		X		X	
PARTIES / CELEBRATIONS – No Liquor	X				
PARTIES / CELEBRATIONS – With Liquor		X			
PETTING ZOOS (NO FEEDING- SURCHARGE MAY APPLY TO EXOTIC ANIMALS)			X		
PICNIC GROUNDS					
Without Pools or Lakes	X				
With Pools or Lakes OVER 150 feet from Water (Excludes Swimming & Diving)		X			
With Pools or Lakes LESS THAN 150 feet from Water (Excludes Swimming & Diving)			X		
PLAYS (No Performer or Crew Coverage)	X				X
POLITICAL RALLIES		X		X	
PROMOTERS (Subject to Special Rating)			X	X	
PROMS	X				
PUMPKIN PATCHES / CORN MAZES	X				

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant's coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval. See Page 16 for details

TENANT/USER PROGRAM HAZARD SCHEDULE (Continued)

(A "Tenant/User Event" is an event that is held or sponsored by companies, organizations, or individuals that have been permitted to use your premises)

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
RECITALS (MUSIC, DANCE, PIANO)	X				
RECREATIONAL EVENTS			X		
RELIGIOUS ASSEMBLIES (Church Services, Bible Study, etc) DURATION OF TIME ONLY 6 WEEKS	X				
REUNIONS		X			
RUMMAGE SALES		X			
RV SHOWS	X				
SCHOOL BANDS EXHIBITIONS / COMPETIONS		X			
SCOUTING JAMBOREES	X				
SEANCES		X			
SEMINARS	X				
SIDEWALK SALES		X			
SKATING PARTY			X		X
SKI EVENTS / DEMOS			X		X
SPEAKING ENGAGEMENTS	X				
SOAP BOX DERBIES		X			
SOCIAL GATHERINGS (Indoors)	X				
SOCIAL GATHERINGS (Outdoors)		X			
SPORTING EVENTS					
Non-Professional (Indoors)					X
BASEBALL			X		X
BASKETBALL			X		X
SOFTBALL			X		X
SOCCER			X		X
TENNIS / HANDBALL / RACKETBALL COURTS			X		X
STATE & COUNTY FAIRS		X		X	
STREET FAIRS		X		X	
SWIMMING EVENTS (AGE INFORMATION REQUIRED) LIFEGUARD RATIO FOR AGES 0-12 MUST BE 1 TO 4 AND AGES 12 & UP 1 TO 6			X		
TELECONFERENCES	X				
TELETHONS	X				
THEATRICAL ROAD SHOWS (No Performer or Crew Coverage)			X		X
THEATRICAL STAGE PERFORMANCES (No Performer or Crew Coverage)	X				X
TRADE SHOWS (Inside)	X				
TRADE SHOWS (Outside)		X			

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant's coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval. See Page 16 for detail

**TENANT/USER PROGRAM
HAZARD SCHEDULE (Continued)**

(A "Tenant/User Event" is an event that is held or sponsored by companies, organizations, or individuals that have been permitted to use your premises)

TENANT/USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
UNION MEETINGS			X		
VACATION SHOWS	X				
VOTER REGISTRATIONS		X			
WEDDINGS & RECEPTIONS	X				
WEDDING PHOTOGRAPHERS	X				
ZOOS (ACTUAL FACILITY)			X		

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant's coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval. See Page 16 for details

TENANT USER EVENT PREMIUMS

January 1, 2016 to January 1, 2017

PREMIUMS:

NOTE: Increase limits are available please see upcharge chart on page 14

HAZARD I		HAZARD II		HAZARD III	
ATTENDANCE	PREMIUM	ATTENDANCE	PREMIUM	ATTENDANCE	PREMIUM
1-100	\$ 81.00	1-100	\$ 119.00	1-100	\$ 189.00
101-500	\$ 113.00	101-500	\$ 207.00	101-500	\$ 332.00
501-1500	\$ 169.00	501-1500	\$ 245.00	501-1500	\$ 439.00
1501-3000	\$ 219.00	1501-3000	\$ 408.00	1501-3000	\$ 690.00
3001-5000	\$ 332.00	3001-5000	\$ 521.00	3001-5000	\$ 847.00
5000 +	To Be Determined	5000 +	To Be Determined	5000 +	To Be Determined

PREMIUMS ARE ONLY VALID FROM 1/1/16 TO 1/1/17

PREMIUMS INCLUDE ALL TAXES & FEES

PREMIUMS ARE APPLICABLE PER TOTAL ATTENDANCE.

FOR MULTIPLE DAYS:

- Total the attendance for all days of the event. Refer to premiums schedule and charge the premium corresponding to the **total attendance**. **Events lasting over five days require underwriting approval.** Please submit information to Alliant Insurance Services, Inc.
- **Alcoholic Beverage premiums are to be separately calculated for each day.** Liquor Legal Liability is included in the policy by separate endorsement
- **Liquor Legal Liability for Hazard Groups II and III require underwriter approval.** See Page 15 for details
- **Multiple Day Events:** List the Event days that are used exclusively for "setting up" or "taking down" on the Quarterly Report as a "set up" or "take down" day. These are considered insured days on the coverage certificate

TENANT USER EVENT PREMIUMS

January 1, 2016 to January 1, 2017

AFTER MIDNIGHT EVENTS:

- If the event extends beyond Midnight and ends before 2:00 AM the event is considered one day
- If an event **With Liquor** extends beyond Midnight and ends before 2:00 AM (excluding take down days) you can check the appropriate box on the certificate and add a 15% surcharge to the Liquor premium (Example: \$200.00 x 15% = \$230.00)
- If the event goes beyond 2:00 AM, an additional day will be charged for the event and liquor
- **Increase Limits Table**

\$1,000,000 per occurrence / \$3,000,000 general aggregate	\$2,000,000 per occurrence / \$2,000,000 general aggregate
11% of total event premium	19% of total event premium

Example: Total event premium is \$220.93 increase limits requested is \$1,000,000 per occurrence and \$3,000,000 general aggregate. $\$220.93 \times 1.11 = \245.23

Example: Total event premium is \$220.93 increase limits requested is \$2,000,000 per occurrence and \$2,000,000 general aggregate. $\$220.93 \times 1.19 = \262.91

- **Property Damage**

Amount	Deductible	Premium
\$50,000	None	\$50.00
\$100,000	None	\$100.00

TENANT USER EVENT PREMIUMS
January 1, 2016 to January 1, 2017

EXHIBITORS AND CONCESSIONAIRE PREMIUMS:

Exhibitors - No Sales	\$29.00	Per Day/Per Exhibitor
Concessionaires - Non Food Sales	\$39.00	Per Day/Per Concessionaire
Concessionaires - Food Sales	\$49.00	Per Day/Per Concessionaire

Premiums Include All Taxes & Fees

Exhibitors and Concessionaires coverage is only available in conjunction with a scheduled event.

LIQUOR LEGAL LIABILITY PREMIUMS:

HAZARD GROUP I ONLY:

Alcoholic beverages served charge \$60.00 premium for each day of the event.

HAZARD GROUPS II AND III:

Require prior company approval. The premiums below are for quote purposes only

1-150	\$121
151-300	\$146
301-500	\$194
500 +	To Be Determined

Premium include all taxes and fees

Liquor Legal Liability coverage is only available in conjunction with a scheduled event

LIQUOR CHARGES AFTER MIDNIGHT EVENTS:

- If an event **With Liquor** extends beyond Midnight and ends before 2:00 AM (excluding take down days) you can check the appropriate box on the certificate and add a 15% surcharge to the Liquor premium (Example: \$194.00 x 15% = \$223.00)
- **If the event goes beyond 2:00 AM an additional day will to be charged for the event and liquor**



San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

RECEIVED

SEP 27 2016

CITY OF DUARTE

September 21, 2016

City Manager
CITY OF DUARTE
1600 Huntington Drive
Duarte, CA 91010

RE: NOMINATIONS TO FILL VACANCY FOR WQA BOARD MEMBER
REPRESENTING CITIES WITHOUT PUMPING RIGHTS

Dear City Manager:

The San Gabriel Basin Water Quality Authority (WQA) was established by the State Legislature (SB 1679) on February 11, 1993 to develop, finance and implement groundwater treatment programs in the San Gabriel Valley. The WQA is under the direction and leadership of a seven member board, one member each from an overlying municipal water district, one from a city with water pumping rights, one from a city without water pumping rights and two members representing water purveyors. The Board Member seat representing cities without pumping has become vacant. Under section 508 of the San Gabriel Basin Water Quality Authority Act ("WQA Act") a vacancy now exists on the WQA Board of Directors for the Member representing cities without pumping rights. Under the WQA Act, a vacancy in the office of a Member who was elected by cities without pumping rights shall be filled by a special election called by the WQA. Nominations and balloting are conducted in the same manner as a regular election, except that the date of the election and other time periods shall be as prescribed by the WQA. (WQA Act §134-508). The Member elected to fill a vacancy shall meet the qualifications applicable to the vacant office and shall serve for the remaining term of the vacant office.

The WQA Board has called a special election to fill the vacancy for January 18, 2017 at 12:00 PM at the WQA offices. Nominations must be made by resolution of the city council of the nominating city. Nominations must be received between October 20, 2016 and November 18, 2016. A city is not limited to nominating members of its own council, but may nominate a city council member

from any city without pumping rights. The cities without pumping rights are as follows:

CITIES WITHOUT PUMPING RIGHTS

Baldwin Park
La Puente
San Dimas
Sierra Madre
West Covina

Bradbury
La Verne
San Gabriel
South El Monte

Duarte
Rosemead
San Marino
Temple City

Please find enclosed the "Call for Nominations" form and a sample resolution. Please read through the enclosures and forward copies to your council members. All nominations must be made by resolution and must be submitted to the Water Quality Authority from October 20, 2016 through November 18, 2016 at 5:00 p.m. *Nominations arriving before or after the nomination period will not be accepted.*

To ensure that we receive your nominations, *please send the resolution by certified mail, FedEx, UPS, etc. with "signature required" or hand deliver* to our office Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. After nominations are collected, a ballot listing the candidates will be sent to cities without pumping rights to vote no later than December 2, 2016.

If I can be of any assistance, please contact me at (626) 338-5555 or at Stephanie@wqa.com.

Sincerely,



Stephanie Moreno
San Gabriel Basin Water Quality Authority
Stephanie@wqa.com

Enclosures

CALL FOR NOMINATIONS
FOR
ELECTION OF CITY MEMBER FROM
CITIES WITHOUT PUMPING RIGHTS
TO THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY
PURSUANT TO SB 1679

CITY: DUARTE

TO THE CITY COUNCIL:

The election of the city member of the Board of the San Gabriel Basin Water Quality Authority ("the Authority") from cities without pumping rights will take place at the regular meeting of the Board of the Authority set for January 18 2017, at 12:00 p.m., at 1720 E. Cameron Ave., Suite 100, West Covina, California.

Nominations for candidates for a city member elected by cities without pumping rights may be made by any city without pumping rights. Each city may nominate only one candidate.

The member shall be City Council members or Mayors from cities without pumping rights. An alternate member acts in the place, and performs all the duties, of the city member selected by the same cities if that city member is absent from a meeting of the Authority or has vacated his or her office until the vacancy is filled pursuant to the provisions of SB 1679.

No person who, directly or indirectly, at the time of election, receives, or during the two-year period immediately preceding election received, 10 percent or more of his or her income from any person or public entity subject to regulation by, or that received grants from or contracts for work with, the Authority may serve as a member of the Authority.

Your city may nominate one candidate by resolution of the City Council. Your nomination must be submitted to the Authority at least 60, but not more than 90 days preceding the meeting at which the election is to be held.

(SAMPLE RESOLUTION)

If you would like an electronic version of this resolution please email Stephanie Moreno to request one at: stephanie@wqa.com

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF _____, CALIFORNIA
NOMINATING COUNCILMEMBER _____
TO REPRESENT CITIES WITHOUT PRESCRIPTIVE WATER
PUMPING RIGHTS ON THE BOARD OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive water pumping rights, one elected city council person from cities in the San Gabriel Basin without prescriptive water pumping rights, and two members representing water producers in the San Gabriel Basin and;

WHEREAS, the City of _____ is one of the cities in the San Gabriel Basin without prescriptive water pumping rights;

WHEREAS, the City of _____ may nominate a representative by resolution;

WHEREAS, all nominations must be submitted to the San Gabriel Basin Water Quality Authority between October 20, 2016 and November 18, 2016.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____,
CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

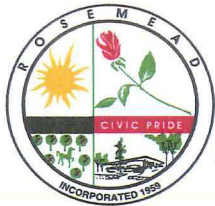
SECTION 1. The City Council of the City of _____ nominates
Councilmember _____ as the representative for
cities in the San Gabriel Basin without prescriptive water pumping rights.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2016.

MAYOR:
SANDRA ARMENTA

MAYOR PRO TEM:
POLLY LOW

COUNCIL MEMBERS:
WILLIAM ALARCON
MARGARET CLARK
STEVEN LY



City of Rosemead

8838 E. VALLEY BOULEVARD P.O BOX 399
ROSEMEAD, CALIFORNIA 91770
TELEPHONE (626) 569-2100
FAX (626) 307-9218

September 21, 2016

City of Duarte
Attn: Councilmember Liz Reilly
1600 Huntington Drive
Duarte, CA 91010

RE: Request for Nomination to the San Gabriel Basin Water Quality Authority

Dear Councilmember Reilly:

As you know, I am the alternate to Louie Aguinaga, Former Mayor of South El Monte, who was your representative of the cities without pumping rights on the San Gabriel Basin Water Quality Authority (WQA). As I'm sure you are aware, Louie Aguinaga had to resign from his seat due to pleading guilty to bribery charges. See Article: [San Gabriel Valley Tribune \(September 1, 2016\): Former South El Monte Mayor pleads guilty to bribery.](#)

As a result, his seat on the WQA is vacant and an election to fill it is being held. While I hold the alternate seat, I would like to move back into the boardmember seat for the remainder of the term which expires in January 2019. I have represented your City on the WQA which oversees the groundwater cleanup in the San Gabriel Basin. We are continuing to make great progress and to date have removed more than 68 tons of contaminants but the job isn't done.

Our 13 cities must hold the election and the nomination period opens with nominations being accepted in the form of a resolution from each City between October 20, 2016 and November 18, 2016. Then between December 3, 2016 and January 18, 2017, the cities' final votes by resolution can be accepted.

I would really appreciate having your City's nomination and subsequent vote. If you have any questions, I would be happy to speak to you. My cell phone number for talking or texting is (626) 833-6672 and my email is clarkeesc@yahoo.com.

Thank you so much for your consideration,

Maggie Clark

Margaret "Maggie" Clark
Councilmember
City of Rosemead
Alternate Boardmember, San Gabriel Basin Water Quality Authority

Councilmember Margaret Clark Biography

Margaret Clark has served on the Rosemead City Council since March 1991, including six terms as Mayor. Prior to her election to the City Council she was a Commissioner on the Rosemead Planning and Traffic Commissions. In addition to her council responsibilities, Margaret has been an active leader in national, state and regional organizations and agencies. She was elected by 88 cities to serve as President of the Los Angeles County Division of the League of California Cities and has been a member of the California Contract Cities Association executive board. Margaret also represents the City of Rosemead on the board of the San Gabriel Valley Council of Governments (SGVCOG).

Well respected for her knowledge of water quality and environmental issues, Mrs. Clark was selected by her colleagues from 29 SGVCOG cities to serve as a founding board member on the San Gabriel and Lower Los Angeles Rivers and Mountain Conservancy. She has served on the Board of Directors of the San Gabriel Basin Water Quality Authority since its establishment in 1992 by legislative action to oversee clean-up of one of the largest Superfund sites in the nation. Margaret's environmental credentials also include membership on the National League of Cities Energy, Environment and Natural Resources Committee as well as numerous other environmental committee assignments such as membership on the governing board of the Los Angeles and San Gabriel River Watershed Council.

Prior to matriculating from college, Margaret studied in Europe at the University of Bordeaux through the University of California Education Abroad Program. She holds a bachelors degree and teaching credential from UCLA, where she met her husband Jim. Soon thereafter, they chose Rosemead in which to reside and raise their family. Feel free to send Council Member Clark an e-mail at clarkeesc@yahoo.com or call her at (626) 833-6673.