



MEMORANDUM

TO: City Council
FROM: City Manager
DATE: June 6, 2021
SUBJECT: Comments on Agenda Items, Meeting of June 14, 2022

ITEM 4.A. (Special Items). Staff will present the Parks and Recreation Department Status Report for June 2022.

ITEM 4.B. (Special Items). Staff will present the Community Development Department Status Report for June 2022.

ITEM 7.G. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to execute an agreement with Nature for All for the management of the Fish Canyon Trail Restoration and Planning Grant. The contract is for a not-to-exceed amount of \$50,000 and will be funded through Proposition 68 grant funds, and it is included in the FY 2202-23 Budget.

ITEM 7.H. (Consent Calendar). Staff is recommending that the City Council adopt Resolution 22-17, which would set July 26, 2022, as the date of the required public hearing to establish the FY 2022-23 assessments for the Citywide Landscape and Lighting Maintenance District and the City's Neighborhood Districts.

ITEM 7.I. (Consent Calendar). Staff is recommending that the City Council approve the job description and salary schedule for the position of Deputy City Clerk and amend the Citywide Salary Schedule accordingly.

ITEM 7.J. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to execute an agreement with KHR Associates for civil engineering services to develop detailed concept plans and a preliminary cost estimate for parking lot improvements for the Town Center North Shopping Center (i.e., the "Big Lots" center). The cost is \$40,000 and is included in the FY 2022-23 General Fund Budget (although the funds will come from monies set aside specifically for projects benefiting the Town Center Specific Plan area).

ITEM 7.K. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to execute an agreement with McKently Malak Architects for architectural services to develop detailed concept plans and a preliminary cost estimate for a façade for the the Town Center North Shopping Center (i.e., the "Big Lots" center). The cost is \$22,000 and is included in the FY 2022-23 General Fund Budget (although the funds will come from monies set aside specifically for projects benefiting the Town Center Specific Plan area).

ITEM 7.L. (Consent Calendar). Staff is recommending that the City Council appointment all seventeen (17) candidates that applied to serve on the 2022-23 Mayor's Youth Council.

ITEM 9.A. (Business Items). Staff is recommending that the City Council approve the FY 2022-23 Budget and Five-Year Capital Improvement Program (CIP). The Budget would authorize expenditures of \$31.1 million in FY 2022-23, of which the General Fund constitutes \$23.3 million. For FY 2022-23, the CIP includes 23 projects totaling \$7.6 million.

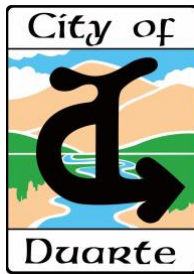
ITEM 9.B. (Business Items). Staff is recommending that the City Council adopt Resolution 22-18, which would declare City-owned properties at 1303 and 1305 Huntington Drive as "surplus property."

Under State law, the City must meet certain procedural requirements, including the “surplus property” declaration, before the properties at 1303 and 1305 Huntington Drive may be leased or sold.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dr. Daniel Jordan', with a horizontal line extending to the right.

Dr. Daniel Jordan
City Manager



**PARKS AND RECREATION
STATUS REPORT
June 2022**

PROJECT/PROGRAM		STATUS
<u>YOUTH AND SENIOR PROGRAMS</u>		
Summer Recreation Classes	Registration for summer recreation classes is now open! This season, a lot of our popular classes are back but also some new ones like; Cooking & Baking, Hollywood Superstars – Acting & Singing, and one-on-one summer tutoring. To view the full list of class offerings, visit ACCESSDUARTE.COM and then click on the “Register for Recreation Programs” icon at the bottom of the web page.	
Swim Lessons & Swim Team Back this Summer	While there is a nationwide lifeguard shortage, and many cities, us included, are having to take measures to combat the lack of personnel, the Department is pleased to be in a position this summer to once again be offering swim instruction in our Duarte pools. In addition to bringing back our popular Swim Team program, we’ll be offering five sessions of swim lessons, with class availability in the morning from 9:30 AM – 12 PM and in the evening from 4:30 – 7 PM. All registration information can be found at ACCESSDUARTE.COM under the Department’s Aquatics webpage or contact the Fitness Center at (626) 357-6118.	
<u>SPECIAL EVENTS</u>		
Duarte Day at the Pool	On Saturday, June 11, all residents are welcome to make a splash in the Duarte pool for free! Our annual Duarte Day at the Pool event is the official opening day for Rec Swim, which will be available from June 11 – September 17 from 1:30 – 4 PM. After June 11, standard Rec Swim fees apply, \$1 for youth 12 and under and seniors 55+, and \$2 for teens and adults.	
Party in Duarte - Summer Kick Off	Join us on June 21, the first official day of summer, for the Department’s Party in Duarte: Summer Kick-Off event. The party will be held at 4 PM in the Civic Center – 1600 Huntington Drive, with a live DJ, dance floor, food concessions, and vendor booths before the Smokin’ Cobras take the stage at 5 PM. After the concert, the party will continue at the Duarte Pool for a Dive-In Movie, featuring Disney’s <i>Encanto</i> , at 7:45 PM. Advance registration is required for the Dive-In Movie portion, and can be completed at ACCESSDUARTE.COM under the “Special Events” webpage.	
Independence Day Celebration & Fireworks Show	Fireworks will light up the sky when the City hosts its annual Independence Day Celebration & Fireworks Show on July 3 at the Duarte Sports Park – Upper Baseball Fields. We invite the entire community to come out early to stake out their spot and enjoy some of	

	LA's best food trucks, live musical entertainment by Chico the Band and DJ Phil, a family play area with rides and games, and vendor booths. The event will commence with 20-minute choreographed fireworks show at 9 PM. And if you don't want to lug your lawn chairs and umbrella to the event, new this year, we're offering limited VIP seating. The VIP package includes one picnic table, umbrella, six chairs and an event swag bag available for purchase at ACCESSDUARTE.COM. Note, parking around the venue is limited and fills up quickly so again, residents are encouraged to come out early, carpool, or utilize a ride-share service.
Red, White & Pool Party	Also on July 3, community members can join us for a night swim at our second Red, White & Pool Party! From 7 to 9:30 PM, party guests will enjoy access to the Duarte pool, a catered BBQ dinner, games, and music prior to the fireworks viewing at 9 PM. Resident admission is \$10 for youth 12 and under, and \$15 for those 13 years of age and up. Visit ACCESSDUARTE.COM to register today – space is limited.



COMMUNITY DEVELOPMENT STATUS REPORT June 2022

PROJECT/PROGRAM	STATUS
<u>IN PROCESS</u>	
Huntington/ Highland Signal Upgrade	Construction to begin soon; equipment ordered construction Summer. This improvement will add left turn signal north and south bound, extend the westbound Huntington Drive turn pocket and remove unused westbound turn pocket.
Tree Planting	Staff has been working with Rebuilding Together San Gabriel Valley Foothills on a Urban Greening for Clean Water Grant and will be partnering to plant 50 trees. The event will take place on July 11 at Encanto Park.
Annual Brush Clearance	The annual brush clearance is in process.
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive	The project was approved. It is a two phase project with a total of 178 rooms with 72 in the first phase. Staff recently had a progress meeting with developer and architect. Plans are in Plan Check.
Duarte Animal Hospital (2714 Huntington Dr.)	A building renovation is planned to upgrade the look of the building and to enclose the kennel area. Approved by Planning Commission.
Annual Striping Project	Annual project to upgrade pavement markings at the most needed locations in the city. Project started in late May and continue through June.
Annual Trench and Paving Repair	Annual citywide project to repair pavement throughout the city. Project started in late May and continue through June.
Andres Duarte Statue	The annual cleaning of the Andres Duarte statue was recently completed. The cleaning not only freshens the look of the statue, it prolongs its life.
<u>DEVELOPMENT</u>	
New Hope Village	New 147 room hotel. The building is almost complete but the City of Hope facing supply chain issues with the delivery of furnishings. The hotel has opened.
Esperanza at Duarte Station 1700 Fasana Road	MBK is building a 344 unit luxury apartment building; named Esperanza. Construction is progressing.
The Residences at Duarte Station 1750 Fasana Road	MBK, developer of Building A will be building a phase II. The 292 unit development is called Solana and is adjacent, east to Esperanza. This building will also be the location of the “Duarte Station” sign that will be a icon, located on the roof of the building. Plans are in plan check.

PROJECT/PROGRAM	STATUS
The Huntington (1413 Huntington Drive)	A 161 unit mixed use project. The development is open and leasing is going well.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: north parking lot (approx. 1,000 spaces); Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building; and several other upcoming projects. Generator providing temporary power has allowed Village Rd. signal to begin operation; permanent signal electrical scheduled for mid-June. Assisting City of Hope with SCE and Metro to gain cooperation to install permanent power.
Westminster Gardens	The owner HumanGood has met with Staff over the past few months discussing a major amendment to the existing specific plan. The concept is to develop the corner of Huntington Drive and Santo Domingo with a mixed use building and to expand the current Life Plan Community by at least 300 units. Application filed for a restoration of Morrison House. This project will start prior to the Specific Plan. Environmental work and an historical analysis are now in process.
Town Center North Liquor Store Corner	Staff has put the existing deal with Arbor Capital Group on hold for a variety of reasons, including the developer's inability to get agreement with other property owners on required parking lot upgrades and because the Rita Aid property is for sale and a more comprehensive approach is needed. Staff hired Kosmont Associates to assist in developing a plan to coordinate development of the city property with a complete parking lot and façade upgrade of the center. A new property owner has purchased the Rite Aid building and is currently looking for tenants. Staff is working the new owner to encourage a comprehensive property upgrade. This may be a first step in a full center façade upgrade. All owners have expressed interest, City hiring Architect and Engineer in June to develop detailed concept and cost estimates.
New Townhouse Development 1401 Santo Domingo Avenue	Proposal is to remove eight existing apartments and replace with a new, 20 unit, townhouse development. Developer recently met with neighbors in adjacent HOA. Planning Commission approved. Approved by Council.
<u>PUBLIC WORKS</u>	
City Hall Courtyard Design	Only one responsive bid and it was far above engineer's estimate. Plan to reject all bids and rebid project. Arranged with LACDA to get additional CDBG funding. Now looking for options to reduce overall cost. Project is out for bid.
Huntington Drive Pedestrian Lighting	New sidewalk and pedestrian lighting from The Huntington to Buena Vista. Project on hold until next year hoping that the new

PROJECT/PROGRAM	STATUS
	Rite Aid owner will help to spur major improvements to the center and parking lot.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to located structure in park area under soccer field and permeable paving will be installed in parking lot area. However, cost for initial design is over estimate so a redesign may be needed.

CITY OF DUARTE

MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL, SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF DUARTE, THE DUARTE HOUSING AUTHORITY, AND THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY

TUESDAY, MAY 10, 2022 – 7:00 PM

REGULAR MEETING

1. CALL TO ORDER

Mayor Pro Tem Paras-Caracci called the meeting to order at 7:06 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Schulz, Truong, Garcia, Paras-Caracci, Finlay
Councilmembers Absent: Finlay
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, Assistant City Attorney
Kristen Peterson, Assistant City Manager / Director of
Administrative Services
Craig Hensley, Director Community Development
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Victoria Rocha, Assistant to the City Manager
Susie Perez, Recreation Supervisor

2. PLEDGE TO THE FLAG

The flag salute was led by Brian Barreto.

3. ADOPTION OF THE AGENDA

Item 7I *Proclamation proclaiming May 2022 as Asian American Pacific Islander (AAPI) Heritage Month* was moved to Special Items.

Moved by Councilmember Truong, seconded by Councilmember Schulz, and carried by the following vote of the Council to approve the adoption of the agenda.

AYES: KANG, LEWIS, SCHULZ, TRUONG, GARCIA, PARAS-CARACCI
NOES: NONE
ABSTAIN: NONE
ABSENT: FINLAY

4. SPECIAL ITEMS

A. Proclamation proclaiming May 2022 as Older Americans Month and recognition of Senior Center Volunteer of the Year Dennis Greenwell

Recreation Supervisor Perez recognized Older American of the Year and Senior Center Volunteer of the Year, Dennis Greenwell; and presented him with a certificate on behalf of Assemblywoman Blanca Rubio and a proclamation proclaiming May 2022 as Older Americans Month on behalf of the City of Duarte.

Steve Hernandez addressed the Council to commend Dennis Greenwell on his work at the Senior Center.

7I. Proclamation proclaiming May 2022 as Asian American Pacific Islander (AAPI) Heritage Month

Lino Paras addressed the Council to express his opinion on the connotation of the term Asian American Pacific Islander.

Councilmember Truong presented a proclamation proclaiming May 2022 as Asian American Pacific Islander (AAPI) Heritage Month in the City of Duarte to Edward Yen of the Los Angeles County Asian Americans Employees Association.

B. Parks and Recreation Department Update

Director of Parks and Recreation Enriquez presented a certificate of recognition to Recreation Supervisor Perez on behalf of Assemblywomen Rubio. He announced that a Memorial Dedication for Loyd Gibbons would be taking place on May 2, provided an update on the Fish Canyon Trail Restoration Project, and announced the first Party in Duarte – Summer Kick Off event on June 21.

C. Community Development Department Update

Director of Community Development Hensley provided an update on the annual grid tree trimming, upcoming projects, current development projects,

5. **ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

Joanna Gee, Duarte Library, announced upcoming library programs and events.

Dan Yrigoyen, Duarte High School Band Booster and 2023 Route 66 Parade Chair, announced upcoming events.

Assistant to the City Manager Rocha announced upcoming City events.

6. **ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA**

Brian Barreto, California American Water, provided information about State drought water mandates.

Lino Paras suggested that Special City Council Meetings be scheduled later in the day to allow for members of the public to attend; commented on the location of the Farmer's Market; thanked Staff for their monthly department updates; and expressed his opinion regarding water mandates.

7. **CONSENT CALENDAR**

- A. Motion to read all Resolutions and ordinances presented for consideration by Title only and waive further reading. (CC/HA/SA/FA)
- B. Approval of absence(s) of City Council member(s) from the City Council meeting.
- C. Approval of warrants – May 10, 2022. (CC/HA/SA/FA)
- D. Receive and file the Parks and Recreation Department Status Report for May 2022.
- E. Receive and file the Community Development Status Report for May 2022.
- F. Award of Professional Services Agreement with LDM Associates, Inc. for Community Development Block Grant (CDBG) administration and labor compliance services for a five-year period from July 1, 2022 through June 30, 2027.
- G. Award of Contract to ONYX Paving Company, Inc. for the Fiscal year 2021-2022 Citywide Asphalt Repair Project No. 22-3.
- H. Award of Contract to WGJ Enterprises for the Fiscal Year 2021-2022 Citywide Striping and Marking Project No. 22-4.

I. Moved to *Special Items*.

Moved by Councilmember Truong, seconded by Councilmember Schulz, and carried by the following vote of the Council to approve Items A-E and G-I of the Consent Calendar.

AYES: KANG, LEWIS, SCHULZ, TRUONG, GARCIA, PARAS-CARACCI
NOES: NONE
ABSTAIN: NONE
ABSENT: FINLAY

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. BUSINESS ITEMS

- A. Joint Exercise of Powers Agreement forming the Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority to address watershed management; Adoption of Resolution No. 22-15 approving the adoption of the Joint Exercise of Powers Agreement; and authorization for the Mayor to execute the agreement with the cities of Duarte, Arcadia, Bradbury, Monrovia, and Sierra Madre

Director of Community Development Hensley gave an overview of the proposed Joint Powers Authority; provided background information about watershed management; and described the benefits of forming the Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority.

In response to questions posed by the Council, he provided information about the infiltration facility in Encanto Park.

Moved by Councilmember Schulz, seconded by Councilmember Kang, and carried by the following vote of the Council to approve the Joint Exercise of Powers Agreement forming the Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority; adopt Resolution No. 22-15; and authorize the Mayor to execute the agreement with the cities of Duarte, Arcadia, Bradbury, Monrovia, and Sierra Madre.

AYES: KANG, LEWIS, SCHULZ, TRUONG, GARCIA, PARAS-CARACCI
NOES: NONE
ABSTAIN: NONE
ABSENT: FINLAY

13. CONTINUATION OF ORAL COMMUNICATIONS

None.

**14. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/
FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE
DIRECTOR**

City Manager Jordan announced that he will be out of town for the next week and Assistant City Manager Petersen will serve as the Acting City Manager during his absence.

Councilmember Kang announced that his daughter won the 50-yard race at the City of Duarte Track Meet.

Councilmember Garcia wished everyone a Happy Mother's Day.

Councilmember Schulz expressed appreciation of all teachers and thanked them for their work; commended Staff for the successful Mother's Day Tea event; announced a Tea event at Westminster Gardens; and announced a OneLegacy bowling fundraiser event.

Councilmember Truong thanked Staff for the AAPI Heritage Month Proclamation; and thanked all teachers and Mothers for their hard work.

Mayor Pro Tem Paras-Carracci thanked Staff for the successful Senior Volunteer and Mother's Day Tea events; and commended Staff for all of their hard work.

15. ADJOURNMENT

At 8:25 p.m. the City Council adjourned the meeting.

Margaret Finlay, Mayor

Annette Juarez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	D Alvarenga Animal Control Training	217465		25.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2120		29.08
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2120		8.20
100-1610-7618	HOME DEPOT CREDIT SERVICES	FC Protective Shields	BD22-1009		148.18
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 3/2022	2145		221.00
100-1825-7687	R3 CONSULTING GROUP	SB 1383 Implementation Consulting 3/2022	2149		4,747.50
100-1610-7618	HOME DEPOT CREDIT SERVICES	Hinges/Door Repairs	BD22-1009		71.30
100-1610-7618	HOME DEPOT CREDIT SERVICES	Dog Bag Stadium Installation	BD22-1009		127.43
100-1610-7618	HOME DEPOT CREDIT SERVICES	Supplies/Repairs	BD22-1009		68.52
100-1610-7618	HOME DEPOT CREDIT SERVICES	CH Doors/Kickplate/Supplies	BD22-1009		92.42
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 5/2022	217496		1,600.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	CH Door/Kickplate/Supplies	BD22-1009		156.72
100-1605-7733	THEODORE SIEGEL	"True Grit" Movie Screening/Presentation	217521		150.00
100-1410-7656	DUTHIE ELECTRIC SERVICE COR...	Emergency Generator Annual Service	2123		732.18
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 4/7/22	2159		160.00
100-1605-7729	JA EVENT PRODUCTION	Summer Kick-Off Event 6/21/2022	2133		2,900.00
100-1605-7730	SWANK MOTION PICTURES INC	Dive-in Movie #1 6/17/2022 (Encanto)	217528		465.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 4/2022	2145		99.00
100-1610-7652	WESTERN EXTERMINATOR CO...	City Yard Pest Control 4/2022	2175		145.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	(Inv#5155264)	BD22-1009		55.03
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY22 Interim Audit Fieldwork	2143		9,000.00
100-1610-7652	CALIBER COMMERCIAL POOL S...	Competition & Training Pool Service 4/2022	217464		1,950.00
100-1610-7617	CALIBER COMMERCIAL POOL S...	Pool Chemicals 4/2022	217464		480.69
100-1010-7670	SOUTHERN CALIFORNIA NEWS ...	Legal Advertising 4/2022	2157		2,724.03
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 4/2022	2119		18,916.31
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Permit Technician 4/2022	2119		7,590.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	BD22-1009		123.97
100-1610-7618	HOME DEPOT CREDIT SERVICES	Return-Facility Maint Repairs/Tools (Inv#5155264)	BD22-1009		-45.51
100-1410-7656	SOUTH COAST AQMD	FY22 Generator Hot Spots Program Fee	217523		143.88
100-1410-7980	HOME DEPOT CREDIT SERVICES	Paint Project Supplies	BD22-1009		32.94
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	BD22-1009		148.42
100-1610-7652	BEE REMOVERS	Bee Removal (1600 Hunt CC Bldg)	2114		145.00
100-1610-7652	BEE REMOVERS	Bee Removal (1600 Hunt Meter Box)	2114		145.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		591.64

Council Warrant Register By Account

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		574.64
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 4/1/2022 - 6/30/222	217530		12,268.52
100-1405-7967	ARDURRA GROUP INC	PW Inspections-COH Village Rd TS 4/2022	2113		675.00
100-1405-7967	ARDURRA GROUP INC	PWInspections-COH Utilities Improvement 4/2022	2113		2,565.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections-COH Infrastructure Realign 4/2022	2113		2,565.00
100-1405-7967	ARDURRA GROUP INC	PWorks Inspections-COH E Circle Rd 4/2022	2113		2,970.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections- Station/Esperanza Apts 4/2022	2113		7,155.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections-Village Rd N St Improv 4/2022	2113		1,620.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections-COH Pkg Lot G 4/2022	2113		2,295.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	BD22-1009		40.68
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 4/2022	217527		3,816.05
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 4/1/2022 - 4/30/2022	217463		1,130.00
100-1405-7965	LDM ASSOCIATES INC	FY 21/22 Federal Grant Administration 4/2022	2138		800.00
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-SC Fire Sprinklers	2153		125.00
100-1020-7724	RUDY'S PLUMBING INC	Backflow Testing/Repair-Post Office Landscape	2153		187.50
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	217483		742.21
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste Inspections 4/2022	217472		3,346.10
100-1605-7002	PAMELA ROMERO	CPR Stipend	2152		76.92
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	BD22-1009		80.35
100-1610-7652	COUNTY OF LOS ANGELES DEP...	FY23 FC Pool Health Permit (AR0141237)	217471		1,020.00
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 4/2022	2140		175,772.06
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 4/2022	2140	202205/1205-7781-ARPA-Coro...	212,019.83
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	2129		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	2127		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	2166		75.00
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	2155		75.00
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	2147		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	2136		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	2139		75.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	2160		566.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	2126		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	2115		218.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	217493		435.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	2124		435.00

Council Warrant Register By Account

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	2118		566.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	2131		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	217461		435.00
100-1610-7618	MAINTEX INC	Janitorial Supplies	2141		347.95
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	217511		36.60
100-1205-7636	TOM'S CLOTHING & UNIFORMS ..	CSO F Carrillo Uniforms	2163		207.27
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	2156		58.74
100-1605-7733	SMART & FINAL	Community Yard Sale Supplies	2156		293.82
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 6./2022	2125		139.00
100-2120	ADULT SPORTS MANAGEMENT	Sports Field Rent Deposit Refund	217451		250.00
100-2120	PASILLAS BASEBALL LEAGUE	Sports Field Rent Deposit Refund	217509		250.00
100-2120	JOSE SANCHEZ	Sports Field Rent Deposit Refund	217519		250.00
100-2120	NICK LOPEZ	Sports Field Rent Deposit Refund	217495		250.00
100-2120	ANDY BASTIEN	Sports Field Rent Deposit Refund	217459		100.00
100-2120	GEORGINA MORENO	Sports Field Rent Deposit Refund	217500		100.00
100-2120	RAY RAYGOZA	Sports Field Rent Deposit Refund	217514		250.00
100-2120	DUARTE UNIFIED SCHOOL DISTR..	Sports Field Rent Deposit Refund	217476		250.00
100-2120	PURE SPORTS	Sports Field Rent Deposit Refund	217513		250.00
100-2120	MONICA CASTELLANO	Sports Field Rent Deposit Refund	217469		100.00
100-2120	UNITED STATES YOUTH VOLLEY...	Sports Field Rent Deposit Refund	217531		250.00
100-4406	PASILLAS BASEBALL LEAGUE	Restroom/Field Refund (May 2022)	217509		120.00
100-4407	PASILLAS BASEBALL LEAGUE	Sports Field Refund (May 2022)	217509		180.00
100-2120	KAREN BAKER	Sports Field Rent Deposit Refund	217458		100.00
100-2120	RENEW HEALTH- ADAM GONZA...	Sports Field Rent Deposit Refund	217516		100.00
100-2120	ASHLEY MURO	Sports Field Rent Deposit Refund	217501		100.00
100-1610-7618	AMERICAN FLAGPOLE & FLAG ...	CC/CH Flags	217456		611.60
100-1205-7610	BRIAN VILLALOBOS	CCCA Conference Expense Reimbursement	217532		531.05
100-1605-7739	CURO MANAGED PRINT PRODU...	Parks & Recreation Table Throws	217474		419.21
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	2158		50.30
100-1605-7736	JAVIER DJEU TENNIS	Spring Tennis Class Instructor Fee	2135		1,529.50
100-1805-7965	MAXTREME INC	IT Helpdesk 5/2022	2142		8,700.00
100-1805-7980	MAXTREME INC	Crash Plan Recovery 5/2022	2142		200.00
100-1205-7761	DATA TICKET INC	Admin Citation Processing 4/2022	2122		365.27
100-1205-7761	DATA TICKET INC	DUI Processing 4/2022	2122		34.80
100-1610-7652	PRONTO GYM SERVICES INC	FC Gym Equipment Service/Repair	217512		302.50
100-1205-7655	GLOBALSTAR USA	Emergency Satellite Phones 5/1/2022 - 4/20/2023	217485		2,215.83
100-1805-7653	COUNTY OF LOS ANGELES DEP...	NSF Check (217238) Fee	217472		33.00
100-1805-7653	COUNTY OF LOS ANGELES DEP...	NSF Check (217237) Fee	217472		33.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7735	SMART & FINAL	TC Summer Kick Off Event Supplies	2156		46.79
100-1205-7780	DUARTE-AZUSA ANIMAL HOSPI...	Animals Cruelty Med Care (CE22-4646)	217478		755.84
100-1205-7761	DATA TICKET INC	Parking Citation Processing 4/2022	2122		2,003.74
100-1815-7980	THE TECHNOLOGY DEPOT INC	VLANs for PS & CH Credit Card Machines	2161		763.10
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 3/2022	217499		980.31
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 3/2022	217499		154.26
100-1605-7650	ADVANTAGE FORD LINCOLN	Vehicle #31 Mirror Assembly	217452		317.30
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2120		28.56
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2120		31.10
100-1205-7650	FAST 5 HOLDING COMPANY LLC	Public Safety Vehicle Carwashes 4/2022	217479		54.00
100-1805-7610	KRISTEN PETERSEN	Contract Cities Conference Expenses	217510		216.45
100-1810-7673	OCCUPATIONAL HEALTH CENTE...	Alcohol/Drug Testing 5/17/22	217504		135.50
100-1610-7618	GRAINGER	Fitness Ctr Wall Clocks	2130		75.68
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 3/2022	217499		89.98
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 3/2022	217499		700.27
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 3/2022	217499		1,508.28
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 3/2022	217499		7,750.73
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Tobacco Enforcement 4/25/2022	2140	202105-Contract Law Enforcem...	570.15
100-1010-7614	CURO MANAGED PRINT PRODU...	CMO Tablecloth w/Duarte Logo	217474		209.61
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Srvc 5/1/2022 - 5/14/2022	2112		5,041.53
100-1205-7650	BOURRET GLASS & UPHOLSTERY..	Truck #22 Windshield Replacement	217460		571.17
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Spring Skateboard Sesison I Instructor Fee	2146		336.00
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	2158		13.47
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	2158		131.55
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	2158		97.90
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	2158		10.36
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 53 of 60	BD22-0980		1,340.10
100-1205-7760	FOOTHILL UNITY CENTER	Homeless Case Management	217481		2,593.80
100-1605-7758	JA EVENT PRODUCTION	Deposit-Independence Day Celebration 7/3/2022	2134		7,400.00
100-1610-7652	IMS REFRIGERATION INC	SC Ice Maker Service/Repair	217489		401.80
100-1610-7652	IMS REFRIGERATION INC	CC Ice Maker Service/Repair	217489		456.80
100-1020-7718	CURO MANAGED PRINT PRODU...	Duarte City Newsletter	217474		1,984.50
100-1605-7750	INLAND EMPIRE STAGES LTD	Living Desert Trip Transportation 5/19/2022	217490		1,514.10
100-1610-7652	ALBERTOS PLUMBING	Public Safety Drain Clean	217453		175.00
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Sales Tax Audit Q4 2021	217487		1,730.74
100-1205-7614	STAPLES ADVANTAGE	PS Office Supplies	2158		467.35
100-1825-7613	STAPLES ADVANTAGE	PS Copier Paper	2158		227.77
100-1605-7736	ALEJANDRO FUENTES	Spring Circus Gym Instructor Fees	217482		535.50
100-1805-7764	STATE OF CALIFORNIA ENERGY ...	CEC Payment 20 of 27	217526	201023-Annual Prin Pmts-EECBG	8,977.19
100-1805-7765	STATE OF CALIFORNIA ENERGY ...	CEC Payment 20 of 27	217526	201023-Annual Int Pmt-EECBG	1,132.02
100-1205-7762	CALE AMERICA INC	WTP Fees 5/2022	2117		260.55
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	D Alvarenga Animal Control Training	217465		25.00
100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease (CH/PS/SC/TC) 6/1/2022 - 6/30/2022	217466		1,704.07
100-1825-7631	CANON FINANCIAL SERVICES INC	Copier Maint (CH/PS/SC/TC) 4/01/2022 - 4/30/2022	217466		621.71

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100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2120		28.56
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2120		8.64
100-1010-7980	SMART & FINAL	Intern Party Supplies	2156		65.01
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 5/23/2022 - 5/29/2022	2148		2,835.00
100-1605-7736	THE TALENTED ARTS SCHOOL O...	Spring Talented Arts Instructor Fee	2162		455.00
100-1605-7733	JAMES MIXON	Guitar Club Supplies	217498		123.01
100-1020-7716	SMART & FINAL	Lloyd Gibbons Ceremony Supplies	2156		22.45
100-1205-7760	RAVID ENTERPRISES INC	Homeless Prevention & Diversion Grant	2150	202115-Outreach-Homeless Ser...	2,850.00
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Cruelty Case (Special Impound)	217518		275.00
100-1605-7733	SMART & FINAL	SC Monthly Dance Supplies	2156		77.17
100-1010-7965	NATIONAL DEMOGRAPHICS INC	City Council Redistricting Services	217502		36,500.00
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	J Oseguera Animal Control Training	217465		25.00
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	2158		13.56
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	2158		19.89
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 5/2022	2176		1,100.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 4/2022	2176		1,100.00
100-1205-7610	U.S. BANK	Meeting w/Foothill Family 5/4/22 (Sushi Fire)	2170		67.47
100-1205-7610	U.S. BANK	Office Meeting Lunch 4/28/22 (Tropicana Market)	2170		148.51
100-1205-7610	U.S. BANK	Meeting w/Foothill Family 5/19/22 (Raffi's)	2170		138.92
100-1205-7779	U.S. BANK	A-Team Event Dinner 5/4/22 (Little Caesars)	2170		66.04
100-1205-7779	U.S. BANK	Sheriff Stickers for Cmty Events (Amazon)	2170		77.07
100-1205-7779	U.S. BANK	DART Camping Equipment (REI.com)	2170		198.00
100-1205-7779	U.S. BANK	DART Andres Duarte School Event (Target)	2170		20.87
100-1205-7779	U.S. BANK	DART Mentoring Lunch 5/3/22 (Ramen Yukinoya)	2170		110.71
100-1205-7779	U.S. BANK	A-Team Event 5/4/22 (Kids Empire Monrovia)	2170		380.00
100-1205-7779	U.S. BANK	DART Andres Duarte School Event (Little Caesars)	2170		92.46
100-1205-7779	U.S. BANK	A-Team Water (Target)	2170		19.16
100-1205-7779	U.S. BANK	DART Camping Equipment (Amazon)	2170		56.19
100-1205-7779	U.S. BANK	A-Team Event Dinner 5/4/22 (The Habit Burger)	2170		52.40
100-1205-7780	U.S. BANK	Rabies Clinic Signs (Curo Print)	2170		476.31
100-1205-7980	U.S. BANK	DART Field Trip Dessert 5/17/22 (Donut Man)	2170	202211/1205-7980-Live Scan/A...	35.35
100-1205-7980	U.S. BANK	Kids-Fit5k Volunteer Supplies (Smart & Final)	2170		75.75
100-1205-7980	U.S. BANK	DART Movie Night Dinner 5/13/22 (Sweet Basil)	2170	202211/1205-7980-Live Scan/A...	76.00
100-1205-7980	U.S. BANK	Office Help Lunch 5/20/22 (Tacos Estrella)	2170	202211/1205-7980-Live Scan/A...	51.29
100-1205-7980	U.S. BANK	DART Office Help 5/18/22 Lunch (Janet's)	2170	202211/1205-7980-Live Scan/A...	88.16
100-1205-7980	U.S. BANK	DART Camping Trip Lunch 5/12/22 (The Habit Burger)	2170	202211/1205-7980-Live Scan/A...	57.61
100-1205-7980	U.S. BANK	DART Dinner 4/27/22 (Heemo Sushi)	2170	202211/1205-7980-Live Scan/A...	214.73

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100-1205-7980	U.S. BANK	DART Field Trip Dinner 5/17/22 (Ramen Yukinoya)	2170	202211/1205-7980-Live Scan/A...	127.97
100-1205-7980	U.S. BANK	PS Office Help Coffee 4/25/22 (7Leaves)	2170		27.60
100-1205-7980	U.S. BANK	Office Supplies (Target)	2170		24.66
100-1205-7980	U.S. BANK	Youth Angel Game 4/25/22 Food (Jersey Mikes)	2170	202211/1205-7980-Live Scan/A...	160.00
100-1205-7980	U.S. BANK	Youth Angel Game 4/25/22 Food (LAA Legends)	2170	202211/1205-7980-Live Scan/A...	168.63
100-1205-7980	U.S. BANK	DART Event Dinner 5/23/22 (In-N-Out)	2170	202211/1205-7980-Live Scan/A...	223.27
100-1205-7980	U.S. BANK	Kid-Fit 5k Volunteer Food 5/18/22 (Ma'x)	2170		396.80
100-1205-7980	U.S. BANK	DART Move Night Snacks (Smart & Final)	2170	202211/1205-7980-Live Scan/A...	35.97
100-1205-7980	U.S. BANK	DART Art Night 4/27/22 Pizza (Sweet Basil)	2170	202211/1205-7980-Live Scan/A...	38.00
100-1815-7632	U.S. BANK	Adobe Acrobat Pro DC (Annual)	2170		942.00
100-1405-7612	U.S. BANK	Craig Hensley APA/AICP Membership 7/1/22-6/30/22	2169		788.00
100-1405-7612	U.S. BANK	Lg Data File Transfer (Hightail)	2169		15.99
100-1405-7613	U.S. BANK	FY23 Annual Parking Permits (Smartsign)	2169		307.05
100-1410-7610	U.S. BANK	Field Srvcs MSA May Training Lunch 4/25/2022	2169		103.50
100-1005-7640	U.S. BANK	CC Cesar Garcia CCCA Conf Hotel (Hyatt)	2173		1,189.52
100-1005-7980	U.S. BANK	DashPass Monthly Fee (DoorDash)	2173		9.99
100-1010-7612	U.S. BANK	Pasadena Star News Subscription (Online)	2173		18.00
100-1010-7980	U.S. BANK	ARPA Workshop Dessert (Crumbl Cookies)	2173		45.42
100-1010-7980	U.S. BANK	City Council Beverages (Instacart)	2173		16.82
100-1010-7980	U.S. BANK	Cmty Clean-up Event Water (Smat & Final)	2173		19.28
100-1010-7980	U.S. BANK	City Coucil Dinner 4/26/22 (Grubhub-Janet's)	2173		155.37
100-1010-7980	U.S. BANK	Cmty Clean-up Event 5/14/22 Lunch (Redwood Pizza)	2173		57.30
100-1020-7712	U.S. BANK	Hootsuite 5/2/2022 - 6/1/2022	2173		75.00
100-1020-7712	U.S. BANK	Spotify	2173		9.99
100-1010-7980	U.S. BANK	May 5th Budget Workshop Food (Max's)	2172		374.85
100-1020-7726	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 5/13/22 - 6/12/22	2172		34.99
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 5/12/22 - 6/11/22	2172		4.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 5/12/22 - 6/11/22	2172		5.00
100-1805-7610	U.S. BANK	Kristen Petersen CCCA Conf Hotel/M meal (Renaissance)	2172		995.58
100-1805-7614	U.S. BANK	Budget Binder Dividers (Walmart)	2172		74.62
100-1805-7614	U.S. BANK	Budget Binders (Staples)	2172		87.42
100-1805-7980	U.S. BANK	Budget Workshop Meal Food Tip (Max's)	2172		125.00
100-1805-7980	U.S. BANK	Budget Workshop Dessert (Crumbl Cookies)	2172		98.89
100-1805-7980	U.S. BANK	Microsoft 365 4/27/22 - 5/26/22	2172		12.00
100-1815-7632	U.S. BANK	Creative Cloud 4/26/22 - 5/12/22 (Adobe)	2172		19.38

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100-1815-7632	U.S. BANK	Finance Webinar 5/7/22 - 6/6/22 (Zoom)	2172		80.00
100-1815-7632	U.S. BANK	Accessduarte.com 3y Renewal (Network Solutions)	2172		287.91
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 5/13/22 - 6/12/22	2172		658.75
100-1815-7830	U.S. BANK	SC Elevator 911 4/10/22 - 5/9/22 (Vonage)	2172		22.82
100-1815-7980	U.S. BANK	Annual Subscription (Ring)	2172		30.00
100-1825-7613	U.S. BANK	CMD Ledger Paper (Officesupply.com)	2172		184.61
100-1020-7719	U.S. BANK	SC Volunteer Dinner Photo Booth (Thepbguy.com)	2167		275.00
100-1020-7719	U.S. BANK	SC Volunteer Dinner Gift Cards (Amazon)	2167		450.00
100-1020-7719	U.S. BANK	SC Volunteer Dinner Flowers (Quality Florist)	2167		80.00
100-1605-7610	U.S. BANK	(5) Rec Leader Training 5/21/22 (CPRS Dist 13)	2167		128.75
100-1605-7693	U.S. BANK	MYC Dinner 5/2/2022 (KFC)	2167		101.41
100-1605-7733	U.S. BANK	SC Cinco de Mayo Supplies (99 Cent Store)	2167		57.34
100-1605-7733	U.S. BANK	SC Mothers Day Tea Ribbon (Michaels)	2167		54.64
100-1605-7733	U.S. BANK	SC Cinco de Mayo Decorations (Amazon)	2167		49.33
100-1605-7733	U.S. BANK	SC Bingo Prize Gift Cards (Amazon)	2167		120.00
100-1605-7733	U.S. BANK	SC Mothers Day Tea Sugar/Tea (Smart & Final)	2167		87.79
100-1605-7733	U.S. BANK	SC Mothers Day Tea Strawberries (Costco)	2167		207.84
100-1605-7733	U.S. BANK	SC Mothers Day Tea Flowers (Costco)	2167		320.00
100-1605-7733	U.S. BANK	SC Backdrop Stand (Amazon)	2167		58.42
100-1605-7735	U.S. BANK	TC Wild Stylez DJ Gift Card (Target)	2167		55.00
100-1605-7737	U.S. BANK	Adult Trip 5/19/22 Box Lunches (The Living Desert)	2167		423.00
100-1605-7737	U.S. BANK	Adult Trip 5/19/22 Admission (The Living Desert)	2167		1,134.00
100-1605-7740	U.S. BANK	Summer Camp Admission Deposit (CA Science Ctr)	2167		25.00
100-1605-7740	U.S. BANK	Summer Camp Reptile Party (BK Rogers Inc)	2167		85.00
100-1605-7740	U.S. BANK	Summer Camp Bowling/Arcade Cards (Bowlero)	2167		149.39
100-1605-7741	U.S. BANK	Soccer Balloons (Amazon)	2167		6.60
100-1605-7741	U.S. BANK	Sports Gloves (Amazon)	2167		35.26
100-1605-7758	U.S. BANK	July 3rd Event Portable Toilet Rental (Eagle)	2167		2,159.04
100-1605-7758	U.S. BANK	July 3rd Rental Deposit (Arcadia Party Rental)	2167		557.91
100-1605-7758	U.S. BANK	(300) 24" Flags (Amazon)	2167		413.40
100-1605-7980	U.S. BANK	Employee Appreciation Raffle Prize (Dodger Tckts)	2167		141.10
100-1610-7618	U.S. BANK	Zip Tie Pocket Knife (Amazon)	2167		70.52
100-1610-7618	U.S. BANK	Maintenance Keys (Amazon)	2167		13.77
100-1610-7618	U.S. BANK	(3) Wall Mount Fans (Amazon)	2167		202.74
100-1610-7618	U.S. BANK	Wall Decals (Next Day Flyers)	2167		36.35
100-1610-7618	U.S. BANK	(3) Clock Battery Packs (Amazon)	2167		37.17
100-1610-7618	U.S. BANK	(3) Wall Clocks (Amazon)	2167		52.89
100-1205-7787	MVP, LLC	Public Safety Lease	2144		12,522.28

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100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	2156		123.39
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 4/2022	2154		10,795.33
100-1015-7686	RUTAN & TUCKER LLP	Land Value Holdings Litigation 4/2022	2154		3,510.54
100-1015-7686	RUTAN & TUCKER LLP	Highland Ave Eminent Domain 4/2022	2154		867.00
100-4302	NORMA ESPARZA ALVAREZ	Citation Refund	217455		146.00
100-4302	NAYANA VORA	Citation Refund	217533		376.00
100-2120	JHJ CONSTRUCTION	Pool Const Deposit Refund (Pmt #2020-421)	217491		500.00
100-2120	FILM THIS	Film Deposit Refund (#22-04-Sonic)	217480		500.00
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 6/2022	217477	250004 - Property Rent - Nextel...	1,850.51
100-1810-7614	KRISTEN PETERSEN	iPhone Screen Protector/Case	217510		107.17
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount	BD22-1009		-1.46
100-1605-7612	SOUTHERN CALIFORNIA MUNIC...	(4) Memberships	217524		130.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 5/2022	2145		42.00
100-1015-7682	BURKE, WILLIAMS & SORENSEN...	Labor Legal 4/2022	2116		3,590.50
100-1020-7722	TRIPEPI SMITH & ASSOCIATES	New Website Content Development	2165		330.00
100-1810-7660	CMC LIVESCAN & NOTARY SERV...	Livescan Services 5/2022	2121		230.00
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 5/30/2022 - 6/5/2022	2148		2,835.00
100-1205-7780	DESERAY ALVARENGA	Animal Control Equipment	217454		33.06
100-1205-7980	EVELYN SALMERON	DUSD Tutoring Program	217517	202211/1205-7980-Live Scan/A...	100.00
100-1205-7980	OLGALIVIER GARCIA	DUSD Tutoring Program	217484	202211/1205-7980-Live Scan/A...	100.00
100-1605-7733	RODOLFO CARDENAS	Senior Ctr Evening Dance DJ	217468		175.00
100-1205-7980	ALEXANDRA TAPIA	DUSD Tutoring Program	217529	202211/1205-7980-Live Scan/A...	345.00
100-1205-7980	AYANA ZUNIGA	DUSD Tutoring Program	217534	202211/1205-7980-Live Scan/A...	105.00
100-1205-7980	OLGALIVIER GARCIA	DUSD Tutoring Program	217484	202211/1205-7980-Live Scan/A...	100.00
100-1205-7980	ALEX JOHNSON	DUSD Tutoring Program	217492	202211/1205-7980-Live Scan/A...	100.00
100-1205-7980	EVELYN SALMERON	DUSD Tutoring Program	217517	202211/1205-7980-Live Scan/A...	100.00
100-1605-7729	DEAN SIMONE	Party in Duarte concert Band	217522		1,200.00
100-1605-7733	RODOLFO CARDENAS	Senior Ctr Evening Dance DJ	217467		175.00
100-1010-7980	DUARTE RECREATION PETTY CA...	Intern Party Napkins (Home Goods)	217475		6.60
100-1020-7716	DUARTE RECREATION PETTY CA...	Loyd Gibbons Memorial Frame (Michaels)	217475		44.09
100-1020-7716	DUARTE RECREATION PETTY CA...	Loyd Gibbons Photo Print (Walgreens)	217475		20.94
100-1205-7760	LE BLANC INN & SUITES	Homeless Prevention/Diversion 5/10/22 - 6/1/22	217494	202115-Outreach-Homeless Ser...	2,530.00
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Special Event Gift Cards (Subway)	217475		20.00
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Services 6/2022	217518		5,166.67
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Svcs 5/15/2022 - 5/28/2022	2112		5,198.70
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Svcs 6/2022	2132		1,673.09
100-2120	RITA LUNA	CC Rent Deposit Refund	217497		500.00
100-4402	RITA LUNA	Extra Cleaning Charge	217497		-28.75
100-2120	MELANIE TOM NOU	ROP Bldg Rent Deposit Refund	217503		150.00
100-2120	NOELIA PADILLA	CC Rent Deposit Refund	217505		500.00
100-1010-7610	VICTORIA ROCHA	CCCA Conference Dinner Reimbursement	2151		137.48
100-1205-7779	KENDRICK REDMOND	DART Scholarship	217515	201331-PS Youth Programs	200.00
100-1205-7779	AYANA ZUNIGA	DART Scholarship	217535	201331-PS Youth Programs	500.00
100-1500	REJOICE GRIFFIS	Advance-Summer Camp Beach Trip Parking/Misc	217486		95.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 6/1/2022 - 7/1/2022	BD22-1010		319.00

Council Warrant Register By Account

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 6/1/2022 - 7/1/2022	BD22-1011		299.00
100-1205-7650	AUTOZONE	Vehicle #34 Washer Fluid/Towels/Air Freshner	217457		16.32
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 5/1/22 - 5/31/22	BD22-1012		1,191.35
100-1205-7779	AIDA TORRES	Camping Equipment/DART Cmty Cleanup Reimb	2164		67.15
100-1205-7779	AIDA TORRES	Camping Equipment/DART Event Tkt Reimb	2164		1,449.58
100-1005-7646	TZEITEL PARAS-CARACCI	CC Meeting Supplies/CCCA Hotel Reimbursement	2147		710.71
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 6/6/2022 - 6/12/2022	2148		2,835.00
100-1605-7740	PARTY PRONTO INC	Summer Day Camp Rental 6/8/2022	217507		298.00
100-1605-7740	PARTY PRONTO INC	Summer Day Camp Rental 6/15/2022	217508		398.00
100-1605-7740	PARTY PRONTO INC	Summer Day Camp Rental 6/22/2022	217506		378.00
Fund 100 - GENERAL FUND Total:					696,127.27
Fund: 220 - GAS TAX FUN					
220-2210-8100	HUNTINGTON APARTMENTS OF...	City Share - Huntington/Brycedale Traffic Signal	217488		141,573.60
Fund 220 - GAS TAX FUN Total:					141,573.60
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
225-2127	SEQUEL CONTRACTORS INC	Retention 4/19/22 - 5/01/22	217520		-1,100.00
225-2250-8100	SEQUEL CONTRACTORS INC	FY22 Street Rehab Project 4/19/22 - 5/01/22	217520	202207/225-2250-8100-Other ...	22,000.00
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					20,900.00
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7909	WEST COAST ARBORISTS INC	FY22 Tree Trimming	2174		33,795.75
240-2427-7887	WEST COAST ARBORISTS INC	FY22 Tree Trimming	2174		1,000.00
240-2431-7887	WEST COAST ARBORISTS INC	FY22 Tree Trimming	2174		2,000.00
240-2405-7890	STATE OF CALIFORNIA DEPT OF ...	CalTrans Signal Maintenance 1/2022 - 3/2022	217525		503.15
240-2410-7888	HOME DEPOT CREDIT SERVICES	Encanto Pk Nature Walk Bridge Repair	BD22-1009		550.61
240-2435-7887	COUNTY OF LOS ANGELES AGRI...	Ridgecrest LLD Gopher Control 3/2022	217470		284.32
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Kendrick Tract LLD	2153		125.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Kendrick Track LLD	2153		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Pops Rd Vacant Lot	2153		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Vacant Lot	2153		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Senior Ctr Irrigation	2153		125.00
240-2431-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Brisas LLD	2153		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	2153		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	2153		125.00
240-2410-7891	RUDY'S PLUMBING INC	Backflow Testing/Repair- Huntington Dr Median	2153		187.50
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Thorsen Park	2153		125.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing/Repair-Las Lomas Villas LLD	2153		472.64
240-2410-7888	RUDY'S PLUMBING INC	Backflow Testing/Repair- Encanto Pkwy	2153		187.50

Council Warrant Register By Account

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2429-7887	RUDY'S PLUMBING INC	Backflow Testing-Emblem Homes LLD	2153		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Glen Miller Park	2153		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Encanto Park	2153		125.00
240-2422-7887	RUDY'S PLUMBING INC	Backflow Testing-Encanto Pkwy LLD	2153		125.00
240-2427-7887	RUDY'S PLUMBING INC	Backflow Testing-Rancho Verde LLD	2153		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	2153		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Mountain Ave Median	2153		125.00
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITS Monitoring 4/2022	217472		133.04
240-2410-7891	RUDY'S PLUMBING INC	Backflow Testing/Repair-Duarte Rd Medians	2153		130.62
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVI...	Hearthstone Brush Clearance	217462		1,250.00
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVI...	Hearthstone Brush Clearance	217462		1,250.00
240-2435-7918	BRIGHTVIEW LANDSCAPE SERVI...	Ridgecreat Brush Clearance	217462		8,500.00
240-2410-7888	LANDSCAPE WAREHOUSE INC	Fitness Ctr Irrigation Repair	2137		251.26
240-2410-7888	POOL & ELECTRICAL PRODUCTS ..	Duarte Plaza Fountain Maintenance	217511		219.39
240-2425-7887	LANDSCAPE WAREHOUSE INC	Irrigation Repair-Hearthstone LLD	2137		49.78
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					52,765.56
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 4/2022	2138	202102-CDBG ADA Improv	100.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					100.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 4/2022	2140		32,183.33
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Catalytic Converter Operation 4/13/22 - 4/16/22	2140		1,815.01
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					33,998.34
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Tax on Gain on Prior	BD22-0981		914.81
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		615.05
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		527.38
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 5/1/2022 - 5/31/2022	BD22-0981		467.13
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					2,524.37
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-8013	FOOTHILL TRANSIT	38th Installment of 3rd Bus 5/2022	2128		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 4/2022	2128		26,656.80
Fund 440 - PROPOSITION A TRANSIT FUND Total:					30,543.85
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	38th Installment of 3rd Bus 5/2022	2128		3,180.31
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 3/2022	217499		149.97
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 4/2022	2128		21,810.10
Fund 460 - PROPOSITION C TRANSIT FUND Total:					25,140.38
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-7980	COUNTY OF LOS ANGELES DEP...	Catch Basin Inspection/Cleaning FY20/21	217473		10,277.39
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					10,277.39
Grand Total:					1,013,950.76

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	696,127.27
220 - GAS TAX FUN	141,573.60
225 - SB-1, Road Maintenance/Rehab Fund	20,900.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	52,765.56
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	100.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	33,998.34
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	2,524.37
440 - PROPOSITION A TRANSIT FUND	30,543.85
460 - PROPOSITION C TRANSIT FUND	25,140.38
490 - MEASURE W (WATER/STORMWATER)	10,277.39
Grand Total:	1,013,950.76

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	1,264.52
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	75.00
100-1005-7646	Travel & Exp - Paras	785.71
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	137.48
100-1010-7612	Publications and Dues	18.00
100-1010-7614	Office Supplies	209.61
100-1010-7670	Legal Notices	2,724.03
100-1010-7965	Professional Services	36,500.00
100-1010-7980	Other Expenses	740.65
100-1015-7680	City Attorney Legal	10,795.33
100-1015-7682	Labor Counsel Legal	3,590.50
100-1015-7686	Other Legal Services	4,377.54
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information (...)	84.99
100-1020-7716	Special Community Events	87.48
100-1020-7718	City Newsletter	1,984.50
100-1020-7719	Volunteer Recognition	805.00
100-1020-7722	City Web Site	330.00
100-1020-7724	Post Office Parking	187.50
100-1020-7726	Council Cablecasting	2,234.99
100-1205-7610	Travel, Mtgs & Conf	885.95
100-1205-7614	Office Supplies	500.80
100-1205-7636	Uniforms	207.27
100-1205-7650	Vehicle Maintenance	2,149.77
100-1205-7655	Emergency Services	2,215.83
100-1205-7760	Homeless Outreach Progr...	7,973.80
100-1205-7761	Parking Ticket Collect	2,403.81
100-1205-7762	Parking Pass Kiosk Costs	260.55
100-1205-7779	Youth Programs	3,289.63
100-1205-7780	Animal Control	7,143.88
100-1205-7781	Contract Law Enforcement	396,112.77
100-1205-7782	Crossing Guard Contract ...	10,240.23
100-1205-7787	Public Safety Cntr Lease	12,522.28
100-1205-7980	Other Expenses	2,751.79
100-1405-7612	Publications and Dues	803.99
100-1405-7613	Duplications And Photos	307.05
100-1405-7614	Office Supplies	303.58
100-1405-7650	Vehicle Maintenance	89.98

Account Summary

Account Number	Account Name	Payment Amount
100-1405-7800	Building Department Serv...	27,124.31
100-1405-7801	Industrial Waste Inspecti...	3,346.10
100-1405-7965	Professional Services	1,930.00
100-1405-7967	Public Works Inspections	19,845.00
100-1410-7610	Travel, Mtgs & Conf	103.50
100-1410-7650	Vehicle Maintenance	980.31
100-1410-7656	Emergency Generator	1,036.06
100-1410-7814	Graffiti Removal	3,816.05
100-1410-7980	Other Expenses	32.94
100-1500	Advances	95.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	128.75
100-1605-7612	Publications and Dues	130.00
100-1605-7650	Vehicle Maintenance	471.56
100-1605-7693	Youth Council	101.41
100-1605-7729	Concerts In The Park	4,100.00
100-1605-7730	Special Events	465.00
100-1605-7733	Senior Center	1,954.35
100-1605-7735	Teen Center	126.79
100-1605-7736	Youth & Adult Recreation...	2,856.00
100-1605-7737	Adult Excursions	1,557.00
100-1605-7739	Publicity	419.21
100-1605-7740	Day Camps	1,333.39
100-1605-7741	Sports/Playground Progr...	41.86
100-1605-7750	Bus Rentals	1,514.10
100-1605-7758	Independence Day Celebr...	10,530.35
100-1605-7980	Other Expenses	141.10
100-1610-7617	Pool Chemicals	1,259.50
100-1610-7618	Building Supplies	2,696.85
100-1610-7636	Uniforms	86.20
100-1610-7650	Vehicle Maintenance	700.27
100-1610-7652	Building Maint Services	6,726.13
100-1610-7660	Other Services	8,505.00
100-1805-7610	Travel, Mtgs & Conf	1,212.03
100-1805-7614	Office Supplies	162.04
100-1805-7653	Bank Charges	66.00
100-1805-7654	Audit Services	9,000.00
100-1805-7764	CA CEC Annual Principal P...	8,977.19
100-1805-7765	CA CEC Annual Interest P...	1,132.02
100-1805-7965	Professional Services	10,430.74
100-1805-7980	Other Expenses	435.89
100-1810-7614	Office Supplies	107.17
100-1810-7660	Other Services	230.00
100-1810-7673	Physical Exams	135.50
100-1815-7632	Software Maintenance	3,179.39
100-1815-7820	Finance System Support	12,268.52
100-1815-7830	Telephones	1,362.92
100-1815-7980	Other Expenses	793.10
100-1825-7613	Duplications And Photos	412.38
100-1825-7630	Equipment Lease	1,704.07
100-1825-7631	Equipment Maintenance	621.71
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7687	Waste Mgmt Services	4,747.50
100-1830-8100	Vehicle Replacement (Cap...	4,993.55
100-2120	Refundable Deposits	4,750.00
100-4302	Parking Citations	522.00
100-4402	Community Center Rentals	-28.75
100-4406	Restroom & Gazebo Renta..	120.00

Account Summary

Account Number	Account Name	Payment Amount
100-4407	Sports Field Rentals	180.00
100-4408	Property Rental	1,850.51
220-2210-8100	Other Capital Improvemnts	141,573.60
225-2127	Retention Payable	-1,100.00
225-2250-8100	Other Capital Improvemnts	22,000.00
240-2405-7890	Repairs-Traffic Signal	636.19
240-2410-7662	Other Serv-Citywide	750.00
240-2410-7663	Other Serv-Medians	500.00
240-2410-7888	Repairs-Citywide	1,208.76
240-2410-7891	Repairs-Medians	318.12
240-2410-7909	Tree Trim-Residential	33,795.75
240-2421-7887	Repairs & Replacements	722.64
240-2422-7887	Repairs & Replacements	125.00
240-2425-7887	Repairs & Replacements	49.78
240-2425-7913	Brush Clearance	2,500.00
240-2427-7887	Repairs & Replacements	1,125.00
240-2429-7887	Repairs & Replacements	125.00
240-2431-7887	Repairs & Replacements	2,125.00
240-2435-7887	Repairs & Replacements	284.32
240-2435-7918	Fuel Modification	8,500.00
260-2605-8061	ADA Curb Ramps (Capital)	100.00
290-2905-7781	Contract Law Enforcement	33,998.34
320-3205-8013	Vehicles (Capital)	2,524.37
440-4405-7960	Foothill Transit Operations	26,656.80
440-4405-8013	Vehicles (Capital)	3,887.05
460-4605-7650	Vehicle Maintenance	149.97
460-4605-7960	Foothill Tranist Operations	21,810.10
460-4605-8013	Vehicles (Capital)	3,180.31
490-4905-7980	Other Expenses	10,277.39
Grand Total:		1,013,950.76

Project Account Summary

Project Account Key	Payment Amount
None	758,994.08
201023-Annual Int Pmt-EECBG	1,132.02
201023-Annual Prin Pmts-EECBG	8,977.19
201331-PS Youth Programs	700.00
202102-CDBG ADA Improv	100.00
202105-Contract Law Enforcement	570.15
202115-Outreach-Homeless Services Grant-(SGVCOG)	5,380.00
202205/1205-7781-ARPA-Coronavirus Recovery Fed	212,019.83
202207/225-2250-8100-Other Cap-FY22 St Rehab	22,000.00
202211/1205-7980-Live Scan/APU Tutors/DUSD FY21-22	2,226.98
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,850.51
Grand Total:	1,013,950.76



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 6295 - 211 ELECTRONIC SERVICES INC					
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 5/23/2022 - 5/29/2022	P 7710		2,835.00
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 5/30/2022 - 6/5/2022	P 7742		2,835.00
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 6/6/2022 - 6/12/2022	P 7743		2,835.00
Vendor 6295 - 211 ELECTRONIC SERVICES INC Total:					8,505.00
Vendor: T4363 - ADULT SPORTS MANAGEMENT					
100-2120	ADULT SPORTS MANAGEMENT	Sports Field Rent Deposit Refund R89679			250.00
Vendor T4363 - ADULT SPORTS MANAGEMENT Total:					250.00
Vendor: 0091 - ADVANTAGE FORD LINCOLN					
100-1605-7650	ADVANTAGE FORD LINCOLN	Vehicle #31 Mirror Assembly	377037		317.30
Vendor 0091 - ADVANTAGE FORD LINCOLN Total:					317.30
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	Camping Equipment/DART Cmty Cleanup Reimb	5/10/22-5/14/22		67.15
100-1205-7779	AIDA TORRES	Camping Equipment/DART Event Tkt Reimb	5/21/22-5/23/22		1,449.58
Vendor 1388 - AIDA TORRES Total:					1,516.73
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Public Safety Drain Clean	681641		175.00
Vendor 5561 - ALBERTOS PLUMBING Total:					175.00
Vendor: 4728 - ALEJANDRO FUENTES					
100-1605-7736	ALEJANDRO FUENTES	Spring Circus Gym Instructor Fees	1		535.50
Vendor 4728 - ALEJANDRO FUENTES Total:					535.50
Vendor: 6379 - ALEX JOHNSON					
100-1205-7980	ALEX JOHNSON	DUSD Tutoring Program	6/2022	202211/1205-7980-Live Scan/A...	100.00
Vendor 6379 - ALEX JOHNSON Total:					100.00
Vendor: 5855 - ALEXANDRA TAPIA					
100-1205-7980	ALEXANDRA TAPIA	DUSD Tutoring Program	5/5/22 - 5/24/22	202211/1205-7980-Live Scan/A...	345.00
Vendor 5855 - ALEXANDRA TAPIA Total:					345.00
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERVICE INC	Crossing Guard Srvc 5/1/2022 - 5/14/2022	77745		5,041.53
100-1205-7782	ALL CITY MANAGEMENT SERVICE INC	Crossing Guard Srvc 5/15/2022 - 5/28/2022	78078		5,198.70
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					10,240.23
Vendor: 6337 - AMERICAN FLAGPOLE & FLAG CO					
100-1610-7618	AMERICAN FLAGPOLE & FLAG CO	CC/CH Flags	172614		611.60
Vendor 6337 - AMERICAN FLAGPOLE & FLAG CO Total:					611.60
Vendor: T4047 - ANDY BASTIEN					
100-2120	ANDY BASTIEN	Sports Field Rent Deposit Refund R90218			100.00
Vendor T4047 - ANDY BASTIEN Total:					100.00
Vendor: 6212 - ARDURRA GROUP INC					
100-1405-7967	ARDURRA GROUP INC	PW Inspections-COH Infrastructure Realign 4/2022	123588		2,565.00

Council Warrant Register By Vendor

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1405-7967	ARDURRA GROUP INC	PWorks Inspections-COH E Circle Rd 4/2022	123588		2,970.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections-Station/Esperanza Apts 4/2022	123588		7,155.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections-COH Village Rd TS 4/2022	123588		675.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections-Village Rd N St Improv 4/2022	123588		1,620.00
100-1405-7967	ARDURRA GROUP INC	PWInspections-COH Utilities Improvement 4/2022	123588		2,565.00
100-1405-7967	ARDURRA GROUP INC	PW Inspections-COH Pkg Lot G 4/2022	123588		2,295.00
Vendor 6212 - ARDURRA GROUP INC Total:					19,845.00
Vendor: T4493 - ASHLEY MURO					
100-2120	ASHLEY MURO	Sports Field Rent Deposit Refund R94210			100.00
Vendor T4493 - ASHLEY MURO Total:					100.00
Vendor: 1491 - AUTOZONE					
100-1205-7650	AUTOZONE	Vehicle #34 Washer Fluid/Towels/Air Freshner	2814674015		16.32
Vendor 1491 - AUTOZONE Total:					16.32
Vendor: 6266 - AYANA ZUNIGA					
100-1205-7980	AYANA ZUNIGA	DUSD Tutoring Program	5/5/22 - 5/24/22	202211/1205-7980-Live Scan/A...	105.00
100-1205-7779	AYANA ZUNIGA	DART Scholarship	6/2/2022	201331-PS Youth Programs	500.00
Vendor 6266 - AYANA ZUNIGA Total:					605.00
Vendor: 1060 - BEE REMOVERS					
100-1610-7652	BEE REMOVERS	Bee Removal (1600 Hunt Meter Box)	600223		145.00
100-1610-7652	BEE REMOVERS	Bee Removal (1600 Hunt CC Bldg)	600223		145.00
Vendor 1060 - BEE REMOVERS Total:					290.00
Vendor: 1994 - BOURRET GLASS & UPHOLSTERY INC					
100-1205-7650	BOURRET GLASS & UPHOLSTERY..	Truck #22 Windshield Replacement	WO D0008822		571.17
Vendor 1994 - BOURRET GLASS & UPHOLSTERY INC Total:					571.17
Vendor: 1003 - BRIAN VILLALOBOS					
100-1205-7610	BRIAN VILLALOBOS	CCCA Conference Expense Reimbursement	5122022		531.05
Vendor 1003 - BRIAN VILLALOBOS Total:					531.05
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 4/1/2022 - 4/30/2022	352-05.10		1,130.00
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					1,130.00
Vendor: 4838 - BURKE, WILLIAMS & SORENSEN LLP					
100-1015-7682	BURKE, WILLIAMS & SORENSEN...	Labor Legal 4/2022	285325		3,590.50
Vendor 4838 - BURKE, WILLIAMS & SORENSEN LLP Total:					3,590.50
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	CALE AMERICA INC	WTP Fees 5/2022	169360		260.55
Vendor 5559 - CALE AMERICA INC Total:					260.55
Vendor: 5654 - CALIBER COMMERCIAL POOL SERVICE					
100-1610-7652	CALIBER COMMERCIAL POOL S...	Competition & Training Pool Service 4/2022	221070401		1,950.00
100-1610-7617	CALIBER COMMERCIAL POOL S...	Pool Chemicals 4/2022	221070402		480.69
Vendor 5654 - CALIBER COMMERCIAL POOL SERVICE Total:					2,430.69
Vendor: 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION					
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	D Alvarenga Animal Control Training	200002364		25.00
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	D Alvarenga Animal Control Training	200002806		25.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	J Oseguera Animal Control Training	200002811		25.00
Vendor 6008 - CALIFORNIA ANIMAL WELFARE ASSOCIATION Total:					75.00
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease (CH/PS/SC/TC) 6/1/2022 - 6/30/2022	28623809		1,704.07
100-1825-7631	CANON FINANCIAL SERVICES INC	Copier Maint (CH/PS/SC/TC) 4/01/2022 - 4/30/2022	28623809		621.71
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					2,325.78
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	6/2022		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	6/2022		75.00
Vendor 6340 - CESAR A GARCIA Total:					75.00
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 4/2022	64087		18,916.31
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Permit Technician 4/2022	64087		7,590.00
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					26,506.31
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	41409351349		29.08
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	41409351349		8.20
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4119639880		28.56
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4119639880		31.10
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4120169705		28.56
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4120169705		8.64
Vendor 5140 - CINTAS CORPORATION #693 Total:					134.14
Vendor: 0903 - CITY OF MONROVIA					
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 3/2022	2201821		980.31
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 3/2022	2201822		154.26
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 3/2022	2201819		89.98
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 3/2022	2201820		700.27
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 3/2022	2201823		1,508.28
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 3/2022	2201824		7,750.73
Vendor 0903 - CITY OF MONROVIA Total:					11,183.83
Vendor: 5504 - CMC LIVESCAN & NOTARY SERVICES					
100-1810-7660	CMC LIVESCAN & NOTARY SERV...	Livescan Services 5/2022	CMC18000		230.00
Vendor 5504 - CMC LIVESCAN & NOTARY SERVICES Total:					230.00
Vendor: 0890 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH					
100-1610-7652	COUNTY OF LOS ANGELES DEP...	FY23 FC Pool Health Permit (AR0141237)	IN1105989		1,020.00
Vendor 0890 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH Total:					1,020.00
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste Inspections 4/2022	22050906347		3,346.10
100-1805-7653	COUNTY OF LOS ANGELES DEP...	NSF Check (217237) Fee	5162022		33.00
100-1805-7653	COUNTY OF LOS ANGELES DEP...	NSF Check (217238) Fee	5162022		33.00
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					3,412.10
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7739	CURO MANAGED PRINT PRODU...	Parks & Recreation Table Throws	5649		419.21
100-1010-7614	CURO MANAGED PRINT PRODU...	CMO Tablecloth w/Duarte Logo	5655		209.61
100-1020-7718	CURO MANAGED PRINT PRODU...	Duarte City Newsletter	5668		1,984.50
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					2,613.32

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 4/2022	137609		365.27
100-1205-7761	DATA TICKET INC	DUI Processing 4/2022	137623		34.80
100-1205-7761	DATA TICKET INC	Parking Citation Processing 4/2022	138265		2,003.74
Vendor 5501 - DATA TICKET INC Total:					2,403.81
Vendor: 5427 - DEAN SIMONE					
100-1605-7729	DEAN SIMONE	Party in Duarte concert Band	6/21/2022		1,200.00
Vendor 5427 - DEAN SIMONE Total:					1,200.00
Vendor: 6378 - DESERAY ALVARENGA					
100-1205-7780	DESERAY ALVARENGA	Animal Control Equipment	0290656		33.06
Vendor 6378 - DESERAY ALVARENGA Total:					33.06
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1010-7980	DUARTE RECREATION PETTY CA...	Intern Party Napkins (Home Goods)	6012022		6.60
100-1020-7716	DUARTE RECREATION PETTY CA...	Loyd Gibbons Memorial Frame (Michaels)	6012022		44.09
100-1020-7716	DUARTE RECREATION PETTY CA...	Loyd Gibbons Photo Print (Walgreens)	6012022		20.94
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Special Event Gift Cards (Subway)	6012022		20.00
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					91.63
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 6/2022	R94438	250004 - Property Rent - Nextel...	1,850.51
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					1,850.51
Vendor: 4410 - DUARTE UNIFIED SCHOOL DISTRICT					
100-2120	DUARTE UNIFIED SCHOOL DISTR..	Sports Field Rent Deposit Refund	R91018		250.00
Vendor 4410 - DUARTE UNIFIED SCHOOL DISTRICT Total:					250.00
Vendor: 2227 - DUARTE-AZUSA ANIMAL HOSPITAL					
100-1205-7780	DUARTE-AZUSA ANIMAL HOSPI...	Animals Cruelty Med Care (CE22- 99160 4646)			755.84
Vendor 2227 - DUARTE-AZUSA ANIMAL HOSPITAL Total:					755.84
Vendor: 6366 - DUTHIE ELECTRIC SERVICE CORPORATION					
100-1410-7656	DUTHIE ELECTRIC SERVICE COR...	Emergency Generator Annual Service	A100479		732.18
Vendor 6366 - DUTHIE ELECTRIC SERVICE CORPORATION Total:					732.18
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	6/2022		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		223.12

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		574.64
Vendor 6189 - ENTERPRISE FM TRUST Total:					4,993.55
Vendor: 6048 - EVELYN SALMERON					
100-1205-7980	EVELYN SALMERON	DUSD Tutoring Program	5/2022	202211/1205-7980-Live Scan/A...	100.00
100-1205-7980	EVELYN SALMERON	DUSD Tutoring Program	6/2022	202211/1205-7980-Live Scan/A...	100.00
Vendor 6048 - EVELYN SALMERON Total:					200.00
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 6./2022	97183		139.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					139.00
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY LLC	Public Safety Vehicle Carwashes 4/2022	4260		54.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					54.00
Vendor: t2365 - FILM THIS					
100-2120	FILM THIS	Film Deposit Refund (#22-04- Sonic)	R94256		500.00
Vendor t2365 - FILM THIS Total:					500.00
Vendor: T0183 - FOOTHILL UNITY CENTER					
100-1205-7760	FOOTHILL UNITY CENTER	Homeless Case Management	Apr-22		2,593.80
Vendor T0183 - FOOTHILL UNITY CENTER Total:					2,593.80
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	146335		742.21
Vendor 4690 - FULLER ENGINEERING INC Total:					742.21
Vendor: T4391 - GEORGINA MORENO					
100-2120	GEORGINA MORENO	Sports Field Rent Deposit Refund	R90317		100.00
Vendor T4391 - GEORGINA MORENO Total:					100.00
Vendor: 5398 - GLOBALSTAR USA					
100-1205-7655	GLOBALSTAR USA	Emergency Satellite Phones 5/1/2022 - 4/20/2023	32236418		2,215.83
Vendor 5398 - GLOBALSTAR USA Total:					2,215.83
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 5/1/22 - 5/31/22	4156655006		1,191.35
Vendor 6181 - GOOGLE LLC Total:					1,191.35
Vendor: 1092 - GRAINGER					
100-1610-7618	GRAINGER	Fitness Ctr Wall Clocks	9315413048		75.68
Vendor 1092 - GRAINGER Total:					75.68
Vendor: 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES					
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Sales Tax Audit Q4 2021	SIN017439		1,730.74
Vendor 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:					1,730.74
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVICES	FC Protective Shields	9325953		148.18
100-1610-7618	HOME DEPOT CREDIT SERVICES	Hinges/Door Repairs	901496		71.30
100-1610-7618	HOME DEPOT CREDIT SERVICES	Dog Bag Stadium Installation	6024887		127.43
100-1610-7618	HOME DEPOT CREDIT SERVICES	Supplies/Repairs	5510224		68.52
100-1610-7618	HOME DEPOT CREDIT SERVICES	CH Doors/Kickplate/Supplies	3020178		92.42
100-1610-7618	HOME DEPOT CREDIT SERVICES	CH Door/Kickplate/Supplies	9153718		156.72
100-1610-7618	HOME DEPOT CREDIT SERVICES	(Inv#5155264)	8512452		55.03
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	5155264		123.97
100-1610-7618	HOME DEPOT CREDIT SERVICES	Return-Facility Maint Repairs/Tools (Inv#5155264)	5242290		-45.51
100-1410-7980	HOME DEPOT CREDIT SERVICES	Paint Project Supplies	4521557		32.94

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	3301655		148.42
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	2301838		40.68
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Tools	8513894		80.35
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount	8513894-52622		-1.46
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					1,098.99
Vendor: 1614 - IMS REFRIGERATION INC					
100-1610-7652	IMS REFRIGERATION INC	SC Ice Maker Service/Repair	51605		401.80
100-1610-7652	IMS REFRIGERATION INC	CC Ice Maker Service/Repair	51606		456.80
Vendor 1614 - IMS REFRIGERATION INC Total:					858.60
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
100-1605-7750	INLAND EMPIRE STAGES LTD	Living Desert Trip Transportation 5/19/2022	57124		1,514.10
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					1,514.10
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Svcs 6/2022	969298		1,673.09
Vendor 6309 - INX BUILDING MAINTENANCE Total:					1,673.09
Vendor: 6311 - JA EVENT PRODUCTION					
100-1605-7729	JA EVENT PRODUCTION	Summer Kick-Off Event 6/21/2022	0000034		2,900.00
100-1605-7758	JA EVENT PRODUCTION	Deposit-Independence Day Celebration 7/3/2022	0001166		7,400.00
Vendor 6311 - JA EVENT PRODUCTION Total:					10,300.00
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	6/2022		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 6376 - JAMES MIXON					
100-1605-7733	JAMES MIXON	Guitar Club Supplies	05242022		123.01
Vendor 6376 - JAMES MIXON Total:					123.01
Vendor: 6271 - JAVIER DJEU TENNIS					
100-1605-7736	JAVIER DJEU TENNIS	Spring Tennis Class Instructor Fee	5152022		1,529.50
Vendor 6271 - JAVIER DJEU TENNIS Total:					1,529.50
Vendor: T4496 - JHJ CONSTRUCTION					
100-2120	JHJ CONSTRUCTION	Pool Const Deposit Refund (Pmt #2020-421)	R86941		500.00
Vendor T4496 - JHJ CONSTRUCTION Total:					500.00
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	6/2022		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	6/2022		75.00
Vendor 6204 - JODY ERRANDI SCHULZ Total:					75.00
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	6/2022		435.00
Vendor 0086 - JOHN FASANA Total:					435.00
Vendor: T4392 - JOSE SANCHEZ					
100-2120	JOSE SANCHEZ	Sports Field Rent Deposit Refund	R90198		250.00
Vendor T4392 - JOSE SANCHEZ Total:					250.00
Vendor: T4495 - KAREN BAKER					
100-2120	KAREN BAKER	Sports Field Rent Deposit Refund	R93637		100.00
Vendor T4495 - KAREN BAKER Total:					100.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6377 - KENDRICK REDMOND					
100-1205-7779	KENDRICK REDMOND	DART Scholarship	6/2/2022	201331-PS Youth Programs	200.00
Vendor 6377 - KENDRICK REDMOND Total:					200.00
Vendor: 1592 - KRISTEN PETERSEN					
100-1805-7610	KRISTEN PETERSEN	Contract Cities Conference Expenses	5/11/22-5/14/22		216.45
100-1810-7614	KRISTEN PETERSEN	iPhone Screen Protector/Case	5/26/2022		107.17
Vendor 1592 - KRISTEN PETERSEN Total:					323.62
Vendor: 5438 - LDM ASSOCIATES INC					
100-1405-7965	LDM ASSOCIATES INC	FY 21/22 Federal Grant Administration 4/2022	7482		800.00
Vendor 5438 - LDM ASSOCIATES INC Total:					800.00
Vendor: 6371 - LE BLANC INN & SUITES					
100-1205-7760	LE BLANC INN & SUITES	Homeless Prevention/Diversion 5/10/22 - 6/1/22	6012022	202115-Outreach-Homeless Ser...	2,530.00
Vendor 6371 - LE BLANC INN & SUITES Total:					2,530.00
Vendor: 1927 - LEVON YOTNAKHPARIAN					
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 5/2022	5252022		1,100.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 4/2022	5252022		1,100.00
Vendor 1927 - LEVON YOTNAKHPARIAN Total:					2,200.00
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 6/1/2022 - 7/1/2022	74203		319.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 6/1/2022 - 7/1/2022	74204		299.00
Vendor 5761 - LIFE STORAGE #530 Total:					618.00
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	6/2022		435.00
Vendor 5060 - LINDA HENDERSON Total:					435.00
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 4/2022	222782LL		175,772.06
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 4/2022	222782LL	202205/1205-7781-ARPA-Coro...	212,019.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Tobacco Enforcement 4/25/2022	222925LL	202105-Contract Law Enforcem...	570.15
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					388,362.04
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 5/2022	1735-huntplaz-0522		1,600.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,600.00
Vendor: 5868 - MAINTEX INC					
100-1610-7618	MAINTEX INC	Janitorial Supplies	900848-00		347.95
Vendor 5868 - MAINTEX INC Total:					347.95
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	6/2022		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: 4286 - MAXTREME INC					
100-1805-7965	MAXTREME INC	IT Helpdesk 5/2022	13607		8,700.00
100-1805-7980	MAXTREME INC	Crash Plan Recovery 5/2022	13607		200.00
Vendor 4286 - MAXTREME INC Total:					8,900.00
Vendor: T4499 - MELANIE TOM NOU					
100-2120	MELANIE TOM NOU	ROP Bldg Rent Deposit Refund	R94091		150.00
Vendor T4499 - MELANIE TOM NOU Total:					150.00
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	6/2022		566.00
Vendor 1042 - MICHAEL TARR Total:					566.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T4492 - MONICA CASTELLANO					
100-2120	MONICA CASTELLANO	Sports Field Rent Deposit Refund	R91369		100.00
Vendor T4492 - MONICA CASTELLANO Total:					100.00
Vendor: 5794 - MOSS, LEVY & HARTZHEIM LLP					
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY22 Interim Audit Fieldwork	12500		9,000.00
Vendor 5794 - MOSS, LEVY & HARTZHEIM LLP Total:					9,000.00
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	6/2022		12,522.28
Vendor 2461 - MVP, LLC Total:					12,522.28
Vendor: 6287 - NATIONAL DEMOGRAPHICS INC					
100-1010-7965	NATIONAL DEMOGRAPHICS INC	City Council Redistricting Services	1707		36,500.00
Vendor 6287 - NATIONAL DEMOGRAPHICS INC Total:					36,500.00
Vendor: T4498 - NAYANA VORA					
100-4302	NAYANA VORA	Citation Refund	D114776		376.00
Vendor T4498 - NAYANA VORA Total:					376.00
Vendor: 5845 - NEC FINANCIAL SERVICES LLC					
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 53 of 60	51922-53		1,340.10
Vendor 5845 - NEC FINANCIAL SERVICES LLC Total:					1,340.10
Vendor: T2488 - NICK LOPEZ					
100-2120	NICK LOPEZ	Sports Field Rent Deposit Refund	R90215		250.00
Vendor T2488 - NICK LOPEZ Total:					250.00
Vendor: T2812 - NOELIA PADILLA					
100-2120	NOELIA PADILLA	CC Rent Deposit Refund	R94169		500.00
Vendor T2812 - NOELIA PADILLA Total:					500.00
Vendor: T4497 - NORMA ESPARZA ALVAREZ					
100-4302	NORMA ESPARZA ALVAREZ	Citation Refund	D111151		146.00
Vendor T4497 - NORMA ESPARZA ALVAREZ Total:					146.00
Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP					
100-1810-7673	OCCUPATIONAL HEALTH CENTE...	Alcohol/Drug Testing 5/17/22	75383171		135.50
Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP Total:					135.50
Vendor: 5851 - OLGALIVIER GARCIA					
100-1205-7980	OLGALIVIER GARCIA	DUSD Tutoring Program	5/2022	202211/1205-7980-Live Scan/A...	100.00
100-1205-7980	OLGALIVIER GARCIA	DUSD Tutoring Program	6/2022	202211/1205-7980-Live Scan/A...	100.00
Vendor 5851 - OLGALIVIER GARCIA Total:					200.00
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 3/2022	3004366		221.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 4/2022	3009234		99.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 5/2022	3013932		42.00
Vendor 6280 - ONLY CREMATIONS FOR PETS Total:					362.00
Vendor: 6355 - PACIFIC SKATE SCHOOL LLC					
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Spring Skateboard Sesison I Instructor Fee	05.19.2022		336.00
Vendor 6355 - PACIFIC SKATE SCHOOL LLC Total:					336.00
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	6/2022		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 6286 - PARTY PRONTO INC					
100-1605-7740	PARTY PRONTO INC	Summer Day Camp Rental 6/8/2022	O39581		298.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7740	PARTY PRONTO INC	Summer Day Camp Rental 6/15/2022	O39583		398.00
100-1605-7740	PARTY PRONTO INC	Summer Day Camp Rental 6/22/2022	O39584		378.00
Vendor 6286 - PARTY PRONTO INC Total:					1,074.00
Vendor: T4326 - PASILLAS BASEBALL LEAGUE					
100-2120	PASILLAS BASEBALL LEAGUE	Sports Field Rent Deposit Refund	R89899		250.00
100-4406	PASILLAS BASEBALL LEAGUE	Restroom/Field Refund (May 2022)	R93461		120.00
100-4407	PASILLAS BASEBALL LEAGUE	Sports Field Refund (May 2022)	R93461		180.00
Vendor T4326 - PASILLAS BASEBALL LEAGUE Total:					550.00
Vendor: 5166 - POOL & ELECTRICAL PRODUCTS INC					
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	006554921-001		36.60
Vendor 5166 - POOL & ELECTRICAL PRODUCTS INC Total:					36.60
Vendor: 5403 - PRONTO GYM SERVICES INC					
100-1610-7652	PRONTO GYM SERVICES INC	FC Gym Equipment Service/Repair	20157		302.50
Vendor 5403 - PRONTO GYM SERVICES INC Total:					302.50
Vendor: T4386 - PURE SPORTS					
100-2120	PURE SPORTS	Sports Field Rent Deposit Refund	R91267		250.00
Vendor T4386 - PURE SPORTS Total:					250.00
Vendor: 6372 - R3 CONSULTING GROUP					
100-1825-7687	R3 CONSULTING GROUP	SB 1383 Implementation Consulting 3/2022	117205		4,747.50
Vendor 6372 - R3 CONSULTING GROUP Total:					4,747.50
Vendor: 6360 - RAVID ENTERPRISES INC					
100-1205-7760	RAVID ENTERPRISES INC	Homeless Prevention & Diversion Grant	1032-06	202115-Outreach-Homeless Ser...	2,850.00
Vendor 6360 - RAVID ENTERPRISES INC Total:					2,850.00
Vendor: T4491 - RAY RAYGOZA					
100-2120	RAY RAYGOZA	Sports Field Rent Deposit Refund	R90966		250.00
Vendor T4491 - RAY RAYGOZA Total:					250.00
Vendor: 6087 - REJOICE GRIFFIS					
100-1500	REJOICE GRIFFIS	Advance-Summer Camp Beach Trip Parking/Misc	6/22/2022		95.00
Vendor 6087 - REJOICE GRIFFIS Total:					95.00
Vendor: T4494 - RENEW HEALTH- ADAM GONZALEZ					
100-2120	RENEW HEALTH- ADAM GONZA...	Sports Field Rent Deposit Refund	R94155		100.00
Vendor T4494 - RENEW HEALTH- ADAM GONZALEZ Total:					100.00
Vendor: T4351 - RITA LUNA					
100-2120	RITA LUNA	CC Rent Deposit Refund	R93520		500.00
100-4402	RITA LUNA	Extra Cleaning Charge	R93520		-28.75
Vendor T4351 - RITA LUNA Total:					471.25
Vendor: 6293 - RODOLFO CARDENAS					
100-1605-7733	RODOLFO CARDENAS	Senior Ctr Evening Dance DJ	5/26/2022		175.00
100-1605-7733	RODOLFO CARDENAS	Senior Ctr Evening Dance DJ	6/23/2022		175.00
Vendor 6293 - RODOLFO CARDENAS Total:					350.00
Vendor: 4142 - RUDY'S PLUMBING INC					
100-1610-7652	RUDY'S PLUMBING INC	Backflow Testing-SC Fire Sprinklers	7920		125.00
100-1020-7724	RUDY'S PLUMBING INC	Backflow Testing/Repair-Post Office Landscape	7936		187.50
Vendor 4142 - RUDY'S PLUMBING INC Total:					312.50

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 4/2022	929025		10,795.33
100-1015-7686	RUTAN & TUCKER LLP	Land Value Holdings Litigation 4/2022	929026		3,510.54
100-1015-7686	RUTAN & TUCKER LLP	Highland Ave Eminent Domain 4/2022	929027		867.00
Vendor 0196 - RUTAN & TUCKER LLP Total:					15,172.87
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	6/2022		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Cruelty Case (Special Impound)	Rider50550		275.00
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Services 6/2022	6-2022D		5,166.67
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					5,441.67
Vendor: 0209 - SMART & FINAL					
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	475822		58.74
100-1605-7733	SMART & FINAL	Community Yard Sale Supplies	737566		293.82
100-1605-7735	SMART & FINAL	TC Summer Kick Off Event Supplies	522855		46.79
100-1010-7980	SMART & FINAL	Intern Party Supplies	735688		65.01
100-1020-7716	SMART & FINAL	Lloyd Gibbons Ceremony Supplies	097866		22.45
100-1605-7733	SMART & FINAL	SC Monthly Dance Supplies	112466		77.17
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	864499		123.39
Vendor 0209 - SMART & FINAL Total:					687.37
Vendor: 4575 - SOUTH COAST AQMD					
100-1410-7656	SOUTH COAST AQMD	FY22 Generator Hot Spots Program Fee	3993974		143.88
Vendor 4575 - SOUTH COAST AQMD Total:					143.88
Vendor: 2277 - SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION					
100-1605-7612	SOUTHERN CALIFORNIA MUNIC...	(4) Memberships	MEM-22-Bronze-29		130.00
Vendor 2277 - SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION Total:					130.00
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS ...	Legal Advertising 4/2022	540172		2,724.03
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					2,724.03
Vendor: 2688 - STAPLES ADVANTAGE					
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3507977179		50.30
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3508193361		13.47
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3508193362		131.55
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3508193363		97.90
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3508193364		10.36
100-1205-7614	STAPLES ADVANTAGE	PS Office Supplies	3508458324		467.35
100-1825-7613	STAPLES ADVANTAGE	PS Copier Paper	3508458324		227.77
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3508647340		13.56
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3508647341		19.89
Vendor 2688 - STAPLES ADVANTAGE Total:					1,032.15
Vendor: 5074 - STATE OF CALIFORNIA ENERGY RESOURCES CONSERVATION					
100-1805-7764	STATE OF CALIFORNIA ENERGY ...	CEC Payment 20 of 27	11312	201023-Annual Prin Pmts-EECBG	8,977.19
100-1805-7765	STATE OF CALIFORNIA ENERGY ...	CEC Payment 20 of 27	11312	201023-Annual Int Pmt-EECBG	1,132.02
Vendor 5074 - STATE OF CALIFORNIA ENERGY RESOURCES CONSERVATION Total:					10,109.21
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	6/2022		435.00
Vendor 0083 - STEVE ESBENSHADE Total:					435.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 4/7/22	SA-22090		160.00
Vendor 1610 - SUNWEST ENGINEERING Total:					160.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 4/2022	17318		3,816.05
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					3,816.05
Vendor: 4454 - SWANK MOTION PICTURES INC					
100-1605-7730	SWANK MOTION PICTURES INC	Dive-in Movie #1 6/17/2022 (Encanto)	BO 1898930		465.00
Vendor 4454 - SWANK MOTION PICTURES INC Total:					465.00
Vendor: 6369 - THE TALENTED ARTS SCHOOL OF PERFORMING ARTS					
100-1605-7736	THE TALENTED ARTS SCHOOL O...	Spring Talented Arts Instructor Fee	0000008-5242022		455.00
Vendor 6369 - THE TALENTED ARTS SCHOOL OF PERFORMING ARTS Total:					455.00
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7980	THE TECHNOLOGY DEPOT INC	VLANs for PS & CH Credit Card Machines	18799		763.10
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					763.10
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	"True Grit" Movie Screening/Presentation	6/16/2022		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: 4751 - TOM'S CLOTHING & UNIFORMS INC					
100-1205-7636	TOM'S CLOTHING & UNIFORMS ...	CSO F Carrillo Uniforms	209		207.27
Vendor 4751 - TOM'S CLOTHING & UNIFORMS INC Total:					207.27
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	6/2022		75.00
Vendor 6100 - TONEY LEWIS Total:					75.00
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7722	TRIEPEI SMITH & ASSOCIATES	New Website Content Development	8078		330.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					330.00
Vendor: 4674 - TYLER TECHNOLOGIES INC					
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 4/1/2022 - 6/30/222	025-377992		12,268.52
Vendor 4674 - TYLER TECHNOLOGIES INC Total:					12,268.52
Vendor: 0567 - TZEITEL PARAS-CARACCI					
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	6/2022		75.00
100-1005-7646	TZEITEL PARAS-CARACCI	CC Meeting Supplies/CCCA Hotel Reimbursement	6062022		710.71
Vendor 0567 - TZEITEL PARAS-CARACCI Total:					785.71
Vendor: 4484 - U.S. BANK					
100-1205-7610	U.S. BANK	Meeting w/Foothill Family 5/4/22 (Sushi Fire)	5252022BV		67.47
100-1205-7610	U.S. BANK	Meeting w/Foothill Family 5/19/22 (Raffi's)	5252022BV		138.92
100-1205-7610	U.S. BANK	Office Meeting Lunch 4/28/22 (Tropicana Market)	5252022BV		148.51
100-1205-7779	U.S. BANK	DART Andres Duarte School Event (Target)	5252022BV		20.87
100-1205-7779	U.S. BANK	DART Mentoring Lunch 5/3/22 (Ramen Yukinoya)	5252022BV		110.71
100-1205-7779	U.S. BANK	DART Camping Equipment (Amazon)	5252022BV		56.19
100-1205-7779	U.S. BANK	Sheriff Stickers for Cmty Events (Amazon)	5252022BV		77.07
100-1205-7779	U.S. BANK	A-Team Event Dinner 5/4/22 (The Habit Burger)	5252022BV		52.40

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	A-Team Water (Target)	5252022BV		19.16
100-1205-7779	U.S. BANK	DART Andres Duarte School Event (Little Caesars)	5252022BV		92.46
100-1205-7779	U.S. BANK	A-Team Event 5/4/22 (Kids Empire Monrovia)	5252022BV		380.00
100-1205-7779	U.S. BANK	A-Team Event Dinner 5/4/22 (Little Caesars)	5252022BV		66.04
100-1205-7779	U.S. BANK	DART Camping Equipment (REI.com)	5252022BV		198.00
100-1205-7780	U.S. BANK	Rabies Clinic Signs (Curo Print)	5252022BV		476.31
100-1205-7980	U.S. BANK	Youth Angel Game 4/25/22 Food (Jersey Mikes)	5252022BV	202211/1205-7980-Live Scan/A...	160.00
100-1205-7980	U.S. BANK	Youth Angel Game 4/25/22 Food (LAA Legends)	5252022BV	202211/1205-7980-Live Scan/A...	168.63
100-1205-7980	U.S. BANK	DART Office Help 5/18/22 Lunch (Janet's)	5252022BV	202211/1205-7980-Live Scan/A...	88.16
100-1205-7980	U.S. BANK	DART Dinner 4/27/22 (Heemo Sushi)	5252022BV	202211/1205-7980-Live Scan/A...	214.73
100-1205-7980	U.S. BANK	DART Movie Night Dinner 5/13/22 (Sweet Basil)	5252022BV	202211/1205-7980-Live Scan/A...	76.00
100-1205-7980	U.S. BANK	Kids-Fit5k Volunteer Supplies (Smart & Final)	5252022BV		75.75
100-1205-7980	U.S. BANK	DART Event Dinner 5/23/22 (In-N-Out)	5252022BV	202211/1205-7980-Live Scan/A...	223.27
100-1205-7980	U.S. BANK	DART Field Trip Dinner 5/17/22 (Ramen Yukinoya)	5252022BV	202211/1205-7980-Live Scan/A...	127.97
100-1205-7980	U.S. BANK	Kid-Fit 5k Volunteer Food 5/18/22 (Ma'x)	5252022BV		396.80
100-1205-7980	U.S. BANK	Office Help Lunch 5/20/22 (Tacos Estrella)	5252022BV	202211/1205-7980-Live Scan/A...	51.29
100-1205-7980	U.S. BANK	DART Art Night 4/27/22 Pizza (Sweet Basil)	5252022BV	202211/1205-7980-Live Scan/A...	38.00
100-1205-7980	U.S. BANK	DART Move Night Snacks (Smart & Final)	5252022BV	202211/1205-7980-Live Scan/A...	35.97
100-1205-7980	U.S. BANK	DART Field Trip Dessert 5/17/22 (Donut Man)	5252022BV	202211/1205-7980-Live Scan/A...	35.35
100-1205-7980	U.S. BANK	PS Office Help Coffee 4/25/22 (7Leaves)	5252022BV		27.60
100-1205-7980	U.S. BANK	Office Supplies (Target)	5252022BV		24.66
100-1205-7980	U.S. BANK	DART Camping Trip Lunch 5/12/22 (The Habit Burger)	5252022BV	202211/1205-7980-Live Scan/A...	57.61
100-1815-7632	U.S. BANK	Adobe Acrobat Pro DC (Annual)	5252022BV		942.00
100-1405-7612	U.S. BANK	Craig Hensley APA/AICP Membership 7/1/22-6/30/22	5252022CH		788.00
100-1405-7612	U.S. BANK	Lg Data File Transfer (Hightail)	5252022CH		15.99
100-1405-7613	U.S. BANK	FY23 Annual Parking Permits (Smartsign)	5252022CH		307.05
100-1410-7610	U.S. BANK	Field Srvcs MSA May Training Lunch 4/25/2022	5252022CH		103.50
100-1005-7640	U.S. BANK	CC Cesar Garcia CCCA Conf Hotel (Hyatt)	5252022DJ		1,189.52
100-1005-7980	U.S. BANK	DashPass Monthly Fee (DoorDash)	5252022DJ		9.99
100-1010-7612	U.S. BANK	Pasadena Star News Subscription (Online)	5252022DJ		18.00
100-1010-7980	U.S. BANK	City Council Beverages (Instacart)	5252022DJ		16.82
100-1010-7980	U.S. BANK	ARPA Workshop Dessert (Crumb Cookies)	5252022DJ		45.42
100-1010-7980	U.S. BANK	Cmty Clean-up Event Water (Smat & Final)	5252022DJ		19.28
100-1010-7980	U.S. BANK	City Coucil Dinner 4/26/22 (Grubhub-Janet's)	5252022DJ		155.37

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1010-7980	U.S. BANK	Cmty Clean-up Event 5/14/22 Lunch (Redwood Pizza)	5252022DJ		57.30
100-1020-7712	U.S. BANK	Spotify	5252022DJ		9.99
100-1020-7712	U.S. BANK	Hootsuite 5/2/2022 - 6/1/2022	5252022DJ		75.00
100-1010-7980	U.S. BANK	May 5th Budget Workshop Food (Max's)	5252022KP		374.85
100-1020-7726	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 5/13/22 - 6/12/22	5252022KP		34.99
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 5/12/22 - 6/11/22	5252022KP		4.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 5/12/22 - 6/11/22	5252022KP		5.00
100-1805-7610	U.S. BANK	Kristen Petersen CCCA Conf Hotel/M meal (Renaissance)	5252022KP		995.58
100-1805-7614	U.S. BANK	Budget Binders (Staples)	5252022KP		87.42
100-1805-7614	U.S. BANK	Budget Binder Dividers (Walmart)	5252022KP		74.62
100-1805-7980	U.S. BANK	Microsoft 365 4/27/22 - 5/26/22	5252022KP		12.00
100-1805-7980	U.S. BANK	Budget Workshop Meal Food Tip (Max's)	5252022KP		125.00
100-1805-7980	U.S. BANK	Budget Workshop Dessert (Crumbly Cookies)	5252022KP		98.89
100-1815-7632	U.S. BANK	Accessduarte.com 3y Renewal (Network Solutions)	5252022KP		287.91
100-1815-7632	U.S. BANK	Finance Webinar 5/7/22 - 6/6/22 (Zoom)	5252022KP		80.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Acrobat Pro 5/13/22 - 6/12/22	5252022KP		658.75
100-1815-7632	U.S. BANK	Creative Cloud 4/26/22 - 5/12/22 (Adobe)	5252022KP		19.38
100-1815-7830	U.S. BANK	SC Elevator 911 4/10/22 - 5/9/22 (Vonage)	5252022KP		22.82
100-1815-7980	U.S. BANK	Annual Subscription (Ring)	5252022KP		30.00
100-1825-7613	U.S. BANK	CMD Ledger Paper (Officesupply.com)	5252022KP		184.61
100-1020-7719	U.S. BANK	SC Volunteer Dinner Gift Cards (Amazon)	5252022ME		450.00
100-1020-7719	U.S. BANK	SC Volunteer Dinner Flowers (Quality Florist)	5252022ME		80.00
100-1020-7719	U.S. BANK	SC Volunteer Dinner Photo Booth (Thepbguy.com)	5252022ME		275.00
100-1605-7610	U.S. BANK	(5) Rec Leader Training 5/21/22 (CPRS Dist 13)	5252022ME		128.75
100-1605-7693	U.S. BANK	MYC Dinner 5/2/2022 (KFC)	5252022ME		101.41
100-1605-7733	U.S. BANK	SC Mothers Day Tea Strawberries (Costco)	5252022ME		207.84
100-1605-7733	U.S. BANK	SC Cinco de Mayo Supplies (99 Cent Store)	5252022ME		57.34
100-1605-7733	U.S. BANK	SC Cinco de Mayo Decorations (Amazon)	5252022ME		49.33
100-1605-7733	U.S. BANK	SC Backdrop Stand (Amazon)	5252022ME		58.42
100-1605-7733	U.S. BANK	SC Mothers Day Tea Flowers (Costco)	5252022ME		320.00
100-1605-7733	U.S. BANK	SC Mothers Day Tea Sugar/Tea (Smart & Final)	5252022ME		87.79
100-1605-7733	U.S. BANK	SC Bingo Prize Gift Cards (Amazon)	5252022ME		120.00
100-1605-7733	U.S. BANK	SC Mothers Day Tea Ribbon (Michaels)	5252022ME		54.64
100-1605-7735	U.S. BANK	TC Wild Stylez DJ Gift Card (Target)	5252022ME		55.00
100-1605-7737	U.S. BANK	Adult Trip 5/19/22 Box Lunches (The Living Desert)	5252022ME		423.00

Council Warrant Register By Vendor

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7737	U.S. BANK	Adult Trip 5/19/22 Admission (The Living Desert)	5252022ME		1,134.00
100-1605-7740	U.S. BANK	Summer Camp Reptile Party (BK Rogers Inc)	5252022ME		85.00
100-1605-7740	U.S. BANK	Summer Camp Admission Deposit (CA Science Ctr)	5252022ME		25.00
100-1605-7740	U.S. BANK	Summer Camp Bowling/Arcade Cards (Bowlero)	5252022ME		149.39
100-1605-7741	U.S. BANK	Soccer Balloons (Amazon)	5252022ME		6.60
100-1605-7741	U.S. BANK	Sports Gloves (Amazon)	5252022ME		35.26
100-1605-7758	U.S. BANK	July 3rd Event Portable Toilet Rental (Eagle)	5252022ME		2,159.04
100-1605-7758	U.S. BANK	(300) 24" Flags (Amazon)	5252022ME		413.40
100-1605-7758	U.S. BANK	July 3rd Rental Deposit (Arcadia Party Rental)	5252022ME		557.91
100-1605-7980	U.S. BANK	Employee Appreciation Raffle Prize (Dodger Tckts)	5252022ME		141.10
100-1610-7618	U.S. BANK	(3) Wall Mount Fans (Amazon)	5252022ME		202.74
100-1610-7618	U.S. BANK	Zip Tie Pocket Knife (Amazon)	5252022ME		70.52
100-1610-7618	U.S. BANK	Wall Decals (Next Day Flyers)	5252022ME		36.35
100-1610-7618	U.S. BANK	Maintenance Keys (Amazon)	5252022ME		13.77
100-1610-7618	U.S. BANK	(3) Wall Clocks (Amazon)	5252022ME		52.89
100-1610-7618	U.S. BANK	(3) Clock Battery Packs (Amazon)	5252022ME		37.17
Vendor 4484 - U.S. BANK Total:					18,144.60
Vendor: 4747 - UNITED STATES YOUTH VOLLEYBALL LEAGUE					
100-2120	UNITED STATES YOUTH VOLLEY...	Sports Field Rent Deposit Refund R92263			250.00
Vendor 4747 - UNITED STATES YOUTH VOLLEYBALL LEAGUE Total:					250.00
Vendor: 6055 - VICTORIA ROCHA					
100-1010-7610	VICTORIA ROCHA	CCCA Conference Dinner Reimbursement	5/12/2022		137.48
Vendor 6055 - VICTORIA ROCHA Total:					137.48
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	6/2022		75.00
Vendor 6196 - VINH TRUONG Total:					75.00
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR CO...	City Yard Pest Control 4/2022	22423908		145.00
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					145.00
Fund 100 - GENERAL FUND Total:					696,127.27
Fund: 220 - GAS TAX FUN					
Vendor: 6375 - HUNTINGTON APARTMENTS OF CA LLC					
220-2210-8100	HUNTINGTON APARTMENTS OF...	City Share - Huntington/Brycedale Traffic Signal	1		141,573.60
Vendor 6375 - HUNTINGTON APARTMENTS OF CA LLC Total:					141,573.60
Fund 220 - GAS TAX FUN Total:					141,573.60
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
Vendor: 6359 - SEQUEL CONTRACTORS INC					
225-2127	SEQUEL CONTRACTORS INC	Retention 4/19/22 - 5/01/22	#2		-1,100.00
225-2250-8100	SEQUEL CONTRACTORS INC	FY22 Street Rehab Project 4/19/22 - 5/01/22	#2	202207/225-2250-8100-Other ...	22,000.00
Vendor 6359 - SEQUEL CONTRACTORS INC Total:					20,900.00
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					20,900.00
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC					
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVI...	Hearthstone Brush Clearance	7895220		1,250.00
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVI...	Hearthstone Brush Clearance	7895222		1,250.00

Council Warrant Register By Vendor

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
240-2435-7918	BRIGHTVIEW LANDSCAPE SERVI...	Ridgecreat Brush Clearance	7895231		8,500.00
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					11,000.00
Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMM/ WTS & MEASURES					
240-2435-7887	COUNTY OF LOS ANGELES AGRIL...	Ridgecrest LLD Gopher Control 3/2022	221545A		284.32
Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMM/ WTS & MEASURES Total:					284.32
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITS Monitoring 4/2022	22050906391		133.04
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					133.04
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
240-2410-7888	HOME DEPOT CREDIT SERVICES	Encanto Pk Nature Walk Bridge Repair	2044683		550.61
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					550.61
Vendor: 3968 - LANDSCAPE WAREHOUSE INC					
240-2410-7888	LANDSCAPE WAREHOUSE INC	Fitness Ctr Irrigation Repair	4170179		251.26
240-2425-7887	LANDSCAPE WAREHOUSE INC	Irrigation Repair-Hearthstone LLD	4170500		49.78
Vendor 3968 - LANDSCAPE WAREHOUSE INC Total:					301.04
Vendor: 5166 - POOL & ELECTRICAL PRODUCTS INC					
240-2410-7888	POOL & ELECTRICAL PRODUCTS ..	Duarte Plaza Fountain Maintenance	000666102-001		219.39
Vendor 5166 - POOL & ELECTRICAL PRODUCTS INC Total:					219.39
Vendor: 4142 - RUDY'S PLUMBING INC					
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Kendrick Tract LLD	7917		125.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing-Kendrick Track LLD	7918		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Pops Rd Vacant Lot	7919		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Buena Vista Vacant Lot	7921		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Senior Ctr Irrigation	7922		125.00
240-2431-7887	RUDY'S PLUMBING INC	Backflow Testing-Las Brisas LLD	7923		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	7924		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Huntington Dr Median	7925		125.00
240-2410-7891	RUDY'S PLUMBING INC	Backflow Testing/Repair-Huntington Dr Median	7926		187.50
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Thorsen Park	7927		125.00
240-2421-7887	RUDY'S PLUMBING INC	Backflow Testing/Repair-Las Lomas Villas LLD	7928		472.64
240-2410-7888	RUDY'S PLUMBING INC	Backflow Testing/Repair-Encanto Pkwy	7929		187.50
240-2429-7887	RUDY'S PLUMBING INC	Backflow Testing-Emblem Homes LLD	7930		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Glen Miller Park	7931		125.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Encanto Park	7932		125.00
240-2422-7887	RUDY'S PLUMBING INC	Backflow Testing-Encanto Pkwy LLD	7933		125.00
240-2427-7887	RUDY'S PLUMBING INC	Backflow Testing-Rancho Verde LLD	7934		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Duarte Rd Median	7938		125.00
240-2410-7663	RUDY'S PLUMBING INC	Backflow Testing-Mountain Ave Median	7939		125.00
240-2410-7891	RUDY'S PLUMBING INC	Backflow Testing/Repair-Duarte Rd Medians	7935		130.62
Vendor 4142 - RUDY'S PLUMBING INC Total:					2,978.26

Council Warrant Register By Vendor

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION					
240-2405-7890	STATE OF CALIFORNIA DEPT OF ...	CalTrans Signal Maintenance 1/2022 - 3/2022	SL221082		503.15
Vendor 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION Total:					503.15
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7909	WEST COAST ARBORISTS INC	FY22 Tree Trimming	185424		33,795.75
240-2427-7887	WEST COAST ARBORISTS INC	FY22 Tree Trimming	185424		1,000.00
240-2431-7887	WEST COAST ARBORISTS INC	FY22 Tree Trimming	185424		2,000.00
Vendor 1521 - WEST COAST ARBORISTS INC Total:					36,795.75
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					52,765.56
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 4/2022	7483	202102-CDBG ADA Improv	100.00
Vendor 5438 - LDM ASSOCIATES INC Total:					100.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					100.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 4/2022	222782LL		32,183.33
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Catalytic Converter Operation 4/13/22 - 4/16/22	222924LL		1,815.01
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					33,998.34
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					33,998.34
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Tax on Gain on Prior	FBN4464273		914.81
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		527.38
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 5/1/2022 - 5/31/2022	FBN4464273		615.05
Vendor 6189 - ENTERPRISE FM TRUST Total:					2,524.37
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					2,524.37
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	38th Installment of 3rd Bus 5/2022	F2802-0522		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 4/2022	SI008778		26,656.80
Vendor 3192 - FOOTHILL TRANSIT Total:					30,543.85
Fund 440 - PROPOSITION A TRANSIT FUND Total:					30,543.85
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
460-4605-7650	CITY OF MONROVIA	Fuel-Transportation Dept 3/2022	2201825		149.97
Vendor 0903 - CITY OF MONROVIA Total:					149.97
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	38th Installment of 3rd Bus 5/2022	F2802-0522		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 4/2022	SI008778		21,810.10
Vendor 3192 - FOOTHILL TRANSIT Total:					24,990.41
Fund 460 - PROPOSITION C TRANSIT FUND Total:					25,140.38

Council Warrant Register By Vendor

Payment Dates: 5/26/2022 - 6/15/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 490 - MEASURE W (WATER/STORMWATER)					
Vendor: 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
490-4905-7980	COUNTY OF LOS ANGELES DEP...	Catch Basin Inspection/Cleaning FY20/21	SA220000336		10,277.39
Vendor 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					10,277.39
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					10,277.39
Grand Total:					1,013,950.76

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	696,127.27
220 - GAS TAX FUN	141,573.60
225 - SB-1, Road Maintenance/Rehab Fund	20,900.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	52,765.56
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	100.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	33,998.34
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	2,524.37
440 - PROPOSITION A TRANSIT FUND	30,543.85
460 - PROPOSITION C TRANSIT FUND	25,140.38
490 - MEASURE W (WATER/STORMWATER)	10,277.39
Grand Total:	1,013,950.76

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	1,264.52
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	75.00
100-1005-7646	Travel & Exp - Paras	785.71
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	137.48
100-1010-7612	Publications and Dues	18.00
100-1010-7614	Office Supplies	209.61
100-1010-7670	Legal Notices	2,724.03
100-1010-7965	Professional Services	36,500.00
100-1010-7980	Other Expenses	740.65
100-1015-7680	City Attorney Legal	10,795.33
100-1015-7682	Labor Counsel Legal	3,590.50
100-1015-7686	Other Legal Services	4,377.54
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information (...)	84.99
100-1020-7716	Special Community Events	87.48
100-1020-7718	City Newsletter	1,984.50
100-1020-7719	Volunteer Recognition	805.00
100-1020-7722	City Web Site	330.00
100-1020-7724	Post Office Parking	187.50
100-1020-7726	Council Cablecasting	2,234.99
100-1205-7610	Travel, Mtgs & Conf	885.95
100-1205-7614	Office Supplies	500.80
100-1205-7636	Uniforms	207.27
100-1205-7650	Vehicle Maintenance	2,149.77
100-1205-7655	Emergency Services	2,215.83
100-1205-7760	Homeless Outreach Progr...	7,973.80
100-1205-7761	Parking Ticket Collect	2,403.81
100-1205-7762	Parking Pass Kiosk Costs	260.55
100-1205-7779	Youth Programs	3,289.63
100-1205-7780	Animal Control	7,143.88
100-1205-7781	Contract Law Enforcement	396,112.77
100-1205-7782	Crossing Guard Contract ...	10,240.23
100-1205-7787	Public Safety Cntr Lease	12,522.28
100-1205-7980	Other Expenses	2,751.79
100-1405-7612	Publications and Dues	803.99
100-1405-7613	Duplications And Photos	307.05
100-1405-7614	Office Supplies	303.58
100-1405-7650	Vehicle Maintenance	89.98

Account Summary

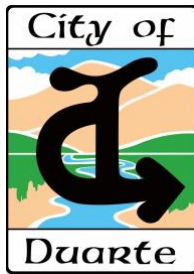
Account Number	Account Name	Payment Amount
100-1405-7800	Building Department Serv...	27,124.31
100-1405-7801	Industrial Waste Inspecti...	3,346.10
100-1405-7965	Professional Services	1,930.00
100-1405-7967	Public Works Inspections	19,845.00
100-1410-7610	Travel, Mtgs & Conf	103.50
100-1410-7650	Vehicle Maintenance	980.31
100-1410-7656	Emergency Generator	1,036.06
100-1410-7814	Graffiti Removal	3,816.05
100-1410-7980	Other Expenses	32.94
100-1500	Advances	95.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	128.75
100-1605-7612	Publications and Dues	130.00
100-1605-7650	Vehicle Maintenance	471.56
100-1605-7693	Youth Council	101.41
100-1605-7729	Concerts In The Park	4,100.00
100-1605-7730	Special Events	465.00
100-1605-7733	Senior Center	1,954.35
100-1605-7735	Teen Center	126.79
100-1605-7736	Youth & Adult Recreation...	2,856.00
100-1605-7737	Adult Excursions	1,557.00
100-1605-7739	Publicity	419.21
100-1605-7740	Day Camps	1,333.39
100-1605-7741	Sports/Playground Progr...	41.86
100-1605-7750	Bus Rentals	1,514.10
100-1605-7758	Independence Day Celebr...	10,530.35
100-1605-7980	Other Expenses	141.10
100-1610-7617	Pool Chemicals	1,259.50
100-1610-7618	Building Supplies	2,696.85
100-1610-7636	Uniforms	86.20
100-1610-7650	Vehicle Maintenance	700.27
100-1610-7652	Building Maint Services	6,726.13
100-1610-7660	Other Services	8,505.00
100-1805-7610	Travel, Mtgs & Conf	1,212.03
100-1805-7614	Office Supplies	162.04
100-1805-7653	Bank Charges	66.00
100-1805-7654	Audit Services	9,000.00
100-1805-7764	CA CEC Annual Principal P...	8,977.19
100-1805-7765	CA CEC Annual Interest P...	1,132.02
100-1805-7965	Professional Services	10,430.74
100-1805-7980	Other Expenses	435.89
100-1810-7614	Office Supplies	107.17
100-1810-7660	Other Services	230.00
100-1810-7673	Physical Exams	135.50
100-1815-7632	Software Maintenance	3,179.39
100-1815-7820	Finance System Support	12,268.52
100-1815-7830	Telephones	1,362.92
100-1815-7980	Other Expenses	793.10
100-1825-7613	Duplications And Photos	412.38
100-1825-7630	Equipment Lease	1,704.07
100-1825-7631	Equipment Maintenance	621.71
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7687	Waste Mgmt Services	4,747.50
100-1830-8100	Vehicle Replacement (Cap...	4,993.55
100-2120	Refundable Deposits	4,750.00
100-4302	Parking Citations	522.00
100-4402	Community Center Rentals	-28.75
100-4406	Restroom & Gazebo Renta..	120.00

Account Summary

Account Number	Account Name	Payment Amount
100-4407	Sports Field Rentals	180.00
100-4408	Property Rental	1,850.51
220-2210-8100	Other Capital Improvemnts	141,573.60
225-2127	Retention Payable	-1,100.00
225-2250-8100	Other Capital Improvemnts	22,000.00
240-2405-7890	Repairs-Traffic Signal	636.19
240-2410-7662	Other Serv-Citywide	750.00
240-2410-7663	Other Serv-Medians	500.00
240-2410-7888	Repairs-Citywide	1,208.76
240-2410-7891	Repairs-Medians	318.12
240-2410-7909	Tree Trim-Residential	33,795.75
240-2421-7887	Repairs & Replacements	722.64
240-2422-7887	Repairs & Replacements	125.00
240-2425-7887	Repairs & Replacements	49.78
240-2425-7913	Brush Clearance	2,500.00
240-2427-7887	Repairs & Replacements	1,125.00
240-2429-7887	Repairs & Replacements	125.00
240-2431-7887	Repairs & Replacements	2,125.00
240-2435-7887	Repairs & Replacements	284.32
240-2435-7918	Fuel Modification	8,500.00
260-2605-8061	ADA Curb Ramps (Capital)	100.00
290-2905-7781	Contract Law Enforcement	33,998.34
320-3205-8013	Vehicles (Capital)	2,524.37
440-4405-7960	Foothill Transit Operations	26,656.80
440-4405-8013	Vehicles (Capital)	3,887.05
460-4605-7650	Vehicle Maintenance	149.97
460-4605-7960	Foothill Tranist Operations	21,810.10
460-4605-8013	Vehicles (Capital)	3,180.31
490-4905-7980	Other Expenses	10,277.39
Grand Total:		1,013,950.76

Project Account Summary

Project Account Key	Payment Amount
None	758,994.08
201023-Annual Int Pmt-EECBG	1,132.02
201023-Annual Prin Pmts-EECBG	8,977.19
201331-PS Youth Programs	700.00
202102-CDBG ADA Improv	100.00
202105-Contract Law Enforcement	570.15
202115-Outreach-Homeless Services Grant-(SGVCOG)	5,380.00
202205/1205-7781-ARPA-Coronavirus Recovery Fed	212,019.83
202207/225-2250-8100-Other Cap-FY22 St Rehab	22,000.00
202211/1205-7980-Live Scan/APU Tutors/DUSD FY21-22	2,226.98
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,850.51
Grand Total:	1,013,950.76



**PARKS AND RECREATION
STATUS REPORT
June 2022**

PROJECT/PROGRAM		STATUS
<u>YOUTH AND SENIOR PROGRAMS</u>		
Summer Recreation Classes	Registration for summer recreation classes is now open! This season, a lot of our popular classes are back but also some new ones like; Cooking & Baking, Hollywood Superstars – Acting & Singing, and one-on-one summer tutoring. To view the full list of class offerings, visit ACCESSDUARTE.COM and then click on the “Register for Recreation Programs” icon at the bottom of the web page.	
Swim Lessons & Swim Team Back this Summer	While there is a nationwide lifeguard shortage, and many cities, us included, are having to take measures to combat the lack of personnel, the Department is pleased to be in a position this summer to once again be offering swim instruction in our Duarte pools. In addition to bringing back our popular Swim Team program, we’ll be offering five sessions of swim lessons, with class availability in the morning from 9:30 AM – 12 PM and in the evening from 4:30 – 7 PM. All registration information can be found at ACCESSDUARTE.COM under the Department’s Aquatics webpage or contact the Fitness Center at (626) 357-6118.	
<u>SPECIAL EVENTS</u>		
Duarte Day at the Pool	On Saturday, June 11, all residents are welcome to make a splash in the Duarte pool for free! Our annual Duarte Day at the Pool event is the official opening day for Rec Swim, which will be available from June 11 – September 17 from 1:30 – 4 PM. After June 11, standard Rec Swim fees apply, \$1 for youth 12 and under and seniors 55+, and \$2 for teens and adults.	
Party in Duarte - Summer Kick Off	Join us on June 21, the first official day of summer, for the Department’s Party in Duarte: Summer Kick-Off event. The party will be held at 4 PM in the Civic Center – 1600 Huntington Drive, with a live DJ, dance floor, food concessions, and vendor booths before the Smokin’ Cobras take the stage at 5 PM. After the concert, the party will continue at the Duarte Pool for a Dive-In Movie, featuring Disney’s <i>Encanto</i> , at 7:45 PM. Advance registration is required for the Dive-In Movie portion, and can be completed at ACCESSDUARTE.COM under the “Special Events” webpage.	
Independence Day Celebration & Fireworks Show	Fireworks will light up the sky when the City hosts its annual Independence Day Celebration & Fireworks Show on July 3 at the Duarte Sports Park – Upper Baseball Fields. We invite the entire community to come out early to stake out their spot and enjoy some of	

	LA's best food trucks, live musical entertainment by Chico the Band and DJ Phil, a family play area with rides and games, and vendor booths. The event will commence with 20-minute choreographed fireworks show at 9 PM. And if you don't want to lug your lawn chairs and umbrella to the event, new this year, we're offering limited VIP seating. The VIP package includes one picnic table, umbrella, six chairs and an event swag bag available for purchase at ACCESSDUARTE.COM. Note, parking around the venue is limited and fills up quickly so again, residents are encouraged to come out early, carpool, or utilize a ride-share service.
Red, White & Pool Party	Also on July 3, community members can join us for a night swim at our second Red, White & Pool Party! From 7 to 9:30 PM, party guests will enjoy access to the Duarte pool, a catered BBQ dinner, games, and music prior to the fireworks viewing at 9 PM. Resident admission is \$10 for youth 12 and under, and \$15 for those 13 years of age and up. Visit ACCESSDUARTE.COM to register today – space is limited.



COMMUNITY DEVELOPMENT STATUS REPORT June 2022

PROJECT/PROGRAM	STATUS
<u>IN PROCESS</u>	
Huntington/ Highland Signal Upgrade	Construction to begin soon; equipment ordered construction Summer. This improvement will add left turn signal north and south bound, extend the westbound Huntington Drive turn pocket and remove unused westbound turn pocket.
Tree Planting	Staff has been working with Rebuilding Together San Gabriel Valley Foothills on a Urban Greening for Clean Water Grant and will be partnering to plant 50 trees. The event will take place on July 11 at Encanto Park.
Annual Brush Clearance	The annual brush clearance is in process.
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive	The project was approved. It is a two phase project with a total of 178 rooms with 72 in the first phase. Staff recently had a progress meeting with developer and architect. Plans are in Plan Check.
Duarte Animal Hospital (2714 Huntington Dr.)	A building renovation is planned to upgrade the look of the building and to enclose the kennel area. Approved by Planning Commission.
Annual Striping Project	Annual project to upgrade pavement markings at the most needed locations in the city. Project started in late May and continue through June.
Annual Trench and Paving Repair	Annual citywide project to repair pavement throughout the city. Project started in late May and continue through June.
Andres Duarte Statue	The annual cleaning of the Andres Duarte statue was recently completed. The cleaning not only freshens the look of the statue, it prolongs its life.
<u>DEVELOPMENT</u>	
New Hope Village	New 147 room hotel. The building is almost complete but the City of Hope facing supply chain issues with the delivery of furnishings. The hotel has opened.
Esperanza at Duarte Station 1700 Fasana Road	MBK is building a 344 unit luxury apartment building; named Esperanza. Construction is progressing.
The Residences at Duarte Station 1750 Fasana Road	MBK, developer of Building A will be building a phase II. The 292 unit development is called Solana and is adjacent, east to Esperanza. This building will also be the location of the “Duarte Station” sign that will be a icon, located on the roof of the building. Plans are in plan check.

PROJECT/PROGRAM	STATUS
The Huntington (1413 Huntington Drive)	A 161 unit mixed use project. The development is open and leasing is going well.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: north parking lot (approx. 1,000 spaces); Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building; and several other upcoming projects. Generator providing temporary power has allowed Village Rd. signal to begin operation; permanent signal electrical scheduled for mid-June. Assisting City of Hope with SCE and Metro to gain cooperation to install permanent power.
Westminster Gardens	The owner HumanGood has met with Staff over the past few months discussing a major amendment to the existing specific plan. The concept is to develop the corner of Huntington Drive and Santo Domingo with a mixed use building and to expand the current Life Plan Community by at least 300 units. Application filed for a restoration of Morrison House. This project will start prior to the Specific Plan. Environmental work and an historical analysis are now in process.
Town Center North Liquor Store Corner	Staff has put the existing deal with Arbor Capital Group on hold for a variety of reasons, including the developer's inability to get agreement with other property owners on required parking lot upgrades and because the Rita Aid property is for sale and a more comprehensive approach is needed. Staff hired Kosmont Associates to assist in developing a plan to coordinate development of the city property with a complete parking lot and façade upgrade of the center. A new property owner has purchased the Rite Aid building and is currently looking for tenants. Staff is working the new owner to encourage a comprehensive property upgrade. This may be a first step in a full center façade upgrade. All owners have expressed interest, City hiring Architect and Engineer in June to develop detailed concept and cost estimates.
New Townhouse Development 1401 Santo Domingo Avenue	Proposal is to remove eight existing apartments and replace with a new, 20 unit, townhouse development. Developer recently met with neighbors in adjacent HOA. Planning Commission approved. Approved by Council.
<u>PUBLIC WORKS</u>	
City Hall Courtyard Design	Only one responsive bid and it was far above engineer's estimate. Plan to reject all bids and rebid project. Arranged with LACDA to get additional CDBG funding. Now looking for options to reduce overall cost. Project is out for bid.
Huntington Drive Pedestrian Lighting	New sidewalk and pedestrian lighting from The Huntington to Buena Vista. Project on hold until next year hoping that the new

PROJECT/PROGRAM	STATUS
	Rite Aid owner will help to spur major improvements to the center and parking lot.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to located structure in park area under soccer field and permeable paving will be installed in parking lot area. However, cost for initial design is over estimate so a redesign may be needed.



AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Professional Services Agreement with Nature for All, for Project Management, Non-Construction, of the Fish Canyon Trail Restoration and Access Planning Grant

RECOMMENDATION: Staff recommends City Council authorize the City Manager to execute this Professional Services Agreement with Nature for All in the amount not to exceed \$50,000.00 for the project management, non-construction, of the Fish Canyon Trail Restoration and Access Planning Grant

FISCAL IMPACT: Proposition 68 (CA Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018) grant funds to cover the cost of services (400-4005-7965). This item is included in the FY 2022-23 Budget.

BACKGROUND

Prior to the 2016 San Gabriel Complex fires, the Fish Canyon Falls Trails was a premiere outdoor recreation hiking destination here in the foothills and greater Southern California region. Recognizing the public is clamoring to enjoy this beautiful trail once again, the City, in collaboration with Nature for All, applied back in January of 2021 for the Rivers and Mountains Conservancy (RMC) Proposition 68 California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 grant program for the Fish Canyon Trail Restoration and Access Planning Project. The grant would fund the City's planning phase to begin the restoration of the trail and visitor-serving amenities. In September of that same year, RMC's Board approved to fund the City's grant proposal in the amount of the \$117,162.00.

DISCUSSION/ANALYSIS

Nature for All has been working to protect the public lands and green, open spaces around Los Angeles and connect Angelenos to nature since 2008, when they formed as the San Gabriel Mountains Forever coalition. Since then, they have expanded their mission to conserve resources and be more climate-resilient; create more natural spaces such as parks and bike paths in our historically underserved neighborhoods; and connect people and public lands through more trails and other outdoor recreational opportunities, to improve public health. This is exactly why the

City partnered once again with them just before the trail closure period that was provided by the US Forest Service concluded, in hopes to secure grant funding for the project.

As part of the grant project scope and budget, the City included in its application Nature for All's services, for project management, to guarantee a timely reopening of our treasured Fish Canyon Falls Trail. While Nature for All's detailed tasks are outlined in the agreement, overall, their services will ensure all necessary trail and feasibility assessments are completed, community engagement activities are facilitated, and all permitting/lease agreements for the post-fire restoration of the trail are established and executed. By the end of this service agreement, the City will have at least 30% design documents completed, and be in a position to pursue further grant funding for the implementation of restoration activities.

RECOMMENDATION

Staff recommends City Council authorize the City Manager to execute this Professional Services Agreement with Nature for All in the amount not to exceed \$50,000.00 for the project management, non-construction, of the Fish Canyon Trail Restoration and Access Planning Grant.

FISCAL IMPACT

Proposition 68 (CA Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018) grant funds to cover the cost of services (400-4005-7965). This item is included in the FY 2022-23 Budget.

CITY OF DUARTE
PROFESSIONAL SERVICE AGREEMENT FOR NON-CONSTRUCTION PROJECT

This PROFESSIONAL SERVICE AGREEMENT (PSA) FOR NON-CONSTRUCTION PROJECT ("AGREEMENT"), is made and effective as of _____ 2022, between the City of Duarte ("AGENCY"), a municipal corporation, and Nature for All ("CONSULTANT"), a corporation, California Nonprofit Public Benefit Corporation. AGENCY and CONSULTANT may be referred to individually as "party" or collectively as the "parties." In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on _____ 2022, and shall remain and continue in effect until tasks described herein are completed, but in no event later than December 31, 2023, unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full ("Project"). CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing by both parties.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. AGENCY MANAGEMENT

AGENCY's Director of Parks & Recreation ("Manager") shall represent AGENCY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to CONSULTANT. AGENCY's Manager shall be authorized to act on AGENCY's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section V hereof.

V. PAYMENT

- A. The AGENCY agrees to pay CONSULTANT in accordance with the grant project's Quarterly Progress Report schedule and upon receipt of invoice as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed fifty thousand dollars (\$50,000.00) for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.
- B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the AGENCY Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by AGENCY Manager and CONSULTANT at the time AGENCY's written authorization is given to CONSULTANT for the performance of said services. The AGENCY Manager may approve additional work not to exceed ten percent (10%) of the amount of the AGREEMENT, but in no event shall such sum exceed five-thousand dollars (\$5,000.00). Any additional work in excess of this amount shall be approved by the Duarte City Council.
- C. CONSULTANT will submit invoices quarterly for actual services performed. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the AGENCY disputes any of CONSULTANT's fees, it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefor.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The AGENCY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least ten (10) days' prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the AGENCY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.
- B. In the event this AGREEMENT is terminated pursuant to this Section, the AGENCY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work performed is of value to the AGENCY. Upon termination of the AGREEMENT

pursuant to this Section, the CONSULTANT will submit an invoice to the AGENCY pursuant to Section V.

VII. DEFAULT OF CONSULTANT

- A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, AGENCY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out causes beyond the CONSULTANT's control, and without fault or negligence of the CONSULTANT, it shall not be considered a default.
- B. If the AGENCY Manager or their designee determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, they shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time or fails to present the AGENCY with a written plan for the cure of the default, the AGENCY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

- A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AGENCY that relate to the performance of services under this AGREEMENT. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of AGENCY or its designees at reasonable times to such books and records; shall give AGENCY the right to examine and audit said books and records; shall permit AGENCY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with supporting documents, shall be maintained for a period of three (3) years following project termination or completion.

- B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT shall become the sole property of the AGENCY and may be used, reused, or otherwise disposed of by the AGENCY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the AGENCY, at the CONSULTANT's office and upon reasonable written request by the AGENCY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to AGENCY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.
- C. All original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT are subject to the Public Records Act, Government Code section 6250 et seq.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless AGENCY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any agency or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless AGENCY shall not extend to the AGENCY's sole or active negligence.

B. Duty to defend

In the event the AGENCY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by AGENCY, CONSULTANT shall defend the AGENCY at CONSULTANT's cost or at AGENCY's option, to reimburse AGENCY for its costs of defense, including reasonable attorneys' fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to, or are caused by CONSULTANT's

negligent acts, errors or omissions. Payment by AGENCY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and AGENCY as to whether liability arises from the sole or active negligence of the AGENCY or its officers, employees, or agents, CONSULTANT will be obligated to pay for AGENCY's defense until such time as a final judgment has been entered adjudicating the AGENCY as solely or actively negligent. CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorneys' fees, expert fees, and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit C attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

- A. CONSULTANT is and shall at all times remain as to the AGENCY a wholly independent consultant and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither AGENCY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the AGENCY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against AGENCY, or bind AGENCY in any manner.
- B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in the AGREEMENT, AGENCY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for AGENCY. AGENCY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The AGENCY, its officers, and employees, shall not be liable at law

or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the AGENCY in connection with the award, terms, or implementation of this AGREEMENT, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the AGENCY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee, or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the AGENCY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of AGENCY, or their designees or agents, and no public official who exercises authority over or who has responsibilities with respect to the Project during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without AGENCY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the AGENCY Manager or unless requested by the AGENCY attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the AGENCY. Response to a subpoena or court order shall not be considered "voluntary," provided that CONSULTANT gives AGENCY reasonable notice of such court order or subpoena.
- B. CONSULTANT shall promptly notify AGENCY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the AGENCY, unless the

AGENCY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law from informing the AGENCY of such Discovery. AGENCY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless AGENCY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with AGENCY and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. However, AGENCY's right to review any such response does not imply or mean the right by AGENCY to control, direct, or rewrite said response.

XVI. NOTICES

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

To AGENCY:	City of Duarte 1600 Huntington Drive Duarte, CA 91010 Attention: Director of Parks & Recreation
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To CONSULTANT:	Nature for All 201 W. Garvey Avenue, Ste. 102-503 Monterey Park, CA 91754 Attention: Executive Director
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XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the AGENCY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide AGENCY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include an indemnity provision similar to the one provided herein and identifying AGENCY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-

consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from AGENCY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The AGENCY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court in Los Angeles County.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. SEVERABILITY

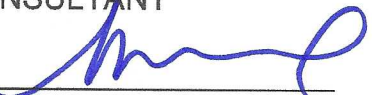
If any of the provisions of this AGREEMENT are found to be unenforceable, those provisions shall be reformed to prevent the unenforceable result in a manner that best preserves the original intent of the provision to the fullest extent possible, and all other provisions of this AGREEMENT shall remain in full force and effect.

XXII. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

By: 

(Signature)

M. Belón Bernal

(Typed Name)

Executive Director

(Title)

City of Duarte

City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

By: _____

Attachments:

Exhibit A
Exhibit B
Exhibit C

Tasks to Be Performed
Payment Schedule
Insurance Requirements

EXHIBIT A

TASKS TO BE PERFORMED

Nature for All shall assist the City with the project management required to complete all work in accordance with the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) awarded grant for the Fish Canyon Trail Restoration and Access Planning project.

As specified in the awarded grant, the project would provide necessary trail and feasibility assessments, community engagement activities, and permitting/lease agreements for the post-fire restoration of the trail. By the end of this service agreement, 30% design documents will be completed, allowing the City to pursue further grant funding for the implementation of restoration activities. The goals and objectives outlined below would be facilitated, monitored, and reported on behalf of the City of Duarte by Nature for All to RMC including:

Assess and Rehabilitate Fish Canyon Trail

- Secure a licensed and reputable construction company to complete the trail assessment, design and rebuild plans.
- Conduct community-based planning meetings with all stakeholders, residents and individuals residing in LA County – including SDAC's, to secure the input on their "dream trail."

Protect, Restore, and Improve the Environmental Base of the Fish Canyon Trail

- Secure and complete Biology technical report to summarize surveys, impacts, and mitigation measures.
- Protect the wild and other natural areas within the trail area from development, encroachment, or uses that degrade their environment.
- Develop trail signage to alert the public to the presence of habitats and improve trail condition.

Continue to Secure Fiscal Support and Resources for the Trail

- Assist with soliciting alternative sources of income to support the endeavor of reopening the Fish Canyon Trail.
- Continue to cultivate partnerships across multiple jurisdictions, corporate levels, and volunteers.

Ongoing

Regularly reporting to the City's Director of Parks and Recreation on the status of the overall project, goals, objectives, and timeline.

Monthly

Provide a project status update to the City's Parks and Recreation Commission and members of the public at its regular meetings (second Monday of the month)

Quarterly

Provide City Council and the public with a quarterly report of the project's status to date until its deliverables are met and fully completed.

EXHIBIT B

PAYMENT SCHEDULE

Payment schedule is aligned to the grant agreement requirements for the completion of Quarterly Progress Reports and Quarterly Expenditure Projection Reports, adhering to the following schedule:

<i>1st Quarter</i>	<i>January 1 - March 31</i>	<i>Due April 30</i>
<i>2nd Quarter</i>	<i>April 1 - June 30</i>	<i>Due July 30</i>
<i>3rd Quarter</i>	<i>July 1 - September 30</i>	<i>Due October 30</i>
<i>4th Quarter</i>	<i>October 1 - December 31</i>	<i>Due January 30</i>

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of AGENCY, and prior to commencement of work, CONSULTANT shall obtain, provide, and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to AGENCY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

CONSULTANT shall submit to AGENCY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of AGENCY, its officers, agents, employees, and volunteers.

Proof of insurance. CONSULTANT shall provide certificates of insurance to AGENCY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by AGENCY's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with AGENCY at all times during the term of this contract. AGENCY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by AGENCY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of AGENCY before the AGENCY's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, AGENCY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by AGENCY will be promptly reimbursed by CONSULTANT or AGENCY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, AGENCY may cancel this AGREEMENT.

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

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against AGENCY, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against AGENCY and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the AGENCY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains

to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the CONSULTANT maintains higher limits than the minimums shown above, the AGENCY requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the AGENCY.

Notice of cancellation. CONSULTANT agrees to oblige its insurance agent or broker and insurers to provide to AGENCY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the CONSULTANT's insurers are unwilling to provide such notice, then CONSULTANT shall have the responsibility of notifying the AGENCY immediately in the event of CONSULTANT's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability policies shall provide or be endorsed to provide that AGENCY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to AGENCY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

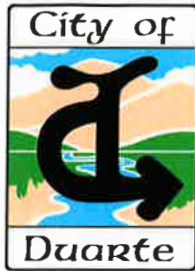
Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to AGENCY for review.

Agency's right to revise specifications. The AGENCY reserves the right at any time during the term of the AGREEMENT to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the AGENCY and CONSULTANT may renegotiate CONSULTANT's compensation.

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

Timely notice of claims. CONSULTANT shall give AGENCY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.



Agenda Item: 7H

CM Review: 

Fiscal Review: _____

AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Set Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts

RECOMMENDATION: Adopt Resolution 22-17 to Set Public Hearing for July 26, 2022

FISCAL IMPACT: The collection of the Citywide Assessment provides \$698,245 to be used to fund maintenance of park and city street lighting. The neighborhood special district assessment provides \$292,709 for maintenance in the city's various neighborhood zones

BACKGROUND

Each year, City Council holds a Public Hearing to establish property assessments for the Citywide Landscape and Lighting Assessment District and for the City's Neighborhood Districts. The hearing will be held on July 26, 2022. Attached Resolution 22-17 declares the City's intention to hold that public hearing. This is part of the annual process required to continue property assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

The Engineer's Report is attached and is available for review at City Hall at any time between now and the public hearing indicating the amounts of the proposed assessment, district boundaries, assessment zones, descriptions of improvements, and method of assessment. There is no change to that assessment.

In some neighborhood zones, the assessment is allowed to increase annually by the annual increase in the Consumer Price Index (CPI) for the Los Angeles-Long Beach Anaheim, CA area. This year the increase in the CPI for the year ending December 31, 2021 was 6.6%. In the zones where the assessment may be increased, the assessments will increase to the maximum allowable rate of 3.0%. The Engineer's report addresses this issue in detail. The assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code.

RECOMMENDATION

Adopt Resolution 22-17 to Set Public Hearing for July 26, 2022.

FISCAL IMPACT

The collection of the Citywide Assessment provides \$698,245 to be used to fund maintenance of park and city street lighting. The neighborhood special district assessment provides \$292,709 for maintenance in the city's various neighborhood zones.

ATTACHMENTS

Attachment A: Resolution 22-17

Attachment B: Engineer's Report

RESOLUTION NO. 22-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2022-2023 WITHIN THE CITYWIDE LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972; AND FIXING A TIME AND PLACE FOR THE PUBLIC HEARING TO HEAR OBJECTIONS THERETO

The City Council of the City of Duarte, pursuant to the provisions of the Landscape and Lighting Act of 1972, Division 15 of the Streets and Highways Code of the State of California, does resolve as follows:

DESCRIPTION OF WORK

SECTION 1. That the public interest and convenience requires and it is the intention of the City Council of the City of Duarte, California, to levy and collect assessments within the Citywide Landscape and Lighting Maintenance District for Fiscal Year 2022-2023 within which the following work is to be done:

1. Maintenance and servicing of street landscaping and street trees.
2. Maintenance and servicing of street lighting facilities.
3. Maintenance and servicing of traffic signals.
4. The cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti within street right-of-way.
5. Funding for the construction of the Senior Center.
6. Maintenance and servicing of Parks.
7. Any and all work and materials appurtenant thereto.

LOCATION OF WORK

SECTION 2. The foregoing described work is to be located within streets, easements and City-owned property within the City of Duarte particularly described on a map on file in the City Clerk's office entitled "Landscape and Lighting Maintenance District, Assessment Diagram," said district boundary being the same as the City boundary.

DESCRIPTION OF ASSESSMENT DISTRICT

SECTION 3. That the contemplated work, in the opinion of said City Council, is of benefit to and the said City Council hereby makes the expense of the said work chargeable upon a district, which said district is assessed to pay the costs and expenses thereof and which district is described as follows:

The City Council has determined that pursuant to Section 22595 of the Streets and Highways Code of the State of California that the public utility property is to be assessed.

All that certain property within the City of Duarte, exclusive of public streets.

REPORT OF THE ENGINEER

SECTION 4. The City Council of said City does hereby tentatively approve the report of the Engineer, which indicates the amount of the proposed assessments, the district boundary, assessment zones, detailed description of improvements, and the method of assessment. The report entitled "Engineer's Report, Landscape and Lighting Maintenance District" is on file in the Office of the City Clerk and reference to said report is hereby made for all particulars.

ASSESSMENTS

SECTION 5.

- (a) Pursuant to Section 5 of Article XIID of the California Constitution an assessment existing on November 5, 1996 imposed exclusively to finance capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control is exempt from the procedures and approved process set forth in Section 5 of Article XIID of the California Constitution.
- (b) The proposed assessments relating to Zones 1 through 15 were existing on the effective date of Article XIID of the California Constitution and were previously imposed and are proposed for fiscal year 2021-2022 to be imposed exclusively to finance the capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.
- (c) The proposed assessments relating to Zones 16 through 18 were voted upon and approved by a majority of property owners in accordance with the requirements of Article XIID of the California Constitution.
- (d) The assessments are proposed to increase by 3.0% in Zones 4, 7, and 8 as previously approved by the property owners, and also by 3.0% in Zones 14, 15, 16, 17, and 18 as allowed for in the formation of the zones. This assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code.

TIME AND PLACE OF PUBLIC HEARING

SECTION 6. Notice is hereby given that on the **26th day of July 2022**, at the hour of 7:00 p.m., in the Council Chambers of City Hall, 1600 Huntington Drive, Duarte, California, any and all persons having any objections to the work or intent of the assessment district may appear and show cause why said work should not be done or carried out, or why said assessments should not be levied in accordance with this Resolution of Intention. The City Council will consider all oral and written protests.

LANDSCAPING AND LIGHTING ACT OF 1972

SECTION 7. All work herein proposed shall be done in accordance with the Landscape and Lighting Act of 1972, Division 15 of the Streets and Highways Code of the State of California.

SECTION 8. The City Clerk is hereby ordered to give notice in accordance with Section 22626 of the Streets and Highways Code of the State of California.

Margaret Finlay, Mayor

Thai Viet Phan
Assistant City Attorney

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 22-17 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 14th day of June, 2022, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

City of Duarte, California

ENGINEER'S REPORT
SIDEWALKS, STREETS, SENIOR CENTER PAYMENT,
PARK AND SPECIAL ZONES
OF THE CITY OF DUARTE
LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT
2022-2023 ASSESSMENT LEVY

SECTION 1. AUTHORITY FOR REPORT

This report is prepared pursuant to an order of the City Council of the City of Duarte in compliance with the requirements of Article 4, Chapter 1, Landscape and Lighting Act of 1972, being Part 2, Division 15, of the Streets and Highways Code of the State of California (The "Act").

The Act was originally created by the State Legislature in 1972. On June 13, 1978, the City of Duarte created the City of Duarte Landscape and Lighting Maintenance District for the maintenance and servicing of Landscaping and Lighting. Since 1972, the Legislature has expanded the definition of landscaping, lighting, and the work that may be done under the Act. The City of Duarte has, over time; expanded the work to be done by the District to include all the work allowed under the Act.

This Assessment District, by special benefit assessments, provides funding for the maintenance of City-owned parks, for the maintenance of the public landscaping in public owned properties or public right-of-way within the City, graffiti removal, maintenance of public-owned lighting, street lighting, traffic signals within the City, and funding towards the debt service of the Senior Center bond issue. The Senior Center bond issue was paid off in Fiscal Year 2017-18, thus the City wide street maintenance for a single family home was reduced by \$5.84.

The voters on November 5, 1996 voted to adopt Proposition 218. Proposition 218 has the potential to have a great impact upon the way special assessments are used and assessed. The City Council has determined that the portion of the assessment devoted to street maintenance and the payment of the Senior Center bond is exempt from Prop. 218. In 1997, by majority vote of the property owners of all single family and condominiums within the City, it was determined to levy a park assessment of \$59.42 against single family and condominium units within the City.

SECTION 2. PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

The plans and specifications for the irrigation, landscaping and lighting of streets, traffic signals and easements and authorized improvements within the City are on file in the Department of Community Development. The lighting locations and specifications for Edison-owned lights are on file with Southern California Edison Company. Reference is hereby made to said plans and specifications for the

exact location and nature of the landscape and lighting of park improvements. Said plans and specifications by reference are hereby made a part of this report.

SECTION 3. ESTIMATE OF COST OF IMPROVEMENT

The cost of the initial improvements of median island landscaping, street landscaping, traffic signals, street lighting, parking lot lighting, and bike paths were paid for from capital improvement funds, special grants, gas tax, prior assessment districts, subdividers, and general City revenues. The City Council in 1991 and 1992, as a result of two public hearings, determined to fund a portion of the Senior Center construction from the landscape assessment in accordance with the Act. With the Senior Center bond issue being paid off, no facilities are proposed to be funded from the district.

SECTION 4. CITYWIDE STREET AND SIDEWALK LANDSCAPING

The cost to maintain street landscaping and parkway trees as described in this section. The following is a general description of the areas being maintained:

1. All parkway trees maintained by the City.
2. Trees adjacent to Caltrans right-of-way on Evergreen Avenue, Flower Avenue to Brightside Avenue, Central Avenue, Buena Vista Street to Santo Domingo Avenue and Evergreen Street east of Mountain Avenue.
3. Street Landscaping
 - A. Duarte Road – Highland Avenue to Mountain Avenue hardscape, turf, trees, irrigation and groundcover.
 - B. Buena Vista Street – North and south of the 210 freeway turf, irrigation and groundcover.
 - C. Mountain Avenue – North and south of the 210 freeway turf, irrigation and groundcover.
 - D. Central Avenue – East and west of Buena Vista Street turf, trees, irrigation and groundcover.
 - E. Huntington Drive – Mountain Avenue to the east City limits, hardscape, turf, trees, irrigation and groundcover.
 - F. Encanto Parkway – Huntington Drive to Markwood, west side landscaping and irrigation. Fifty percent only of landscaping along Zone 5.

The cost to maintain shall include, but not limited to, watering, fertilizing, mowing, weed control, shrubbery, tree removal and pruning, maintenance of irrigation facilities, removal or covering of graffiti and repair and replacement of lighting.

The cost to maintain and construct these facilities is considered a general property benefit and is assessed as a unit cost to each lot within the City, and to each apartment unit, hotel/motel room, trailer park space, and nursing home bed.

SECTION 5. CITYWIDE LANDSCAPING AND PARK COSTS

The cost to maintain parks, landscape area, and recreational facilities is described in this section. The following is a general description of the areas, parks and related landscaped areas being maintained as approved in the special

Assessment vote:

Parks

- A. Bike Trail – Turf, trees, groundcover, asphalt and irrigation.
- B. Thorsen Park – Turf, trees, groundcover and irrigation.
- C. Moore Park – Turf, trees, groundcovers, playground and irrigation.
- D. Entrance Park – Turf, trees, groundcover and irrigation.
- E. Encanto Park – Turf, trees, groundcover, irrigation, tennis courts, basketball courts, athletic courts, restrooms and parking areas.
- F. Beardslee Park – Turf, trees, groundcover, irrigation, hardscape and playground.
- G. Duarte Park – Turf, trees, groundcovers, irrigation, hardscape, recreation building, playground and athletic courts.
- H. Royal Oaks Park and Extension – Turf, trees, groundcover, irrigation, hardscape, recreation building, tennis courts, playgrounds and parking area.
- I. Glenn Miller Park – Turf, trees, groundcover, irrigation, hardscape and playgrounds.
- J. Hacienda Park – Turf, trees, groundcover, irrigation and playground.
- K. Orange Blossom Park – Turf, trees, groundcovers, irrigation, and playground.
- L. Town Center – Turf, trees, groundcover, irrigation, hardscape, swimming pool, recreation building, and parking area.
- M. Northview Park – Turf and irrigation.
- N. Senior Center – Turf, trees, groundcover, irrigation hardscape, recreation area and parking lot.
- O. Otis Gordon Park
- P. Lena Valenzuela Park

The cost to maintain shall include, but not limited to, watering, fertilizing, mowing, weed control, shrubbery, tree removal and pruning, maintenance of irrigation facilities, maintenance of park building and equipment, maintenance and replacement of recreation equipment, removal or covering of graffiti and repair and replacement of lighting.

SECTION 6. SENIOR CENTER

In Fiscal Year 2017/18 the bond issue was paid off, thus there will be no assessment.

SECTION 7. LIGHTING MAINTENANCE

The cost to maintain shall include, but not limited to, electrical service for all public lighting including parking lighting, repair and replacement of City-owned lights within public right-of-way, servicing of Southern California Edison owned lights as defined by the Act, repair and replacement of traffic signals.

The net amount to be assessed upon lands within the Assessment District in accordance with this Report is apportioned by a formula and method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each lot or parcel from the improvements, namely the maintenance and servicing of public lighting facilities within such District. The maintenance and servicing of public lighting facilities installed and constructed in public places provides a special benefit which is received by each and every assessed lot or parcel within the District, tending to enhance their value. The streets within the District improve access to all lots or parcels assessed. Street lighting also provides advertising visibility for business and commercial establishments. The intensity or degree of illumination provided can have a bearing on the benefits of street lighting. Thus, primary benefits of street lighting are for the convenience, safety, security, and protection of people. Secondary benefits are security or protection to property, property improvements and goods as set forth below:

1. Improvement to traffic circulation.
2. Reduction in night accidents and attendant human misery and economic loss.
3. Less vulnerability to criminal assault at night.
4. Promotion of business during nighttime hours for commercial properties.
5. Increased nighttime safety on roads and highways.
6. Improved ingress and egress to lots and parcels.
7. Reduction in vandalism and other criminal acts.
8. Reduction in burglaries.
9. The enhancement to the value of property which results from the foregoing benefits.

Intensity or degree of illumination provided on streets varies with the type of street, date of installation and the use of the property adjacent thereto.

The majority of parcels within the Lighting District are residential properties. A value of one (1) basis unit has been assigned to a residential unit. A residential unit is defined as a single-family unit, condominium unit, rental unit or apartment unit. Parcels in other land use categories, not used as residential, were then evaluated and rated by comparison with the basis unit.

Each land use evaluation takes into consideration – foot traffic, vehicular traffic, and hours of occupancy. Commercial and industrial properties have been assigned additional units based on the comparative benefits, number of people that would be expected to benefit from the lighting, security and

intensity of the lights provided. The average light intensities and energy consumption for commercial areas is greater than that required for residential areas.

SECTION 8. GRAFFITI REMOVAL

The cost for graffiti removal shall include, but not limited to, the cost of cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti. Graffiti removal is considered a general property benefit and is assessed in the same manner and is included in the Street and Sidewalk Landscape Assessment.

SECTION 9. TRAFFIC SIGNALS

The following traffic signals are entirely or partially maintained by the City.

- * Mountain Avenue at Huntington Drive.
- * Mountain Avenue at Central Avenue.
- * Mountain Avenue at Evergreen Street.
- * Mountain Avenue at Best Buy
- * Buena Vista Street at Huntington Drive.
- * Buena Vista Street at Central Avenue.
- * Buena Vista Street at Evergreen Street.
- * Buena Vista Street at Duarte Road.
- * Buena Vista Street at Village Road.
- * Central Avenue at 210 Freeway Exit.
- * Duarte Road at Circle Drive.
- * Duarte Road at Hope Drive.
- * Duarte Road at Village Road.
- * Highland Avenue at Business Center Drive.
- * Highland Avenue at Central Avenue.
- * Huntington Drive at Highland Avenue.
- * Huntington Drive at Mount Olive.
- * Huntington Drive at Las Lomas Road.
- * Huntington Drive at Crestfield Road.
- * Huntington Drive at Mountain Vista Plaza.
- * Huntington Drive at Pops Road.
- * Huntington Drive at Brycedale Avenue.
- * Royal Oaks Drive at Royal Oaks School.

SECTION 10. DIAGRAM FOR THE ASSESSMENT DISTRICT

A copy of the proposed assessment diagram is on file in the City Clerk's office, and includes all the property within the City limits of the City of Duarte. Reference is made to the Los Angeles County Assessor Maps as to parcel location and dimensions. The City Council, at the time of formation of the District of 1978, determined that the public utilities right-of-ways should be assessed based upon the actual benefit to the public utility right-of-ways.

SECTION 11. ASSESSMENT ZONES

Zone 1 All the Property within the City except those Properties in Zones 2 through 18

All properties that are not in a special zone are assessed within this zone. Assessment for areas without street lighting are reduced to reflect the cost component of the City's budget. Areas with street lighting are assessed based upon a unit basis for single family zoned property and residentially used property. Commercial, industrial and multi-residential zone properties are assessed based upon lot size and street frontage.

All of the properties in Zones 3 through 18 are assessed their share of the citywide lighting, street, sidewalk and park maintenance in addition to special maintenance assessment. Zone 2 is assessed specifically for their gas lights.

Street Lighting

The cost for street lighting in all zones is assessed to all residential lots based upon the special benefit and to commercial and industrial based upon frontage and area benefit.

Citywide Park Maintenance

The cost of park maintenance determined as a direct benefit is assessed to all single-family units and all condominium units based upon a unit assessment.

Citywide Street Maintenance Cost

The cost in all zones is assessed to all lots on a unit cost per lot, and to each apartment unit, hotel/motel room, trailer park space, and nursing home bed.

Zone 2 Mesa Area Gaslights

This area is served by gaslights. There are no "electric" street lights on the Mesa. Only the intersection lighting component of the street lighting cost is included in this zone. The cost of gas lighting is assessed equally to all lots. The cost to maintain the Rim Road slope constructed in 2008, which was a general fund expense is no longer included in this report. A capital improvement project resulting in the replacement of all the gas lighting fixtures was completed in FY 20-21 which utilized available reserves.

Zone 3 Emblem House Tract 33532

This zone was created at the request of the Developer (Emblem Homes), in lieu of a homeowner's association. The Developer installed sprinkler guns to irrigate the natural area north of the homes for fire protection. The maintenance of the sprinkler guns is a special benefit to all lots within the subdivision. The areas adjacent to the landscaping are given a benefit of 30% greater than the remainder of the lots.

Lots 1, 2, 18-119 are not adjacent to landscape areas

Lots 3-17 are assessed a 30% surcharge.

As in previous years, the City's General Fund has paid for this fire protection.

Zone 4 Las Lomas Villas Tracts 33964, 34892 & 35709

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The Developer, for the benefit of all lots, installed the landscaping as a special benefit to all lots, within the tract and is assessed equally to all lots. The assessment is based on a voter-approved formula, which provides for an annual C.P.I. increase not to exceed 3%. The C.P.I. for the year ending December 31, 2021 was 6.6%. The maximum allowable C.P.I. increase of 3% would allow for an assessment increase of \$13.11 per parcel to \$450.21 per parcel. The levy is proposed to increase to \$433.34 to balance the budget. The levy is still below the maximum assessment of \$450.21.

Zone 5 Kaufman and Broad Development Phase I – Tract 35415(Encanto Parkway)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The entrance landscaping on Encanto Parkway was installed by the Developer, as a special benefit to all lots, within the tract and is assessed equally to all lots. Since the extension landscaping along Encanto Parkway is also being considered a Citywide benefit, a portion of the budget has been moved to the Citywide Street portion of the Assessment District. The resulting contribution to the zone amounts to \$7,532.00, an equal portion of the total zone assessment levied on the respective parcels.

An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 218 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. Consequently, the level of maintenance was reduced to balance the expenditures with the assessment. For this Fiscal Year, reserves will be held to fund future improvements focusing on enhancing water efficacy.

Zone 6 Kaufman and Broad Development Phase II – Tracts 35631 and 41717 (Rancho Verde)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. There was a significant increase in water usage caused by failing irrigation piping. The billing and the "system" is being reevaluated.

Zone 7 Amberwood Tract 35711

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending December 31, 2021 was 6.6%. The maximum allowable C.P.I. increase of 3% would allow for an assessment increase of \$14.67 per parcel to a maximum of \$503.66 per parcel. For Fiscal Year 2022-23, the levy is proposed be at the maximum assessment of \$503.66.

Zone 8 Village at Windsor Tract 39457

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending December 31, 2021 was 6.6%. A maximum allowable C.P.I. increase of 3% would allow for an assessment increase of \$11.70 per parcel to a maximum of \$401.66 per parcel. For Fiscal Year 2022-23, the levy is proposed be at the maximum assessment of \$401.66.

Zone 9 Tract 32993 (Kendrick Tract) and Tracts 35135, 35136, 35137 (Hearthstone Homes)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 218 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. While the level of maintenance was reduced, increases to water costs are contributing to the annual budget exceeding revenue from assessments. The water billing and the "system" is being reevaluated.

Zone 10 Tracts 35138, 35139, 38393 & 39932 (Hearthstone Del Norte)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The tracts are specially benefited equally by the landscaping installed by the Developer except for the lots adjacent to that landscaping maintained by the district, which has an additional special benefit of 10%. A major brush clearing project is proposed for this fiscal year using previous years surpluses.

Total lot count not assessed the additional 10% = 170 lots

Lots assessed 10% additional benefit:

- (2) Lots 18, 20 (Tract 35139)
- (4) Lots 25-28 (Tract 39932)
- (11) Lots 10, 11, 17-20, 31-34, 39 (Tract 38393)

Zone 11 Tract 42150 (TKI Townhomes)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots. The Board of Directors of the Home Owners Association in 2004 requested that the City allow the Home Owners Association to maintain the landscaping. The request was approved. A zero assessment for the landscaping within this zone has thus been shown.

Zone 12 Tract 33704 (Benchmark Homes)

This zone has been eliminated.

Zone 13 Mike's Center

This zone was created, at the request of the property owners, to maintain improvements installed by the City and financed by the property owners with assistance from Community Development Block Grant Funds. The lighting and landscaping was installed as a special benefit to all lots and is assessed based on lot area.

Zone 14 Tract 51911 (Las Brisas Development)

This zone was created upon the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed on a per lot basis. This zone was formed in 1995. At the time of the formation of this zone, the assessment was based upon a formula, which recognized the increase of inflation. The C.P.I. for the year ending December 31, 2021 was 6.6%. A 3% C.P.I. would allow for an assessment increase of \$16.89 per parcel to \$579.84 per parcel. For Fiscal Year 2022-23, a levy of \$579.84 is required to balance the expenses and add to the reserves for a future tree trimming project.

Zone 15 Tracts 52121 and 52255 (Las Posadas Development)

This zone was created in 1997 upon the request of the developer in lieu of a homeowners association maintaining the landscaping. The landscaping was installed by the developer, for the special benefit to all lots, and is assessed on a per lot basis. At the time of formation of the zone, the assessment was based upon a formula which allows for an assessment increase of up to 3% per year. The C.P.I. for the year ending December 31, 2021 was 6.6%. The maximum allowable C.P.I. increase of 3% would allow for an assessment increase of \$15.73 per parcel to \$540.01 per parcel. A C.P.I. increase of 3% is proposed for Fiscal Year 2022-23 with \$3,240.00 being transferred to the reserve.

Zone 16 Tract 52337 (Buena Vista Villas)

This zone was created upon the request of the developer and a vote of the property owner in 1998. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. This zone was created in 1998. The assessment is based upon a formula which provides for an assessment increase of up to 3% per year. The C.P.I. for the year ending December 31, 2021 was 6.6%. The maximum allowable C.P.I. increase of 3% raises the maximum assessment by \$16.76 per parcel from \$558.62 to \$575.38 per parcel. For Fiscal Year 2022-23, the maximum levy of \$575.38 per parcel is required, with the utilization of reserves to balance expenses.

Zone 17 Tract 52704 (Citrus Collection)

This zone was created upon the request of the developer and a vote of the property owner in 2000. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase of up to 3% per year. The C.P.I. for the year ending December 31, 2021 was 6.6%. The maximum allowable C.P.I. increase of 3% raises the maximum assessment by \$23.88 per parcel from \$796.07 to \$819.95 per parcel. For Fiscal Year 2022-23, a levy of \$595.45 per parcel is required to balance expenses which is less than the maximum allowed assessment of \$819.95 per parcel.

Zone 18 Tract 52867(Ridgecrest Estates)

This zone was created upon the request of the developer and a vote of the property owners in 2011. The developer installed all the landscaping to specially benefit all lots equally and the drainage improvements to benefit the development specifically and the City generally equally. The development share of the drainage improvements benefits all the lots equally. The assessment is levied thus on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase based on the CPI with a maximum of 3% per year. The special assessment was approved on December 13, 2011 per Resolution 11-49. The CPI for the year ending December 31, 2021 was 6.6%. The maximum allowable C.P.I. increase of 3% raises the maximum assessment by \$49.56 per parcel from \$1,651.88 to \$1,701.44. For Fiscal Year 2022-23, a levy of \$960.00 per parcel is required to balance expenses with the application of reserves which is less than the maximum allowed assessment of \$1,701.44. A general benefit contribution from the City in the amount of \$1,000.00 is applied to cover half of the annual maintenance cost for the debris basin and storm drain system in this Zone. A major brush clearance and replanting project will occur again in Fiscal Year 2022/23 utilizing the reserve fund.

2022-23 CITYWIDE DISTRICT AND SPECIAL BENEFIT ZONE CALCULATIONS
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Citywide Parks, Lighting and Street

Parks, Lighting, & Street	\$1,197,000.00
General Fund Contribution (Deficit)	<u>\$ (498,755.00)</u>
<u>Total Citywide Assessment for 2022-2023</u>	\$ 698,245.00

Parks

Park Maintenance*	\$ 531,000.00
General Fund Contribution (Deficit)	<u>\$ (195,990.00)</u>
Total Parks Assessment	\$ 335,010.00

Street Lighting

Lighting Maintenance	\$ 371,900.00
General Fund Contribution (Deficit)	<u>\$ (191,806.00)</u>
Total Citywide Lighting Assessments	\$ 180,094.00

Citywide Street

Street Maintenance Cost	\$ 294,100.00
General Fund Contribution (Deficit)	<u>\$ (110,959.00)</u>
Total Citywide Street Assessments	\$ 183,141.00

Special Benefit Zone Maintenance Cost

Maintenance Expenses & Transfers to Reserve Funds	\$ 355,744.00
Transfers From Reserves ***	\$ (48,786.00)
Transfers from General Fund	\$ (0.00)
General Fund Obligated Expenses **	<u>\$ (13,032.00)</u>
<u>Total Special District Assessments for 2022-2023</u>	\$ 293,926.00

<u>Grand Total Citywide</u>	\$ 992,171.00
<u>and Special Benefit Zones Assessments for 2022-23</u>	

- * This does not include the sports park maintenance costs which cannot be included in the District.
- ** Includes \$4,500.00 (Emblem Homes), \$7,532.00 (Encanto Parkway), and \$1,000.00 (Ridgecrest Estates).
- *** Includes \$4,436.00 (Zone 5), \$10,538 (Zone 9), \$12,824 (Zone 10), \$488 (Zone 16), and \$20,500 (Zone 18). In instances where a zone balance is in a deficit, reserves applied to the annual budget will be an obligation of the respective zone unless otherwise approved by the City.

2022-23 CITYWIDE STREET LIGHTING AND SPECIAL BENEFIT ZONE CALCULATIONS

ZONE	DISTRICT	2020-21	2021-22	2022-23
1	Lighting	\$30.44	\$30.44	\$30.44
	Street Maintenance	\$15.74	\$15.74	\$15.74
	Parks	\$59.42	\$59.42	\$59.42
	(Average Single Family)			
	Sub-Total	\$105.60	\$105.60	\$105.60
2	Mesa Area	\$218.38	\$218.38	\$218.38
3	Emblem Homes			
	Base Cost	\$105.60	\$105.60	\$105.60
	Surcharge Lots	\$105.60	\$105.60	\$105.60
4	Las Lomas Villas	\$495.28	\$534.97	\$538.94
5	Encanto Parkway	\$167.34	\$167.34	\$167.34
6	Rancho Verde	\$324.10	\$324.10	\$324.10
7	Amberwood	\$573.61	\$573.61	\$609.26
8	Windsor	\$478.61	\$495.56	\$507.25
9	Kendrick, Hearthstone	\$139.05	\$139.05	\$139.05
10	Hearthstone			
	Base Cost	\$251.59	\$251.59	\$251.59
	Surcharge Lots	\$267.81	\$267.81	\$267.81
11	T.K.I. Townhomes	\$105.60	\$105.60	\$105.60
12	Benchmark Homes	\$105.60	\$105.60	\$105.60

2022-23 CITYWIDE STREET AND SPECIAL DISTRICT ASSESSMENT COMPARISON

ZONE	DISTRICT	2020-21	2021-22	2022-23
13	Mike's Center			
	8530-018-027	\$2,249.29	\$2,249.29	\$2,249.29
	8530-018-028	\$1,107.02	\$1,107.02	\$1,107.02
	8530-018-029	\$1,151.32	\$1,151.32	\$1,151.32
	8530-018-030	\$ 525.08	\$ 525.08	\$525.08
	8530-018-031	\$ 525.08	\$ 525.08	\$525.08
	8530-018-032	\$ 525.08	\$ 525.08	\$525.08
	8530-018-033	\$2,318.65	\$2,318.65	\$2,318.65
	8530-018-034	\$2,907.77	\$2,907.77	\$2,907.77
	8530-018-054	\$1,810.27	\$1,810.27	\$1,810.27
	8530-018-055	<u>\$8,813.93</u>	<u>\$8,813.93</u>	<u>\$8,813.93</u>
		\$21,933.49	\$21,933.49	\$21,933.49
14	Las Brisas	\$622.67	\$668.55	\$684.44
15	Las Posadas	\$607.09	\$629.88	\$645.60
16	Buena Vista Villas	\$640.05	\$664.22	\$680.97
17	Citrus Collection	\$701.05	\$701.05	\$701.05
18	Ridgecrest Estates	\$905.60	\$1,005.60	\$1,065.60

*Citywide only within this Special Benefit Zone.

**ZONE 2 – MESA AREA
(FUND 2430)**

ESTIMATED EXPENSES 2022-23

Gas	\$ 6,000.00	
Repairs	\$ 3,000.00	
Capital Improvements (Replacement)	\$ 0.00	
Personnel	\$ 3,800.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$12,800.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$12,800.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$12,800.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$21,440.25
2019	\$20,074.00
2020	\$22,298.00
2021	(\$2,678.50)
2022	(\$3,578.00) (Estimated)

*Estimated Year End Balance

Zone 2 Information

Number of lots to be assessed	<u>100</u>
GAS LIGHTING – COST PER LOT	\$ 128.00
Intersection Only Lighting – Cost Per Lot	\$ 15.22
Citywide Street Maintenance - Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 218.38

**ZONE 3 – EMBLEM HOMES
(FUND 2429)**

ESTIMATED EXPENSES 2022-23

Water	\$ 2,100.00	
Electric	\$ 300.00	
Repairs and Replacement	\$ 1,000.00	
Personnel	\$ 1,100.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$4,500.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 0.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund (Obligation)	<u>\$ 4,500.00</u>	
Total Revenue		\$4,500.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2017	\$0
2018	\$0
2019	\$0
2020	\$0
2021	\$0
2022	\$0

Zone 3 Information

Number of lots to be assessed	<u>121</u>
<u>LANDSCAPE COST PER LOT</u>	
Base Cost 100	\$ 0
Surcharge Lots 19 + 30%	\$ 0
Street Lighting Cost Per Lot	\$ 30.44
City-Wide Street Maintenance Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	
Base Cost	\$ 105.60
Surcharge	\$ 105.60

**ZONE 4 – LAS LOMAS VILLAS
(FUND 2421)**

ESTIMATED EXPENSES 2022-23

Water	\$ 18,000.00	
Electric	\$ 500.00	
Repairs and Replacement	\$ 5,000.00	
Landscape Maintenance	\$ 15,600.00	
Personnel	\$ 10,000.00	
Tree Trimming within Landscape Area	\$ 5,000.00	
Transfer to Reserve	<u>\$ 500.00</u>	
Total Expenses		\$54,600.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 54,600.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$54,600.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$12,404.06
2019	\$4,369.00
2020	\$14,296.00
2021	\$11,607.25
2022	\$20,766.00 (Estimated)

Zone 4 Information

Number of lots to be assessed	<u>126</u>
Landscape Per Lot	\$ 433.34
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 538.94

**ZONE 5 – ENCANTO PARKWAY
(FUND 2422)**

ESTIMATED EXPENSES 2022-23

Water	\$ 2,000.00	
Electric	\$ 1,100.00	
Repairs and Replacement	\$ 2,500.00	
Landscape Maintenance	\$ 5,500.00	
Tree Replanting Project	\$ 5,000.00	
Personnel	\$ 3,400.00	
Transfer to Reserve	\$ 0.00	
Total Expenses		\$19,500.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 7,532.00	
Transfer From Reserve	\$ 4,436.00	
Transfer From General Fund (Citywide Benefit)	\$ 7,532.00	
Total Revenue		\$19,500.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$1,953.79
2019	\$4,752.00
2020	\$14,483.00
2021	\$7,884.18
2022	\$7,148.00 (Estimated)

Zone 5 Information

Number of lots to be assessed	<u>122</u>
Landscape Per Lot	\$ 61.74
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 167.34

**ZONE 6 – RANCHO VERDE
(FUND 2427)**

ESTIMATED EXPENSES 2022-23

Water	\$ 9,000.00	
Electric	\$ 540.00	
Repairs and Replacement	\$ 1,300.00	
Landscape Maintenance	\$ 8,600.00	
Personnel	\$ 5,900.00	
Transfer to Reserve	<u>\$ 6.00</u>	
Total Expenses		\$25,346.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 25,346.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$25,346.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	(\$2,251.07)
2019	(\$8,092.00)
2020	(\$9,439.00)
2021	(\$15,052.13)
2022	(\$23,006.00) (Estimated)

Zone 6 Information

Number of lots to be assessed	<u>116</u>
Special Landscape Per Lot	\$ 218.50
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 324.10

**ZONE 7 – AMBERWOOD
(FUND 2423)**

ESTIMATED EXPENSES 2022-23

Water	\$ 9,000.00	
Electric	\$ 300.00	
Repairs and Replacement	\$ 1,500.00	
Landscape Maintenance	\$10,500.00	
Personnel	\$ 2,200.00	
Transfer to Reserve	<u>\$ 2,187.00</u>	
Total Expenses		\$25,687.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 25,687.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$25,687.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$8,125.02
2019	\$8,362.49
2020	\$17,906.00
2021	\$19,037.84
2022	\$20,862.00 (Estimated)

Zone 7 Information

Number of lots to be assessed	<u>51</u>
Landscape Per Lot	\$ 503.66
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 609.26

**ZONE 8 – WINDSOR
(FUND 2424)**

ESTIMATED EXPENSES 2022-23

Water	\$ 4,000.00	
Electric	\$ 300.00	
Repairs and Replacement	\$ 1,600.00	
Landscape Maintenance	\$ 6,600.00	
Personnel	\$ 2,800.00	
Transfer to Reserve	<u>\$ 365.00</u>	
Total Expenses		\$15,665.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$15,665.00	
Transfer from Reserve	\$ 0.00	
Transfer from General Fund	<u>\$ 0.00</u>	
Total Revenue		\$15,665.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2017	\$3,249.00
2018	\$1,259.33
2019	(\$538.00)
2020	\$3,938.00
2021	\$3,669.78
2022	\$4,713.00 (Estimated)

Zone 8 Information

Number of lots to be assessed	<u>39</u>
Special Landscape per Lot	\$ 401.66
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
CITYWIDE ONLY COST PER LOT	\$ 507.26

**ZONE 9 – KENDRICK (TRACT 32993)
HEARTHSTONE (TRACTS 35135, 35136, 35137)
(FUND 2420)**

ESTIMATED EXPENSES 2022-23

Water	\$12,000.00	
Repairs and Replacement	\$ 500.00	
Landscape Maintenance	\$ 4,100.00	
Personnel	\$ 2,200.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$18,800.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 8,262.00	
Transfer From Reserve	\$10,538.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$18,800.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	(\$2,146.01)
2019	(\$1,055.00)
2020	(\$472.00)
2021	(\$12,778.28)
2022	(\$13,778.00) (Estimated)

Zone 9 Information

Number of lots to be assessed	<u>247</u>
Special Landscape Per Lot	\$ 33.45
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance – Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 139.05

ZONE 10 – HEARTHSTONE DEL NORTE
(TRACTS 35128, 35139, 38393, 39932)
(FUND 2425)

ESTIMATED EXPENSES 2022-23

Other Services	\$ 5,300.00	
Water	\$ 8,000.00	
Electric	\$ 3,600.00	
Repairs and Replacements	\$ 500.00	
Landscape Maintenance	\$ 4,800.00	
Brush Clearance & Related Maintenance	\$15,000.00	
Personnel	\$ 3,200.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$40,400.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 27,576.00	
Transfer From Reserve	\$ 12,824.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$40,400.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$27,576.00
2019	\$22,067.00
2020	\$20,569.00
2021	\$18,022.97
2022	\$5,198.00 (Estimated)

Zone 10 Information

Number of lots to be assessed	<u>187</u>
LANDSCAPE COST PER LOT	
Base Cost (170)	\$ 145.99
Surcharge Lots (17)	\$ 162.21
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42

**ZONE 10 – HEARTHSTONE DEL NORTE
(TRACTS 35128, 35139, 38393, 39932)
(FUND 2425)**

TOTAL COST PER LOT

Base Cost	\$ 251.59
Surcharge Lots	\$ 267.81

**ZONE 11 – T.K.I. TOWNHOMES
(FUND 2428)**

ESTIMATED EXPENSES 2022-23 **\$0**

ESTIMATED REVENUE 2022-23 **(\$0)**

Zone 11 Information

Number of lots to be assessed	<u>17</u>
LANDSCAPE COST PER LOT	\$ 0
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
 TOTAL COST PER LOT	 \$ 105.60

**ZONE 13 – MIKE’S CENTER
(FUND 2426)**

ESTIMATED EXPENSES 2022-23

Parking Lot Sweeping	\$ 9,000.00	
Water	\$ 700.00	
Electric	\$ 5,600.00	
Repairs and Replacements	\$ 700.00	
Landscape Maintenance	\$ 2,200.00	
Personnel	\$ 2,600.00	
Transfer to Reserve	<u>\$ 1,133.00</u>	
Total Expenses		\$21,933.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$21,933.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$21,933.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$1,105.58
2019	\$3,226.55
2020	\$7,974.00
2021	\$10,627.32
2022	\$13,767.00 (Estimated)

Zone 13 Information

Number of lots to be assessed 10
 LANDSCAPE COST PER LOT

TOTAL COST PER AREA: **\$0.09503/sq. ft.**

**ZONE 13 – MIKE’S CENTER
(FUND 2426)**

Parcel Number	Square Feet	2022/23 Landscape Assessment	Frontage Feet	2022/23 Citywide Street Maintenance	2022/23 Total Assessment
8530-018-027	22,216	\$2,111.24	89.21	\$138.05	\$2,249.29
8530-018-028	10,890	1,034.90	43.92	72.12	1,107.02
8530-018-029	11,325	1,076.24	46.08	75.08	1,151.32
8530-018-030	5,125	487.04	20.50	38.04	525.08
8530-018-031	5,125	487.04	20.50	38.04	525.08
8530-018-032	5,125	487.04	20.50	38.04	525.08
8530-018-033	23,087	2,194.01	80.00	124.64	2,318.65
8530-018-034	28,750	2,732.18	115.00	175.59	2,907.77
8530-018-054	17,860	1,697.28	72.00	112.99	1,810.27
8530-018-055	<u>87,560</u>	<u>8,321.03</u>	<u>333.00</u>	<u>492.90</u>	<u>8,813.93</u>
	217,063	\$20,628.00	840.71	\$1,305.49	\$21,933.49

**ZONE 14 – LAS BRISAS HOMES
(FUND 2431)**

ESTIMATED EXPENSES 2022-23

Water	\$ 6,000.00	
Electric	\$ 400.00	
Repairs and Replacements	\$ 2,700.00	
Landscape Maintenance	\$ 9,600.00	
Personnel	\$ 3,500.00	
Transfer to Reserve	<u>\$ 1,573.00</u>	
Total Expenses		\$23,773.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 23,773.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$23,773.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$13,901.22
2019	\$5,518.00
2020	\$11,685.00
2021	\$3,327.77
2022	\$5,154.00 (Estimated)

Zone 14 Information

Number of lots to be assessed	<u>41</u>
Landscape Per Lot	\$ 579.84
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 685.44

**ZONE 15 – LAS POSADAS HOMES
(FUND 2432)**

ESTIMATED EXPENSES 2022-23

Water	\$ 3,400.00	
Electric	\$ 300.00	
Repairs and Replacements	\$ 1,400.00	
Landscape Maintenance	\$ 10,000.00	
Personnel	\$ 6,500.00	
Transfer to Reserve	<u>\$ 3,240.00</u>	
Total Expenses		\$24,840.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 24,840.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$24,840.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2017	(\$2,947.00)
2018	(\$2,010.35)
2019	(\$2,024.51)
2020	(\$275.00)
2021	(\$5,778.12)
2022	(\$3,778.00) (Estimated)

Zone 15 Information

Number of lots to be assessed	<u>46</u>
LANDSCAPE COST PER LOT	\$ 540.01
Street Lighting Cost Per Lot	\$ 30.44
City-wide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 645.61

**ZONE 16 – BUENA VISTA VILLAS
(FUND 2433)**

ESTIMATED EXPENSES 2022-2023

Water	\$ 7,400.00	
Electric	\$ 300.00	
Repairs and Replacements	\$ 1,100.00	
Landscape Maintenance	\$ 6,400.00	
Personnel	\$ 3,700.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$18,900.00

Estimated Revenue 2022-23

Special Zone Assessment 2022-23	\$ 18,412.00	
Transfer From Reserve	\$ 488.00	
Transfer From General Fund	<u>\$ 0.00</u>	
General Revenue		\$18,900.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2018	\$10,733.19
2019	\$7,767.00
2020	\$12,229.00
2021	\$3,131.48
2022	\$1,382.00 (Estimated)

Zone 16 Information

Number of lots to be assessed	<u>32</u>
LANDSCAPE COST PER LOT	\$ 575.38
Street Lighting Cost per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 680.98

**ZONE 17 – CITRUS COLLECTION
(FUND 2434)**

ESTIMATED EXPENSES 2022-23

Water	\$ 5,000.00
Electric	\$ 300.00
Repairs and Replacements	\$ 500.00
Landscape Maintenance	\$ 4,400.00
Personnel	\$ 2,900.00
Transfer to Reserve	<u>\$ 0.00</u>
Total Expenses	\$13,100.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$ 13,100.00
Transfer From Reserve	\$ 0.00
Transfer From General Fund	<u>\$ 0.00</u>
Total Revenue	\$13,100.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2017	\$3,848.00
2018	\$3,298.66
2019	\$2,881.00
2020	\$4,890.00
2021	\$4,665.10
2022	\$6,200.00 (Estimated)

Zone 17 Information

Number of lots to be assessed	<u>22</u>
LANDSCAPE COST PER LOT	\$ 595.45
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 701.05

**ZONE 18 – RIDGECREST ESTATES
(FUND 2435)**

ESTIMATED EXPENSES 2022-23

Fuel Modification	\$ 4,500.00	
Water	\$ 8,000.00	
Electric	\$ 400.00	
Repairs and Replacements	\$ 500.00	
Landscape Maintenance	\$ 6,000.00	
Debris Basins/Storm Drain System**	\$ 2,000.00	
Brush Clearance & Replanting Project	\$ 13,000.00	
Personnel	\$ 1,500.00	
Reserve/Contingency (15% max)	\$ 0.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$35,900.00

ESTIMATED REVENUE 2022-23

Special Zone Assessment 2022-23	\$14,400.00	
Transfer From Reserve	\$20,500.00	
Transfer From General Fund**	<u>\$ 1,000.00</u>	
Total Revenue		\$35,900.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND***

Fiscal Year Ending	Balance
2018	\$48,122.41
2019	\$48,905.00
2020	\$34,147.00
2021	\$18,360.00
2022	\$5,460.00 (Estimated)

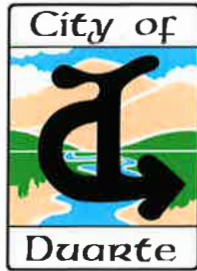
Zone 18 Information

Number of lots to be assessed	<u>15</u>
LANDSCAPE COST PER LOT	\$ 960.00
Street Lighting Cost per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 1,065.60

*Previously approved by Resolution 11-49.

** City general fund contributing one half of estimated cost for the purpose of addressing the General benefit.

***Reserve Fund necessary for extraordinary debris removal from debris basins resulting from high intensity storms.



AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Kristen Petersen, Director of Administrative Services

SUBJECT: Job Description and Salary Schedule for Deputy City Clerk

RECOMMENDATION: It is recommended that the City Council approve the job description and salary schedule for the position of Deputy City Clerk and amend the City Wide Salary Schedule accordingly.

FISCAL IMPACT: If this position is included in the 2022/23 budget, the fiscal impact is approximately \$83,000.

BACKGROUND

As discussed at the Budget Workshop, the City Manager's Office would like to add a new full time position for the department. The job title is Deputy City Clerk/Administrative Secretary.

DISCUSSION/ANALYSIS

The position will be on a "City-Clerk-to-be" track, so there will be opportunities to learn through assisting the City Clerk, but the position will also include general department Administrative Secretary duties as well. In looking at a few surrounding cities the salaries for Deputy and Assistant City Clerks is similar to our Administrative Secretary range, which is \$4,552-\$5,600, so it looks to be well placed in the market. Funding for the position would be the General Fund and has been included in the proposed 2022/23 Budget.

The Union has reviewed the job title, description and salary range and had no comments or requested changes. This position will be a member of the SEIU General Unit.

RECOMMENDATION

It is recommended that the City Council approve the job description and salary schedule for the position of Deputy City Clerk and amend the City Wide Salary Schedule accordingly.

FISCAL IMPACT

If this position is included in the 2022/23 budget, the fiscal impact is approximately \$83,000.

ATTACHMENTS

Exhibit A – Deputy City Clerk job description
Exhibit B - Citywide Salary Schedule



DEPUTY CITY CLERK/ADMINISTRATIVE SECRETARY

Definition:

Under general supervision, provides staff support to the City Clerk and the City Manager, and provides a wide variety of complex administrative and clerical support duties to the City Manager's Office.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists with the preparation of the City Council agenda packets including minutes and follow-up documentation.
2. Attends and participates in City Council meetings and assists with recording the proceedings.
3. Assists with maintaining, disposing, and preserving official city documents and records in compliance with the city-wide records management program.
4. Assists with the coordination of City elections.
5. Assists with the filing of Statements of Economic Interest and campaign disclosure statements.
6. Assists with the coordination and monitoring of elected and appointed officials' AB 1234 and other legally required training.
7. Assists with responses to Public Information Records Act requests.
8. Performs keyboarding, data entry, and filing.
9. Books travel arrangements, schedules appointments and organizes meeting schedules for the City Clerk, City Manager and City Council
10. Acts as department receptionist, receives telephone calls and complaints, and provides assistance to the public and other agencies.
11. Prepares a variety of moderately complex documents, letters and reports in draft and final form using a personal computer and word processing software.
12. Operates a variety of office equipment.
13. Assists in moderately complex research data collection and report preparation.
14. Attends periodic evening meetings and weekend events.
15. Serves as Acting City Clerk when assigned.
16. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Professional writing techniques.
- Record keeping principles and procedures.
- Relevant mathematical principles and functions.

- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Deal with the public in person or on the telephone.
- Understand and follow verbal and written direction.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent, and three years clerical experience. Municipal experience, particularly in a City Clerk's office, is preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.

Exhibit A

CITY OF DUARTE CITY-WIDE SALARY AND PAY SCHEDULE

Effective January 1, 2022 unless otherwise stated

EXECUTIVE

POSITION	Hourly	Monthly	Annually
City Councilmember		\$ 550.00	\$ 6,600
City Manager	\$ 102.98	\$ 17,850	\$ 214,198

DEPARTMENT HEAD / DIVISION MANAGER - UNREPRESENTED

POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant City Manager	\$ 76.56	\$ 13,271	\$ 79.29	\$ 13,744	\$ 82.02	\$ 14,217	\$ 84.73	\$ 14,686	\$ 87.43	\$ 15,155	\$ 90.15	\$ 15,626	\$ 92.87	\$ 16,098
Human Resources Manager	\$ 42.07	\$ 7,293	\$ 43.65	\$ 7,567	\$ 45.22	\$ 7,839	\$ 46.78	\$ 8,109	\$ 48.37	\$ 8,383	\$ 49.92	\$ 8,654	\$ 51.51	\$ 8,928

MANAGEMENT & PROFESSIONAL EMPLOYEES - SEIU LOCAL 721

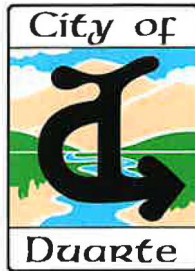
POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant Civil Engineer	\$ 38.80	\$ 6,725	\$ 40.04	\$ 6,940	\$ 41.26	\$ 7,152	\$ 42.49	\$ 7,366	\$ 43.71	\$ 7,577	\$ 44.96	\$ 7,794	\$ 46.19	\$ 8,006
Assistant to the City Manager	\$ 50.16	\$ 8,695	\$ 51.63	\$ 8,950	\$ 53.09	\$ 9,203	\$ 54.57	\$ 9,459	\$ 56.05	\$ 9,715	\$ 57.53	\$ 9,971	\$ 59.02	\$ 10,230
Associate Civil Engineer	\$ 44.35	\$ 7,687	\$ 45.97	\$ 7,969	\$ 47.59	\$ 8,250	\$ 49.23	\$ 8,533	\$ 50.84	\$ 8,812	\$ 52.48	\$ 9,096	\$ 54.10	\$ 9,378
Associate Planner	\$ 39.73	\$ 6,887	\$ 41.07	\$ 7,119	\$ 42.42	\$ 7,352	\$ 43.77	\$ 7,587	\$ 45.12	\$ 7,820	\$ 46.47	\$ 8,055	\$ 47.83	\$ 8,291
City Clerk	\$ 47.70	\$ 8,268	\$ 49.09	\$ 8,508	\$ 50.46	\$ 8,747	\$ 51.85	\$ 8,988	\$ 53.22	\$ 9,224	\$ 54.62	\$ 9,467	\$ 56.00	\$ 9,707
Deputy City Manager	\$ 55.18	\$ 9,564	\$ 56.80	\$ 9,846	\$ 58.41	\$ 10,124	\$ 60.04	\$ 10,407	\$ 61.65	\$ 10,686	\$ 63.28	\$ 10,969	\$ 64.92	\$ 11,253
Director of Community Development	\$ 71.01	\$ 12,308	\$ 73.76	\$ 12,785	\$ 76.49	\$ 13,259	\$ 79.24	\$ 13,735	\$ 81.99	\$ 14,211	\$ 84.72	\$ 14,685	\$ 87.47	\$ 15,162
Director of Parks & Recreation	\$ 67.30	\$ 11,665	\$ 69.49	\$ 12,044	\$ 71.67	\$ 12,424	\$ 73.86	\$ 12,803	\$ 76.05	\$ 13,182	\$ 78.24	\$ 13,562	\$ 80.43	\$ 13,941
Director of Public Safety Services	\$ 67.30	\$ 11,665	\$ 69.49	\$ 12,044	\$ 71.67	\$ 12,424	\$ 73.86	\$ 12,803	\$ 76.05	\$ 13,182	\$ 78.24	\$ 13,562	\$ 80.43	\$ 13,941
Facilities Maintenance Supervisor	\$ 35.47	\$ 6,147	\$ 36.83	\$ 6,383	\$ 38.19	\$ 6,620	\$ 39.55	\$ 6,855	\$ 40.91	\$ 7,091	\$ 42.28	\$ 7,328	\$ 43.63	\$ 7,563
Field Services Manager	\$ 52.90	\$ 9,169	\$ 54.70	\$ 9,481	\$ 56.49	\$ 9,791	\$ 58.29	\$ 10,104	\$ 60.08	\$ 10,414	\$ 61.88	\$ 10,726	\$ 63.69	\$ 11,040
Financial Services Manager	\$ 50.70	\$ 8,788	\$ 52.27	\$ 9,060	\$ 53.89	\$ 9,340	\$ 55.55	\$ 9,629	\$ 57.27	\$ 9,927	\$ 59.04	\$ 10,234	\$ 60.86	\$ 10,550
Planning Manager	\$ 56.68	\$ 9,824	\$ 58.48	\$ 10,137	\$ 60.28	\$ 10,448	\$ 62.08	\$ 10,760	\$ 63.89	\$ 11,074	\$ 65.68	\$ 11,385	\$ 67.49	\$ 11,698
Public Safety Manager	\$ 56.68	\$ 9,824	\$ 58.48	\$ 10,137	\$ 60.28	\$ 10,448	\$ 62.08	\$ 10,760	\$ 63.89	\$ 11,074	\$ 65.68	\$ 11,385	\$ 67.49	\$ 11,698
Public Works Manager	\$ 53.53	\$ 9,279	\$ 55.22	\$ 9,571	\$ 56.90	\$ 9,863	\$ 58.60	\$ 10,157	\$ 60.28	\$ 10,449	\$ 61.98	\$ 10,743	\$ 63.68	\$ 11,037
Recreation Superintendent	\$ 47.02	\$ 8,150	\$ 48.67	\$ 8,437	\$ 50.33	\$ 8,724	\$ 51.98	\$ 9,011	\$ 53.64	\$ 9,298	\$ 55.30	\$ 9,586	\$ 56.96	\$ 9,874
Recreation Supervisor	\$ 35.47	\$ 6,147	\$ 36.83	\$ 6,383	\$ 38.19	\$ 6,620	\$ 39.55	\$ 6,855	\$ 40.92	\$ 7,092	\$ 42.28	\$ 7,328	\$ 43.64	\$ 7,564
Senior Planner	\$ 49.56	\$ 8,590	\$ 51.12	\$ 8,861	\$ 52.69	\$ 9,133	\$ 54.26	\$ 9,406	\$ 55.82	\$ 9,676	\$ 57.39	\$ 9,948	\$ 58.96	\$ 10,220
Transportation Supervisor	\$ 38.65	\$ 6,699	\$ 40.18	\$ 6,964	\$ 41.74	\$ 7,234	\$ 43.27	\$ 7,501	\$ 44.82	\$ 7,768	\$ 46.37	\$ 8,038	\$ 47.92	\$ 8,306

GENERAL EMPLOYEES - SEIU LOCAL 721

POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Accountant	\$ 33.56	\$ 5,817	\$ 34.60	\$ 5,998	\$ 35.67	\$ 6,183	\$ 36.77	\$ 6,374	\$ 37.91	\$ 6,572	\$ 39.09	\$ 6,775	\$ 40.29	\$ 6,984
Accounting Specialist	\$ 28.92	\$ 5,014	\$ 29.91	\$ 5,184	\$ 30.91	\$ 5,357	\$ 31.90	\$ 5,530	\$ 32.89	\$ 5,701	\$ 33.89	\$ 5,874	\$ 34.87	\$ 6,044
Administrative Secretary	\$ 26.26	\$ 4,552	\$ 27.27	\$ 4,727	\$ 28.28	\$ 4,902	\$ 29.29	\$ 5,077	\$ 30.30	\$ 5,252	\$ 31.30	\$ 5,425	\$ 32.31	\$ 5,600
Assistant Planner	\$ 31.62	\$ 5,482	\$ 32.85	\$ 5,694	\$ 34.09	\$ 5,909	\$ 35.33	\$ 6,124	\$ 36.56	\$ 6,337	\$ 37.79	\$ 6,550	\$ 39.03	\$ 6,765
Building Permit Technician	\$ 26.26	\$ 4,552	\$ 27.27	\$ 4,727	\$ 28.28	\$ 4,902	\$ 29.29	\$ 5,077	\$ 30.30	\$ 5,252	\$ 31.30	\$ 5,425	\$ 32.31	\$ 5,600
Civil Engineering Technician	\$ 28.46	\$ 4,934	\$ 29.65	\$ 5,140	\$ 30.85	\$ 5,347	\$ 32.03	\$ 5,551	\$ 33.23	\$ 5,760	\$ 34.42	\$ 5,966	\$ 35.61	\$ 6,173
Clerk/Typist Receptionist	\$ 21.65	\$ 3,753	\$ 22.44	\$ 3,890	\$ 23.22	\$ 4,025	\$ 24.00	\$ 4,160	\$ 24.79	\$ 4,297	\$ 25.58	\$ 4,434	\$ 26.38	\$ 4,573
Code Compliance / Animal Control Officer	\$ 30.75	\$ 5,330	\$ 32.04	\$ 5,553	\$ 33.31	\$ 5,774	\$ 34.60	\$ 5,998	\$ 35.88	\$ 6,219	\$ 37.17	\$ 6,443	\$ 38.45	\$ 6,664
Community Development Technician	\$ 25.92	\$ 4,494	\$ 26.86	\$ 4,655	\$ 27.78	\$ 4,815	\$ 28.71	\$ 4,976	\$ 29.63	\$ 5,136	\$ 30.56	\$ 5,298	\$ 31.48	\$ 5,457
Council Aide - City Manager's Office	\$ 22.17	\$ 3,842	\$ 22.77	\$ 3,947	\$ 23.68	\$ 4,105	\$ 24.60	\$ 4,263	\$ 25.51	\$ 4,421	\$ 26.42	\$ 4,579	\$ 27.33	\$ 4,737
Crime Prevention Specialist	\$ 31.87	\$ 5,524	\$ 33.03	\$ 5,726	\$ 34.24	\$ 5,935	\$ 35.47	\$ 6,147	\$ 36.68	\$ 6,358	\$ 37.91	\$ 6,571	\$ 39.13	\$ 6,782
Custodian	\$ 21.75	\$ 3,770	\$ 22.58	\$ 3,914	\$ 23.41	\$ 4,057	\$ 24.26	\$ 4,204	\$ 25.08	\$ 4,348	\$ 25.93	\$ 4,495	\$ 26.76	\$ 4,639
Deputy City Clerk (6/14/2022)	\$ 26.26	\$ 4,552	\$ 27.27	\$ 4,727	\$ 28.28	\$ 4,902	\$ 29.29	\$ 5,077	\$ 30.30	\$ 5,252	\$ 31.30	\$ 5,425	\$ 32.31	\$ 5,600
Field Services Supervisor	\$ 34.07	\$ 5,905	\$ 35.76	\$ 6,198	\$ 37.46	\$ 6,493	\$ 39.16	\$ 6,788	\$ 40.86	\$ 7,083	\$ 42.58	\$ 7,380	\$ 44.28	\$ 7,675
Human Resources Specialist	\$ 29.96	\$ 5,193	\$ 31.21	\$ 5,410	\$ 32.46	\$ 5,627	\$ 33.72	\$ 5,844	\$ 34.96	\$ 6,059	\$ 36.21	\$ 6,276	\$ 37.46	\$ 6,493
Maintenance Technician	\$ 22.25	\$ 3,857	\$ 23.18	\$ 4,019	\$ 24.10	\$ 4,178	\$ 25.04	\$ 4,340	\$ 25.96	\$ 4,499	\$ 26.89	\$ 4,661	\$ 27.81	\$ 4,821
Management Aide	\$ 28.89	\$ 5,008	\$ 29.79	\$ 5,163	\$ 30.71	\$ 5,323	\$ 31.66	\$ 5,488	\$ 32.64	\$ 5,658	\$ 33.65	\$ 5,832	\$ 34.69	\$ 6,013
Management Analyst - City Manager's Office	\$ 31.81	\$ 5,514	\$ 33.14	\$ 5,744	\$ 34.52	\$ 5,983	\$ 35.96	\$ 6,232	\$ 37.46	\$ 6,492	\$ 39.02	\$ 6,763	\$ 40.64	\$ 7,044
Outreach Coordinator - Public Safety	\$ 25.69	\$ 4,453	\$ 26.66	\$ 4,622	\$ 27.64	\$ 4,790	\$ 28.61	\$ 4,959	\$ 29.59	\$ 5,130	\$ 30.57	\$ 5,298	\$ 31.55	\$ 5,469
Recreation Coordinator	\$ 25.69	\$ 4,453	\$ 26.66	\$ 4,622	\$ 27.64	\$ 4,790	\$ 28.61	\$ 4,959	\$ 29.59	\$ 5,130	\$ 30.57	\$ 5,298	\$ 31.55	\$ 5,469
Senior Code Compliance / Animal Control Officer	\$ 33.48	\$ 5,804	\$ 34.87	\$ 6,044	\$ 36.26	\$ 6,284	\$ 37.65	\$ 6,527	\$ 39.07	\$ 6,771	\$ 40.46	\$ 7,014	\$ 41.85	\$ 7,254
Senior Custodian	\$ 26.40	\$ 4,575	\$ 27.42	\$ 4,752	\$ 28.44	\$ 4,929	\$ 29.46	\$ 5,106	\$ 30.49	\$ 5,286	\$ 31.51	\$ 5,463	\$ 32.55	\$ 5,642
Senior Maintenance Technician	\$ 26.10	\$ 4,525	\$ 27.10	\$ 4,698	\$ 28.10	\$ 4,870	\$ 29.10	\$ 5,043	\$ 30.10	\$ 5,218	\$ 31.11	\$ 5,393	\$ 32.10	\$ 5,564

PART-TIME HOURLY EMPLOYEES

POSITION	Hourly Pay Rate						
	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Aerobics Instructor	\$ 15.00	\$ 15.42	\$ 17.32	\$ 19.23	\$ 21.16	\$ 23.08	\$ 24.97
Animal Control Officer (4/17/2022)	\$ 22.13	\$ 22.99	\$ 23.85	\$ 24.71	\$ 25.57	\$ 26.43	\$ 27.29
Assistant Boxing Trainer	\$ 15.00	\$ 15.18	\$ 15.30	\$ 15.76	\$ 16.14	\$ 16.90	\$ 17.29
Boxing Trainer	\$ 21.13	\$ 21.44	\$ 21.55	\$ 22.37	\$ 22.98	\$ 24.21	\$ 24.83
Certified Aerobics Instructor	\$ 25.03	\$ 26.28	\$ 27.76	\$ 29.24	\$ 30.72	\$ 32.21	\$ 33.69
College Intern	\$ 15.00	\$ 15.29	\$ 16.36	\$ 17.99	\$ 19.80	\$ 21.78	\$ 23.95
Community Services Officer (4/17/2022)	\$ 22.13	\$ 22.99	\$ 23.85	\$ 24.71	\$ 25.57	\$ 26.43	\$ 27.29
Computer Lab Technician	\$ 15.00	\$ 15.12	\$ 15.56	\$ 15.99	\$ 16.43	\$ 16.86	\$ 17.30
Custodian	\$ 18.17	\$ 18.88	\$ 19.57	\$ 20.27	\$ 20.97	\$ 21.67	\$ 22.36
Fee and Charge Instructor	70% of Registration Fees						
Lifeguard	\$ 15.00	\$ 15.30	\$ 15.61	\$ 15.92	\$ 16.24	\$ 16.56	\$ 16.89
Lifeguard/Instructor	\$ 16.00	\$ 16.32	\$ 16.65	\$ 16.98	\$ 17.32	\$ 17.67	\$ 18.02
Pool Manager	\$ 18.66	\$ 19.51	\$ 20.36	\$ 21.20	\$ 22.06	\$ 22.90	\$ 23.76
Recreation Leader	\$ 15.00	\$ 15.30	\$ 15.61	\$ 15.77	\$ 15.92	\$ 16.34	\$ 16.90
Recreation Specialist	\$ 17.34	\$ 17.69	\$ 18.04	\$ 18.40	\$ 18.77	\$ 19.14	\$ 19.53
Senior Custodian	\$ 26.40	\$ 27.42	\$ 28.44	\$ 29.46	\$ 30.49	\$ 31.51	\$ 32.55
Trail Maintenance Crew	\$ 15.00	\$ 15.79	\$ 17.37	\$ 19.11	\$ 21.02	\$ 23.13	\$ 25.44



AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Professional Services Agreement with KHR Associates for civil engineering services for design assistance to develop detailed concept plans and preliminary cost estimate for parking lot improvements for the Town Center North Shopping Center (Big Lots)

RECOMMENDATION: Authorize the City Manager to approve a Professional Services Agreement with KHR Associates

FISCAL IMPACT: The project cost will be \$40,000. This is included in the Fiscal Year 2022-2023 General Fund budget

BACKGROUND

For many years, it has been a City goal to encourage a major renovation to the shopping center on the northeast corner of Huntington Drive and Buena Vista Street. For the purposes of this report, the shopping center will be referred to as “Town Center North.” There have been several attempts to redevelop the center or complete a major remodel, but various impediments have stalled progress.

There are multiple owners in this shopping center and this is part of the reason that the center has not seen the success of other centers, such as Mountain Vista Plaza or Buena Vista Marketplace. Three separate property owners own the buildings that comprise the main portion of the shopping center. Another property owner that owns the pad building where Modo Hawaii Mochi Donut is now located and the City owns the vacant property on the corner.

In 2018, the City signed a purchase, sale and development agreement with Arbor Capital Group to develop the corner property (1303-1305 Huntington Drive). The agreement required that Arbor Capital Group develop the corner property, upgrade the entire shopping center parking lot and work with the City and other property owners in the shopping center to upgrade facades. As a part of this process, the City provided design assistance that included a concept design for the corner buildings and a concept plan for a façade upgrade to the entire center. The developer was able to use this in discussions with property owners. For this project, the City hired McKently Malak Architects and those initial plans are a base for moving forward on the proposed contract.

There are a variety of reasons that the Arbor Capital Group plan for development did not result in

the project moving forward. One issue is that the 1303 Huntington Drive property does not have reciprocal access and parking with the balance of the center. But probably the biggest reason was lack of cooperation by owners and the tenant of the 1335 Huntington Drive building (former Rite Aid).

In March of this year, a new owner purchased the 1335 Huntington Drive property and bought out the Rite Aid lease. As a result, Rite Aid has closed the store. Staff met with the owner several times prior to the sale and made the City's goals for the property clear. Since the sale, Staff has been meeting regularly with the new owner and their representatives. The new owner is very interested in a major shopping center and parking lot renovation. Staff and the new owner have also met with other shopping center owners and there does appear to be interest by all parties in a plan for full renovation.

For some time, the plan has been for the City to provide some type of assistance package to promote a comprehensive shopping center renovation. With the recent interest, Staff believes that several items are needed to determine the scope of the assistance package, including: a more detailed set of concept architectural plans; a parking and drainage plan; and a preliminary budget. Funding this work is not only a good faith act by the City but it also will provide a clear answer about the overall cost of the work which will help the City negotiate an assistance package.

DISCUSSION/ANALYSIS

To get the most accurate analysis of project scope, an architectural plan and a parking and drainage plan are needed. The most efficient way to do this is to hire an Architect for the concept elevations, materials and design portion of the project and an Engineering firm to provide a property survey and parking and drainage plans. A Landscape Architect and sign designer will be needed later in the construction drawing phase.

KHR Associates has submitted a proposal to develop a detailed concept plan for the parking lot that includes an ALTA survey, a plan for drainage and an analysis of accessibility on the site. This will also include a project cost estimate. KHR Associates has worked on several recent projects in the city, including the adjacent property "The Huntington." They have also done work for the City. Staff has worked closely with the KHR team and is confident that they will be an effective part of the team. The proposed cost for services is \$40,000.

KHR Associates will work with the McKently Malak team to coordinate between the parking lot, drainage and accessibility plans and the façade plan.

RECOMMENDATION

Authorize the City Manager to approve a Professional Services Agreement with KHR Associates.

FISCAL IMPACT

The project cost will be \$40,000. This is included in the Fiscal Year 2022-2023 General Fund budget.

ATTACHMENTS

Professional Services Agreement and Proposal – KHR Associates

CITY OF DUARTE
PROFESSIONAL SERVICE AGREEMENT FOR NON-CONSTRUCTION PROJECT

This PROFESSIONAL SERVICE AGREEMENT (PSA) FOR NON-CONSTRUCTION PROJECT ("AGREEMENT"), is made and effective as of _____ 2022, between the City of Duarte ("CITY"), a municipal corporation, and KHR Associates ("CONSULTANT"), a corporation. CITY and CONSULTANT may be referred to individually as "party" or collectively as the "parties." In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on _____ 2022, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2023, unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full ("Project"). CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing by both parties.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently, and to the best of its ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. CITY MANAGEMENT

CITY's Director of Community Development ("Manager") shall represent CITY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to CONSULTANT. CITY's Manager shall be authorized to act on CITY's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section V hereof.

V. PAYMENT

- A. The CITY agrees to pay CONSULTANT upon receipt of invoice, based upon actual time spent on the above tasks. This amount shall not exceed twenty two thousand dollars (\$40,000) for the total term of the AGREEMENT unless additional payment is approved, in writing, as provided in this AGREEMENT.
- B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the CITY Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by CITY Manager and CONSULTANT at the time CITY's written authorization is given to CONSULTANT for the performance of said services. The CITY Manager may approve additional work not to exceed ten percent (10%) of the amount of the AGREEMENT. Any additional work in excess of this amount shall be approved by the Duarte City Council.
- C. CONSULTANT will submit invoices for actual services performed. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the CITY disputes any of CONSULTANT's fees, it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefor.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The CITY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least ten (10) days' prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the CITY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.
- B. In the event this AGREEMENT is terminated pursuant to this Section, the CITY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work performed is of value to the CITY. Upon termination of the AGREEMENT pursuant to this Section, the CONSULTANT will submit an invoice to the CITY pursuant to Section V.

VII. DEFAULT OF CONSULTANT

- A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, CITY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out causes beyond the CONSULTANT's control, such as acts of God, and without fault or negligence of the CONSULTANT, it shall not be considered a default.
- B. If the CITY Manager or their designee determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, they shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time or fails to present the CITY with a written plan for the cure of the default, the CITY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

- A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by CITY that relate to the performance of services under this AGREEMENT. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of CITY or its designees at reasonable times to such books and records; shall give CITY the right to examine and audit said books and records; shall permit CITY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with supporting documents, shall be maintained for a period of three (3) years following project termination or completion.
- B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT shall become the sole property of the CITY and may be

used, reused, or otherwise disposed of by the CITY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the CITY, at the CONSULTANT's office and upon reasonable written request by the CITY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to CITY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.

- C. All original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT are subject to the Public Records Act, Government Code section 6250 et seq.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any CITY or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless CITY shall not extend to the CITY's sole or active negligence.

B. Duty to defend

In the event the CITY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by CITY, CONSULTANT shall defend the CITY at CONSULTANT's cost or at CITY's option, to reimburse CITY for its costs of defense, including reasonable attorneys' fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to, or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and CITY as to whether liability arises from the sole or active negligence of the CITY or its officers, employees, or agents, CONSULTANT will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely or actively negligent.

CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorneys' fees, expert fees, and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit B attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

- A. CONSULTANT is and shall at all times remain as to the CITY a wholly independent consultant and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the CITY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against CITY, or bind CITY in any manner.
- B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in the AGREEMENT, CITY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for CITY. CITY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The CITY, its officers, and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the CITY in connection with the award, terms, or implementation of this AGREEMENT, including any

method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the CITY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee, or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the CITY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of CITY, or their designees or agents, and no public official who exercises authority over or who has responsibilities with respect to the Project during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without CITY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the CITY Manager or unless requested by the CITY attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the CITY. Response to a subpoena or court order shall not be considered "voluntary," provided that CONSULTANT gives CITY reasonable notice of such court order or subpoena.
- B. CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the CITY. CITY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless CITY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with CITY and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. However, CITY's right to review any such response does

not imply or mean the right by CITY to control, direct, or rewrite said response.

XVI. NOTICES

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

To CITY:	City of Duarte 1600 Huntington Drive Duarte, CA 91010 Attention: Craig Hensley, Community Development Director
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To CONSULTANT:	KHR Associates 17530 Von Karman Avenue; Suite 200 Irvine, CA 92614 Attention: Jim Kawamura
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XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the CITY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide CITY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include an indemnity provision similar to the one provided herein and identifying CITY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from CITY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The CITY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. SEVERABILITY

If any of the provisions of this AGREEMENT are found to be unenforceable, those provisions shall be reformed to prevent the unenforceable result in a manner that best preserves the original intent of the provision to the fullest extent possible, and all other provisions of this AGREEMENT shall remain in full force and effect.

XXII. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

By: _____
(Signature)

(Typed Name)

(Title)

City of Duarte

City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Town Center North Proposal
	Exhibit B	Insurance Requirements

EXHIBIT A

Following Pages

EXHIBIT B

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of CITY, and prior to commencement of work, CONSULTANT shall obtain, provide, and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to CITY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

CONSULTANT shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY, its officers, agents, employees, and volunteers.

Proof of insurance. CONSULTANT shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by CITY's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with CITY at all times during the term of this contract. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

CITY's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONSULTANT or CITY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, CITY may cancel this AGREEMENT.

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

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against CITY and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains

to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the CONSULTANT maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

Notice of cancellation. CONSULTANT agrees to oblige its insurance agent or broker and insurers to provide to CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the CONSULTANT's insurers are unwilling to provide such notice, then CONSULTANT shall have the responsibility of notifying the CITY immediately in the event of CONSULTANT's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to CITY for review.

CITY's right to revise specifications. The CITY reserves the right at any time during the term of the AGREEMENT to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the CITY and CONSULTANT may renegotiate CONSULTANT's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated,

lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by CITY.

Timely notice of claims. CONSULTANT shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

May 25, 2022

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

**SUBJECT: PROPOSAL TO PREPARE CONCEPTUAL CIVIL ENGINEERING
DESIGNS FOR IMPROVEMENTS TO SHOPPING CENTER ON THE
NORTHEAST CORNER OF BUENA VISTA STREET & HUNTINGTON
DRIVE, IN THE CITY OF DUARTE, CALIFORNIA (SENT VIA E-MAIL)**

Dear Mr. Hensley:

Transmitted herein is a proposal to the **City of Duarte (City)**, Duarte, California, by **KHR Associates**, Irvine, California, to prepare conceptual civil engineering-related designs for improvements to the shopping center on the northeast corner of Buena Vista Street and Huntington Drive. The area of interest is the parking lot that fronts Buena Vista Street and Huntington Drive, with a focus on development of the vacant corner lot and reconfiguration of the existing parking lot to increase available parking spaces; improve circulation, drainage, ADA accessibility, lighting, and walkways. The City's directive is to work in concert with the project architect, *McKently Malak*, Pasadena, California, to elevate the shopping center to a higher level of visibility within the community and improve customer experience.

Scope of Services

Based on conversations with the City and with the project architect, the following tasks have been identified: 1) conduct a topographic survey of the parking lot; 2) prepare an ALTA/NSPS survey and map of the entire shopping center; 3) prepare a parking lot reconfiguration plan; 4) prepare a preliminary grading and drainage plan for the reconfigured parking lot, including various other conceptual improvements, such as ADA accessibility improvements, and yard lighting.

Please note, since the proposed work product will be conceptual in nature, and will affect less than one-half the total shopping center acreage, a Low Impact Development (LID) plan, Water Quality Management Plan (WQMP), and geotechnical and hydrology studies are not included in the Scope of Work. Utility and erosion control plans are also excluded.

Task 1 – Topographic Survey

In this initial task, a topographic survey will be conducted of the entire shopping center. Drone technology, as well as conventional ground surveying will be employed to

accurately depict existing topography, including buildings, parking lot, driveways, sidewalks, ramps, curbs, gutters, trees, and other key features. Other items will include, but not be limited to, above-grade utilities, pullboxes, catch basins, manholes, and stormwater inlets and other appurtenances. The survey will be tied to the nearest benchmark.

Task 2 – ALTA/NSPS Survey & Map

In this task, upon receipt of a preliminary title report and zoning report (if one is provided), **KHR Associates** will prepare an American Land Title Association/National Society of Professional Surveyors (ALTA/NSPS) survey and map of the shopping center that meets the “Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys,” as adopted by ALTA and NSPS on February 23, 2021, and includes all parcels that comprise the shopping center. The ALTA/NSPS survey and map will also include, but not be limited to, the following:

- 1) A legend explaining symbols, abbreviations, and notations used in preparing the ALTA/NSPS survey map, with an appropriate scale, north orientation, sheet size, and number of sheets (if more than one).
- 2) The ALTA/NSPS survey will be certified to the parties prescribed by the **City**, by a registered civil engineer/land surveyor, using the prescribed certification form (to be provided by the **City**). The ALTA/NSPS survey map will also have an original signature and the engineer's seal affixed, and the survey will reflect a current date no more than 30 days before being submitted.
- 3) The legal description will be identical to that shown on the title report or any discrepancies will be explained. If the premises are described as being on a filed or recorded plat or map, the survey will contain a legend relating the parcel to the plat or map on which it is shown and the surveyor should certify that any land which has been platted or mapped is the same as that described on the ALTA/NSPS survey.
- 4) All perimeter property lines will be specifically identified, showing the location by courses and distances of: (a) the parcel to be covered by the title insurance policy; (b) the relation of the point of beginning to the monument from which it is fixed; (c) the established building line(s) and set-back lines, if any; and (d) the line of the rights-of-way abutting the parcel and the width of said rights-of-way (with arrows indicating the width to the street centerline).
- 5) Exceptions on the title report will be plotted (or identified on the face of the survey as not plottable) and, if any exceptions (except liens) are not plottable, the survey will indicate the reason(s) that each is not plottable.
- 6) Easements affecting the property (including easements on or over other parcel(s) which benefit the subject property) will be identified by recording information, if any, and listed by book and page or by document number of the instrument creating the easement.

- 7) The square footage of the “footprint” of buildings will be shown and the number of square feet or acres contained in the parcel(s) will be identified.
- 8) Public and private streets adjacent to the property, right-of-way lines, and the distance from the nearest intersecting streets will be shown and identified. The survey will indicate that access to the adjacent streets exists and that the streets are either public or privately held.
- 9) Structures and improvements, including sidewalks, stoops, overhangs, and parking and paved areas, will be shown. The total number of legal parking spaces on the property; the number of parking spaces in each parking area; and all handicapped parking spaces will be shown or noted. Structures and improvements on said parcel with horizontal lengths of all sides and the relation thereof by distances to: boundary lines of the parcel; easements on or over the subject property; established building and set-back lines; street lines; and adjacent buildings will be shown.
- 10) Utility lines (e.g., sewer, water, gas, electric and telephone) and appurtenances (e.g., transformers, manholes, pullboxes, etc.) as they service the property and improvements will be shown to the extent records are readily available, with at or above grade utilities identified to the extent possible by visual observation.
- 11) Encroachments of buildings and of structural appurtenances, such as loading docks, awnings, canopies, porches, fire escapes, and bay windows, by or on adjoining property, over easements, onto or from abutting streets or alleys, whether surface or subsurface, will be shown, with the extent of such encroachments defined, if measurable.
- 12) A statement will be provided as to whether or not the property appears on any U.S. Department of Housing and Urban Development (“HUD”) Flood Hazard Boundary Map, or a special flood hazard area map published by the Federal Emergency Management Agency (“FEMA”). If the property appears on a HUD Flood Hazard Boundary Map, the map number and whether or not the property appears in the “Flood Hazard Area” will be noted on the map. If the property appears on a FEMA special flood hazard area map, a statement will be provided as to whether or not the property lies within a flood hazard area and, if so, the flood zone, the applicable map (“FIRM”, “FHFBM”, “FBFM”) and the community panel number will be noted.
- 13) The location and direction of flow for existing streams, rivers or any surface drainage system, if determinable, will be shown.
- 14) The location of underground tanks and all railroad tracks, spur tracks and sidings will be shown to the extent records are readily available.
- 15) The location of rubbish fills, sloughs, springs, filled-in wells or cisterns and seep holes will be charted wherever possible, or a statement that, “to the best of our knowledge, none exist,” will be provided.

- 16) Topography will be taken from the information gathered in Task 1, described above.
- 17) Other site features and/or acknowledgements, as desired by the **City**, its lending institution (if any), and other parties with interest in the property, will be included as additional surveyor's notes on the manner prescribed.
- 18) A comprehensive site visit will be made to document site improvements; verify surface parking spaces; measure encroachments, if any; and take other measurements (such as building set-backs), as needed to complete the ALTA/NSPS survey and map to the satisfaction of the **City**.

Task 3 – Engineering CADD Base

In this task, an engineering CADD base will be created, incorporating topographic data collected in Task 1 and information gleaned from the ALTA/NSPS survey in Task 2. This engineering CADD base will then be distributed to the project architect for use in creating a site plan for the new proposed commercial building on the corner of Buena Vista Street and Huntington Drive. **KHR Associates** will work with the project architect to seamlessly create progress sets and working drawings of the final building improvements (including related, project specific parking improvements) for the **City** to review.

Task 4 – Parking Lot Improvements

In this task, **KHR Associates** will prepare a conceptual plan of parking lot improvements that could be constructed as either a stand-alone project, or in concert with other improvements, such as the new proposed building on the corner of Buena Vista Street and Huntington Drive. The re-design effort will be aimed at increasing the number of parking spaces; improving internal circulation and vehicle/pedestrian interaction within the lot; and enhancing the quality of the parking experience with the addition of new planting, yard lighting, signing and striping, etc.

Task 5 – Preliminary Grading & Drainage Plan

In this task, **KHR Associates** will prepare a preliminary grading and drainage plan for the parking lot improvements described in Task 4 above. The plan will focus on fixing areas of the parking that current experience poor drainage and fixing ADA non-compliance issues, such as improper grades, handrails, ramps, landings, signage and marking, paths of travel, and dimensioning issues. Engineer's cost estimates will be generated as part of this task.

Task 6 – Project Coordination Meetings

In this task, project coordination services will be provided on a time and materials basis. Project coordination will include, but not be limited to, preparing various exhibits for presentation; periodically meeting with the project architect, the City, and others to

discuss the subject project; and providing minor add-on services. Due to the uncertain nature of this task, a time and materials budget has been established, and the **City** will only be billed for those hours actually expended and expenses actually incurred.

Professional Fee

Based on the above Scope of Services, **KHR Associates**, requests the following fixed fees, excluding reimbursable costs:

Task 1 – Topographic Survey - \$4,000.00 (Four Thousand Dollars)

Task 2 – ALTA/NSPS Survey & Map - \$6,800.00 (Six Thousand Eight Hundred Dollars)

Task 3 – Engineering CADD Base - \$3,400.00 (Three Thousand Four Hundred Dollars)

Task 4 – Parking Lot Improvements - \$9,800.00 (Nine Thousand Eight Hundred Dollars)

Task 5 – Preliminary Grading & Drainage Plan - \$13,000.00 (Thirteen Thousand Dollars)

Task 6 – Project Coordination Meetings – Time & Materials Estimate of \$3,000.00 (Three Thousand Dollars)

Total Project - \$40,000.00 (Forty Thousand Dollars).

Reimbursable Expenses

Reimbursable expenses cover primarily printing and reproduction costs, as well as mileage and parking fees, and are not anticipated to exceed \$500.00.

Company Qualifications

Established in 1986, **KHR Associates** has been providing urban planning and design, surveying, subdivision mapping, civil engineering, traffic engineering, and storm water management services to corporate clients, developers, builders, and governmental agencies for over 35 years. The firm is experienced in the entitlement, design, and construction of thousands of commercial, residential, institutional, governmental, and public utility company projects mainly throughout California. Over the years, **KHR Associates** has provided consulting services directly to dozens of cities, counties, State agencies, utility companies, school districts, hospitals and universities, and special agencies, such as the City and County of Los Angeles, Caltrans, Southern California Edison, Capistrano Unified School District, Harbor/UCLA Medical Center, University of California, Irvine, and the Orange County Transportation Authority.

As you are aware, **KHR Associates** has provided civil engineering, traffic engineering, and surveying services in the City of Duarte on several projects including the design of

the pedestrian lighting and sidewalk improvements on Huntington Drive between Buena Vista Street and Cotter Avenue; street and traffic improvements at the intersection of Huntington Drive and Highland Avenue; the *Highland Avenue Pedestrian Promenade*; MBK Rental Living's *Esperanza at Duarte Station* and *Solana at Duarte Station* multi-family residential projects; and The Richman Group's *The Huntington* mixed-use project.

Project Personnel

For the proposed Project, Mr. James H. Kawamura will serve as the overall Project Manager/Principal-in-Charge. Mr. Kawamura is the President and CEO of **KHR Associates**. He has 45 years of professional experience in civil engineering, traffic engineering, and urban development, and has served as the Project Manager on over two thousand commercial, residential, medical, institutional, and public works projects throughout California and in various other States. His thorough and often innovative approach to urban planning, traffic, and civil engineering challenges is widely recognized and respected by both the public and private sectors.

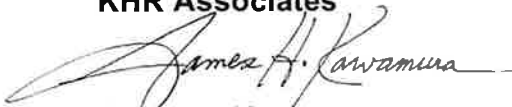
Mr. Kawamura has been registered in the State of California as both a professional Civil Engineer and a professional Traffic Engineer for the past 43 years. He holds a Master of Science degree in Civil Engineering from the University of California, Berkeley; a Bachelor of Science degree in Engineering and Applied Science from the University of California, Los Angeles; and a Certificate in Transportation Systems Management from the University of California, Irvine. Mr. Kawamura is also a Qualified SWPPP Developer/Qualified SWPPP Provider.

In Closing

If there are any questions regarding this proposal, please do not hesitate to contact me at your convenience at (949) 756-6440.

Sincerely yours,

KHR Associates

A handwritten signature in black ink that reads "James H. Kawamura". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

James H. Kawamura, P.E.
President/CEO



AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Professional Services Agreement with McKently Malak Architects for architectural to develop detailed concept plans and preliminary cost estimate for a façade for the Town Center North Shopping Center (Big Lots)

RECOMMENDATION: Authorize the City Manager to approve a Professional Services Agreement with McKently Malak Architects

FISCAL IMPACT: The project cost will be \$22,000. This is included in the Fiscal Year 2022-2023 General Fund budget

BACKGROUND

For many years, it has been a City goal to encourage a major renovation to the shopping center on the northeast corner of Huntington Drive and Buena Vista Street. For the purposes of this report, the shopping center will be referred to as “Town Center North.” There have been several attempts to redevelop the center or complete a major remodel, but various impediments have stalled progress.

There are multiple owners in this shopping center and this is part of the reason that the center has not seen the success of other centers, such as Mountain Vista Plaza or Buena Vista Marketplace. Three separate property owners own the buildings that comprise the main portion of the shopping center. Another property owner that owns the pad building where Modo Hawaii Mochi Donut is now located and the City owns the vacant property on the corner.

In 2018, the City signed a purchase, sale and development agreement with Arbor Capital Group to develop the corner property (1303-1305 Huntington Drive). The agreement required that Arbor Capital Group develop the corner property, upgrade the entire shopping center parking lot and work with the City and other property owners in the shopping center to upgrade facades. As a part of this process, the City provided design assistance that included a concept design for the corner buildings and a concept plan for a façade upgrade to the entire center. The developer was able to use this in discussions with property owners. For this project, the City hired McKently Malak Architects and those initial plans are a base for moving forward on the proposed contract.

There are a variety of reasons that the Arbor Capital Group plan for development did not result in the project moving forward. One issue is that the 1303 Huntington Drive property does not have

reciprocal access and parking with the balance of the center. But probably the biggest reason was lack of cooperation by owners and the tenant of the 1335 Huntington Drive building (former Rite Aid).

In March of this year, a new owner purchased the 1335 Huntington Drive property and bought out the Rite Aid lease. As a result, Rite Aid has closed the store. Staff met with the owner several times prior to the sale and made the City's goals for the property clear. Since the sale, Staff has been meeting regularly with the new owner and their representatives. The new owner is very interested in a major shopping center and parking lot renovation. Staff and the new owner have also met with other shopping center owners and there does appear to be interest by all parties in a plan for full renovation.

For some time, the plan has been for the City to provide some type of assistance package to promote a comprehensive shopping center renovation. With the recent interest, Staff believes that several items are needed to determine the scope of the assistance package, including: a more detailed set of concept architectural plans; a parking and drainage plan; and a preliminary budget. Funding this work is not only a good faith act by the City but it also will provide a clear answer about the overall cost of the work which will help the City negotiate an assistance package.

DISCUSSION/ANALYSIS

To get the most accurate analysis of project scope, an architectural plan and a parking and drainage plan are needed. The most efficient way to do this is to hire an Architect for the concept elevations, materials and design portion of the project and an Engineering firm to provide a property survey and parking and drainage plans. A Landscape Architect and sign designer will be needed later in the construction drawing phase.

McKently Malak has assisted on this property in the past and has done a wonderful job. Because of the initial concept work has already been completed, the cost of services is a bit less than it would be with another firm. Another advantage is that McKently Malak has developed a rough concept with an excellent design that is an excellent starting place for more detailed work. Tasks include additional development of the concept to address all buildings and also a project cost estimate. Staff has worked closely with Ken McKently on projects before and is convinced that he is fully qualified. The proposed cost for services is \$22,000. These are not final construction drawings. Construction drawings would be developed after an agreement is reached between the City and the property owners.

McKently Malak will be tasked to coordinate with the engineering firm selected by the City to provide parking lot and drainage improvement plans.

RECOMMENDATION

Authorize the City Manager to approve a Professional Services Agreement with McKently Malak Architects.

FISCAL IMPACT

The project cost will be \$22,000. This is included in the Fiscal Year 2022-2023 General Fund budget.

ATTACHMENTS

Professional Services Agreement and Proposal – McKently Malak Architects

CITY OF DUARTE
PROFESSIONAL SERVICE AGREEMENT FOR NON-CONSTRUCTION PROJECT

This PROFESSIONAL SERVICE AGREEMENT (PSA) FOR NON-CONSTRUCTION PROJECT ("AGREEMENT"), is made and effective as of _____ 2022, between the City of Duarte ("CITY"), a municipal corporation, and McKently Malak Architects ("CONSULTANT"), a corporation. CITY and CONSULTANT may be referred to individually as "party" or collectively as the "parties." In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on _____ 2022, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2023, unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full ("Project"). CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing by both parties.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently, and to the best of its ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. CITY MANAGEMENT

CITY's Director of Community Development ("Manager") shall represent CITY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to CONSULTANT. CITY's Manager shall be authorized to act on CITY's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section V hereof.

V. PAYMENT

- A. The CITY agrees to pay CONSULTANT upon receipt of invoice, based upon actual time spent on the above tasks. This amount shall not exceed twenty two thousand dollars (\$22,000) for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.
- B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the CITY Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by CITY Manager and CONSULTANT at the time CITY's written authorization is given to CONSULTANT for the performance of said services. The CITY Manager may approve additional work not to exceed ten percent (10%) of the amount of the AGREEMENT. Any additional work in excess of this amount shall be approved by the Duarte City Council.
- C. CONSULTANT will submit invoices for actual services performed. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the CITY disputes any of CONSULTANT's fees, it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefor.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The CITY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least ten (10) days' prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the CITY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.
- B. In the event this AGREEMENT is terminated pursuant to this Section, the CITY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work performed is of value to the CITY. Upon termination of the AGREEMENT pursuant to this Section, the CONSULTANT will submit an invoice to the CITY pursuant to Section V.

VII. DEFAULT OF CONSULTANT

- A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, CITY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out of causes beyond the CONSULTANT's control, such as acts of God, and without fault or negligence of the CONSULTANT, it shall not be considered a default.
- B. If the CITY Manager or their designee determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, they shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time or fails to present the CITY with a written plan for the cure of the default, the CITY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

- A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by CITY that relate to the performance of services under this AGREEMENT. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of CITY or its designees at reasonable times to such books and records; shall give CITY the right to examine and audit said books and records; shall permit CITY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with supporting documents, shall be maintained for a period of three (3) years following project termination or completion.
- B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT shall become the sole property of the CITY and may be

used, reused, or otherwise disposed of by the CITY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the CITY, at the CONSULTANT's office and upon reasonable written request by the CITY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to CITY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.

- C. All original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT are subject to the Public Records Act, Government Code section 6250 et seq.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any CITY or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless CITY shall not extend to the CITY's sole or active negligence.

B. Duty to defend

In the event the CITY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by CITY, CONSULTANT shall defend the CITY at CONSULTANT's cost or at CITY's option, to reimburse CITY for its costs of defense, including reasonable attorneys' fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to, or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and CITY as to whether liability arises from the sole or active negligence of the CITY or its officers, employees, or agents, CONSULTANT will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely or actively negligent.

CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorneys' fees, expert fees, and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit B attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

- A. CONSULTANT is and shall at all times remain as to the CITY a wholly independent consultant and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the CITY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against CITY, or bind CITY in any manner.
- B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in the AGREEMENT, CITY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for CITY. CITY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The CITY, its officers, and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the CITY in connection with the award, terms, or implementation of this AGREEMENT, including any

method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the CITY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee, or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the CITY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of CITY, or their designees or agents, and no public official who exercises authority over or who has responsibilities with respect to the Project during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without CITY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the CITY Manager or unless requested by the CITY Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the CITY. Response to a subpoena or court order shall not be considered "voluntary," provided that CONSULTANT gives CITY reasonable notice of such court order or subpoena.
- B. CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the CITY. CITY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless CITY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with CITY and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. However, CITY's right to review any such response does

not imply or mean the right by CITY to control, direct, or rewrite said response.

XVI. NOTICES

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

To CITY:	City of Duarte 1600 Huntington Drive Duarte, CA 91010 Attention: Craig Hensley, Community Development Director
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To CONSULTANT:	McKently Makak Architects 35 Hugus Alley Suite 200 Pasadena, CA 91103 Attention: Ken McKently
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XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the CITY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide CITY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include an indemnity provision similar to the one provided herein and identifying CITY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from CITY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The CITY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. SEVERABILITY

If any of the provisions of this AGREEMENT are found to be unenforceable, those provisions shall be reformed to prevent the unenforceable result in a manner that best preserves the original intent of the provision to the fullest extent possible, and all other provisions of this AGREEMENT shall remain in full force and effect.

XXII. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

By: _____
(Signature)

(Typed Name)

(Title)

City of Duarte

City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Town Center North Proposal
	Exhibit B	Insurance Requirements

EXHIBIT A

Following Pages

EXHIBIT B

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of CITY, and prior to commencement of work, CONSULTANT shall obtain, provide, and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to CITY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

CONSULTANT shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY, its officers, agents, employees, and volunteers.

Proof of insurance. CONSULTANT shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by CITY's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with CITY at all times during the term of this contract. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

CITY's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONSULTANT or CITY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, CITY may cancel this AGREEMENT.

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

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against CITY and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains

to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the CONSULTANT maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

Notice of cancellation. CONSULTANT agrees to oblige its insurance agent or broker and insurers to provide to CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the CONSULTANT's insurers are unwilling to provide such notice, then CONSULTANT shall have the responsibility of notifying the CITY immediately in the event of CONSULTANT's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to CITY for review.

CITY's right to revise specifications. The CITY reserves the right at any time during the term of the AGREEMENT to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the CITY and CONSULTANT may renegotiate CONSULTANT's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated,

lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by CITY.

Timely notice of claims. CONSULTANT shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.



May 19, 2022

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

Reference: **Site and Façade Remodel Schematic Design
Town Center North**
NEC of Huntington Drive and Buena Vista Street
Duarte, California
22105MMA

Dear Craig:

We are pleased to submit for your review and approval our Proposal to provide Conceptual Design Studies for the Project located at the Northeast corner of Huntington Drive and Buena Vista Street in Duarte, California.

I. BASIC SERVICES:

The Scope of Work for the project shall include the following services for schematic design studies for the overall parking field and façade remodel of the existing shopping center. Buildings will include the westerly inline shops, Big Lots, 99 Cent Store, Rite Aid, Medical offices, existing freestanding restaurant pad and new freestanding building at the SWC corner of the site.

A. SITE / FAÇADE DOCUMENTATION (est. 80-90 hours)

1. Visit site, photograph key elevations. Take exterior façade measurements of existing inline and pad building elevations where feasible. Note current site conditions re: future ADA connectivity.
2. Set up CAD drawings for existing Inline and Pad building perimeter elevations utilizing site notes, measurements, and photos. For expediency rear elevations may be developed from photos and site plan dimensions. CAD backgrounds will be used as base drawings for development of design studies.

3. Site visit with Team (civil engineer) upon receipt of ALTA/ topo to review existing site conditions re: parking layout strategy, drainage, ADA, etc. and coordinate strategy for parking configuration, drainage concept and ADA/ pedestrian paths of travel

B. SITE PLAN STUDIES and EXHIBITS: (est. 60-70 hours)

1. Update proposed overall parking layout based on ALTA and Civil Engineering input, incorporating corner building revisions and rear parking.
2. Coordinate with Civil Engineer and adjust plan per input based on site grading and drainage updates, ADA review, etc. Based on input from Civil and City provide two options for layout of plaza and pedestrian connections at main corner and new Pad Building.
3. Review and coordinate options for pedestrian connections and ramping. Assume initial proposal for overall pedestrian circulation and one revision in coordination with Civil Engineer.
4. Review freestanding options and provide design input.
5. Provide final architectural site plan incorporating Civil design and studies.

C. ELEVATION STUDIES and EXHIBITS: (Est. 80-90 hours)

1. Update previously submitted study to tie into new CAD backgrounds.
2. Develop initial two initial design options for upgrading existing Pad Building elevations. Design options will include previous color and material palette and one alternate if requested. Review with City and provide one revised scheme.
3. Provide elevations for new Corner Pad Building based on previously proposed design. Review with City and provide one revised scheme.
4. Coordinate updated Elevations into a consolidated set of exhibits including:
 - Rendered and annotated elevations of proposed modifications including material and paint options.
 - Canopy Sections and details.
 - Color and materials sheet if requested.
 - Existing façade photo panel



D. CONSTRUCTION ESTIMATE:

MMA will provide existing and final studies to contractor(s) and coordinate in order to obtain a cost estimate. It is assumed that estimate will be provided as a courtesy without fee or provided for a fee depending on level of detail. Fees for cost estimation are not included in the scope of this proposal.

II. ASSUMPTIONS/ PROJECT PARAMETERS

- A. The schedule at the time of this proposal has not yet been finalized and shall be set by mutual agreement.
- B. Civil Engineering is not included in this proposal; however, MMA will coordinate with Civil Engineer regarding site layout, grading, etc.
- C. Signage Design is limited to review of main freestanding multi-tenant sign. MMA will coordinate with City's Sign Vendor or Designer.

III. EXCLUSIONS

- A. Civil Engineering including grading, drainage, and dimensional control plans.
- B. Landscape design, including planting and irrigation design and documents.
- C. Surveying, ALTA, topographic or boundary surveys.
- D. Site lighting and photometric studies. (Other than included in Basic Services above.)
- E. Assembly of property owner lists, radius maps and public notification materials.
- F. Soils, hazardous materials, environmental, and acoustical studies.
- G. Traffic analysis, signal design, drawings, and parking reduction studies.
- H. All meetings, presentation exhibits, submittals, and coordination with government agencies and neighborhood committees for discretionary reviews, as may be required for planning entitlements or environmental approvals (Design Review Boards, Planning Commission, etc.) other than work specifically outlined as part of Basic Services.
- I. Tenant coordination and real estate approval exhibits other than as specified above.
- J. Signage design, criteria packages and submittals beyond items provided above.
- K. All tenant improvement work not specifically included in the Basic Services.
- L. Lease plan development or documentation not specifically included in the Basic Services.
- M. Custom lighting design and approvals.



- N. Verification of as-built conditions unless specifically outlined as part of Basic Services.
- O. Fountain / Water Feature design and engineering.

IV. FEE

Services required to complete the Scope identified above will be provided on a time and expense basis per the rate schedule below not to exceed \$22,000 without prior Client approval.

V. REIMBURSABLE EXPENSES

Standard reimbursable expenses include: the cost of drawing reproduction, transportation costs, shipping, printing, CADD plotting. All other reimbursable expenses including models, renderings, photography, promotional materials, notary expenses, permits and fees shall be charged in addition to the base services at a rate of 1.15 times cost.

VI. RATE SCHEDULE

Additional services as requested by the Owner shall be billed at the following rates:

Principal	\$195.00	Senior Project Manager	\$130.00
Project Development Mgr.	\$140.00	Project Manager	\$115.00
Senior Designer	\$115.00	Senior Job Captain	\$105.00
Designer	\$100.00	Job Captain	\$90.00
Graphic Designer	\$90.00	Project Assistant	\$75.00

Overtime work, if requested by the Client, shall be billed at a multiple of one and one-half (1.5) times the billing rate(s) outlined above.



VII. PAYMENTS

- A. MMA will invoice monthly for all professional services rendered including compensation earned, reimbursable expenses incurred, and additional services authorized during the previous month.
- B. Payment for services provided is due and payable upon receipt of invoice. Outstanding unpaid invoices shall be charged monthly interest at a rate equal to 12% per annum if full payment is not received within 60 days of billing date.

VIII. LIMITATION OF LIABILITY

Neither the Architect, the Architect's Consultants, nor their agents or employees shall be jointly, severally, or individually liable to the Client in excess of the compensation earned pursuant this Agreement by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.

IX. TERMINATION

This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail to perform in accordance with the terms of this Agreement or if the project is abandoned. In the event of abandonment or termination, the Architect shall be compensated for all services performed and reimbursable expenses accrued prior to the termination of the Agreement.

The terms above shall be valid for one month from date of Proposal. McKently Malak Architects, Inc. shall retain ownership and control of the use of instruments of service provided under this Agreement. The return of the original copy of this document with signature of Client or Client's authorized agent constitutes acceptance of this proposal and shall provide MMA authorization to proceed with services until which time an AIA B101 or mutually agreed upon final Agreement document is drafted and executed.

The return of the original copy of this document with signature of Client or Client's authorized agent constitutes acceptance of this proposal and shall provide MMA authorization to proceed with services.



19 May 2022
Town Center North
Page 6 of 6

Respectfully submitted,

McKently Malak Architects, Inc.



Ken McKently
Principal
California License, C19257

THIS PROPOSAL IS HEREBY APPROVED AND ACCEPTED:

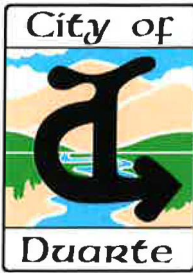
Client:

BY:

Date

Architects are licensed and regulated by the California Architects Board
located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.





AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Appointments to the 2022/23 Mayor's Youth Council

RECOMMENDATION: Staff recommends City Council appoint all seventeen (17) candidates that applied to serve on the 2022/23 Mayor's Youth Council

FISCAL IMPACT: None

BACKGROUND

Prior to the regular City Council Meeting on May 24, 2022, City Council conducted candidate interviews for the 2022/23 Mayor's Youth Council.

6PM

Lakira Camp
Franciska Vaquez
Angela Liu Zeng
Dayanna Leya

6:15PM

Ethan Finlay
Raymond Ortega
Hope Peoples
Johnna Lozada

6:30PM

Harmony Villa
Arkin Valdez
Diya Patel
Michael Dandurand

6:45PM

Idalee Villa
Brielle Finlay
Samantha Ramos
Victoria Ramirez- Excused
Absence
Rebecca Ramirez- Excused
Absence

DISCUSSION/ANALYSIS

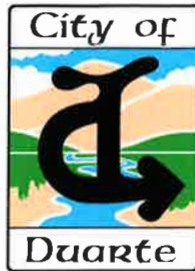
Based on Councilmember comments after the interviews were completed, this year's candidates are diverse, engaged, and a good group of youth qualified to serve on the Mayor's Youth Council.

RECOMMENDATION

Staff recommends City Council appoint all seventeen (17) candidates that applied to serve on the 2022/23 Mayor's Youth Council.

FISCAL IMPACT

None.



AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Kristen Petersen, Director of Administrative Services

SUBJECT: Fiscal Year 2022/23 Budget

RECOMMENDATION: It is recommended that the City Council approve the FY 2022/23 Budget and Capital Improvement Program

FISCAL IMPACT: Total authorized expenditures of \$31,107,900 for FY 2022/23

BACKGROUND

The City Council held its FY 2022/23 Budget Workshop on May 5, 2022. Additions and adjustments discussed at that workshop are included in the attached FY 2022/23 Budget.

DISCUSSION/ANALYSIS

General Fund

The 2022/23 General Fund budget, as recommended, includes a surplus of \$1,258,600. This means that revenues are expected to exceed expenditures by that amount. Positive impacts on the budget are one-time revenue related to the ARPA funds, increases in sales tax revenue and new transient occupancy tax revenue generated by the new City of Hope hotel. However, on the other side of the coin, we anticipate less revenue generated in building permits and plan check fees, due to the slowing down of new construction. On the expense side there are increases to items like the elections budget for the upcoming election and a possible ballot measure, capital improvement project expenses, PERS unfunded liability costs and the actuarial OPEB calculation of the contribution for retiree healthcare. There are also several projects that have been delayed and will carry over to the 2022/23 budget and several of these projects have increased in costs as well. If this budget were approved as recommended, undesignated General Fund balance at year-end of 2022/23 would be \$17.9 million, which covers 77% of General Fund expenses.

Revenues:

Total General Fund revenues for 2022/23 are projected to be \$24.5 million, which is \$2 million less than the 2021/22 estimated actual revenues. Noteworthy revenue issues are as follows:

- As approved by Council on May 24th, we have included \$2.5 million in ARPA revenue in the 21/22 budget and another \$2.5 million in the proposed 22/23 budget, which will be used to offset the General Services cost of the City's Sheriff's contract. As discussed, this will free up General Funds in a like amount that we will be assigning as Special Projects funds for Council to appropriate.

- In 2022/23 we are projecting \$1.5 million in building permit and plan check fees. While this is less than the prior three years, it is still more than the historical average and thus reflective of a modest continuation of new construction activity in the City.
- The most recent HdL estimates project \$6.86 million in the original Bradley Burns sales tax revenue and \$4 million for the Measure D Transaction Tax revenue.
- Pursuant to the terms of the New Hope Village TOT agreement, the new hotel at City of Hope will be generating approximately \$200,000 in Transient Occupancy tax revenue.
- With a return to full programming in Parks and Recreation, revenues related to recreation fees are projected to increase by more than \$125,000.

Expenditures:

Total General Fund expenditures are projected to be \$23.3 million. This is \$3 million more than 2021/22 estimated actual expenditures. Noteworthy General Fund expenditure issues are as follows:

- At the Budget Workshop there was a lot of discussion about improving the City's response to homelessness with additional staffing. Staff evaluated several options, including part time, private contract, LA County Sheriffs and in-house full-time staffing. Ultimately staff is recommending and the proposed 2022/23 budget includes approximately \$92,000 for a new full time code enforcement officer. This position would handle calls related to homeless. While our current outreach coordinator works to assist homeless with finding services and housing, this position would be focused on enforcement and have the ability to write citations. As a result, this position would be responsible for the citations of the homeless and the citations to private property owners or businesses that fail to take measures to clean up or abate nuisances that attract the homeless. This position will provide 40 hours per week of additional response related to homeless issues and is more cost effective than adding a new sheriff's deputy to our contract, particularly given their recent policy change to charge agencies for the full cost of a vehicle when adding a position to a contract.
- The Council also received a presentation from the Chamber of Commerce and discussed allocating one time funds towards a local farmers market. As a result, the proposed 2022/23 budget includes an additional one time allocation of \$70,000 for the Duarte Chamber of Commerce for the startup costs related to a local Farmer's Market.
- On May 24th, the Council received a presentation by the Foothill Unity Center. The recommended budget includes \$14,500 for the Foothill Unity Center to continue providing services to Duarte residents in need of food, health, crisis case management, job development, or housing and homeless programs.
- The 2022/23 Election Services budget is projected to increase by more than \$90,000 due to the costs related to the upcoming City Council election in four districts and a potential ballot measure that is collecting signatures for November 2022.
- The recommended budget includes \$83,000 for the addition of a new full-time position in the City Manager's office. The position would be titled Deputy City Clerk and would be responsible for providing administrative support in the City Manager's office and assisting the City Clerk with her duties and responsibilities.
- For the first time in several years, the 2022/23 budget includes approximately \$100,000 in additional funding for Public Safety and \$326,000 for Parks and Recreation to bring the City back to full staffing status. However, it is important to note that this budget is still less than

2019/20, largely due to the reduced salary and retirement costs related to our newly hired full time employees.

- There are several capital projects that have increased in cost and are being recommended for General Fund funding. These include the Highland Promenade \$493,000 and the City Hall Courtyard project \$750,000. Both projects have other funds contributing towards the project, but project costs have exceeded those resources. Each of these projects will come back in front of Council with a much more detailed discussion once the final appraisal is complete for the Promenade and once the final bids are received for the Courtyard project.
- Based on feedback at the ARPA workshop, the proposed 2022/23 budget will allocate \$68,000 in the Town Center community benefit funds for the professional services of an architect and civil engineer to work on preliminary design and a project cost estimate for the Big Lots shopping Center.
- A handful of projects have been delayed and will carryover and be completed in 2022/23. These include \$100,000 for the new Civic Center Message Board, \$120,000 for the exterior paint and fascia replacement at Civic Center, and \$85,000 for new ADA counters, interior paint and wayfinding signs in City Hall.
- Several projects included in the recommended budget are aimed at maintaining and improving City facilities. For example, we have included \$200,000 for a new Civic Center generator, \$40,000 for a new storage trailer at the south yard, \$152,000 for a new Fitness Center roof and \$30,000 for new Senior Center carpeting and \$6,000 for new Teen Center chairs.
- In March 2022, the LA County Sheriff's Department announced a 1.43% cola increase and an 11% Liability Trust Fund rate for the 2022/23 contract. With this information, the existing contract is projected to increase to \$5,034,000 in 2022/23.
- The PERS unfunded liability cost continues to increase and resulted in \$153,000 in more expenditures in the 2022/23 recommended budget. The OPEB Liability Cost also increased by \$120,000.
- The Workers Compensation and General Liability Insurance premiums increased by \$30,000 and \$40,000 respectively.
- Several new and expanded contracts are included in the recommended 2022/23 budget. For example, Rutan and Tucker's new legal services contract is projected to increase the legal services budget by \$30,000. The Silver and Wright contract is projected to increase by \$50,000 for the new prosecutor services. The Maxtreme Services contract is projected to increase by \$20,000 for the expanded scope of IT services that we require. The Waste Management budget includes a recommended increase of \$71,000 for the SGV Regional Food recovery program and the R3 consulting contract related to the implementation of SB 1383.
- As discussed at the ARPA workshop, there will be approximately \$5 million in freed up general funds that we have set aside for special projects. The recommended 2022/23 budget includes several projects that will be utilizing these funds. For example, in January Council approved using \$263,000 in ARPA funds for new fencing and an electronic gate for the south yard. Additionally, based on feedback from the ARPA workshop, staff has included \$100,000 to hire a consultant to conduct an assessment and prepare a revitalization plan for the southeast corner of Huntington and Buena Vista. The recommended budget also includes \$50,000 for an assessment of the City's broadband needs, \$75,000 for an assessment of the southeast corner of Buena Vista and Duarte Road and \$150,000 for a Route 66 art piece at the northeast corner of Highland and Huntington.

Special Funds

The following are highlights for City funds other than the General Fund.

- A total of \$800,000 has been included in the 2022/23 recommended budget in the SB1 and Measure R funds for the Annual Street Rehabilitation program.
- Parks and Recreation has been planning for the replacement of playground equipment and surfacing at Duarte Park. With several years of accrued Measure A funds to cover the costs, staff is recommending a budget of \$287,000 in 2022/23 to complete the project.
- As mentioned above, the estimated cost of the Civic Center Courtyard reconstruction has increased to approximately \$1.5 million, which is substantially more than initially anticipated and this does not include a water feature. CDBG funds are expected to cover \$750,000 of this cost and the balance is budgeted in the General Fund. The Highland Promenade project costs have increased to approximately \$2.6 million. The City was awarded a \$1.6 million Measure M Grant for this project and a portion of this was used in 2021/22 for the first phase of construction on Duarte Road. The recommended 2022/23 budget includes \$493,000 in General Funds, \$236,000 in Gas Tax, \$234,000 in City of Hope In Lieu funds and \$567,000 in Measure M Grant funds for the next phase of land acquisition and construction of this project.
- In December 2018, the City was awarded an ATP grant of \$2 million for pedestrian and bicycle improvements along Evergreen and in each of the 210 freeway underpasses between Buena Vista and Highland. The recommended 2022/23 budget includes \$1,247,000 for design and the first phase of construction for this project.

RECOMMENDATION

It is recommended that the City Council approve the FY 2022/23 Budget and Capital Improvement Program.

FISCAL IMPACT

Total authorized expenditures of \$31,107,900 for FY 2022/23

ATTACHMENTS

Attachment 1 - Recommended Budget 2022/23

Attachment 2 - CIP

ATTACHMENT 1 – RECOMMENDED BUDGET 2022/23

2022/23 Recommended Budget

	FY 2021-22			
	FY 2020-21	Amended	FY 2021-22	FY 2022-223
	Actual	Budget	Est Actual	Recommended
GENERAL FUND				
Revenues:				
Property tax	2,503,628	2,420,000	2,520,000	2,621,000
Sales tax	9,528,923	9,397,000	10,801,000	10,878,000
Franchise tax	1,159,501	1,081,500	1,160,000	1,200,000
Business license tax	306,911	307,000	307,000	306,000
Other taxes	197,775	212,400	238,000	450,000
Building permits	2,058,493	1,200,000	2,500,000	750,000
Other licenses & permits	667,894	282,800	361,700	317,000
Interest	58,034	34,900	14,600	16,100
Other uses of money & property	171,164	220,400	245,500	239,400
Motor vehicle in lieu fees	2,456,468	2,513,800	2,562,000	2,638,000
Other intergovernmental	535,274	571,100	3,040,800	2,777,800
Recreation fees	101,339	209,900	226,600	346,900
Other service charges	2,111,244	635,000	1,169,700	876,000
Fines & forfeitures	323,717	265,000	613,000	310,000
Miscellaneous revenues	416,232	152,400	83,500	114,000
Reimbursements from other funds	696,869	781,400	674,600	700,200
Total Revenues	23,293,466	20,284,600	26,518,000	24,540,400
Expenditures:				
City council	144,347	185,600	185,600	200,400
City manager	757,017	798,500	800,500	1,039,400
Legal services	456,148	531,000	745,000	663,000
Com. Promotions & memberships	347,503	521,500	526,600	552,700
Public safety	6,103,431	6,689,400	6,689,400	6,922,800
Community development	4,617,744	3,001,500	3,107,100	3,997,800
Field services	788,951	900,400	858,900	1,133,400
Parks and recreation	1,479,444	1,433,800	1,468,600	1,793,500
Facilities maintenance	864,237	1,135,000	982,600	1,673,500
Administrative services	3,673,434	4,110,400	4,086,600	4,534,100
Transfers out to other funds	1,503,351	804,600	826,405	771,200
Total Expenditures	20,735,607	20,111,700	20,277,305	23,281,800
Revenues Over (Under) Expenditures	2,557,859	172,900	6,240,695	1,258,600
Beginning Fund Balance	17,176,248		19,734,107	25,974,802
Estimated Ending Fund Balance	19,734,107		25,974,802	27,233,402
Nonspendable-Land Held for Resale			2,738,698	2,738,698
Restricted - Development Projects			2,101,690	1,893,690
Restricted - storm drain			93,704	93,704
Restricted- pensions			119,353	163,353
Committed - Vehicle Replacement			69,095	65,095
Assigned - Special Projects			2,544,238	4,396,476
Unassigned			18,308,024	17,882,386

Summary of Revenues, Expenditures, Transfers and Fund Balance

	<u>Fund Balance</u> <u>June 30, 2022</u>	<u>Revenues</u>	<u>Transfers In</u>	<u>Total</u> <u>Available</u>	<u>Expenditures</u>	<u>Transfers Out</u>	<u>Total</u> <u>Deductions</u>	<u>Fund Balance</u> <u>June 30, 2023</u>
GENERAL FUND	25,974,802	24,540,400	0	50,515,202	22,510,600	771,200	23,281,800	27,233,402
SPECIAL REVENUE FUNDS								
State Gasoline Tax	1,857,865	628,400	0	2,486,265	721,200	0	721,200	1,765,065
SB1/RMRA	631,342	489,700	0	1,121,042	480,000	0	480,000	641,042
Landscaping & Lighting	53,778	986,500	550,300	1,590,578	1,588,300	0	1,588,300	2,278
Community Dev. Block Grant	(36)	750,000	0	749,964	750,000	0	750,000	(36)
Public Access Government Fee	4,139	33,000	0	37,139	0	0	0	37,139
Supplemental Law Enf.	0	160,100	0	160,100	160,100	0	160,100	0
Bicycle & Ped. Safety	0	20,200	0	20,200	20,200	0	20,200	0
Air Quality Mgmt.	139,852	28,200	0	168,052	20,400	0	20,400	147,652
Park Development Grant	0	576,000	0	576,000	576,000	0	576,000	0
Quimby Act	67,633	100	0	67,733	0	0	0	67,733
Proposition A	782,977	563,100	0	1,346,077	514,400	0	514,400	831,677
Proposition C	117,226	434,600	0	551,826	418,700	0	418,700	133,126
Measure R	861,993	327,400	0	1,189,393	660,000	0	660,000	529,393
Measure M	590,887	369,600	0	960,487	0	0	0	960,487
Measure W	186,454	250,000	0	436,454	414,000	0	414,000	22,454
Subtotal	5,294,110	5,616,900	550,300	11,461,310	6,323,300	0	6,323,300	5,138,010
CAPITAL PROJECT FUNDS								
Community Improvement	825,504	1,951,700	0	2,777,204	1,951,000	0	1,951,000	826,204
Inclusionary Housing	528,516	700	0	529,216	0	0	0	529,216
	0	0	0	0	0	0	0	0
Housing Authority	6,046,312	7,700	0	6,054,012	98,800	0	98,800	5,955,212
Subtotal	7,400,332	1,960,100	0	9,360,432	2,049,800	0	2,049,800	7,310,632
DEBT SERVICE FUNDS								
Town Center Debt Service	109,401	0	0	109,401	3,300	0	3,300	106,101
Infrastructure Modernization	0	0	220,900	220,900	220,900	0	220,900	0
Subtotal	109,401	0	220,900	330,301	224,200	0	224,200	106,101
TOTAL ALL FUNDS	38,778,645	32,117,400	771,200	71,667,245	31,107,900	771,200	31,879,100	39,788,145

REVENUES	FY 2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 EST. ACTUAL	FY 2022-23 BUDGET
GENERAL FUND				
Taxes	13,696,738	13,417,900	15,026,000	15,455,000
Licenses and Permits	2,726,387	1,482,800	2,861,700	1,067,000
Fines and Forfeitures	323,717	265,000	613,000	310,000
Use of Money and Property	229,198	255,300	260,100	255,500
Intergovernmental - State	2,991,742	3,084,900	5,602,800	5,415,800
Service Charges - Parks and Rec.	101,339	209,900	226,600	346,900
Service Charges - Other	2,111,244	635,000	1,169,700	876,000
Miscellaneous	416,232	152,400	83,500	114,000
Reimbursements	696,869	781,400	674,600	700,200
Transfers In	0	0	0	0
Subtotal	23,293,466	20,284,600	26,518,000	24,540,400
SPECIAL REVENUE FUNDS				
State Gasoline Tax	483,815	531,000	565,200	628,400
SB1/RMRA	403,645	417,600	445,000	489,700
Landscaping & Lighting	1,595,621	1,476,500	1,544,800	1,536,800
Community Development Block Grant	4,964	500,000	4,000	750,000
PAEG Fees	32,540	34,800	33,000	33,000
Supplemental Law Enforcement	156,870	221,400	221,400	160,100
Bicycle and Pedestrian Safety	0	44,100	44,100	20,200
Air Quality Management	28,966	30,400	28,000	28,200
Park Development Grant	0	252,900	18,000	576,000
Quimby Act	239	200	100	100
Transportation - Prop A	627,066	442,300	477,600	563,100
Transportation - Prop C	367,304	364,200	363,500	434,600
Measure R	279,447	276,700	274,100	327,400
Measure M	313,094	309,900	309,100	369,600
Measure W	249,878	250,000	250,000	250,000
Subtotal	4,543,449	5,152,000	4,577,900	6,167,200
CAPITAL PROJECT FUNDS				
Community Improvement	319,208	1,526,800	692,100	1,951,700
Inclusionary Housing	1,866	1,900	800	700
LA Co Metro (STPL)	0	0	0	0
Housing Authority	689,970	20,700	8,800	7,700
Subtotal	1,011,044	1,549,400	701,700	1,960,100
DEBT SERVICE FUNDS				
Town Center Debt Service	1,042	0	0	0
Infrastructure Modernization	220,899	223,400	219,605	220,900
Subtotal	221,941	223,400	219,605	220,900
Total All Funds	29,069,900	27,209,400	32,017,205	32,888,600

EXPENDITURES	FY 2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 EST. ACTUAL	FY 2022-23 BUDGET
GENERAL FUND				
City Council	144,347	185,600	185,600	200,400
City Manager/City Clerk	757,017	798,500	800,500	1,039,400
Legal Services	456,148	531,000	745,000	663,000
Comm. Promotions & Memberships	347,503	521,500	526,600	552,700
Public Safety	6,103,431	6,689,400	6,689,400	6,922,800
Community Development	4,617,744	3,001,500	3,107,100	3,997,800
Field Services & Sports Park	788,951	900,400	858,900	1,133,400
Parks and Recreation	1,479,444	1,433,800	1,468,600	1,793,500
Facilities Maintenance	864,237	1,135,000	982,600	1,673,500
Administrative Services	3,673,434	4,110,400	4,086,600	4,534,100
Transfers Out	1,503,351	804,600	826,405	771,200
Subtotal	20,735,607	20,111,700	20,277,305	23,281,800
SPECIAL REVENUE FUNDS				
State Gasoline Tax	381,275	1,110,000	381,275	721,200
SB1/RMRA	276,000	360,000	276,000	480,000
Landscaping & Lighting	1,635,684	1,635,684	1,596,300	1,588,300
CDBG	5,000	500,000	4,000	750,000
PAEG Fees	0	55,000	65,000	0
Supplemental Law Enforcement	156,870	221,400	221,400	160,100
Bicycle and Pedestrian Safety	0	44,100	44,100	20,200
Air Quality Management	117,576	18,300	18,300	20,400
Park Development Grant	0	252,900	18,000	576,000
Quimby Act	0	0	0	0
Transportation - Prop A	533,937	537,200	519,900	514,400
Transportation - Prop C	431,888	440,100	428,800	418,700
Measure R	406,295	540,000	483,600	660,000
Measure M	312,883	94,800	58,200	0
Measure W	199,423	114,000	114,000	414,000
Subtotal	4,456,831	5,923,484	4,228,875	6,323,300
CAPITAL PROJECTS FUND				
Community Improvement	0	1,476,600	643,000	1,951,000
LA Co Metro (STPL)	0	0	0	0
Inclusionary Housing	0	0	0	0
Housing Authority	60,863	63,900	37,200	98,800
Subtotal	60,863	1,540,500	680,200	2,049,800
DEBT SERVICE FUNDS				
Town Center Debt Service	152,680	152,700	152,700	3,300
Infrastructure Modernization	220,837	222,500	220,800	220,900
Subtotal	373,517	375,200	373,500	224,200
Total All Funds	25,626,819	27,950,884	25,559,880	31,879,100

	FY 2021-22		FY 2022-23	
	Full-Time	Part-Time	Full-Time	Part-Time
CITY MANAGER/CITY CLERK				
City Manager	1.00	0.00	1.00	0.00
City Clerk	1.00	0.00	1.00	0.00
Assistant to the City Manager	1.00	0.00	1.00	0.00
Management Aide	1.00	0.00	1.00	0.00
Deputy City Clerk	0.00	0.00	1.00	0.00
Department Total	4.00	0.00	5.00	0.00
PUBLIC SAFETY				
Director of Public Safety Services	1.00	0.00	1.00	0.00
Public Safety Manager	1.00	0.00	1.00	0.00
Code Compliance/Animal Control Off.	2.00	0.00	2.00	0.00
Code Compliance/Homeless Off.	0.00	0.00	1.00	0.00
Crime Prevention Specialist	1.00	0.00	1.00	0.00
Public Safety Outreach Coordinator	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Clerk/Typist Receptionist	1.00	0.00	1.00	0.00
Community Services Officer	0.00	3.50	0.00	3.50
Animal Control Officer	0.00	1.00	0.00	1.00
College Intern	0.00	0.50	0.00	0.50
Department Total	8.00	5.00	9.00	5.00
PARKS & RECREATION				
Director of Parks & Recreation	1.00	0.00	1.00	0.00
Recreation Supervisor	4.00	0.00	4.00	0.00
Recreation Coordinator	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Recreation Specialist	0.00	1.50	0.00	1.50
Recreation Leader/Cashier	0.00	10.75	0.00	10.75
Aerobic Instructor	0.00	0.50	0.00	0.50
Pool Manager	0.00	0.50	0.00	0.50
Lifeguard/Instructor	0.00	3.00	0.00	3.00
Computer Lab Instructor	0.00	0.50	0.00	0.50
Boxing Trainer	0.00	0.50	0.00	0.50
Assistant Boxing Trainer	0.00	1.25	0.00	1.25
Department Total	7.00	18.50	7.00	18.50

	FY 2021-22		FY 2022-23	
	Full-Time	Part-Time	Full-Time	Part-Time
FACILITY MAINTENANCE				
Facilities Maintenance Supervisor	1.00	0.00	1.00	0.00
Custodian	0.00	6.00	0.00	5.50
Department Total	1.00	6.00	1.00	5.50
COMMUNITY DEVELOPMENT				
Director of Community Development	1.00	0.00	1.00	0.00
Planning Manager	1.00	0.00	1.00	0.00
Associate Planner	2.00	0.00	2.00	0.00
Public Works Manager	1.00	0.00	1.00	0.00
Assistant Civil Engineer	2.00	0.00	2.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Building Permit Technician	1.00	0.00	1.00	0.00
College Intern	0.00	0.50	0.00	0.50
Department Total	9.00	0.50	9.00	0.50
FIELD SERVICES				
Field Services Manager	1.00	0.00	1.00	0.00
Senior Maintenance Technician	4.00	0.00	4.00	0.00
Department Total	5.00	0.00	5.00	0.00
ADMINISTRATIVE SERVICES				
Asst. City Manager/Dir.of Admin Services	1.00	0.00	1.00	0.00
Financial Services Manager	1.00	0.00	1.00	0.00
Transportation Supervisor	1.00	0.00	1.00	0.00
Accountant	1.00	0.00	1.00	0.00
Accounting Specialist	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Human Resources Specialist	1.00	0.00	1.00	0.00
College Intern	0.00	0.50	0.00	0.50
Department Total	7.00	0.50	7.00	0.50
CITY TOTAL	41.00	30.50	43.00	30.00

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Taxes					
100-4001	General Property Tax	2,503,628	2,420,000	2,520,000	2,621,000
100-4002	Sales and Use Tax - 19061	5,958,213	6,205,000	6,788,000	6,863,000
100-4003	Franchise Tax	1,159,501	1,081,500	1,160,000	1,200,000
100-4004	Business License Tax	306,911	307,000	307,000	306,000
100-4005	Transient Occupancy Tax	106,614	124,400	150,000	370,000
100-4006	Real Property Transfer Tax	91,161	88,000	88,000	80,000
100-4008	Sales and Use Tax - 783	3,570,710	3,192,000	4,013,000	4,015,000
	Total Taxes	13,696,738	13,417,900	15,026,000	15,455,000
Licenses and Permits					
100-4201	Building Permits	2,058,493	1,200,000	2,500,000	750,000
100-4202	Engineering Permits	510,485	100,000	200,000	150,000
100-4203	Industrial Waste Permits	55,944	40,000	45,000	40,000
100-4204	Animal Licenses	49,402	65,000	65,000	65,000
100-4205	Parking Permits	51,173	76,800	50,000	60,000
100-4206	Sign Permits	890	1,000	1,700	2,000
	Total Licenses and Permits	2,726,387	1,482,800	2,861,700	1,067,000
Fines and Forfeitures					
100-4301	Traffic Fines	22,167	20,000	21,000	20,000
100-4302	Parking Citations	277,380	225,000	250,000	260,000
100-4303	Other Fines	24,170	20,000	342,000	30,000
	Total Fines and Forfeitures	323,717	265,000	613,000	310,000
Use of Money & Property					
100-4401	Interest Earnings	58,034	34,900	14,600	16,100
100-4402	Community Center Rentals	500	14,000	15,200	17,000
100-4403	Swimming Pool Rentals	750	9,000	9,000	8,000
100-4404	Other Building Rentals	-	12,800	3,200	4,000
100-4405	Chamber Building Rental	6,000	3,000	3,000	6,000
100-4406	Restroom & Gazebo Rentals	14,425	13,800	33,000	28,000
100-4407	Sports Field Rentals	19,550	35,800	50,100	40,000
100-4408	Property Rental	129,939	132,000	132,000	136,400
	Total Use of Money & Property	229,198	255,300	260,100	255,500

General Fund Revenues and Reimbursements, Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Intergovernmental					
100-4503	Other Federal Grants	-	0	2,544,200	2,544,200
100-4601	Motor Vehicle License Fees	2,456,468	2,513,800	2,562,000	2,638,000
100-4604	Public Safety Augmentation	134,287	127,500	144,000	150,000
100-4611	Grant Programs	160,475	27,800	40,000	-
100-4613	Other State Grants	160,164	184,400	185,000	78,000
100-4615	Recycling Grant	-	5,700	5,700	5,600
100-4616	America's Promise Grant	80,348	105,700	21,900	-
100-4618	Local Grants	-	120,000	100,000	-
	Total Intergovernmental	2,991,742	3,084,900	5,602,800	5,415,800
Service Charges - Parks and Recreation					
100-4801	Adult & Youth Recreation Class Fees	19,733	27,100	35,300	34,800
100-4802	Racquetball Court Fees	261	1,000	3,000	2,000
100-4803	Open Swim Fees	17,450	13,600	19,000	23,700
100-4804	Swim Team Fees	-	9,000	9,000	6,000
100-4805	Fitness Center Fees	769	3,600	3,600	14,000
100-4806	Adult Excursion Fees	-	8,000	8,000	39,000
100-4807	Health Membership Fees	8,510	20,000	24,500	24,000
100-4808	Swim Lesson Fees	1,630	41,000	41,000	61,600
100-4809	Sports Program Fees	4,830	21,700	15,000	19,400
100-4810	Teen Center Fees	2,155	3,200	5,200	6,400
100-4811	Boxing Fees	2,427	9,900	9,900	11,700
100-4812	Senior Center Fees	9,113	8,300	8,300	23,400
100-4813	Other Park & Recreation Fees	5,534	2,000	7,700	5,000
100-4814	Teen Excursion Fees	10	2,700	300	4,800
100-4815	Day Camp Fees	23,500	27,800	27,800	61,800
100-4816	Senior Recreation Class Fees	5,417	11,000	9,000	9,300
	Total Service Charges - P&R	101,339	209,900	226,600	346,900
Service Charges - Other					
100-4901	Plan Check Fees	1,954,962	500,000	1,010,000	750,000
100-4902	Waste Management Fees	71,170	73,000	73,900	77,000
100-4903	Business Lic Application Fees	10,080	11,000	11,000	11,000
100-4904	Zoning Fees	67,706	40,000	68,800	30,000
100-4905	DUI Fees	746	1,000	1,000	1,000
100-4907	Auto Impound Fees	6,580	10,000	5,000	7,000
	Total Service Charges - Other	2,111,244	635,000	1,169,700	876,000

General Fund Revenues and Reimbursements, *Continued*

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Miscellaneous					
100-5004	Other Revenue	416,149	150,000	81,000	100,000
100-5005	Taxable Sales	8	-	-	-
100-5006	Concerts in the Park	75	2,400	2,500	14,000
	Total Miscellaneous	416,232	152,400	83,500	114,000
Reimbursements					
100-5102	Reimbursements - Gas Tax	57,731	183,600	133,800	120,200
100-5103	Reimbursements - Prop. A & C	134,811	88,800	47,300	46,800
100-5105	Reimb. - Landscaping & Lighting	343,200	343,200	343,200	343,200
100-5106	Reimbursements - Measure R	67,716	90,000	80,600	110,000
100-5107	Reimbursements - AQMD	(4,736)	0	0	-
100-5108	Reimbursements - Measure M	52,147	15,800	9,700	-
100-5109	Reimbursements - SB1/RMRA	46,000	60,000	60,000	80,000
	Total Reimbursements	696,869	781,400	674,600	700,200
	Total General Fund Revenue	23,293,466	20,284,600	26,518,000	24,540,400

City Council

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1005-7002	Regular Salaries	57,521	60,300	58,000	58,000
	Total Salaries	57,521	60,300	58,000	58,000
Fringe Benefits					
1005-7071	Health Insurance	59,622	82,000	83,000	97,000
1005-7072	Retirement	3,765	3,200	3,200	3,300
1005-7073	Disability Insurance	577	600	300	300
1005-7074	Life Insurance	62	100	100	100
1005-7075	Vision	1,475	1,500	1,600	1,500
1005-7077	Medicare	884	700	700	700
1005-7078	Dental	7,871	9,500	10,500	10,000
	Total Fringe Benefits	74,256	97,600	99,400	112,900
	Total Personnel	131,777	157,900	157,400	170,900
Services and Supplies					
1005-7614	Office Supplies	922	1,500	1,500	3,500
1005-7640	Council Expenses - Garcia	0	3,500	3,500	3,500
1005-7641	Council Expenses - Fasana	0	0	0	0
1005-7642	Council Expenses - Finlay	3,487	3,500	4,000	4,000
1005-7643	Council Expenses - Truong	629	3,500	3,500	3,500
1005-7644	Council Expenses - Schulz	598	3,500	3,500	3,500
1005-7646	Council Expenses - Paras	2,099	3,500	3,500	3,500
1005-7647	Council Expenses - Reilly	931	0	0	0
1005-7648	Council Expenses - Kang	900	3,500	3,500	3,500
1005-7649	Council Expenses - Urias	1,934	700	700	0
1005-7650	Council Expenses - Lewis	1,004	3,500	3,500	3,500
1005-7980	Other Expenses	66	1,000	1,000	1,000
	Total Services and Supplies	12,570	27,700	28,200	29,500
	Total City Council	144,347	185,600	185,600	200,400

City Manager/City Clerk

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1010-7002	Regular Salaries	492,777	509,300	509,300	585,300
1010-7003	Part-Time/Temp Salaries	32,842	13,200	13,000	0
1010-7030	Overtime	2,636	0	2,000	0
	Total Salaries	528,255	522,500	524,300	585,300
Fringe Benefits					
1010-7071	Health Insurance	50,203	59,200	59,300	79,600
1010-7072	Retirement	43,996	39,400	42,200	47,800
1010-7073	Disability Insurance	5,253	6,300	2,400	2,700
1010-7074	Life Insurance	689	800	800	1,000
1010-7075	Vision	773	1,000	700	900
1010-7076	Tuition Reimbursement	0	3,000	3,000	0
1010-7077	Medicare	5,948	6,800	7,000	8,000
1010-7078	Dental	3,639	4,500	4,800	5,900
	Total Fringe Benefits	110,501	121,000	120,200	145,900
	Total Personnel	638,756	643,500	644,500	731,200
Services and Supplies					
1010-7610	Travel, Meetings and Conferences	290	10,000	6,000	11,000
1010-7612	Publications	5,465	5,000	8,000	8,000
1010-7614	Office Supplies	2,007	2,000	2,000	2,000
1010-7651	Election Services	8,023	0	1,000	91,600
1010-7670	Legal Notices	19,483	20,000	22,000	20,000
1010-7685	Granicus	15,107	25,000	24,000	32,600
1010-7965	Professional Expenses	63,455	70,000	70,000	120,000
1010-7980	Other Expenses	4,431	23,000	23,000	23,000
	Total Services and Supplies	118,261	155,000	156,000	308,200
	Total City Manager/City Clerk	757,017	798,500	800,500	1,039,400

Legal Services

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1015-7680	City Attorney	84,147	120,000	120,000	150,000
1015-7682	Labor Counsel	125,957	50,000	50,000	54,000
1015-7684	Code Enforcement	94,096	100,000	164,000	209,000
1015-7686	Other Legal Services	151,948	261,000	411,000	250,000
	Total Services and Supplies	<u>456,148</u>	<u>531,000</u>	<u>745,000</u>	<u>663,000</u>
	Total Legal Services	<u><u>456,148</u></u>	<u><u>531,000</u></u>	<u><u>745,000</u></u>	<u><u>663,000</u></u>

Community Promotions and Memberships

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1020-7710	Chamber of Commerce	64,300	89,300	89,300	134,300
1020-7711	Employee Recognition Committee	5,609	8,000	14,000	12,000
1020-7712	Community Information	95,650	125,000	125,000	130,000
1020-7713	Duarte Historical Museum	6,403	20,800	20,800	12,000
1020-7716	Special Community Events	22,670	67,000	69,000	54,000
1020-7717	Route 66 Parade	0	8000	0	10000
1020-7718	City Newsletter	12,910	35,600	35,600	35,600
1020-7719	Volunteer Recognition	81	8,000	4,000	4,000
1020-7720	PEG Channel & Public Access	62,962	36,100	31,600	63,000
1020-7722	City Website	11,468	50,000	55,000	15,000
1020-7724	Post Office Parking	14,988	12,500	16,100	15,000
1020-7726	Council Cablecasting	12,520	13,000	13,000	13,000
1020-7980	Other Expenses	1,976	9,000	14,000	15,000
	Total Services and Supplies	311,537	482,300	487,400	512,900
	Total Community Promotions	311,537	482,300	487,400	512,900
Memberships					
Services and Supplies					
1025-7696	SGV Council of Government	13,502	13,500	13,100	13,200
1025-7698	SCAG	2,398	2,400	2,400	2,400
1025-7699	League of California Cities	10,009	10,000	10,000	10,000
1025-7700	SGV Economic Partnership	2,625	2,600	2,600	2,600
1025-7701	Area D Civil Defense	1,102	1,100	1,100	1,300
1025-7702	National League of Cities	1,953	2,000	2,000	2,000
1025-7703	Contract Cities Association	3,400	3,400	3,600	3,600
1025-7705	LAFCO Membership	677	700	600	600
1025-7706	MADIA	300	0	0	300
1025-7707	LARA membership	0	3,500	3,800	3,800
	Total Services and Supplies	35,966	39,200	39,200	39,800
	Total Memberships	35,966	39,200	39,200	39,800
	Total Community Prom. & Member.	347,503	521,500	526,600	552,700

Public Safety Department

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1205-7002	Regular Salaries	771,976	781,800	790,000	882,000
1205-7003	Part-Time/Temp Salaries	115,455	149,200	120,000	226,400
1205-7030	Overtime	19,122	25,000	25,000	25,000
	Total Salaries	906,553	956,000	935,000	1,133,400
Fringe Benefits					
1205-7071	Health Insurance	79,830	79,500	92,300	114,000
1205-7072	Retirement	92,675	88,200	89,000	96,100
1205-7073	Disability Insurance	8,424	9,900	3,600	4,000
1205-7074	Life Insurance	1,014	1,200	1,200	1,300
1205-7075	Vision	1,758	1,700	1,500	1,900
1205-7076	Tuition Reimbursement	3,000	3,000	3,000	3,000
1205-7077	Medicare	12,976	12,400	12,100	15,500
1205-7078	Dental	9,401	9,000	10,600	12,400
	Total Fringe Benefits	209,078	204,900	213,300	248,200
	Total Personnel	1,115,631	1,160,900	1,148,300	1,381,600

Public Safety, Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1205-7610	Travel, Meetings and Conferences	1,711	4,000	4,000	5,000
1205-7612	Publications	2,885	3,500	3,500	3,500
1205-7613	Duplication and Photos	2,012	1,800	1,800	2,000
1205-7614	Office Supplies	1,993	3,000	3,000	3,000
1205-7615	Emergency Supplies	14,297	25,000	25,000	30,000
1205-7636	Uniforms	1,911	4,000	4,000	4,000
1205-7650	Vehicle Maintenance	40,188	33,000	33,000	27,000
1205-7655	Emergency Services	20,361	27,000	27,000	27,000
1205-7694	Public Safety Commission	0	200	200	200
1205-7760	Homeless Outreach Program	19,868	130,000	130,000	24,500
1205-7761	Parking Ticket Collections	84,889	115,000	115,000	115,000
1205-7762	Parking Pass Kiosk	2,998	4,000	5,300	5,000
1205-7779	Youth Programs	11,425	25,000	25,000	25,000
1205-7780	Animal Control	68,264	85,000	85,000	83,000
1205-7781	Contract Law Enforcement	4,375,944	4,725,400	4,734,700	4,837,300
1205-7782	Crossing Guard Contract	7,119	45,000	45,000	53,000
1205-7783	GAPP Program	107,415	110,000	110,000	109,000
1205-7784	Prisoner Maintenance	0	1,500	1,500	3,000
1205-7787	Public Safety Center Lease	140,381	148,800	148,800	153,500
1205-7823	Code/Animal Control Data System	7,900	8,300	8,300	8,700
1205-7887	Repairs and Maintenance	739	2,000	2,000	3,500
1205-7980	Other Expenses	54,933	25,000	25,000	11,000
	Total Services and Supplies	4,967,233	5,526,500	5,537,100	5,533,200
Capital Outlay					
1205-8030	Other Equipment	517	1,000	3,000	7,000
1205-8100	Other Capital Improvements	20,050	1,000	1,000	1,000
	Total Capital Outlay	20,567	2,000	4,000	8,000
	Total Public Safety	6,103,431	6,689,400	6,689,400	6,922,800

Community Development Department

Community Development

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1405-7002	Regular Salaries	976,385	997,400	960,400	1,024,400
1405-7003	Part-Time/Temp Salaries	0	15,000	7,000	18,400
1405-7030	Overtime	0	21,000	2,000	0
	Total Salaries	976,385	1,033,400	969,400	1,042,800
Fringe Benefits					
1405-7071	Health Insurance	102,482	100,000	92,300	116,000
1405-7072	Retirement	103,721	105,000	100,500	101,700
1405-7073	Disability Insurance	10,849	12,800	4,500	4,700
1405-7074	Life Insurance	1,323	1,500	1,500	1,600
1405-7075	Vision	2,474	2,500	1,800	1,900
1405-7076	Tuition Reimbursement	6,143	6,000	2,000	6,000
1405-7077	Medicare	13,882	13,700	13,200	14,000
1405-7078	Dental	13,279	13,100	12,400	13,100
	Total Fringe Benefits	254,153	254,600	228,200	259,000
	Total Personnel	1,230,538	1,288,000	1,197,600	1,301,800
Services and Supplies					
1405-7610	Travel, Meetings and Conferences	2,151	8,000	8,000	8,000
1405-7612	Publications	4,405	7,000	7,000	8,000
1405-7613	Duplication and Photos	837	3,500	3,500	4,000
1405-7614	Office Supplies	5,008	8,000	8,000	10,000
1405-7650	Vehicle Maintenance	677	3,000	3,000	3,000
1405-7690	Planning Commission	1,250	6,000	6,000	6,000
1405-7800	Building Department Services	1,080,467	863,000	970,000	500,000
1405-7801	Industrial Waste Inspections	22,731	20,000	20,000	20,000
1405-7965	Professional Services	204,103	125,000	149,000	93,000
1405-7967	Public Works Inspections	140,412	100,000	200,000	100,000
1405-7969	City Engineer	91,630	100,000	100,000	100,000
1405-7975	Economic Development Expenses	23,148	50,000	50,000	225,000
1405-7980	Other Expenses	36,928	85,000	85,000	86,000
1405-8100	Other Capital Improvements	1,773,459	335,000	300,000	1,533,000
	Total Services and Supplies	3,387,206	1,713,500	1,909,500	2,696,000
	Total Community Development	4,617,744	3,001,500	3,107,100	3,997,800

Community Development Department, *Continued*

Field Services

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1410-7002	Regular Salaries	415,784	384,400	384,400	390,300
1410-7030	Overtime	926	6,000	6,000	5,000
	Total Salaries	416,710	390,400	390,400	395,300
Fringe Benefits					
1410-7071	Health Insurance	92,566	96,200	97,200	97,000
1410-7072	Retirement	39,365	36,100	36,800	37,000
1410-7073	Disability Insurance	4,492	5,000	1,900	1,900
1410-7074	Life Insurance	539	600	600	700
1410-7075	Vision	1,414	1,500	1,000	1,100
1410-7076	Tuition Reimbursement	0	1,500	1,500	1,500
1410-7077	Medicare	5,997	5,300	5,400	5,600
1410-7078	Dental	6,994	7,600	6,900	6,900
	Total Fringe Benefits	151,367	153,800	151,300	151,700
	Total Personnel	568,077	544,200	541,700	547,000
Services and Supplies					
1410-7610	Travel, Meetings and Conferences	680	4,000	4,000	5,000
1410-7612	Publications	1,057	3,000	3,000	3,000
1410-7614	Office Supplies	408	1,500	1,500	2,000
1410-7621	Other Supplies	83	800	800	1,000
1410-7630	Equipment Rentals	1,158	3,000	3,000	3,000
1410-7636	Uniforms	3,449	4,500	4,500	5,000
1410-7650	Vehicle Maintenance	34,298	40,000	40,000	35,000
1410-7656	Emergency Generator	10,078	10,000	10,000	10,000
1410-7810	Street Sweeping	1,464	2,600	2,600	2,600
1410-7814	Graffiti Removal	8,253	25,000	25,000	40,000
1410-7815	Brush Clearance	53,770	80,000	80,000	80,000
1410-7887	Repairs and Maintenance	2,072	3,000	3,000	3,000
1410-7896	Tree Replacement	-	0	0	0
1410-7900	Emergency Cleanup/Maintenance	-	0	0	0
1410-7980	Other Expenses	10,096	18,000	18,000	20,000
1410-8030	Other Equipment	2,394	3,000	4,000	4,000
1410-8100	Emergency Capital Projects	0	45,000	5,000	260,000
	Total Services and Supplies	129,260	243,400	204,400	473,600
	Total Field Services	697,337	787,600	746,100	1,020,600

Community Development Department, *Continued*

Sports Park

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1415-7661	Sports Park - Other Services	549	600	600	600
1415-7843	Sports Park - Water	62,958	75,000	75,000	75,000
1415-7875	Sports Park - Lighting	6,079	12,000	12,000	12,000
1415-7889	Sports Park - Repairs	908	5,000	5,000	5,000
1415-7907	Sports Park - Tree Trimming	3,960	3,000	3,000	3,000
1415-7916	Sports Park - Landscape	17,160	17,200	17,200	17,200
	Total Services and Supplies	91,614	112,800	112,800	112,800
	Total Field Svcs. & Sports Park	788,951	900,400	858,900	1,133,400
	Total Community Development	5,406,695	3,901,900	3,966,000	5,131,200

Parks and Recreation Department

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1605-7002	Regular Salaries	422,755	412,000	362,100	427,000
1605-7003	Part-Time/Temp Salaries	34,287	36,600	36,600	0
1605-7010	Playground Supervisor Salaries	41,764	51,000	51,000	132,600
1605-7011	Fitness Center Salaries	98,507	78,500	103,000	179,900
1605-7012	Aquatics Salaries	53,186	73,800	84,600	99,000
1605-7013	Boxing Salaries	36,404	60,100	60,100	58,300
1605-7014	Teen Center Salaries	133,846	174,100	174,100	188,500
1605-7016	Senior Center Salaries	167,127	90,900	142,000	128,900
1605-7030	Overtime	345	500	600	1,000
	Total Salaries	988,221	977,500	1,014,100	1,215,200
Fringe Benefits					
1605-7071	Health Insurance	92,756	70,000	64,000	65,700
1605-7072	Retirement	81,579	61,300	59,400	71,300
1605-7073	Disability Insurance	8,190	8,800	2,600	3,200
1605-7074	Life Insurance	980	1,000	900	1,100
1605-7075	Vision	1,616	1,800	1,300	1,400
1605-7077	Medicare	12,410	16,100	15,100	16,800
1605-7078	Dental	8,179	9,400	9,500	9,500
	Total Fringe Benefits	205,710	168,400	152,800	169,000
	Total Personnel	1,193,931	1,145,900	1,166,900	1,384,200

Parks and Recreation, Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1605-7610	Travel, Meetings and Conferences	1,095	4,300	7,300	7,500
1605-7612	Publications	3,338	2,000	2,000	2,000
1605-7614	Office Supplies	2,682	3,500	3,500	3,500
1605-7636	Uniforms	348	2,000	2,500	2,500
1605-7650	Vehicle Maintenance	5,544	8,000	8,000	7,000
1605-7653	ActiveNet Fees	4,423	9,000	9,000	13,000
1605-7691	Parks and Recreation Commission	75	1,000	1,000	1,200
1605-7693	Youth Council	940	2,000	2,600	3,200
1605-7728	AmeriCorps VIP Program	114,112	13,500	13,100	0
1605-7729	Concerts in the Park	0	4,000	4,000	24,000
1605-7730	Special Events	25,844	20,000	23,000	30,000
1605-7732	City Picnic	0	21,000	27,700	29,000
1605-7733	Senior Center	13,599	17,100	21,000	34,400
1605-7735	Teen Center	22,780	27,900	27,900	22,100
1605-7736	Adult & Youth Rec Classes	23,782	19,100	24,400	27,800
1605-7737	Adult Excursions	-2,091	6,600	6,600	16,500
1605-7738	Teen Excursions	-	2,900	600	4,800
1605-7739	Publicity	9,598	11,000	8,000	35,000
1605-7740	Day Camps	4,432	4,400	10,000	12,300
1605-7741	Sports/Playground Program	0	15,400	10,800	15,800
1605-7742	Parks & Rec Financial Assistance Prog.	0	5,000	5,000	5,000
1605-7744	Nutrition Program	0	0	0	0
1605-7745	Boxing Program	2,206	18,600	9,700	17,700
1605-7750	Bus Rentals	0	6,500	6,500	14,000
1605-7753	Youth Sports/Programs	0	5,000	0	5,000
1605-7756	Senior Rec Classes	1,394	8,100	5,000	6,500
1605-7758	Independence Day Celebration	43,223	45,000	49,000	51,000
1605-7965	Professional Services	0	0	5,000	10,000
1605-7980	Other Expenses	8,189	5,000	8,500	8,500
	Total Services and Supplies	285,513	287,900	301,700	409,300
	Total Parks and Recreation	1,479,444	1,433,800	1,468,600	1,793,500

Facilities Maintenance

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1610-7002	Regular Salaries	93,874	89,100	91,800	94,500
1610-7003	Part-Time/Temp Salaries	273,075	265,300	246,300	267,000
1610-7030	Overtime	0	0	0	0
	Total Salaries	366,949	354,400	338,100	361,500
Fringe Benefits					
1610-7071	Health Insurance	20,330	20,300	21,500	22,500
1610-7072	Retirement	13,127	11,600	11,800	12,100
1610-7073	Disability Insurance	1,099	1,200	500	500
1610-7074	Life Insurance	132	200	200	200
1610-7075	Vision	322	300	300	300
1610-7077	Medicare	5,305	6,000	5,200	5,200
1610-7078	Dental	1,706	1,700	1,800	1,800
	Total Fringe Benefits	42,021	41,300	41,300	42,600
	Total Personnel	408,970	395,700	379,400	404,100
Services and Supplies					
1610-7616	Pool Supplies	24,534	23,000	14,000	13,000
1610-7617	Pool Chemicals	21,664	12,300	23,300	15,000
1610-7618	Building Supplies	52,136	70,800	70,400	76,000
1610-7633	Cable Access	1,981	2,000	2,000	2,000
1610-7636	Uniforms	2,191	2,300	2,300	3,000
1610-7650	Vehicle Maintenance	9,202	7,000	10,000	7,000
1610-7652	Building Maintenance Services	91,162	128,400	154,000	132,000
1610-7660	Other Services	0	53,000	85,000	56,000
	Subtotal	202,870	298,800	361,000	304,000
1610-7836	Water - City Hall	769	1,200	900	1,100
1610-7837	Water - Community Center	972	1,200	1,000	1,200
1610-7838	Water - Fitness Center	19,277	19,300	20,000	20,000
1610-7839	Water - Public Safety Center	1,007	900	900	1,000
	Total Water	22,025	22,600	22,800	23,300

Facilities Maintenance. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies, Continued					
1610-7851	Gas - City Hall	1,814	1,200	1,300	1,200
1610-7852	Gas - Community Center	596	1,000	1,200	1,300
1610-7853	Gas - Fitness Center	14,132	16,000	25,000	25,000
1610-7854	Gas - Public Safety Center	329	300	300	400
1610-7855	Gas - Senior Center	714	700	700	900
1610-7856	Gas - Teen Center	1,428	800	500	1,100
1610-7858	Gas - Royal Oaks Park Building	472	500	300	500
1610-7859	Gas - Duarte Park Building	366	400	400	400
1610-7860	Gas - Duarte Snack Bar	181	200	200	200
	Total Gas	20,032	21,100	29,900	31,000
1610-7867	Electric - Town Center	54,140	62,000	62,000	63,000
1610-7868	Electric - Public Safety Center	7,999	7,800	8,500	10,600
1610-7869	Electric - Senior Center	16,601	19,000	19,000	21,000
1610-7870	Electric - Teen Center	9,193	14,000	14,000	14,000
1610-7872	Electric - Duarte Park Building	559	700	700	700
1610-7873	Electric - Maintenance Yard	3,382	3,100	3,800	3,800
	Total Electric	91,874	106,600	108,000	113,100
1610-8100	Other Capital Improvements	118,466	290,200	81,500	798,000
	Total Other	118,466	290,200	81,500	798,000
	Total Services and Supplies	455,267	739,300	603,200	1,269,400
	Total Facilities Maintenance	864,237	1,135,000	982,600	1,673,500
	Total Parks and Recreation	2,343,681	2,568,800	2,451,200	3,467,000

Administrative Services Department

Finance

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1805-7002	Regular Salaries	515,492	536,800	541,000	565,000
1805-7003	Part-Time/Temp Salaries	17,854	10,000	7,000	15,000
1805-7030	Overtime	0	0	2,000	0
	Total Salaries	533,346	546,800	550,000	580,000
Fringe Benefits					
1805-7071	Health Insurance	84,324	84,200	82,400	85,000
1805-7072	Retirement	58,462	61,100	60,000	60,200
1805-7073	Disability Insurance	5,914	7,000	2,600	2,600
1805-7074	Life Insurance	749	800	900	900
1805-7075	Vision	1,367	1,200	1,100	1,000
1805-7076	Tuition Reimbursement	0	3,000	400	0
1805-7077	Medicare	7,628	7,800	7,800	8,200
1805-7078	Dental	7,354	6,300	7,800	6,600
	Total Fringe Benefits	165,798	171,400	163,000	164,500
	Total Personnel	699,144	718,200	713,000	744,500
Services and Supplies					
1805-7610	Travel, Meetings and Conferences	1,104	6,000	6,000	7,000
1805-7612	Publications	735	3,000	3,000	3,000
1805-7614	Office Supplies	2,069	3,000	3,000	3,000
1805-7653	Bank Charges	17,359	18,000	25,000	31,000
1805-7654	Audit Services	25,440	30,000	25,000	28,500
1805-7762	Property Tax Collections	19,840	21,000	20,000	20,000
1805-7764	CEC Loan Principal	17,293	17,800	17,800	18,400
1805-7765	CEC Loan Interest	2,926	2,400	2,400	1,900
1805-7924	Bad Debts	0	19,000	19,000	52,100
1805-7965	Professional Services	21,932	25,000	30,000	22,000
1805-7980	Other Expenses	3,155	2,000	2,000	2,000
	Total Services and Supplies	111,853	147,200	153,200	188,900
	Total Finance	810,997	865,400	866,200	933,400

Personnel

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
1810-7002	Regular Salaries	79,777	77,500	80,000	82,500
1810-7030	Overtime	4,047	1,000	2,000	0
	Total Salaries	83,824	78,500	82,000	82,500
Fringe Benefits					
1810-7071	Health Insurance	7,692	7,800	8,200	8,700
1810-7072	Retirement	10,089	10,000	10,100	10,200
1810-7073	Disability Insurance	938	1,000	400	400
1810-7074	Life Insurance	112	100	100	200
1810-7075	Vision	122	100	100	100
1810-7077	Medicare	1,207	1,100	1,100	1,100
1810-7078	Dental	604	600	600	600
	Total Fringe Benefits	20,764	20,700	20,600	21,300
	Total Personnel	104,588	99,200	102,600	103,800
Services and Supplies					
1810-7610	Travel, Meetings and Conferences	1,115	3,000	3,000	3,000
1810-7611	Trainings	0	4,000	4,000	4,000
1810-7612	Publications	470	1,200	1,200	1,200
1810-7614	Office Supplies	487	1,500	1,500	1,500
1810-7660	Other Services	5,969	5,000	5,000	5,000
1810-7671	Recruiting Advertisements	740	3,000	3,000	3,000
1810-7672	NeoGov	5,137	5,100	5,700	6,300
1810-7673	Physical Exams	958	1,000	1,200	2,000
1810-7774	Unemployment Insurance	29,783	40,000	12,000	8,000
1810-7965	Professional Services	38,103	10,000	10,000	10,000
1810-7980	Other Expenses	6,188	16,000	16,000	7,000
	Total Services and Supplies	88,950	89,800	62,600	51,000
	Total Personnel	193,538	189,000	165,200	154,800

Information Technology

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1815-7630	Equipment Lease	12,188	26,100	26,100	30,000
1815-7631	Equipment Maintenance	4,689	5,000	5,000	5,000
1815-7632	Software Maintenance	31,930	39,600	39,600	40,100
1815-7820	Finance System Support	48,087	48,100	48,700	50,500
1815-7821	Personal Computer Support	23,220	26,500	26,000	28,500
1815-7830	Telephones	43,541	47,200	47,200	36,000
1815-7831	Wireless Phones/Devices	23,079	25,000	25,000	25,000
1815-7965	Professional Services	104,400	104,400	104,400	126,000
1815-7980	Other Expenses	25,285	15,000	15,000	15,000
	Total Services and Supplies	316,419	336,900	337,000	356,100
Capital Outlay					
1815-8011	Computer Equipment	2,127	15,000	15,000	15,000
	Total Capital Outlay	2,127	15,000	15,000	15,000
	Total Information Technology	318,546	351,900	352,000	371,100

Risk Management

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1820-7771	Repair of City Property	13085	17,000	26,000	25,000
1820-7772	Liability Coverage	241,838	218,100	218,300	258,300
1820-7773	Worker's Compensation Coverage	187,060	228,800	219,700	249,200
1820-7775	Property Coverage	69,820	67,500	67,500	71,100
1820-7776	Faithful Performance Bond	1,029	1,100	1,100	1,200
	Total Services and Supplies	512,832	532,500	532,600	604,800
	Total Risk Management	512,832	532,500	532,600	604,800

General Services

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
1825-7072	Pension Rate Stabilization Fund	0	38,700	38,800	44,000
1825-7079	Unfunded Liability - PERS	971,702	1,126,200	1,126,200	1,279,000
1825-7613	Duplication and Photos	2,411	11,000	11,000	11,000
1825-7614	Office Supplies	984	1,000	1,000	1,000
1825-7626	Postage	11,229	19,000	19,000	15,000
1825-7630	Equipment Rental	18,161	18,600	22,000	26,000
1825-7631	Equipment Maintenance	6,483	7,400	7,000	7,000
1825-7674	Retiree Health Insurance	782,061	800,000	800,000	920,000
1825-7687	Waste Management Services	4,757	62,800	58,700	91,400
1825-7688	Oil Recycling Grant	6,986	5,000	5,000	5,000
1825-7747	Beverage Container Recycling	5,848	11,400	11,400	5,500
1825-7782	Admin Support of SA	605	0	600	1,400
1825-7945	Operation of Acq Prop	500	500	500	500
1825-7980	Other Expenses	1,991	2,000	2,000	2,000
	Total Services and Supplies	1,813,718	2,103,600	2,103,200	2,408,800
	Total General Services	1,813,718	2,103,600	2,103,200	2,408,800
1830-8100	Vehicle Replacement	23,803	68,000	67,400	61,200
	Total Vehicle Replacement	23,803	68,000	67,400	61,200
	Total Administrative Services	3,673,434	4,110,400	4,086,600	4,534,100

Transfers Out and Reimbursements

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Transfers Out and Reimbursements					
1905-9020	Transfers Out - Landscaping/Lighting	611,207	532,800	558,300	550,300
1905-9055	Transfers Out - Housing Authority	671,307	0	0	0
1905-9056	Transfers Out - Infr Mod Loan Pmt	220,837	223,300	219,605	220,900
1905-9060	Transfers Out-Comm Imp	0	48,500	48,500	0
	Total Other Financing Uses	1,503,351	804,600	826,405	771,200
	Total Transfers Out & Reimb.	1,503,351	804,600	826,405	771,200
		FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
	Total General Fund:	20,735,607	20,111,700	20,277,305	23,281,800

Special Purpose Funds

State Gasoline Tax Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
220-4401	Interest Earnings	7,695	7,100	3,000	2,800
	Total Use of Money and Property	7,695	7,100	3,000	2,800
Intergovernmental - State					
220-4606	Gasoline Tax - 2105	110,416	122,700	126,900	138,400
220-4607	Gasoline Tax - 2106	66,696	73,200	75,300	81,800
220-4608	Gasoline Tax - 2107	149,412	156,000	173,000	189,100
220-4609	Gasoline Tax - 2107.5	5,000	5,000	5,000	5,000
220-4614	Gasoline Tax - 2103 (Prop 42)	144,596	167,000	182,000	211,300
	Total Intergovernmental - State	476,120	523,900	562,200	625,600
	Total Revenues	483,815	531,000	565,200	628,400

Expenditures

Account Number	Account Description	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2019-20 Estimated Actual	FY 2020-21 Budget
Gas Tax 2105					
Capital Outlay					
2205-8060	Sidewalk Improvements	9,360	10,000	0	10,000
2205-8070	Street Improvements	0	10,000	0	10,000
2205-8100	Other Capital Improvements	62,529	297,000	327,000	60,000
	Total Capital Outlay	71,889	317,000	327,000	80,000
	Total Gas Tax 2105	71,889	317,000	327,000	80,000

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Gas Tax 2106</u>					
Capital Outlay					
2210-7811	Street Maintenance	19,787	20,000	20,000	20,000
2210-7812	Street Striping and Marking	98,552	70,000	50,000	70,000
2210-7813	Regulatory Signs	9,812	10,000	20,000	10,000
2210-7890	Repairs - Traffic Signals	0	0	0	0
2210-8070	Street Improvements	10,805	10,000	10,000	10,000
2210-8100	Other Capital Improvements	0	142,000	142,000	0
	Total Capital Outlay	138,956	252,000	242,000	110,000
	Total Gas Tax 2106	138,956	252,000	242,000	110,000
<u>Gas Tax 2107</u>					
Reimbursements					
2215-8610	Reimbursements - General Fund	57,731	185,000	133,800	120,200
	Total Reimbursements	57,731	185,000	133,800	120,200
	Total Gas Tax 2107	57,731	185,000	133,800	120,200
<u>Gas Tax 2107.5</u>					
Services and Supplies					
2220-7831	Wireless Phones	0	0	10,000	2,000
2220-7980	Other Expenses	2,576	20,000	10,000	3,000
	Total Services and Supplies	2,576	20,000	20,000	5,000
	Total Gas Tax 2107.5	2,576	20,000	20,000	5,000

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Gas Tax - 2103</u>					
Capital Outlay					
2225-7811	Street Maintenance	12,276	10,000	10,000	10,000
2225-7965	Professional Services	21,306	0	0	0
2225-7980	Other Expenses	47,430	50,000	50,000	50,000
2225-8070	Street Improvements	20,255	10,000	0	10,000
2225-8100	Other Capital Improvements	8,856	266,000	20,000	336,000
	Total Capital Outlay	<u>110,123</u>	<u>336,000</u>	<u>80,000</u>	<u>406,000</u>
	Total Gas Tax - 2103	<u>110,123</u>	<u>336,000</u>	<u>80,000</u>	<u>406,000</u>
	Total Expenditures	<u><u>381,275</u></u>	<u><u>1,110,000</u></u>	<u><u>802,800</u></u>	<u><u>721,200</u></u>

SB1/RMRA Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money & Property					
225-4401	Interest Earnings	1,859	1,300	600	600
225-4620	SB1/RMRA	401,786	416,300	444,400	489,100
	Total Use of Money & Property	403,645	417,600	445,000	489,700
	Total Revenues	403,645	417,600	445,000	489,700

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
225-2250-810C	Other Capital Improvements	230,000	300,000	300,000	400,000
225-2250-861C	Reimbursements - General Fund	46,000	60,000	60,000	80,000
	Total Capital Outlay	276,000	360,000	360,000	480,000
	Total Expenditures	276,000	360,000	360,000	480,000

Landscaping and Lighting District Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Special Assessments					
240-4101	Landscaping and Lighting Assess.	984,414	977,700	986,500	986,500
	Total Special Assessments	<u>984,414</u>	<u>977,700</u>	<u>986,500</u>	<u>986,500</u>
Miscellaneous					
240-5004	Other Revenue	0	0	0	0
	Total Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Financing Sources					
240-6901	Transfers In - General Fund	611,207	498,800	558,300	550,300
	Total Other Financing Sources	<u>611,207</u>	<u>498,800</u>	<u>558,300</u>	<u>550,300</u>
	Total Revenues	<u>1,595,621</u>	<u>1,476,500</u>	<u>1,544,800</u>	<u>1,536,800</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Citywide Lighting					
Services and Supplies					
2405-7662	Other Services - Citywide	2,635	5,000	5,000	5,000
2405-7876	Electric - Citywide	215,381	168,000	168,000	168,000
2405-7877	Electric - Traffic Signal	21,122	20,000	20,000	20,000
	Total Electric	<u>239,138</u>	<u>193,000</u>	<u>193,000</u>	<u>193,000</u>

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
2405-7888	Repairs - Citywide	3,547	4,000	4,000	4,000
2405-7890	Repairs - Traffic Signal	94,746	80,000	80,000	80,000
	Total Repairs and Replacements	98,293	84,000	84,000	84,000
	Total Services and Supplies	337,431	277,000	277,000	277,000
Reimbursements					
2405-8610	Reimbursements - General Fund	94,900	94,900	94,900	94,900
	Total Reimbursements	94,900	94,900	94,900	94,900
	Total Citywide Lighting	432,331	371,900	371,900	371,900

Citywide Landscaping

Services and Supplies					
2410-7662	Other Services - Citywide	10,163	19,000	19,000	11,000
2410-7663	Other Services - Medians	6,694	8,000	8,000	8,000
	Total Other Services	16,857	27,000	27,000	19,000
2410-7842	Water - Medians	43,974	45,000	45,000	45,000
2410-7844	Water - Citywide	263,609	237,000	237,000	237,000
	Total Water	307,583	282,000	282,000	282,000
2410-7874	Electric - Medians	12,076	16,000	16,000	16,000
2410-7876	Electric - Citywide	17,190	20,000	20,000	20,000
	Total Electric	29,266	36,000	36,000	36,000
2410-7888	Repairs - Citywide	7,191	6,000	6,000	6,000
2410-7891	Repairs - Medians	1,966	2,200	2,200	2,200
	Total Repairs and Replacements	9,157	8,200	8,200	8,200
2410-7896	Tree Planting - Citywide	10,880	10,900	10,900	10,900
2410-7898	Tree Planting - Medians	0	5,000	5,000	5,000
	Total Tree Plant	10,880	15,900	15,900	15,900
2410-7906	Tree Trimming - Citywide	60,000	60,000	60,000	60,000
2410-7909	Tree Trimming - Residential	83,546	85,000	85,000	85,000
	Total Tree Trimming	143,546	145,000	145,000	145,000
2410-7915	Landscape Maint. - Citywide	90,000	90,000	90,000	90,000
2410-7917	Landscape Maintenance - Medians	63,960	64,000	64,000	64,000
	Total Landscape Maintenance	153,960	154,000	154,000	154,000
	Total Services and Supplies	671,249	668,100	668,100	660,100

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Reimbursements and Transfers					
2410-8610	Reimbursements - General Fund	193,000	193,000	193,000	193,000
	Total Reimbursements	193,000	193,000	193,000	193,000
	Total Citywide Landscaping	864,249	861,100	861,100	853,100

Kendrick Tract**Services and Supplies**

2420-7835	Water	11,340	13,000	13,000	13,000
2420-7887	Repairs and Replacements	1,013	500	500	500
2420-7914	Landscape Maintenance	4,142	4,100	4,100	4,100
	Total Services and Supplies	16,495	17,600	17,600	17,600

Reimbursements

2420-8610	Reimbursements - General Fund	2,200	2,200	2,200	2,200
	Total Reimbursements	2,200	2,200	2,200	2,200
	Total Kendrick Tract	18,695	19,800	19,800	19,800

Las Lomas Villas**Services and Supplies**

2421-7835	Water	18,006	18,000	18,000	18,000
2421-7866	Electric	315	500	500	500
2421-7887	Repairs and Replacements	2,814	5,000	5,000	5,000
2421-7914	Landscape Maintenance	15,600	15,600	15,600	15,600
	Total Services and Supplies	36,735	39,100	39,100	39,100

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Reimbursements					
2421-8610	Reimbursements - General Fund	10,000	10,000	10,000	10,000
	Total Reimbursements	10,000	10,000	10,000	10,000
	Total Las Lomas Villas	46,735	49,100	49,100	49,100
<u>Encanto Parkway</u>					
Services and Supplies					
2422-7835	Water	2,677	3,300	3,300	3,300
2422-7866	Electric	312	1,100	1,100	1,100
2422-7887	Repairs and Replacements	120	2,500	2,500	2,500
2422-7914	Landscape Maintenance	5,767	5,500	5,500	5,500
	Total Services and Supplies	8,876	12,400	12,400	12,400
Reimbursements					
2422-8610	Reimbursements - General Fund	3,400	3,400	3,400	3,400
	Total Reimbursements	3,400	3,400	3,400	3,400
	Total Encanto Parkway	12,276	15,800	15,800	15,800
<u>Amberwood Homes</u>					
Services and Supplies					
2423-7835	Water	6,509	9,000	9,000	9,000
2423-7866	Electric	158	300	300	300
2423-7887	Repairs and Replacements	1,257	1,500	1,500	1,500
2423-7914	Landscape Maintenance	10,800	10,800	10,800	10,800
	Total Services and Supplies	18,724	21,600	21,600	21,600
Reimbursements					
2423-8610	Reimbursements - General Fund	2,200	2,200	2,200	2,200
	Total Reimbursements	2,200	2,200	2,200	2,200
	Total Amberwood Homes	20,924	23,800	23,800	23,800

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Village and Windsor Homes</u>					
Services and Supplies					
2424-7835	Water	2,748	4,000	4,000	4,000
2424-7866	Electric	159	300	300	300
2424-7887	Repairs and Replacements	1,620	1,600	1,600	1,600
2424-7914	Landscape Maintenance	6,600	6,600	6,600	6,600
	Total Services and Supplies	11,127	12,500	12,500	12,500
Reimbursements					
2424-8610	Reimbursements - General Fund	2,800	2,800	2,800	2,800
	Total Reimbursements	2,800	2,800	2,800	2,800
	Total Village and Windsor Homes	13,927	15,300	15,300	15,300
<u>Hearthstone Del Norte</u>					
Services and Supplies					
2425-7660	Other Services	1,000	5,300	5,300	5,300
2425-7835	Water	4,231	8,000	8,000	8,000
2425-7866	Electric	1,529	3,600	3,600	3,600
2425-7887	Repairs and Replacements	183	500	500	500
2425-7913	Brush Clearance	11,840	15,000	15,000	15,000
2425-7914	Landscape Maintenance	4,800	4,800	4,800	4,800
	Total Services and Supplies	23,583	37,200	37,200	37,200
Reimbursements					
2425-8610	Reimbursements - General Fund	3,200	3,200	3,200	3,200
	Total Reimbursements	3,200	3,200	3,200	3,200
	Total Hearthstone Del Norte	26,783	40,400	40,400	40,400

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Grocery Outlet (Mike's Center)</u>					
Services and Supplies					
2426-7810	Street Sweeping	9,408	9,000	9,000	9,000
2426-7835	Water	505	700	700	700
2426-7866	Electric	3,795	4,500	4,500	4,500
2426-7887	Repairs and Replacements	11	700	700	700
2426-7914	Landscape Maintenance	2,160	2,200	2,200	2,200
	Total Services and Supplies	15,879	17,100	17,100	17,100
Reimbursements					
2426-8610	Reimbursements - General Fund	2,600	2,600	2,600	2,600
	Total Reimbursements	2,600	2,600	2,600	2,600
	Total Grocery Outlet (Mike's Center)	18,479	19,700	19,700	19,700
<u>Rancho Verde Homes</u>					
Services and Supplies					
2427-7835	Water	16,242	18,000	18,000	18,000
2427-7866	Electric	313	600	600	600
2427-7887	Repairs and Replacements	873	1,200	1,200	1,200
2427-7914	Landscape Maintenance	7,564	7,600	7,600	7,600
	Total Services and Supplies	24,992	27,400	27,400	27,400
Reimbursements					
2427-8610	Reimbursements - General Fund	5,900	5,900	5,900	5,900
	Total Reimbursements	5,900	5,900	5,900	5,900
	Total Rancho Verde Homes	30,892	33,300	33,300	33,300

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Emblem Homes</u>					
Services and Supplies					
2429-7835	Water	2,876	2,100	2,100	2,100
2429-7866	Electric	156	300	300	300
2429-7887	Repairs and Replacements	120	1,000	1,000	1,000
	Total Services and Supplies	3,152	3,400	3,400	3,400
Reimbursements					
2429-8610	Reimbursements - General Fund	1,100	1,100	1,100	1,100
	Total Reimbursements	1,100	1,100	1,100	1,100
	Total Emblem Homes	4,252	4,500	4,500	4,500
<u>Mesa Gas Lights</u>					
Services and Supplies					
2430-7850	Gas	7,760	9,000	9,000	9,000
2430-7887	Repairs and Replacements	26,804	18,000	18,000	18,000
	Total Services and Supplies	34,564	27,000	27,000	27,000
Reimbursements					
2430-8610	Reimbursements - General Fund	3,800	3,800	3,800	3,800
	Total Reimbursements	3,800	3,800	3,800	3,800
	Total Mesa Gas Lights	38,364	30,800	30,800	30,800

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Las Brisas Homes</u>					
Services and Supplies					
2431-7835	Water	4,494	6,000	6,000	6,000
2431-7866	Electric	240	300	300	300
2431-7887	Repairs and Replacements	2,380	2,700	2,700	2,700
2431-7914	Landscape Maintenance	9,600	9,600	9,600	9,600
	Total Services and Supplies	16,714	18,600	18,600	18,600
Reimbursements					
2431-8610	Reimbursements - General Fund	3,500	3,500	3,500	3,500
	Total Reimbursements	3,500	3,500	3,500	3,500
	Total Las Brisas Homes	20,214	22,100	22,100	22,100
<u>Las Posadas Homes</u>					
Services and Supplies					
2432-7835	Water	7,926	7,600	7,600	7,600
2432-7866	Electric	240	300	300	300
2432-7887	Repairs and Replacements	2,030	0	0	0
2432-7914	Landscape Maintenance	10,020	10,000	10,000	10,000
	Total Services and Supplies	20,216	17,900	17,900	17,900
Reimbursements					
2432-8610	Reimbursements - General Fund	6,500	6,500	6,500	6,500
	Total Reimbursements	6,500	6,500	6,500	6,500
	Total Las Posadas Homes	26,716	24,400	24,400	24,400

Expenditures, Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Buena Vista Villas</u>					
Services and Supplies					
2433-7835	Water	8,728	8,600	8,600	8,600
2433-7866	Electric	240	300	300	300
2433-7887	Repairs and Replacements	4,133	4,900	4,900	4,900
2433-7914	Landscape Maintenance	6,360	6,400	6,400	6,400
	Total Services and Supplies	19,461	20,200	20,200	20,200
Reimbursements					
2433-8610	Reimbursements - General Fund	3,700	3,700	3,700	3,700
	Total Reimbursements	3,700	3,700	3,700	3,700
	Total Buena Vista Villas	23,161	23,900	23,900	23,900
<u>Citrus Villas</u>					
Services and Supplies					
2434-7835	Water	4,420	5,000	5,000	5,000
2434-7866	Electric	240	300	300	300
2434-7887	Repairs and Replacements	624	500	500	500
2434-7914	Landscape Maintenance	4,260	4,300	4,300	4,300
	Total Services and Supplies	9,544	10,100	10,100	10,100
Reimbursements					
2434-8610	Reimbursements - General Fund	2,900	2,900	2,900	2,900
	Total Reimbursements	2,900	2,900	2,900	2,900
	Total Citrus Villas	12,444	13,000	13,000	13,000

Expenditures. Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
<u>Ridgecrest</u>					
Services and Supplies					
2435-7835	Water	5,845	6,000	6,000	6,000
2435-7866	Electric	159	400	400	400
2435-7887	Repairs and Replacements	120	500	500	500
2435-7914	Landscape Maintenance	6,000	6,000	6,000	6,000
2435-7918	Fuel Modification	8,360	9,000	9,000	9,000
2435-7920	Debris/Storm Drain System	3,258	4,000	4,000	4,000
	Total Services and Supplies	<u>23,742</u>	<u>25,900</u>	<u>25,900</u>	<u>25,900</u>
Reimbursements					
2435-8610	Reimbursements - General Fund	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Total Reimbursements	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Total Ridgecrest	<u>25,242</u>	<u>27,400</u>	<u>27,400</u>	<u>27,400</u>
	Total Expenditures	<u><u>1,635,684</u></u>	<u><u>1,596,300</u></u>	<u><u>1,596,300</u></u>	<u><u>1,588,300</u></u>

Community Development Block Grant

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Intergovernmental - Federal					
260-4501	Community Development Block Grant	4,964	500,000	4,000	750,000
	Total Intergovernmental - Federal	<u>4,964</u>	<u>500,000</u>	<u>4,000</u>	<u>750,000</u>
	Total Revenues	<u>4,964</u>	<u>500,000</u>	<u>4,000</u>	<u>750,000</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
2605-7965	Professional Services	4,300	0	0	0
2605-8060	Sidewalk Improvements	0	0	0	0
2605-8061	ADA Curb Ramps	700	0	4,000	0
2605-8062	ADA Improvements	0	500,000	0	750,000
2605-8070	Street Improvements	0	0	0	0
2605-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	<u>5,000</u>	<u>500,000</u>	<u>4,000</u>	<u>750,000</u>
	Total Expenditures	<u>5,000</u>	<u>500,000</u>	<u>4,000</u>	<u>750,000</u>

PAEG Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money & Property					
270-4401	Interest Earnings	57	100	0	0
	Total Use of Money & Property	57	100	0	0
Intergovernmental - State					
270-4617	PAEG Fees	32,483	34,700	33,000	33,000
	Total Intergovernmental - State	32,483	34,700	33,000	33,000
	Total Revenues	32,540	34,800	33,000	33,000

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
2705-8100	Other Capital Improvements	0	55,000	61,000	0
	Total Capital Outlay	0	55,000	61,000	0
Reimbursements					
	Total Expenditures	0	55,000	61,000	0

Supplemental Law Enforcement Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
290-4401	Interest Earnings	143	200	100	100
	Total Use of Money and Property	143	200	100	100
Intergovernmental - State					
290-4605	Supplemental Law Enforcement	156,727	221,200	221,300	160,000
	Total Intergovernmental - State	156,727	221,200	221,300	160,000
	Total Revenues	156,870	221,400	221,400	160,100

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
2905-7781	Contract Law Enforcement	136,870	201,400	201,400	140,000
2905-7785	Special Events Patrol	20,000	20,000	20,000	20,100
	Total Services and Supplies	156,870	221,400	221,400	160,100
	Total Expenditures	156,870	221,400	221,400	160,100

Bicycle and Pedestrian Safety Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Intergovernmental - State					
300-4612	Bicycle and Pedestrian Grant	0	44,100	44,100	20,200
	Total Intergovernmental - State	<u>0</u>	<u>44,100</u>	<u>44,100</u>	<u>20,200</u>
	Total Revenues	<u>0</u>	<u>44,100</u>	<u>44,100</u>	<u>20,200</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
3005-8060	Sidewalk Improvements	0	44,100	44,100	20,200
	Total Capital Outlay	<u>0</u>	<u>44,100</u>	<u>44,100</u>	<u>20,200</u>
	Total Expenditures	<u>0</u>	<u>44,100</u>	<u>44,100</u>	<u>20,200</u>

Air Quality Management Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
320-4401	Interest Earnings	666	400	0	200
	Total Use of Money and Property	<u>666</u>	<u>400</u>	<u>0</u>	<u>200</u>
Intergovernmental - Local					
320-4701	AB 2766 Subvention	28,300	30,000	28,000	28,000
	Total Intergovernmental - Local	<u>28,300</u>	<u>30,000</u>	<u>28,000</u>	<u>28,000</u>
	Total Revenues	<u>28,966</u>	<u>30,400</u>	<u>28,000</u>	<u>28,200</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
3205-8013	Vehicles	7,576	18,300	18,300	20,400
	Total Capital Outlay	<u>7,576</u>	<u>18,300</u>	<u>18,300</u>	<u>20,400</u>
Reimbursements					
3205-8610	Reimbursements - General Fund	110,000	0	0	0
	Total Reimbursements	<u>110,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>117,576</u>	<u>18,300</u>	<u>18,300</u>	<u>20,400</u>

Park Development Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Other Financing Sources					
400-4401	Interest Earnings	0	0	0	0
400-4611	Grant Programs Revenue	0	252,900	18,000	576,000
400-6901	Transfers In - General Fund	0	0	0	0
	Total Other Financing Sources	<u>0</u>	<u>252,900</u>	<u>18,000</u>	<u>576,000</u>
	Total Revenues	<u>0</u>	<u>252,900</u>	<u>18,000</u>	<u>576,000</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
4005-7965	Professional Services	0	41,000	18,000	98,000
4005-8040	Building Improvements	0	0	0	0
4005-8041	Park Improvements	0	211,900	0	478,000
4005-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	<u>0</u>	<u>252,900</u>	<u>18,000</u>	<u>576,000</u>
	Total Expenditures	<u>0</u>	<u>252,900</u>	<u>18,000</u>	<u>576,000</u>

Quimby Act Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Special Assessments					
420-4103	Quimby Act	0	0	0	0
420-4401	Interest Earnings	239	200	100	100
	Total Special Assessments	<u>239</u>	<u>200</u>	<u>100</u>	<u>100</u>
	Total Revenues	<u>239</u>	<u>200</u>	<u>100</u>	<u>100</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
4205-8041	Park Improvements	0	0	0	0
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Proposition A Transit Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
440-4401	Interest Earnings	2,985	4,600	1,900	1,600
440-4409	Sale of Property	0	0	0	0
	Total Use of Money and Property	2,985	4,600	1,900	1,600
Intergovernmental - Local					
440-4703	Transit - Proposition A	441,677	437,700	437,700	523,500
440-5004	Other Revenue	1,374	0	0	0
	Total Intergovernmental - Local	443,051	437,700	437,700	523,500
Reimbursements					
440-5106	NTD Grant Revenue	71,030	0	38,000	38,000
440-6911	Transfer In - Other	110,000	0	0	0
	Total Reimbursements	181,030	0	38,000	38,000
	Total Revenues	627,066	442,300	477,600	563,100

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
4405-7002	Regular Salaries	50,913	49,300	52,100	54,900
4405-7003	Part-Time/Temp Salaries	0	0	0	0
4405-7030	Overtime	0	0	0	0
	Total Salaries	50,913	49,300	52,100	54,900

Expenditures, Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Fringe Benefits					
4405-7071	Health Insurance	11,195	11,100	11,800	12,400
4405-7072	Retirement	6,296	6,100	6,400	6,800
4405-7073	Disability Insurance	574	700	200	300
4405-7074	Life Insurance	69	100	100	100
4405-7075	Vision	177	200	200	200
4405-7077	Medicare	685	900	700	800
4405-7078	Dental	938	700	1,000	1,000
	Total Fringe Benefits	19,934	19,800	20,400	21,600
	Total Personnel	70,847	69,100	72,500	76,500
Services and Supplies					
4405-7610	Travel, Meetings and Conferences	0	300	300	300
4405-7613	Duplication and Photos	0	300	300	300
4405-7614	Office Supplies	130	300	300	300
4405-7619	Fuel and Oil	0	0	0	0
4405-7620	Tires	0	0	0	0
4405-7621	Other Supplies	0	100	100	100
4405-7636	Uniforms	0	0	0	0
4405-7650	Vehicle Maintenance	2,863	5,500	5,500	5,500
4405-7673	Physical Exams	0	0	0	0
4405-7674	Retiree Health Insurance	7,168	7,500	6,500	7,400
4405-7814	Graffiti Removal	7,919	6,600	6,600	6,600
4405-7821	Personal Computer Support	571	600	0	600
4405-7831	Wireless Phones/Devices	56	0	700	700
4405-7887	Repairs & Replacements	0	0	0	0
4405-7888	Recreation Shuttle Services	0	5,000	5,000	6,600
4405-7960	Foothill Transit Operations	320,841	343,200	325,000	313,000
4405-7965	Professional Services	0	0	0	0
	Total Services and Supplies	339,548	369,400	350,300	341,400
Capital Outlay					
4405-7980	Other Expenses	2,751	3,100	3,100	3,000
4405-8013	Vehicle Purchase (Capital)	46,645	46,800	46,700	46,700
4405-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	49,396	49,900	49,800	49,700
Reimbursements					
4405-8610	Reimbursements - General Fund	74,146	48,800	47,300	46,800
	Total Reimbursements	74,146	48,800	47,300	46,800
	Total Expenditures	533,937	537,200	519,900	514,400

Proposition C Transit Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
460-4401	Interest Earnings	949	1,200	500	400
	Total Use of Money and Property	949	1,200	500	400
Intergovernmental - Local					
460-4704	Transit - Proposition C	366,355	363,000	363,000	434,200
	Total Intergovernmental - Local	366,355	363,000	363,000	434,200
	Total Revenues	367,304	364,200	363,500	434,600

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Salaries					
4605-7002	Regular Salaries	39,284	40,300	42,600	45,000
4605-7003	Part-Time/Temp Salaries	0	0	0	0
4605-7030	Overtime	0	0	0	0
	Total Salaries	39,284	40,300	42,600	45,000
Fringe Benefits					
4605-7071	Health Insurance	9,407	9,200	9,600	10,100
4605-7072	Retirement	5,151	5,000	5,300	5,600
4605-7073	Disability Insurance	469	500	200	200
4605-7074	Life Insurance	56	0	100	100
4605-7075	Vision	145	100	100	100
4605-7077	Medicare	544	800	600	800
4605-7078	Dental	768	500	800	600
	Total Fringe Benefits	16,540	16,100	16,700	17,500
	Total Personnel	16,540	56,400	59,300	62,500

Expenditures, Continued

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
4605-7610	Travel, Meetings and Conferences	0	200	500	500
4605-7613	Duplication and Photos	0	200	200	200
4605-7614	Office Supplies	0	200	200	200
4605-7621	Other Supplies	0	100	100	100
4605-7650	Vehicle Maintenance	0	4,500	4,500	4,500
4605-7674	Retiree Health Insurance	5,617	5,500	6,300	6,000
4605-7788	Recreation Shuttle Services	0	5,000	5,000	5,400
4605-7814	Graffiti Removal	6,479	5,400	5,400	5,400
4605-7821	Personal Computer Support	441	500	0	500
4605-7831	Wireless Phones/Devices	90	0	1,100	1,100
4605-7960	Foothill Transit Operations	262,507	280,800	265,000	252,000
4605-7980	Other Expenses	2,101	3,000	4,000	4,000
	Total Services and Supplies	277,235	305,400	292,300	279,900
Capital Outlay					
4605-8013	Vehicle Purchase	38,164	38,300	38,200	38,200
	Total Capital Outlay	38,164	38,300	38,200	38,200
Reimbursements					
4605-8610	Reimbursements - General Fund	60,665	40,000	39,000	38,100
4605-8620	Reimbursements - Proposition A	0	0	0	0
	Total Reimbursements	60,665	40,000	39,000	38,100
	Total Expenditures	431,888	440,100	428,800	418,700

Measure R Local Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money & Property					
470-4401	Interest Earnings	4,300	4,400	1,800	1,700
	Total Use of Money & Property	4,300	4,400	1,800	1,700
Intergovernmental - Local					
470-4706	Transit - Measure R LR	275,147	272,300	272,300	325,700
	Total Intergovernmental - Local	275,147	272,300	272,300	325,700
	Total Revenues	279,447	276,700	274,100	327,400

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
4705-7915	Landscape - Sidewalk Repairs	0	0	0	0
4705-8060	Sidewalk Improvements	265,084	150,000	103,000	150,000
4705-8070	Street Improvements	0	300,000	300,000	400,000
4705-8100	Other Capital Improvements	73,495	0	0	0
	Total Capital Outlay	338,579	450,000	403,000	550,000
Reimbursements					
4705-8610	Reimbursements - General Fund	67,716	90,000	80,600	110,000
	Total Reimbursements	67,716	90,000	80,600	110,000
	Total Expenditures	406,295	540,000	483,600	660,000

Measure M Local Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money & Property					
475-4401	Interest Earnings	1,342	1,300	500	500
	Total Use of Money & Property	<u>1,342</u>	<u>1,300</u>	<u>500</u>	<u>500</u>
Intergovernmental - Local					
475-4707	Transit - Measure M LR	311,752	308,600	308,600	369,100
	Total Intergovernmental - Local	<u>311,752</u>	<u>308,600</u>	<u>308,600</u>	<u>369,100</u>
	Total Revenues	<u>313,094</u>	<u>309,900</u>	<u>309,100</u>	<u>369,600</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
4750-7965	Professional Services	260,736	0	0	0
4750-8060	Sidewalk Improvements	0	0	0	0
4750-8070	Street Improvements	0	0	0	0
4750-8100	Other Capital Improvements	0	79,000	48,500	0
	Total Capital Outlay	<u>260,736</u>	<u>79,000</u>	<u>48,500</u>	<u>0</u>
4750-8610	Reimbursements - General Fund	52,147	15,800	9,700	0
	Total Capital Outlay	<u>52,147</u>	<u>15,800</u>	<u>9,700</u>	<u>0</u>
	Total Expenditures	<u>312,883</u>	<u>94,800</u>	<u>58,200</u>	<u>0</u>

Measure W Transit Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money & Property					
490-4401	Interest Earnings	79	0	0	0
	Total Use of Money & Property	<u>79</u>	<u>0</u>	<u>0</u>	<u>0</u>
Intergovernmental - Local					
490-4709	Transit - Measure W Stormwater	249,799	250,000	250,000	250,000
	Total Intergovernmental - Local	<u>249,799</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
	Total Revenues	<u><u>249,878</u></u>	<u><u>250,000</u></u>	<u><u>250,000</u></u>	<u><u>250,000</u></u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
4905-7980	Other Expenses	127,409	14,000	14,000	14,000
4905-8100	Other Capital Improvements	72,014	100,000	100,000	400,000
	Total Capital Outlay	<u>199,423</u>	<u>114,000</u>	<u>114,000</u>	<u>414,000</u>
4905-8610	Reimbursements - General Fund	0	0	0	0
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u><u>199,423</u></u>	<u><u>114,000</u></u>	<u><u>114,000</u></u>	<u><u>414,000</u></u>

Town Center Debt Service Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
520-4401	Interest Earnings	<u>1,042</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Use of Money and Property	<u>1,042</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Revenues	<u>1,042</u>	<u>0</u>	<u>0</u>	<u>0</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Financing Services					
5205-8314	Trustee Services	<u>1,650</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>
	Total Financing Services	<u>1,650</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>
Debt Service					
5205-8340	Principal Payments	144,386	144,400	147,300	800
5205-8350	Interest Expenses	<u>6,644</u>	<u>6,600</u>	<u>3,700</u>	<u>800</u>
	Total Debt Service	<u>151,030</u>	<u>151,000</u>	<u>151,000</u>	<u>1,600</u>
	Total Expenditures	<u>152,680</u>	<u>152,700</u>	<u>152,700</u>	<u>3,300</u>

Infrastructure Modernization Debt Service Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
521-4401	Interest Earnings	62	100	0	0
	Total Use of Money and Property	<u>62</u>	<u>100</u>	<u>0</u>	<u>0</u>
Other Financing Sources					
521-6901	Transfers In	220,837	223,300	219,605	220,900
	Total Other Financing Sources	<u>220,837</u>	<u>223,300</u>	<u>219,605</u>	<u>220,900</u>
	Total Revenues	<u>220,899</u>	<u>223,400</u>	<u>219,605</u>	<u>220,900</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Financing Services					
5215-8314	Trustee Services	0	1,700	0	0
5215-8330	Other Expenses - Debt Service	0	0	0	0
	Total Financing Services	<u>0</u>	<u>1,700</u>	<u>0</u>	<u>0</u>
Debt Service					
5215-8340	Principal Payments	154,277	158,000	158,000	161,900
5215-8350	Interest Expenses	66,560	62,800	62,800	59,000
	Total Debt Service	<u>220,837</u>	<u>220,800</u>	<u>220,800</u>	<u>220,900</u>
	Total Expenditures	<u>220,837</u>	<u>222,500</u>	<u>220,800</u>	<u>220,900</u>

Inclusionary Housing Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
610-4401	Interest Earnings	<u>1,866</u>	<u>1,900</u>	<u>800</u>	<u>700</u>
	Total Use of Money and Property	<u>1,866</u>	<u>1,900</u>	<u>800</u>	<u>700</u>
	Total Revenues	<u>1,866</u>	<u>1,900</u>	<u>800</u>	<u>700</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Capital Outlay					
6105-8100	Other Capital Improvements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Community Improvement Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
620-4401	Interest Earnings	2,645	1,400	600	700
620-4503	Other Federal Grants	0	262,600	0	0
620-4611	Grant Program Revenue	0	648,300	467,000	567,000
620-4613	Other State Grants	0	247,000	91,000	1,150,000
620-4910	Traffic Circulation Offset	316,563	0	0	0
620-5004	Other Revenue	0	319,000	85,000	234,000
	Total Use of Money and Property	319,208	1,478,300	643,600	1,951,700
Other Financing Sources					
620-6901	Transfers In - General Fund	0	48,500	48,500	0
	Total Other Financing Sources	0	48,500	48,500	0
	Total Revenues	319,208	1,526,800	692,100	1,951,700
	Total Revenues	319,208	1,526,800	692,100	1,951,700

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Services and Supplies					
6205-7965	Professional Services	0	648,000	0	0
6220-7965	Professional Services	0	97,000	91,000	0
	Total Services and Supplies	0	745,000	91,000	0
Capital Outlay					
6205-8100	Other Capital Improvements	0	234,000	0	234,000
6210-8100	Other Capital Improvements	0	85,000	85,000	0
6220-7980	Other Expenses	0	150,000	0	150,000
6220-8100	Other Capital Improvements	0	262,600	0	1,000,000
6225-8100	Other Capital Improvements	0	0	467,000	567,000
	Total Capital Outlay	0	731,600	552,000	1,951,000
	Total Expenditures	0	1,476,600	643,000	1,951,000

Housing Authority Fund

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
680-4401	Interest Earnings	7,242	4,500	1,900	2,000
680-5004	Other Revenue	200	0	0	0
680-5007	Gain on Sale of Land	0	0	0	0
	Total Use of Money and Property	<u>7,442</u>	<u>4,500</u>	<u>1,900</u>	<u>2,000</u>
Other Financing Sources					
680-6904	Transfers In - Affordable Housing	671,307	0	0	0
	Total Other Financing Sources	<u>671,307</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Revenues	<u>678,749</u>	<u>4,500</u>	<u>1,900</u>	<u>2,000</u>

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Administration Services					
6805-7310	Meeting Stipends	4,590	5,300	5,600	5,600
6805-7312	Legal Counsel	0	0	1,000	1,000
	Total Administration Services	<u>4,590</u>	<u>5,300</u>	<u>6,600</u>	<u>6,600</u>
Services and Supplies					
6805-7965	Professional Services	45,889	40,000	16,000	78,600
6805-7980	Other Expenses	10,384	10,000	6,000	5,000
	Total Services and Supplies	<u>56,273</u>	<u>50,000</u>	<u>22,000</u>	<u>83,600</u>
	Total Expenditures	<u>60,863</u>	<u>55,300</u>	<u>28,600</u>	<u>90,200</u>

Community Housing Authority Fund, *Continued*

Revenues

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Use of Money and Property					
681-4401	Interest Earnings	11,221	16,200	6,900	5,700
681-5004	Other Revenue	0	0	0	0
681-5007	Gain on Sale of Land	0	0	0	0
681-5011	Silent Second Repayment	0	0	0	0
	Total Use of Money and Property	11,221	16,200	6,900	5,700
Other Financing Sources					
681-6904	Transfers In - Affordable Housing	0	0	0	0
	Total Other Financing Sources	0	0	0	0
	Total Revenues	11,221	16,200	6,900	5,700

Expenditures

Account Number	Account Description	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2021-22 Estimated Actual	FY 2022-23 Budget
Administration Services					
6815-7310	Meeting Stipends	0	0	0	0
6815-7311	Administrative Services	0	0	0	0
6815-7312	Legal Counsel	0	0	0	0
	Total Administration Services	0	0	0	0
Services and Supplies					
6815-7965	Professional Services	0	8,600	8,600	8,600
6815-7971	Cost of Land Sold	0	0	0	0
6815-7980	Other Expenses	0	0	0	0
6815-9010	Transfer Out - SA	0	0	0	0
	Total Services and Supplies	0	8,600	8,600	8,600
	Total Expenditures	0	8,600	8,600	8,600

ATTACHMENT 2 – CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program (CIP)
FY 2022-23 to FY 2026-27

Project Name	2022-23	2023-24	2024-25	2025-26	2026-27	Total
Streets and Roads						
Mea M Multi-Year Sbrgl Plan - Highland Promenade	1,526,000	566,000	0	0	0	2,092,000
Annual Street Rehabilitation Project (incl PS&E)	800,000	470,000	470,000	470,000	470,000	2,680,000
Buena Vista/Central/Evergreen Traffic Signal Impr	0	300,000	0	0	0	300,000
Highland And Huntington Traffic Signal Upgrades	40,000	0	0	0	0	40,000
Annual Concrete Repair Project	150,000	150,000	150,000	150,000	150,000	750,000
Towncenter Sidewalk Improvments	220,000	0	0	0	0	220,000
Annual Striping Project	50,000	50,000	50,000	50,000	50,000	250,000
Annual Trench Repair Project	40,000	40,000	40,000	40,000	40,000	200,000
Huntington Drive PS&E And Traffic Study	40,000	0	0	0	0	40,000
Annual CDBG ADA Ramp Project	0	50,000	50,000	50,000	50,000	200,000
Pavement Management Update	0	0	25,000	0	0	25,000
ATP Cycle 4 - Duarte Active Transportation Project	1,150,000	1,023,000	0	0	0	2,173,000
Subtotal - Streets and Roads	4,016,000	2,649,000	785,000	760,000	760,000	8,970,000
NPDES						
CPS/ ARS Catch Basin Unit Installation - LA County	110,000	0	0	0	0	110,000
Coordinated Integrated Monitoring Program	71,000	71,000	71,000	71,000	71,000	355,000
Hacienda Park Drywell	0	0	150,000	0	0	150,000
Tule Pond (WMP Regional Project)	210,000	0	0	0	0	210,000
Subtotal - NPDES	391,000	71,000	221,000	71,000	71,000	825,000
Municipal Buildings, Grounds, Parks & Trails						
Duarte City Hall Courtyard Improvement Project	1,500,000	0	0	0	0	1,500,000
Duarte Park Playground Equipment	287,000	0	0	0	0	287,000
Civic Center Paint/Fascia Project	120,000	0	0	0	0	120,000
City Hall Interior Counter Tops ADA Compliance	85,000	0	0	0	0	85,000
Annual Facility ADA Improvements	0	0	0	30,000	0	30,000
Route 66 Public Art	150,000	0	0	0	0	150,000
Otis Gordon Park Restroom ADA Compliance	0	0	20,000	0	0	20,000
Royal Oaks Tennis Crt Re-Srfcng and Windscreen	0	37,000	0	0	0	37,000
Emerg Generator/Automatic Transfer Switch Repl	200,000	0	0	0	0	200,000
Encanto Park Trail DG Repair	0	10,000	0	0	0	10,000
South Yard Fencing & Upgrades	307,000	0	0	0	0	307,000
Sports Field Refurbishment	10,000	0	0	0	0	10,000
Beardslee Park New Restroom Building	325,000	0	0	0	0	325,000
Senior Center Carpeting	30,000	0	0	0	0	30,000
Fitness Center Roof	152,000	0	0	0	0	152,000
Subtotal - Muni Bldgs, Grnds, Prks & Trails	3,166,000	47,000	20,000	30,000	0	3,263,000
Future Projects (i.e., Unfunded & Unscheduled)						
Streets and Roads						
Huntington Drive Median Improvements	0	0	0	0	0	5,000,000
Melcanyon Debris Basin	0	0	0	0	0	2,500,000
Huntington Drive Traffic Signal Improvements	0	0	0	0	0	1,500,000
Royal Oaks Bike Trail Reconstruction Project	0	0	0	0	0	1,200,000
Kelwill & Buena Vista Traffic Signal Installation	0	0	0	0	0	350,000
Huntington Drive Medians - Town Center	0	0	0	0	0	750,000
Municipal Buildings, Grounds, Parks And Trails						
Upgrades To City Yard	0	0	0	0	0	1,500,000
Town Center Pedestrian Lighting	0	0	0	0	0	1,200,000
Duarte HS Snack Bar Restroom Building Repl	0	0	0	0	0	500,000
Teen Center/Royal Oaks Tennis Court Parking Lot	0	0	0	0	0	300,000
Hacienda Park Playground Equipment	0	0	0	0	0	80,000
Royal Oaks Park Interior Restroom ADA Complianc	0	0	0	0	0	30,000
Royal Oaks Park Exterior Restroom ADA Complianc	0	0	0	0	0	30,000
Subtotal - Future Projects	0	0	0	0	0	14,940,000
Total - All Projects						
Funded Projects	7,573,000	2,767,000	1,026,000	861,000	831,000	13,058,000
Future Projects	0	0	0	0	0	14,940,000
Total	7,573,000	2,767,000	1,026,000	861,000	831,000	27,998,000



AGENDA REPORT

MEETING DATE: June 14, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Declaring City owned properties at 1303 and 1305 Huntington Drive as surplus land to comply with the Surplus Land Act

RECOMMENDATION: Adopt Resolution 22-18, declaring that the City owned properties located at 1303 and 1305 Huntington Drive are surplus property

FISCAL IMPACT: There is no direct fiscal impact associated with declaring the properties as surplus land. If a prospective affordable “housing sponsor” expresses interest, the City may negotiate and the goal would be a sale at the fair market value. If there is no interest after 60 days, the City could move forward with the preferred option of marketing the property for commercial use and incorporate the sale into the shopping center façade and parking upgrades. The proceeds of any property sale would go to the General Fund

BACKGROUND

In 2008, the former Redevelopment Agency purchased the property at 1305 Huntington Drive. Western Dental had been the tenant and the building was damaged by fire. The property was purchased “as is” and was later demolished. The plan was to hold the property for development as part of a redevelopment of the entire shopping center. In 2017, after Redevelopment has ended in California, the City purchased the property from the Redevelopment Agency with General Fund dollars.

In 2017, the City purchased the property at 1303 Huntington Drive. At the time, Sparr Liquor operated at the site. The City purchased the property, building and business. After the purchase, the City demolished the building. There were a variety of reasons for the purchase that included: cleaning up the corner, reducing the Code complaints associated with the operation of the liquor store and combining the property with the 1305 property to hopefully spur an upgrade or rebuild of the shopping center.

The Town Center Specific Plan was adopted in 2016 and the goal for the corner property (1303 and 1305) was to be a model development for the area. The first step in this process was entering into a development arrangement with Arbor Capital Group. A purchase, sale and development agreement was signed with Arbor Capital Group in 2018 to develop the corner property, upgrade the entire shopping center parking lot and work with the City and other property owners in the

shopping center to upgrade facades. While there considerable interest initially from possible tenants for the corner property, the main impediment was that the other shopping center owners were reluctant to agree to parking lot upgrades and did not agree to provide the corner properties access to share access and parking.

In the past few months, a new owner has acquired one of the properties (Rite Aid) in the adjacent shopping center. Staff has been working with the new owner on the idea of a coordinated façade and parking improvement for all current buildings in the center. Last year, the City hired McKently Malak Architects to develop a concept improvement plan for discussion. With the recent positive direction for the center, the plan is to extend that design agreement to develop plans with additional detail including a concept engineered plan for the parking lot and an estimate project budget.

These positive steps in the shopping center and the lapsed purchase, sale and development agreement raises the issue of how best to incorporate the 1303 and 1305 properties into the development.

In 2019, the Governor signed Assembly Bill 1486. This amended the Surplus Land Act to include several things including: changing the existing, definition of “surplus land”; providing that land be declared either “surplus land” or “exempt surplus land” before a local agency may take any action to sell or lease land; and adding a limitation providing that an “agency’s use” “shall not include commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development,” or “property disposed of for the sole purpose of investment or generation or revenue.”

A City is prohibited from negotiating any sale or lease of the property prior to compliance with the procedural requirements of the Surplus Land Act. So to be able to sell the 1303 and 1305 properties for development, the City must meet the procedural requirements of AB 1486.

DISCUSSION/ANALYSIS

The 1303 and 1305 properties have 29,960 square feet of total land area. The Town Center Specific Plan proposes a public plaza on the corner property. The property also has parking and access drives that are part of the shopping center parking and this further reduces the developable area. It is estimated that the plaza and parking area will reduce the developable area to approximately 10,370 square feet.

Based on recent interest by the property owners of the adjacent shopping center to participate in major upgrades to the center, it is a good time to sell this City property for development. However, to do that the City must meet the requirement of the Surplus Land Act.

The Surplus Plan Act requires that the City send a written Notice of Availability (NOA), that the property is surplus, by email or certified mail to the all of the entities identified in Government Code section 54222. This list includes public entities and housing groups that have notified the California Department of Housing and Community Development of an interest in surplus land for the purpose of developing affordable housing.

If a potential “housing sponsor” that receives the NOA desires to purchase or lease the property, it must notify the City of its interest to do so in writing within 60 days of receiving the City’s notice. If this happens, the City may negotiate price and terms for the disposition of the property.

If there is no interested developer, or if no agreement is reached between the City and any interested party after a good faith negotiation period of 90 days, the land may be disposed of without further regard to the Surplus Land Act.

Because of the property limitations (size of the available development area and location of the property) it is unlikely that there will be interest in an affordable housing development at this location. For this reason, the City did not include this property in its Housing Element as a location for affordable housing. There are many other locations in the City that are more appropriate for affordable housing. This is an example of where a “one size fits all” approach by the State creates an impediment to quality development. Yet, this process is a necessary step in removing the impediment.

Because the property constraints of this property make it a very poor location for affordable housing, it is doubtful that the City will receive purchase offers. If there are no offers, the City can then market the property for sale which will be helpful in prompting the full renovation of the existing shopping center.

RECOMMENDATION

Adopt Resolution 22-18, declaring that the City owned properties located at 1303 and 1305 Huntington Drive are surplus property.

FISCAL IMPACT

There is no direct fiscal impact associated with declaring the properties as surplus land. If a prospective affordable “housing sponsor” expresses interest, the City may negotiate and the goal would be a sale at the fair market value. If there is no interest after 60 days, the City could move forward with the preferred option of marketing the property for commercial use and incorporate the sale into the shopping center façade and parking upgrades. The proceeds of any property sale would go to the General Fund.

ATTACHMENTS

Resolution 22-18
Draft Notice of Availability/Offer to Sell Surplus Property

RESOLUTION 22-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE DECLARING CITY OWNED PROPERTIES AT 1303 AND 1305 HUNTINGTON DRIVE SURPLUS PROPERTY PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54221

WHEREAS, the City of Duarte owns, in fee simple, the properties at 1303 and 1305 Huntington Drive (APNs 8530-004-905 & 8530-004-903); and

WHEREAS, the Surplus Land Act (Cal. Gov't Code §§ 54220-54234) establishes a specific process the City must follow to dispose of surplus land, which includes declaring the land is surplus, providing written notice to certain entities and negotiating in good faith with an interested entity that was entitled to such notice; and

WHEREAS, the Act defines surplus land as property that is “owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use”; and

WHEREAS, the City has determined that the properties are not necessary for the City’s use and should be declared surplus land and disposed of pursuant to the Surplus Land Act for the reasons described in the accompanying staff report;

NOW, THEREFORE,

SECTION 1. Recitals. That the recitals set forth above, including any definitions set forth therein, are true and correct and are incorporated into and made a material part of this Resolution by the reference.

SECTION 2. Finding of Property as Surplus Land. The City Council of the City of Duarte, determines that the City owned properties, located at 1303 and 1305 Huntington Drive are not necessary of any City use and are surplus property.

SECTION 3. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 14th day of June, 2022.

Margaret Finlay, Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 22-18 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 14th day of June 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

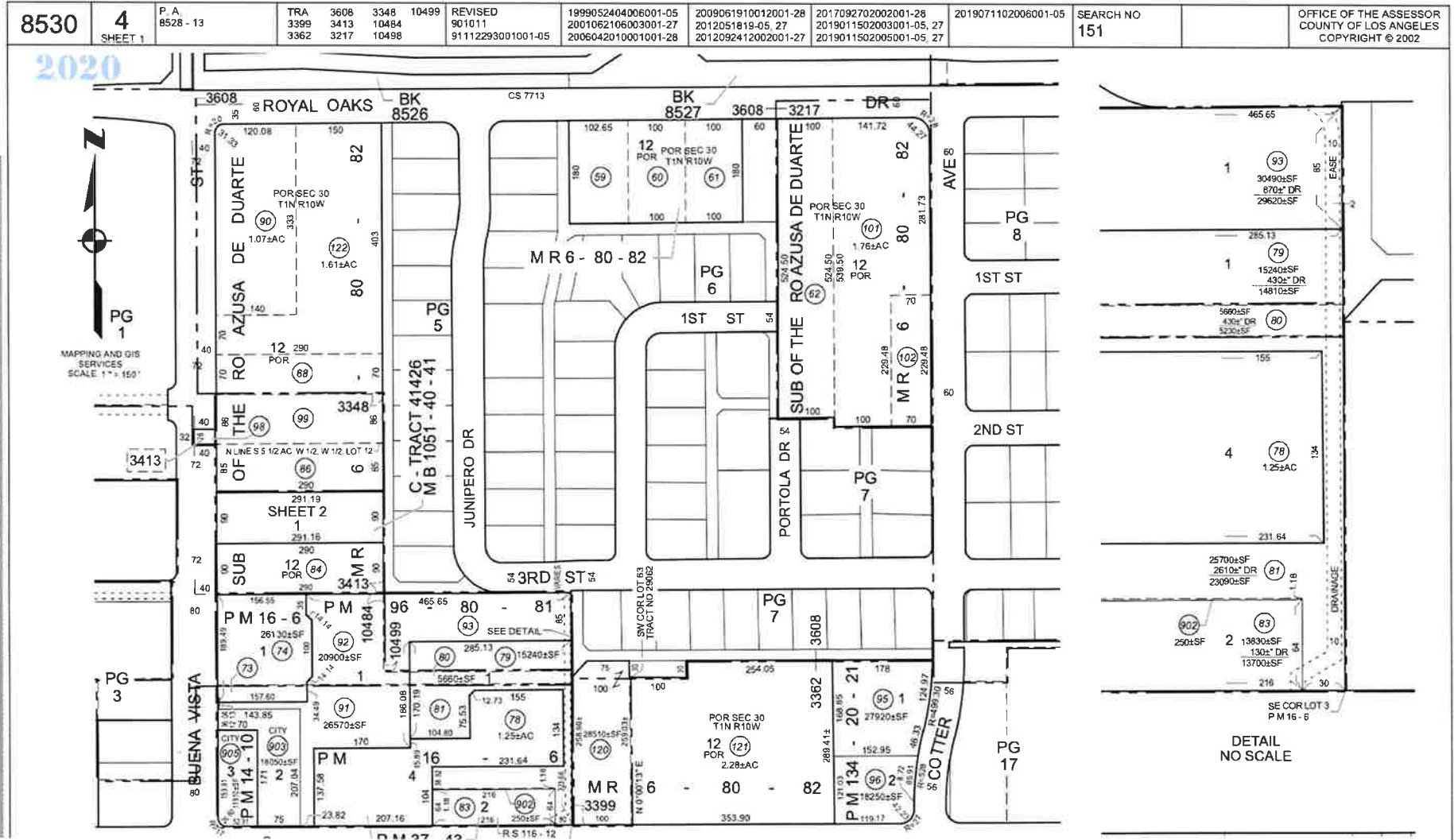
Annette Juarez
City Clerk

Usage of Assessor Maps requires the Adobe Acrobat Reader. To download and install this **free** software, visit [Adobe's website](http://adobe.com) and follow the instructions provided.

Assessor Maps are produced for property assessment purposes, and are NOT surveys.

No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

Next
Sheet >>





City of Duarte

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

To All Interested Parties:

RE: Notice of Availability/Offer to Sell Surplus Property

As required by Government Code §54220 of the State of California, the City of Duarte is providing notification that the the City intends to sell or lease the surplus property listed in Exhibit “A” (the “Property”).

In accordance with Government Code §54222, please notify the desinated contact identified herein in writing of you interest in leasing or purchasing the Property within (60) days from the date this Notice of Availability was sent via electronic mail, which is [MONTH] [DAY], [YEAR].

Notice of your interest in acquiring the property must be delivered via certified mail or e-mail to:

SLA Notice of Interest c/o
Craig Hensley, Community Development Director
1600 Huntington Drive
Duarte, CA 91010

E-mail: chensley@accessduarte.com

The City will confirm receipt of any notices of interest received via e-mail with a confirmation e-mail. If you do not receive confirmation of receipt of an e-mail submittal, please contact Craig Hensley via telephone at (626) 357-7931. You may also direct questions to chensley@accessduarte.com or by calling 626.357.7931.

The 60-day period within which notices must be submitted will close at 5 p.m. on [DAY OF WEEK] [MONTH] [DAY], [YEAR].

All notices of interest to lease or purchase the Property must include:

1. Date of response
2. Contact name, agency / organization, address, phone number and email of the responding party
3. A brief description of your agency / organization
4. A description of your plans to develop the Property
5. Proposed terms and conditions for lease and/or purchase of the Property
6. Proposed financing structure / capital stack

This Notice of Availability shall not obligate the City to lease or sell the Property to any interested party. However, the City shall enter into good faith negotiations with interested parties that have provided formal written notice of interest to the City pursuant to Government Code §54223. If no agreement is reached on price or terms within

a 90-day period in accordance with Government Code §54223, then the City may elect to market the Property to the general public.

Entities proposing to submit a letter of interest are advised to review the requirements set forth in the Surplus Land Act (Government Code §54220-54234).

The information provided in this notice is believed to be correct, however, the City assumes no responsibility or liability for its completeness or accuracy. Any entity or individual considering making an offer on the Property will be solely responsible for making its own determination as to the suitability of the Property for any specific purpose. The Property will be leased or sold “as is” with no warranties written, implied or expressed by the City and its agents or employees. Any future developer of the Property will be solely responsible for obtaining all permits, land use approvals, and environmental clearances necessary to complete a proposed project.

Sincerely,

Craig Hensley, AICP
Community Development Director

Exhibit “A” The Property

The Property is comprised of two parcels of land (APN: 8530-004-903 and 8503-004-905) totaling 29,960 square feet (approximately 0.69 acres). The Property is located at 1303 and 1305 Huntington Drive in Duarte, California, and are adjacent corner properties in an existing shopping center. An aerial of the Property is provided below.

The Property is located within the Town Center Specific Plan, in a “Mixed Use Town Center” zone which permits a mixed use development with first floor commercial. There are property limitations that include an approximately 12,600 square foot easement for shared driveway and parking, and a requirement for a public plaza of approximately 5,000 square feet. The estimated total buildable ground area is 10,370 square feet (0.28 acres). Additional details can be found in the Duarte Town Center Specific Plan which was accessible here: <https://www.duarte-towncenter.com> at the time of the circulation of this Notice of Availability.

