

## MEMORANDUM

**TO:** City Council  
**FROM:** City Manager  
**DATE:** June 9, 2016  
**SUBJECT:** Comments on Agenda Items, Meeting of June 14, 2016

The meeting will begin at 5:00 p.m. as a continuation of the budget workshop and ultimate adoption of the 2016/17 budget.

**ITEM 7.A.** A proclamation will be presented to Hector Elizalde of Congressman Grace F. Napolitano's office, recognizing June 25, 2016, as Veterans Appreciation Day in the City of Duarte. The City invites all residents to honor and support our veterans, and encourages all veterans to attend the Annual Veterans Forum hosted by Congressman Napolitano.

**ITEM 7.B.** City Council will recognize those homeowners and businesses that have maintained the beauty of their homes and businesses while excelling in their lawn and garden water conservation efforts. Judges were assigned to 11 zones, and they selected up to five homes within each zone. California American Water assisted in finalizing the winners. The judging ended on May 22, and 40 homes and two businesses were selected. Each winner and the judges have been invited to attend the Council meeting. The winners will receive various awards, including a certificate signed by the Mayor, a lawn sign, and a water conservation kit donated by California American Water.

**ITEM 7.C.** A representative from the Mayor's Youth Council will provide their monthly update.

**ITEM 7.D.** An update will be provided on the upcoming June 26, 2016, 626 Golden Streets event. The update will include the final route plan, final hub activity plan, staffing, resident notices, shuttle bus, and public safety measures.

**ITEM 11.D (Consent).** This is the second reading of an Ordinance amending the municipal code relating to the purchase of supplies, equipment, and services.

**ITEM 11.E (Consent).** The Foothill Gold Line Authority acquired various pieces of property in order to construct the Gold Line project. The properties included a number of private property acquisitions and easements that were needed to widen sidewalks, realign roadways, construct ADA accessibility improvements, locate utilities, and facilitate placement of traffic and rail signal equipment.

Now that the Gold Line has been completed, the Authority is requesting that the City accept these property conveyances, at no cost to the City. Once accepted by the Council, these properties will become City property or easements within our right-of-way. Staff is recommending that City Council accept these conveyances for inclusion into the City's right-of-way.

**ITEM 11.F (Consent).** This item recommends the acceptance of the Las Lomas Road (Royal Oaks to Huntington) Rehabilitation Project as complete.

**ITEM 11.G (Consent).** This item recommends the acceptance of the Duarte Fitness Center Pool Improvements as complete.

**ITEM 11.H (Consent).** This item recommends the acceptance of the Bus Pad Relocation at Huntington Drive and Buena Vista Street as complete.

**ITEM 11.I (Consent).** This item recommends the acceptance of the FY 2015-16 Concrete Repair Program as complete.

**ITEM 11.J (Consent).** This is a resolution establishing a salary schedule and compensation plan for the unrepresented regular employees. The resolution serves to establish compensation, benefits, and any procedures, rights, or protections that are of particular interest and/or not already a part of the existing Personnel Rules and Regulations. This year's compensation includes a 1% base salary increase, which is consistent with the terms of the MOU negotiated with the other City employees. The only other change from last year's resolution is the inclusion of language that recognizes the most recent changes to sick leave as a result of SB 579 which, among other things, restricts the City from requesting a doctor's note until the use of sick leave exceeds one-half of the total accrued leave for the year.

**ITEM 13.** This is the first reading of an Ordinance to amend the municipal code related to a temporary suspension of the City's Inclusionary Housing Program. The amendment proposes a temporary five-year suspension of the enforcement of the Program. The suspension will allow the City to monitor housing developments and trends in the City, surrounding areas, and the State; determine whether the program is helping or hindering the development of affordable housing within the City; and will allow staff to focus first on its Regional Housing Needs Assessment (RHNA) allocations for moderate and above-moderate housing, in an effort to gain momentum for residential development in the City generally.

**ITEM 14.** City Council requested that the City consider having a written donation policy, and asked staff to return with a draft policy for consideration. The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City, and to provide guidance when individuals, community groups, and businesses wish to make donations to the City. It also aims to establish the standards for City employees and City officials regarding the acceptance of gifts during the performance of City business.

Respectfully submitted,



Darrell J. George  
City Manager

# MEMORANDUM

**TO:** Darrell J. George, City Manager  
**FROM:** Kristen Petersen, Assistant City Manager  
**DATE:** June 14, 2016  
**SUBJECT:** FY 2016-2017 RECOMMENDED BUDGET HIGHLIGHTS

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## Recommendation

Staff is recommending that the City Council and Housing Authority Board discuss the information provided, amend the attached budget if needed and adopt the 2016/17 Budget.

## Background

The Council and Authority discussed the budget and certain changes at the workshop held on May 2<sup>nd</sup>, 2016. The following amounts reflect the total authorized expenses of the City and the Housing Authority based on the workshop and updated information provided since that time. The Summary of Revenues, Expenditures, Transfers and Fund Balance is shown on Attachment 1 and the entire Budget details are shown on Attachment 2.

| <b><u>City of Duarte:</u></b> | <b><u>Prior Year<br/>Budget</u></b> | <b><u>FY 2016/17<br/>Budget</u></b> |
|-------------------------------|-------------------------------------|-------------------------------------|
| General Fund:                 |                                     |                                     |
| City Council                  | \$ 111,800                          | \$ 114,100                          |
| City Manager/City Clerk       | 909,000                             | 942,300                             |
| Legal Services                | 200,000                             | 220,000                             |
| Promotions & Memberships      | 222,700                             | 211,400                             |
| Public Safety                 | 4,545,300                           | 5,045,200                           |
| Community Development         | 3,618,100                           | 3,335,500                           |
| Parks and Recreation          | 2,981,900                           | 2,835,000                           |
| Administrative Services       | 2,377,000                           | 2,371,000                           |
| Transfers Out                 | <u>1,631,100</u>                    | <u>392,700</u>                      |
| Total General Fund            | \$ 16,596,900                       | \$ 15,467,200                       |
| Special Revenue Funds         | \$ 6,919,200                        | 4,060,900                           |
| Debt Service Funds            | <u>154,500</u>                      | <u>155,000</u>                      |
| Total Other City              | \$ 7,073,700                        | \$ 4,215,900                        |

## **Duarte Housing Authority:**

## Recommended Budget Highlights

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|                                      |                             |                             |
|--------------------------------------|-----------------------------|-----------------------------|
| Total Housing Authority              | \$ 3,600                    | \$ 3,600                    |
| <b>Total Authorized Expenditures</b> | <b>\$ <u>23,674,200</u></b> | <b>\$ <u>19,686,700</u></b> |

At the conclusion of the Budget Workshop, staff was directed to provide more detailed information on certain items and bring the budget back to City Council for further discussion and adoption. As a result, this memorandum gives a brief summary of the City's Manager's overall budget recommendations for the upcoming fiscal year, but it focuses on the specific items that needed further clarification as a result of the Budget Workshop. Following the adoption of the budget, Staff will develop the formal Budget document for 2016/17 and include a comprehensive City Manager's budget letter.

### General Fund

The 2016/17 General Fund budget, as recommended, includes a deficit of \$215,800. This means that expenditures are expected to exceed revenues by that amount. One of the larger impacts on the budget is the ongoing expenses that are not optional, such as the increase to the CalPERS retirement rate, the Sheriff's contract, and full time personnel costs due to the third year terms of the three-year MOU. This budget includes an increase in part time staffing in order to assist with the large number of new projects and programming being proposed by the various departments and one  $\frac{3}{4}$  time position in Public Safety in order to open the Public Safety office on Fridays and Saturdays. While these are ongoing cost increases, there is also \$340,000 in one time capital improvements that staff is recommending in this budget. If this budget were approved as recommended, General Fund balance at year-end of 2016/17 would decrease to \$7.6 million, which covers 49% of General Fund expenses.

The details of the recommended budget are summarized in an attachment to this report.

### Revenues:

Total General Fund revenues for 2016/17 are projected to be \$15.3 million.

- Most of the revenues are projected to be very close or slightly higher to what they are in the current year budget. However, it is important to note that some of the 2015/16 resources were one-time grant revenues and therefore are not included in the 2016/17 revenues. For example, we anticipate receiving and spending most of the ATP grant of \$1.3 million for the Duarte Road Streetscape and Way finding Signage Project in 2015/16. We also received an SCE grant of \$150,000, a \$275,000 grant for the Town Center Specific Plan and \$400,000 for the City of Hope EIR in 2015/16 that further inflated the revenues, when comparing to 2016/17. When the large one-time grants are taken out of the comparison, General Fund revenues actually grew.
- Property taxes are projected to be \$257,000 more and sales tax revenue is projected to be \$258,000 more than 2015/16.



## **Recommended Budget Highlights**

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- Due to the projected sale of the Third Street property, we anticipate a \$44,000 reduction in annual rental income. However, it is important to note that while they have not been included in the revenues at this point, the City will receive substantial land sale proceeds from the sale of the property.
- You will recall that there were over \$9.5 million in loans that the City advanced to the former Redevelopment Agency. The very first repayment on these loans in the amount of \$1.3 million was received in July 2015. We recently received approval for the second repayment of this loan in the same amount and expect to receive it in July 2016, so we have included this in the General Fund revenues for 2016/17.

### **Expenditures:**

Total General Fund expenditures are projected to be \$15.5 million, including the recommended increases for capital projects, economic development projects, contracts and personnel.

- The impact of the CalPERS retirement rate increase is \$85,000, but overall this is less of an increase than last year.
- Fulltime employee salary and benefit costs represent about 36% of the City's General Fund expenditures this year. A 1% salary increase was negotiated for 2016/17 and increases expenses by approximately \$50,000.
- The projected cost of the Los Angeles County Sheriff's contract in Duarte in 2016/17 is \$3.7 million. This includes the recently added deputy, a 3.7% salary increase that was recently announced by the LA County Sheriff's Department and a 3.5% increase to the liability trust fund surcharge. Please note that Bradbury is reconsidering their funding of their portion of the Sheriff's contract and have only authorized \$25,000 of a total of \$75,000. If they opt out at some point, Council may need to consider filling a gap of \$50,000 or eliminate the position.
- While the City will be conducting the City Picnic on September 24<sup>th</sup>, 2016, it was recently announced that there will not be a Route 66 Parade on that day. Council had suggested that staff reprogram these funds and as a result, the \$2,600 that was included in the City's 2016/17 budget to support the parade will instead be redirected to the City Picnic budget in order to enhance the event and work to retain the number of participants that the parade brought to the picnic. For example, the City will pay for a more well known band with an established following, include DUSD schools in a school rally competition with prizes and add more inflatable attractions to the playground area.
- During the Budget Workshop a lot of discussion took place on the \$165,000 for the new monument signs for the City entry. Further discussions with staff has revealed that this estimate included more than just the entry signs, it also included street ID signs and community image banners. These items were first presented to Council during the ATP wayfinding sign presentation a few months ago. Since that time, staff has taken a closer look

## Recommended Budget Highlights

June 14, 2016

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at the proposal and feels that the budget could be reduced to \$135,000 by reducing or eliminating the street ID signs. An example of a street ID sign is the sign just to the west of City Hall that says Cotter Ave. The idea would be to either eliminate this type of sign from the plan or replace the original concept with a less costly sign. The plan would still include: three city entry monument signs, city limit signs for other city entries, the community image banners that were presented (e.g. the Duarte Fish Canyon Falls banner), removal of all old signs and final design for all the signs. In the coming months, staff would bring back a more detailed cost proposal and Council would have the ability to make a final decision on the expenditure at a later date. Please note that the attached budget has been reduced to the \$135,000 described above.

- During the Budget Workshop, the Chamber was asked to provide further information in regards to their organization and operations. Attached please find a copy of the Chamber's 2015/16 annual budget, a current membership list and a letter from Bob Cruz, Duarte Chairman of the Board of the Duarte Chamber of Commerce.
- In 2011, the Public Safety office hours were reduced to 4 days a week. While the Sheriff and Code Enforcement staff continues to operate in the field 6 days a week, the office is only open to the public Monday through Thursday. Staff is recommending that in order to reopen the office to the public on Fridays and Saturdays that a college intern position be replaced with a ¾ time clerk typist receptionist position. This position, would allow for enough hours and level of expertise to have the office open to the public for parking permits, dog license and general questions from the public at the counter or over the phone on Fridays and Saturday. The net cost of this position is approximately \$22,000. A detailed memorandum on this position was prepared by the Director of Public Safety and forwarded to Council as background. (See attached)
- This budget also includes funding equivalent to 2 new part time Animal Control Officer positions. The Public Safety Department's Code Compliance Officers handles both Animal Control and Code Compliance (dual duties). As a result, the full time officers respond to Animal Control and Code Compliance calls equally. In an effort to meet public demand for increased code compliance, the Public Safety Department would like to hire part time Animal Control Officers to focus on the more procedural type of animal control duties, thusly allowing our current full time Officer's to focus a majority of their time on Code Compliance duties. The cost of these positions is \$33,000. A detailed memorandum on this position was prepared by the Director of Public Safety Services and forwarded to Council as background. (See attached)
- Funding for 2 additional part time Community Service Officer positions is included in this budget. The additional positions will allow for enforcement of the no 3-6 AM parking five nights a week and Monday through Saturday CSO coverage on both AM and PM shifts. These additional hours would increase the overall Public Safety presence throughout the City and help to reduce response times for service calls related to non-criminal reports and non-injury traffic accident reports. Additionally, it would allow for monitoring and enforcing the newly added street sweeping restrictions. The cost of these positions is \$33,000. A detailed

## **Recommended Budget Highlights**

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memorandum on this position was prepared by the Director of Public Safety Services and forwarded to Council as background. (See attached)

- Two new part time Recreation Specialist positions are included in this budget. One position would be assigned to the Teen Center to support the Teen Center Supervisor with programming at the Teen Center, the walking club, the futsal courts and the Healthy Choice Nutrition Program. The second position would assist with onsite field rentals, special events, Adventure Club, Fish Canyon Falls Trail activities and the new Active Net online registration system. Each position will cost \$17,500. A detailed memorandum on this position was prepared by the Director of and Recreation and forwarded to Council as background. (See attached)
- \$15,000 was included in this budget to bring a part time college intern back to the Community Development Department. Generally speaking this position supports staff so that they can provide better service to the community and it gives the college intern a valuable experience in a real office setting. A detailed memorandum on this position was prepared by the Director of Community Development and forwarded to Council as background. (See attached)
- The City Manager's office has also included funding for a part time college intern. This position would handle routine tasks such as staff community information tables at City functions, program social media platforms, program the electronic sign, compile the council calendar, and develop flyers and press releases. Again, this position gives the intern valuable experience in the City Manager's Office and allows for more available time for seasoned staff to spend on more high profile projects and programs. A detailed memorandum on this position was prepared by the Deputy City Manager and forwarded to Council as background. (See attached)

### **Other City Funds**

The following is a highlight for a City fund other than the General Fund:

- As we have discussed in the past, the Neighborhood Landscape Districts are largely balanced because staff is able to adjust the water usage and maintenance levels. With the inclusion of the additional \$50,000 for the drought tolerant median landscape demonstration project, the General Fund subsidy of the Citywide District is estimated at \$393,000.

## ATTACHMENT 1

### Summary of Revenues, Expenditures, Transfer and Fund Balances

|                              | <u>Fund Balance<br/>June 30, 2015</u> | <u>Revenues</u>   | <u>Transfers In</u> | <u>Total Available<br/>Funds</u> | <u>Expenditures</u> | <u>Transfers Out</u> | <u>Total<br/>Deductions</u> | <u>Fund Balance<br/>June 30, 2016</u> |
|------------------------------|---------------------------------------|-------------------|---------------------|----------------------------------|---------------------|----------------------|-----------------------------|---------------------------------------|
| GENERAL FUND                 | 7,829,371                             | 15,251,400        | 0                   | 23,080,771                       | 15,074,500          | 392,700              | 15,467,200                  | 7,613,571                             |
| SPECIAL REVENUE FUNDS        |                                       |                   |                     |                                  |                     |                      |                             |                                       |
| State Gasoline Tax           | 1,105,100                             | 455,700           | 0                   | 1,560,800                        | 705,400             | 0                    | 705,400                     | 855,400                               |
| Landscaping & Lighting       | 103,700                               | 1,195,400         | 392,700             | 1,691,800                        | 1,363,100           | 225,000              | 1,588,100                   | 103,700                               |
| Community Dev. Block Grant   | 0                                     | 140,000           | 0                   | 140,000                          | 140,000             | 0                    | 140,000                     | 0                                     |
| Public Access Government Fee | (43,100)                              | 24,000            | 0                   | (19,100)                         | 24,000              | 0                    | 24,000                      | (43,100)                              |
| Supplemental Law Enf.        | 2,200                                 | 175,100           | 0                   | 177,300                          | 175,000             | 0                    | 175,000                     | 2,300                                 |
| Bicycle & Ped. Safety        | 0                                     | 14,200            | 0                   | 14,200                           | 14,200              | 0                    | 14,200                      | 0                                     |
| Air Quality Mgmt.            | 55,000                                | 26,100            | 0                   | 81,100                           | 1,000               | 0                    | 1,000                       | 80,100                                |
| Park Develop. Grant          | 0                                     | 0                 | 0                   | 0                                | 0                   | 0                    | 0                           | 0                                     |
| Quimby Act                   | 53,600                                | 0                 | 0                   | 53,600                           | 0                   | 0                    | 0                           | 53,600                                |
| Proposition A                | 2,450,500                             | 445,100           | 362,800             | 3,258,400                        | 797,900             | 0                    | 797,900                     | 2,460,500                             |
| Proposition C                | 254,500                               | 332,700           | 0                   | 587,200                          | 0                   | 362,800              | 362,800                     | 224,400                               |
| Measure R                    | 724,400                               | 250,700           | 0                   | 975,100                          | 252,500             | 0                    | 252,500                     | 722,600                               |
| Subtotal                     | <u>4,705,900</u>                      | <u>3,059,000</u>  | <u>755,500</u>      | <u>8,520,400</u>                 | <u>3,473,100</u>    | <u>587,800</u>       | <u>4,060,900</u>            | <u>4,459,500</u>                      |
| CAPITAL PROJECT FUNDS        |                                       |                   |                     |                                  |                     |                      |                             |                                       |
| Community Improvement        | 48,200                                | 100               | 0                   | 48,300                           | 0                   | 0                    | 0                           | 48,300                                |
| Inclusionary Housing         | 502,300                               | 1,400             | 0                   | 503,700                          | 0                   | 0                    | 0                           | 503,700                               |
| Housing Authority            | <u>(1,773,900)</u>                    | <u>800</u>        | <u>0</u>            | <u>(1,773,100)</u>               | <u>3,600</u>        | <u>0</u>             | <u>3,600</u>                | <u>(1,776,700)</u>                    |
| Subtotal                     | <u>(1,223,400)</u>                    | <u>2,300</u>      | <u>0</u>            | <u>(1,221,100)</u>               | <u>3,600</u>        | <u>0</u>             | <u>3,600</u>                | <u>(1,224,700)</u>                    |
| DEBT SERVICE FUNDS           |                                       |                   |                     |                                  |                     |                      |                             |                                       |
| Town Center Debt Services    | <u>702,200</u>                        | <u>1,600</u>      | <u>225,000</u>      | <u>928,800</u>                   | <u>155,000</u>      | <u>0</u>             | <u>155,000</u>              | <u>773,800</u>                        |
| Subtotal                     | <u>702,200</u>                        | <u>1,600</u>      | <u>225,000</u>      | <u>928,800</u>                   | <u>155,000</u>      | <u>0</u>             | <u>155,000</u>              | <u>773,800</u>                        |
| TOTAL ALL FUNDS              | <u>12,014,071</u>                     | <u>18,314,300</u> | <u>980,500</u>      | <u>31,308,871</u>                | <u>18,706,200</u>   | <u>980,500</u>       | <u>19,686,700</u>           | <u>11,622,171</u>                     |

# ATTACHMENT 2

2016/17 Budget Detail

| <b>FY 2016-17<br/>Budget</b>            |                           | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|-----------------------------------------|---------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <b>Fund: 100 - GENERAL FUND REVENUE</b> |                           |                                       |                                            |                           |
| <u>100-4001</u>                         | General Property Tax      | 1,160,000                             | 1,200,000                                  | 1,417,000                 |
| <u>100-4002</u>                         | Sales And Use Tax         | 5,471,000                             | 5,471,000                                  | 5,729,000                 |
| <u>100-4003</u>                         | Franchise Tax             | 871,000                               | 915,000                                    | 920,000                   |
| <u>100-4004</u>                         | Business License Tax      | 320,000                               | 300,000                                    | 300,000                   |
| <u>100-4005</u>                         | Transient Occupancy Tax   | 100,000                               | 110,000                                    | 125,000                   |
| <u>100-4006</u>                         | Real Prop Transfer Tax    | 73,000                                | 73,000                                     | 75,000                    |
|                                         |                           |                                       |                                            |                           |
| <u>100-4201</u>                         | Building Permits          | 400,000                               | 440,000                                    | 450,000                   |
| <u>100-4202</u>                         | Engineering Permits       | 140,000                               | 100,000                                    | 100,000                   |
| <u>100-4203</u>                         | Industrial Waste Permits  | 30,000                                | 40,000                                     | 40,000                    |
| <u>100-4204</u>                         | Animal Licenses           | 70,000                                | 80,000                                     | 70,000                    |
| <u>100-4205</u>                         | Parking Permits           | 30,000                                | 26,000                                     | 26,000                    |
| <u>100-4206</u>                         | Sign Permits              | 1,000                                 | 1,000                                      | 1,000                     |
|                                         |                           |                                       |                                            |                           |
| <u>100-4301</u>                         | Traffic Fines             | 70,000                                | 60,000                                     | 60,000                    |
| <u>100-4302</u>                         | Parking Citations         | 90,000                                | 110,000                                    | 120,000                   |
| <u>100-4303</u>                         | Other Fines               | 5,000                                 | 10,000                                     | 8,000                     |
|                                         |                           |                                       |                                            |                           |
| <u>100-4401</u>                         | Interest Earnings         | 15,000                                | 20,000                                     | 16,000                    |
| <u>100-4402</u>                         | Community Center Rentals  | 30,000                                | 30,000                                     | 30,000                    |
| <u>100-4403</u>                         | Swimming Pool Rentals     | 4,000                                 | 5,000                                      | 6,000                     |
| <u>100-4404</u>                         | Other Building Rentals    | 7,000                                 | 7,000                                      | 7,000                     |
| <u>100-4405</u>                         | 3rd St Building Rental    | 44,000                                | 44,000                                     | -                         |
| <u>100-4406</u>                         | Restroom & Gazebo Rentals | 5,000                                 | 5,500                                      | 5,000                     |
| <u>100-4407</u>                         | Sports Field Rentals      | 70,000                                | 70,000                                     | 70,000                    |
| <u>100-4408</u>                         | Property Rental           | 88,900                                | 88,900                                     | 93,000                    |
| <u>100-4409</u>                         | Sale of Property          | 0                                     | 10,000                                     | -                         |
| <u>100-4411</u>                         | Interest (GASB 31)        | 0                                     | 3,800                                      | 5,000                     |
| <u>100-4601</u>                         | Motor Veh License Fee     | 1,886,000                             | 1,886,000                                  | 1,924,000                 |
| <u>100-4603</u>                         | State Mandates (SB90)     | 0                                     | 22,000                                     | 10,000                    |
| <u>100-4604</u>                         | Pub Safety Augmentation   | 120,000                               | 110,000                                    | 110,000                   |
| <u>100-4611</u>                         | Grant Programs Rev        | 808,000                               | 818,000                                    | 375,200                   |
| <u>100-4613</u>                         | Other State Grants        | 6,200                                 | 6,200                                      | 6,200                     |
| <u>100-4615</u>                         | Recycling Grants          | 5,900                                 | 6,000                                      | 6,000                     |
| <u>100-4616</u>                         | America's Promise Grant   | 113,400                               | 85,400                                     | 113,400                   |
|                                         |                           |                                       |                                            |                           |
| <u>100-4801</u>                         | Recreation Class Fees     | 95,000                                | 90,000                                     | 90,000                    |
| <u>100-4802</u>                         | Racquetball Court Fees    | 4,500                                 | 4,000                                      | 4,000                     |
| <u>100-4803</u>                         | Open Swim Fees            | 18,000                                | 18,000                                     | 18,000                    |
| <u>100-4804</u>                         | Swim Team Fees            | 9,000                                 | 9,000                                      | 9,000                     |
| <u>100-4805</u>                         | Fitness Center Fees       | 7,000                                 | 6,000                                      | 6,000                     |
| <u>100-4806</u>                         | Adult Excursion Fees      | 21,000                                | 20,000                                     | 20,000                    |
| <u>100-4807</u>                         | Health Membership Fees    | 70,500                                | 70,000                                     | 70,000                    |
| <u>100-4808</u>                         | Swim Lesson Fees          | 94,000                                | 82,500                                     | 105,000                   |
| <u>100-4809</u>                         | Sports Program Fees       | 34,000                                | 34,000                                     | 34,000                    |
| <u>100-4810</u>                         | Teen Center Fees          | 6,300                                 | 6,300                                      | 6,300                     |
| <u>100-4811</u>                         | Boxing Fees               | 12,000                                | 12,000                                     | 12,000                    |

| <b>FY 2016-17<br/>Budget</b> |                            | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|----------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-4812</u>              | Senior Center Fees         | 23,400                                | 25,000                                     | 25,000                    |
| <u>100-4813</u>              | Other Parks & Rec Fees     | 6,000                                 | 6,500                                      | 6,500                     |
| <u>100-4814</u>              | Teen Excursion Fees        | 5,000                                 | 4,000                                      | 4,000                     |
| <u>100-4815</u>              | Youth Excursion Fees       | 11,000                                | 11,000                                     | 11,000                    |
| <u>100-4901</u>              | Plan Check Fees            | 140,000                               | 160,000                                    | 170,000                   |
| <u>100-4902</u>              | Waste Management Fees      | 63,100                                | 62,800                                     | 63,000                    |
| <u>100-4903</u>              | Business Lic Appl Fees     | 11,000                                | 10,000                                     | 10,500                    |
| <u>100-4904</u>              | Zoning Fees                | 40,000                                | 40,000                                     | 40,000                    |
| <u>100-4905</u>              | DUI Fees                   | 1,500                                 | 1,500                                      | 1,500                     |
| <u>100-4907</u>              | Auto Impound Fees          | 12,000                                | 12,000                                     | 12,000                    |
| <br>                         |                            |                                       |                                            |                           |
| <u>100-5004</u>              | Other Revenue              | 300,000                               | 200,000                                    | 100,000                   |
| <u>100-5005</u>              | Taxable Sales              | 2,000                                 | 3,000                                      | 3,000                     |
| <u>100-5006</u>              | Concert In The Park        | 5,200                                 | 5,500                                      | 5,500                     |
| <u>100-5010</u>              | Reimbursements - COH EIR   | 475,000                               | 475,000                                    | -                         |
| <u>100-5011</u>              | SA Repayment of RDA loans  | 1,309,000                             | 1,309,100                                  | 1,312,300                 |
| <u>100-5101</u>              | Reimbursements-SA          | 250,000                               | 250,000                                    | 250,000                   |
| <u>100-5102</u>              | Reimbursements-Gas Tax     | 80,600                                | 65,500                                     | 141,100                   |
| <u>100-5103</u>              | Reimbursements-Prop A/C    | 114,000                               | 114,000                                    | 114,000                   |
| <u>100-5105</u>              | Reimbursements-L & L       | 341,700                               | 341,700                                    | 339,400                   |
| <u>100-5106</u>              | Reimbursements - Measure R | 20,000                                | 20,000                                     | 50,500                    |
| <u>100-5107</u>              | Reimbursements - AQMD      | 1,500                                 | 1,500                                      | -                         |
| <u>100-6911</u>              | Transfer In-Other          | 1,305,000                             | 1,305,000                                  | -                         |
|                              | <b>Total General Fund:</b> | <b>16,922,700</b>                     | <b>16,928,700</b>                          | <b>15,251,400</b>         |



| FY 2016-17<br>Budget                     |                           | 2015/16<br>Amended<br>Budget | 2015/16 Est<br>Year End<br>Actual | 2016/17<br>Budget |
|------------------------------------------|---------------------------|------------------------------|-----------------------------------|-------------------|
| <b>Fund: 100 - GENERAL FUND EXPENSES</b> |                           |                              |                                   |                   |
| <b>City Council</b>                      |                           |                              |                                   |                   |
| <u>100-1005-7002</u>                     | Regular Salaries          | 47,600                       | 47,600                            | 47,600            |
| <u>100-1005-7071</u>                     | Health Insurance          | 16,400                       | 17,500                            | 17,500            |
| <u>100-1005-7072</u>                     | Retirement                | 11,100                       | 9,100                             | 11,900            |
| <u>100-1005-7073</u>                     | Disability Insurance      | 500                          | 500                               | 500               |
| <u>100-1005-7074</u>                     | Life Insurance            | 100                          | 100                               | 100               |
| <u>100-1005-7075</u>                     | Vision                    | 1,100                        | 1,100                             | 1,100             |
| <u>100-1005-7077</u>                     | Medicare                  | 600                          | 600                               | 600               |
| <u>100-1005-7078</u>                     | Dental                    | 5,800                        | 5,800                             | 5,800             |
| <u>100-1005-7614</u>                     | Office Supplies           | 600                          | 600                               | 1,000             |
| <u>100-1005-7641</u>                     | Travel & Exp - Fasana     | 3,500                        | 3,500                             | 3,500             |
| <u>100-1005-7642</u>                     | Travel & Exp - Finlay     | 3,500                        | 3,500                             | 3,500             |
| <u>100-1005-7646</u>                     | Travel & Exp - Paras      | 4,000                        | 4,000                             | 3,500             |
| <u>100-1005-7647</u>                     | Travel & Exp - Riley      | 3,500                        | 3,500                             | 3,500             |
| <u>100-1005-7648</u>                     | Travel & Exp - Kang       | 3,500                        | 4,000                             | 4,000             |
| <u>100-1005-7980</u>                     | Other Expenses            | 10,000                       | 10,000                            | 10,000            |
| <b>Total City Council:</b>               |                           | <b>111,800</b>               | <b>111,400</b>                    | <b>114,100</b>    |
| <b>City Manager</b>                      |                           |                              |                                   |                   |
| <u>100-1010-7002</u>                     | Regular Salaries          | 551,600                      | 553,000                           | 564,000           |
| <u>100-1010-7003</u>                     | Part-Time/Temp Salaries   | 0                            | 1,500                             | 15,000            |
| <u>100-1010-7030</u>                     | Overtime                  | 0                            | 1,000                             | 1,000             |
| <u>100-1010-7071</u>                     | Health Insurance          | 44,400                       | 44,400                            | 44,400            |
| <u>100-1010-7072</u>                     | Retirement                | 155,500                      | 155,500                           | 168,300           |
| <u>100-1010-7073</u>                     | Disability Insurance      | 7,900                        | 7,900                             | 8,000             |
| <u>100-1010-7074</u>                     | Life Insurance            | 1,000                        | 1,000                             | 1,000             |
| <u>100-1010-7075</u>                     | Vision                    | 1,100                        | 1,200                             | 1,200             |
| <u>100-1010-7076</u>                     | Tuition Reimbursement     | 5,600                        | 5,600                             | 2,800             |
| <u>100-1010-7077</u>                     | Medicare                  | 7,800                        | 7,800                             | 8,000             |
| <u>100-1010-7078</u>                     | Dental                    | 6,100                        | 6,800                             | 6,800             |
| <u>100-1010-7610</u>                     | Travel, Mtgs & Conf       | 10,000                       | 10,000                            | 13,000            |
| <u>100-1010-7612</u>                     | Publications              | 4,000                        | 4,600                             | 6,500             |
| <u>100-1010-7614</u>                     | Office Supplies           | 1,500                        | 1,500                             | 1,500             |
| <u>100-1010-7650</u>                     | Vehicle Maintenance       | 10,000                       | 9,000                             | 9,000             |
| <u>100-1010-7651</u>                     | Election Services         | 21,000                       | 0                                 | -                 |
| <u>100-1010-7670</u>                     | Legal Notices             | 9,000                        | 14,000                            | 14,000            |
| <u>100-1010-7685</u>                     | Granicus                  | 0                            | 10,800                            | 10,800            |
| <u>100-1010-7965</u>                     | Professional Services     | 60,000                       | 60,000                            | 60,000            |
| <u>100-1010-7980</u>                     | Other Expenses            | 12,500                       | 12,500                            | 7,000             |
| <b>Total City Manager:</b>               |                           | <b>909,000</b>               | <b>908,100</b>                    | <b>942,300</b>    |
| <b>Legal Services</b>                    |                           |                              |                                   |                   |
| <u>100-1015-7680</u>                     | City Attorney             | 100,000                      | 100,000                           | 100,000           |
| <u>100-1015-7682</u>                     | Labor Counsel             | 20,000                       | 20,000                            | 40,000            |
| <u>100-1015-7684</u>                     | Code Enforcement          | 20,000                       | 20,000                            | 20,000            |
| <u>100-1015-7686</u>                     | Other Legal Services      | 60,000                       | 60,000                            | 60,000            |
| <b>Total Legal Services:</b>             |                           | <b>200,000</b>               | <b>200,000</b>                    | <b>220,000</b>    |
| <b>Community Promo</b>                   |                           |                              |                                   |                   |
| <u>100-1020-7710</u>                     | Chamber Of Commerce       | 45,100                       | 45,100                            | 45,100            |
| <u>100-1020-7711</u>                     | Employee Recognition Comm | 5,500                        | 5,500                             | 5,500             |

| <b>FY 2016-17<br/>Budget</b> |                                    | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-1020-7712</u>         | Community Information              | 3,000                                 | 3,000                                      | 3,000                     |
| <u>100-1020-7714</u>         | Rose Float                         | 0                                     | 0                                          | 15,000                    |
| <u>100-1020-7716</u>         | Special Community Events           | 9,800                                 | 10,000                                     | 10,000                    |
| <u>100-1020-7717</u>         | Route 66 Parade                    | 2,700                                 | 2,600                                      | -                         |
| <u>100-1020-7719</u>         | Volunteer Recognition              | 2,000                                 | 2,000                                      | 2,000                     |
| <u>100-1020-7720</u>         | DCTV                               | 43,500                                | 43,500                                     | 43,500                    |
| <u>100-1020-7722</u>         | City Web Site                      | 41,000                                | 41,000                                     | 18,400                    |
| <u>100-1020-7724</u>         | Post Office Parking                | 12,000                                | 12,000                                     | 7,500                     |
| <u>100-1020-7726</u>         | Council Cablecasting               | 12,000                                | 12,000                                     | 12,000                    |
| <u>100-1020-7980</u>         | Other Expenses                     | 8,000                                 | 8,000                                      | 11,000                    |
|                              | <b>Total Community Promotions:</b> | <b>184,600</b>                        | <b>184,700</b>                             | <b>173,000</b>            |
| <b>Membership</b>            |                                    |                                       |                                            |                           |
| <u>100-1025-7696</u>         | SGV Council Of Governmnt           | 11,900                                | 11,500                                     | 11,500                    |
| <u>100-1025-7697</u>         | Pers Coalition                     | 300                                   | 300                                        | 300                       |
| <u>100-1025-7698</u>         | SCAG                               | 2,100                                 | 2,200                                      | 2,200                     |
| <u>100-1025-7699</u>         | League Of Calif Cities             | 9,800                                 | 9,800                                      | 9,800                     |
| <u>100-1025-7700</u>         | SGV Econ Partnership               | 5,300                                 | 5,300                                      | 5,300                     |
| <u>100-1025-7701</u>         | Area D Civil Defense               | 1,100                                 | 1,100                                      | 1,100                     |
| <u>100-1025-7702</u>         | Natn'L League Of Cities            | 1,900                                 | 1,900                                      | 1,900                     |
| <u>100-1025-7703</u>         | Contract Cities Assoc              | 2,700                                 | 3,200                                      | 3,200                     |
| <u>100-1025-7704</u>         | LAEDC                              | 2,500                                 | 2,500                                      | 2,500                     |
| <u>100-1025-770</u>          | LAFCO                              | 500                                   | 600                                        | 600                       |
|                              | <b>Total Memberships:</b>          | <b>38,100</b>                         | <b>38,400</b>                              | <b>38,400</b>             |
| <b>Public Safety</b>         |                                    |                                       |                                            |                           |
| <u>100-1205-7002</u>         | Regular Salaries                   | 543,300                               | 546,800                                    | 588,600                   |
| <u>100-1205-7003</u>         | Part-Time/Temp Salaries            | 99,000                                | 99,000                                     | 163,200                   |
| <u>100-1205-7030</u>         | Overtime                           | 1,000                                 | 1,500                                      | 2,000                     |
| <u>100-1205-7071</u>         | Health Insurance                   | 35,500                                | 29,000                                     | 32,000                    |
| <u>100-1205-7072</u>         | Retirement                         | 171,200                               | 171,200                                    | 188,600                   |
| <u>100-1205-7073</u>         | Disability Insurance               | 7,500                                 | 7,500                                      | 8,100                     |
| <u>100-1205-7074</u>         | Life Insurance                     | 1,000                                 | 1,000                                      | 1,000                     |
| <u>100-1205-7075</u>         | Vision                             | 1,200                                 | 1,200                                      | 1,300                     |
| <u>100-1205-7076</u>         | Tuition Reimbursement              | 0                                     | 0                                          | -                         |
| <u>100-1205-7077</u>         | Medicare                           | 8,700                                 | 8,700                                      | 10,300                    |
| <u>100-1205-7078</u>         | Dental                             | 6,900                                 | 6,900                                      | 7,500                     |
| <u>100-1205-7610</u>         | Travel, Mtgs & Conf                | 2,000                                 | 2,000                                      | 2,500                     |
| <u>100-1205-7612</u>         | Publications                       | 2,000                                 | 2,000                                      | 2,000                     |
| <u>100-1205-7613</u>         | Duplications And Photos            | 3,000                                 | 3,200                                      | 4,000                     |
| <u>100-1205-7614</u>         | Office Supplies                    | 2,500                                 | 2,500                                      | 2,500                     |
| <u>100-1205-7615</u>         | Emergency Supplies                 | 10,000                                | 10,000                                     | 10,000                    |
| <u>100-1205-7636</u>         | Uniforms                           | 1,200                                 | 1,200                                      | 2,000                     |
| <u>100-1205-7650</u>         | Vehicle Maintenance                | 39,000                                | 39,500                                     | 39,500                    |
| <u>100-1205-7655</u>         | Emergency Services                 | 8,500                                 | 8,000                                      | 11,000                    |
| <u>100-1205-7694</u>         | Public Safety Commission           | 100                                   | 200                                        | 200                       |
| <u>100-1205-7761</u>         | Parking Ticket Collect             | 15,000                                | 15,000                                     | 30,000                    |
| <u>100-1205-7779</u>         | Youth Programs                     | 32,000                                | 33,000                                     | 34,000                    |
| <u>100-1205-7780</u>         | Animal Control                     | 33,000                                | 33,000                                     | 33,000                    |
| <u>100-1205-7781</u>         | Contract Law Enforcement           | 3,123,700                             | 3,123,700                                  | 3,464,900                 |
| <u>100-1205-7783</u>         | Gapp Program                       | 148,000                               | 148,000                                    | 164,000                   |

| <b>FY 2016-17<br/>Budget</b>             |                                | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------------------|--------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-1205-7784</u>                     | Prisoner Maintenance           | 2,000                                 | 2,000                                      | 2,000                     |
| <u>100-1205-7787</u>                     | Public Safety Cntr Lease       | 105,000                               | 105,000                                    | 107,500                   |
| <u>100-1205-7823</u>                     | Code/Animal Control Data Syste | 6,000                                 | 8,000                                      | 6,500                     |
| <u>100-1205-7887</u>                     | Repairs & Replacements         | 1,000                                 | 1,000                                      | 1,000                     |
| <u>100-1205-7980</u>                     | Other Expenses                 | 135,000                               | 135,000                                    | 125,000                   |
| <u>100-1205-8030</u>                     | Other Equipment                | 1,000                                 | 1,000                                      | 1,000                     |
| <b>Total Public Safety Department:</b>   |                                | <b>4,545,300</b>                      | <b>4,546,100</b>                           | <b>5,045,200</b>          |
| <b>Comm Dev</b>                          |                                |                                       |                                            |                           |
| <u>100-1405-7002</u>                     | Regular Salaries               | 782,400                               | 773,500                                    | 855,500                   |
| <u>100-1405-7003</u>                     | Part-Time/Temp Salaries        | 0                                     | 0                                          | 15,400                    |
| <u>100-1405-7030</u>                     | Overtime                       | 0                                     | 0                                          | -                         |
| <u>100-1405-7071</u>                     | Health Insurance               | 21,400                                | 47,000                                     | 47,000                    |
| <u>100-1405-7072</u>                     | Retirement                     | 265,500                               | 232,300                                    | 278,700                   |
| <u>100-1405-7073</u>                     | Disability Insurance           | 12,200                                | 10,700                                     | 12,000                    |
| <u>100-1405-7074</u>                     | Life Insurance                 | 1,500                                 | 1,300                                      | 1,500                     |
| <u>100-1405-7075</u>                     | Vision                         | 2,300                                 | 2,300                                      | 2,300                     |
| <u>100-1405-7076</u>                     | Tuition Reimbursement          | 0                                     | 0                                          | -                         |
| <u>100-1405-7077</u>                     | Medicare                       | 12,200                                | 10,500                                     | 11,800                    |
| <u>100-1405-7078</u>                     | Dental                         | 12,800                                | 12,800                                     | 12,800                    |
| <u>100-1405-7610</u>                     | Travel, Mtgs & Conf            | 8,000                                 | 8,000                                      | 9,000                     |
| <u>100-1405-7612</u>                     | Publications                   | 6,000                                 | 6,000                                      | 6,500                     |
| <u>100-1405-7613</u>                     | Duplications And Photos        | 3,000                                 | 3,000                                      | 5,000                     |
| <u>100-1405-7614</u>                     | Office Supplies                | 4,000                                 | 4,000                                      | 4,000                     |
| <u>100-1405-7650</u>                     | Vehicle Maintenance            | 7,200                                 | 5,500                                      | 5,500                     |
| <u>100-1405-7670</u>                     | Legal Notices                  | 5,000                                 | 0                                          | -                         |
| <u>100-1405-7690</u>                     | Planning Commission            | 4,000                                 | 4,000                                      | 5,800                     |
| <u>100-1405-7800</u>                     | Building Dept Services         | 200,000                               | 200,000                                    | 217,000                   |
| <u>100-1405-7801</u>                     | Industrial Waste Inspections   | 20,000                                | 20,000                                     | 20,000                    |
| <u>100-1405-7802</u>                     | NPDES Requirements             | 150,000                               | 150,000                                    | 150,000                   |
| <u>100-1405-7965</u>                     | Professional Services          | 895,000                               | 901,500                                    | 325,000                   |
| <u>100-1405-7967</u>                     | Public Works Inspections       | 20,000                                | 20,000                                     | 20,000                    |
| <u>100-1405-7969</u>                     | City Engineer                  | 100,000                               | 100,000                                    | 100,000                   |
| <u>100-1405-7975</u>                     | Economic Dev Expenses          | 50,000                                | 50,000                                     | 50,000                    |
| <u>100-1405-7980</u>                     | Other Expenses                 | 58,000                                | 65,000                                     | 31,000                    |
| <u>100-1405-8040</u>                     | Building Improvements          | 0                                     | 0                                          | -                         |
| <u>100-1405-8100</u>                     | Other Capital Improvemnts      | 40,000                                | 40,000                                     | 270,000                   |
| <b>Total Community Develop Programs:</b> |                                | <b>2,680,500</b>                      | <b>2,667,400</b>                           | <b>2,455,800</b>          |
| <b>Field Svc</b>                         |                                |                                       |                                            |                           |
| <u>100-1410-7002</u>                     | Regular Salaries               | 414,800                               | 422,900                                    | 432,200                   |
| <u>100-1410-7030</u>                     | Overtime                       | 2,000                                 | 2,000                                      | 2,000                     |
| <u>100-1410-7071</u>                     | Health Insurance               | 35,100                                | 27,000                                     | 27,000                    |
| <u>100-1410-7072</u>                     | Retirement                     | 119,900                               | 119,900                                    | 130,000                   |
| <u>100-1410-7073</u>                     | Disability Insurance           | 5,700                                 | 5,700                                      | 5,800                     |
| <u>100-1410-7074</u>                     | Life Insurance                 | 700                                   | 700                                        | 700                       |
| <u>100-1410-7075</u>                     | Vision                         | 1,500                                 | 1,500                                      | 1,500                     |
| <u>100-1410-7076</u>                     | Tuition Reimbursement          | 0                                     | 0                                          | -                         |
| <u>100-1410-7077</u>                     | Medicare                       | 5,600                                 | 5,600                                      | 5,700                     |
| <u>100-1410-7078</u>                     | Dental                         | 8,400                                 | 8,400                                      | 8,400                     |
| <u>100-1410-7610</u>                     | Travel, Mtgs & Conf            | 3,000                                 | 3,000                                      | 3,000                     |

| <b>FY 2016-17<br/>Budget</b> |                                      | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|--------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-1410-7612</u>         | Publications                         | 3,000                                 | 3,000                                      | 3,000                     |
| <u>100-1410-7614</u>         | Office Supplies                      | 800                                   | 800                                        | 800                       |
| <u>100-1410-7621</u>         | Other Supplies                       | 2,000                                 | 2,000                                      | 3,000                     |
| <u>100-1410-7630</u>         | Equipment Rentals                    | 1,500                                 | 1,500                                      | 2,000                     |
| <u>100-1410-7636</u>         | Uniforms                             | 3,000                                 | 3,000                                      | 3,000                     |
| <u>100-1410-7650</u>         | Vehicle Maintenance                  | 45,000                                | 45,000                                     | 45,000                    |
| <u>100-1410-7656</u>         | Emergency Generator                  | 10,000                                | 10,000                                     | 10,000                    |
| <u>100-1410-7810</u>         | Street Sweeping                      | 1,600                                 | 1,600                                      | 1,600                     |
| <u>100-1410-7814</u>         | Graffiti Removal                     | 20,000                                | 20,000                                     | 30,000                    |
| <u>100-1410-7815</u>         | Brush Clearance                      | 30,000                                | 30,000                                     | 30,000                    |
| <u>100-1410-7887</u>         | Repairs & Replacements               | 3,000                                 | 3,000                                      | 3,000                     |
| <u>100-1410-7896</u>         | Tree Replacement                     | 65,000                                | 65,000                                     | -                         |
| <u>100-1410-7980</u>         | Other Expenses                       | 37,000                                | 37,000                                     | 12,000                    |
|                              | <b>Total Field Services:</b>         | <b>818,600</b>                        | <b>818,600</b>                             | <b>759,700</b>            |
| <b>Sports Park</b>           |                                      |                                       |                                            |                           |
| <u>100-1415-7661</u>         | Sports Park - Other Svc              | 5,000                                 | 5,000                                      | 5,000                     |
| <u>100-1415-7843</u>         | Sports Park - Water                  | 60,000                                | 60,000                                     | 60,000                    |
| <u>100-1415-7875</u>         | Sports Park - Lighting               | 16,000                                | 11,000                                     | 11,000                    |
| <u>100-1415-7889</u>         | Sports Park - Repairs                | 5,000                                 | 10,000                                     | 10,000                    |
| <u>100-1415-7907</u>         | Sports Park - Tree Trim              | 3,000                                 | 3,000                                      | 4,000                     |
| <u>100-1415-7916</u>         | Sports Park - Landscape              | 30,000                                | 30,000                                     | 30,000                    |
|                              | <b>Total Sports Park:</b>            | <b>119,000</b>                        | <b>119,000</b>                             | <b>120,000</b>            |
|                              | <b>Total Community Develop Dept:</b> | <b>3,618,100</b>                      | <b>3,605,000</b>                           | <b>3,335,500</b>          |
| <b>Parks Rec</b>             |                                      |                                       |                                            |                           |
| <u>100-1605-7002</u>         | Regular Salaries                     | 389,100                               | 395,600                                    | 401,500                   |
| <u>100-1605-7003</u>         | Part-Time/Temp Salaries              | 0                                     | 0                                          | 35,000                    |
| <u>100-1605-7010</u>         | Playgrd Superv Salaries              | 102,700                               | 106,000                                    | 117,000                   |
| <u>100-1605-7011</u>         | Fitness Center Salaries              | 167,000                               | 167,000                                    | 170,200                   |
| <u>100-1605-7012</u>         | Aquatics Salaries                    | 91,300                                | 87,300                                     | 97,100                    |
| <u>100-1605-7013</u>         | Boxing Salaries                      | 56,500                                | 56,500                                     | 58,900                    |
| <u>100-1605-7014</u>         | Teen Center Salaries                 | 128,800                               | 128,800                                    | 133,300                   |
| <u>100-1605-7016</u>         | Senior Center Salaries               | 138,900                               | 138,900                                    | 149,600                   |
| <u>100-1605-7030</u>         | Overtime                             | 1,000                                 | 1,000                                      | 1,000                     |
| <u>100-1605-7071</u>         | Health Insurance                     | 72,300                                | 72,200                                     | 69,600                    |
| <u>100-1605-7072</u>         | Retirement                           | 221,800                               | 221,800                                    | 241,500                   |
| <u>100-1605-7073</u>         | Disability Insurance                 | 9,700                                 | 9,700                                      | 9,900                     |
| <u>100-1605-7074</u>         | Life Insurance                       | 1,200                                 | 1,200                                      | 1,300                     |
| <u>100-1605-7075</u>         | Vision                               | 2,200                                 | 2,200                                      | 2,200                     |
| <u>100-1605-7077</u>         | Medicare                             | 15,300                                | 15,300                                     | 15,800                    |
| <u>100-1605-7078</u>         | Dental                               | 12,200                                | 12,200                                     | 12,200                    |
| <u>100-1605-7610</u>         | Travel, Mtgs & Conf                  | 4,000                                 | 4,000                                      | 4,000                     |
| <u>100-1605-7612</u>         | Publications                         | 2,000                                 | 2,000                                      | 2,000                     |
| <u>100-1605-7614</u>         | Office Supplies                      | 3,000                                 | 3,000                                      | 3,000                     |
| <u>100-1605-7636</u>         | Uniforms                             | 500                                   | 500                                        | 500                       |
| <u>100-1605-7650</u>         | Vehicle Maintenance                  | 25,500                                | 25,500                                     | 25,500                    |
| <u>100-1605-7653</u>         | Active Net Fees                      | 0                                     | 0                                          | 17,000                    |
| <u>100-1605-7691</u>         | Parks & Rec Commission               | 1,200                                 | 1,200                                      | 1,200                     |
| <u>100-1605-7693</u>         | Youth Council                        | 2,400                                 | 2,400                                      | 2,400                     |

| <b>FY 2016-17<br/>Budget</b>                |                              | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|---------------------------------------------|------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-1605-7713</u>                        | Grant Programs Exp           | 0                                     | 0                                          | -                         |
| <u>100-1605-7728</u>                        | Americas VIP Program         | 105,000                               | 87,000                                     | 105,000                   |
| <u>100-1605-7729</u>                        | Concerts In The Park         | 9,000                                 | 9,000                                      | 9,000                     |
| <u>100-1605-7730</u>                        | Special Events               | 12,300                                | 12,300                                     | 18,000                    |
| <u>100-1605-7732</u>                        | City Picnic                  | 11,500                                | 11,500                                     | 14,100                    |
| <u>100-1605-7733</u>                        | Senior Center                | 32,100                                | 32,100                                     | 34,100                    |
| <u>100-1605-7735</u>                        | Teen Center                  | 22,300                                | 28,000                                     | 37,200                    |
| <u>100-1605-7736</u>                        | Recreation Classes           | 73,000                                | 73,000                                     | 73,000                    |
| <u>100-1605-7737</u>                        | Adult Excursions             | 12,000                                | 12,000                                     | 12,000                    |
| <u>100-1605-7738</u>                        | Teen Excursions              | 6,300                                 | 6,300                                      | 6,300                     |
| <u>100-1605-7739</u>                        | Publicity                    | 18,000                                | 18,000                                     | 18,000                    |
| <u>100-1605-7740</u>                        | Youth Excursions             | 10,500                                | 10,500                                     | 10,500                    |
| <u>100-1605-7744</u>                        | Nutrition Program            | 9,800                                 | 9,800                                      | 9,800                     |
| <u>100-1605-7745</u>                        | Boxing Program               | 12,000                                | 21,000                                     | 21,000                    |
| <u>100-1605-7750</u>                        | Bus Rentals                  | 15,500                                | 15,000                                     | 15,000                    |
| <u>100-1605-7753</u>                        | Youth Sports/Programs (CDBG) | 20,000                                | 20,000                                     | 20,000                    |
| <u>100-1605-7980</u>                        | Other Expenses               | 43,000                                | 43,000                                     | 43,000                    |
| <b>Total Parks and Recreation Programs:</b> |                              | <b>1,860,900</b>                      | <b>1,862,800</b>                           | <b>2,017,700</b>          |
| <b>Facilities</b>                           |                              |                                       |                                            |                           |
| <u>100-1610-7002</u>                        | Regular Salaries             | 76,600                                | 77,800                                     | 81,100                    |
| <u>100-1610-7003</u>                        | Part-Time/Temp Salaries      | 307,900                               | 315,900                                    | 325,000                   |
| <u>100-1610-7030</u>                        | Overtime                     | 300                                   | 300                                        | 300                       |
| <u>100-1610-7071</u>                        | Health Insurance             | 11,300                                | 11,300                                     | 11,300                    |
| <u>100-1610-7072</u>                        | Retirement                   | 25,300                                | 25,300                                     | 28,300                    |
| <u>100-1610-7073</u>                        | Disability Insurance         | 1,100                                 | 1,100                                      | 1,200                     |
| <u>100-1610-7074</u>                        | Life Insurance               | 200                                   | 200                                        | 200                       |
| <u>100-1610-7075</u>                        | Vision                       | 300                                   | 300                                        | 300                       |
| <u>100-1610-7077</u>                        | Medicare                     | 5,200                                 | 5,400                                      | 5,800                     |
| <u>100-1610-7078</u>                        | Dental                       | 1,700                                 | 1,700                                      | 1,700                     |
| <u>100-1610-7616</u>                        | Pool Supplies                | 6,000                                 | 6,100                                      | 6,000                     |
| <u>100-1610-7617</u>                        | Pool Chemicals               | 17,000                                | 14,000                                     | 14,000                    |
| <u>100-1610-7618</u>                        | Building Supplies            | 62,000                                | 64,000                                     | 64,000                    |
| <u>100-1610-7633</u>                        | Cable Access                 | 600                                   | 700                                        | 700                       |
| <u>100-1610-7636</u>                        | Uniforms                     | 2,200                                 | 2,200                                      | 2,200                     |
| <u>100-1610-7652</u>                        | Building Maint Services      | 92,000                                | 92,000                                     | 69,000                    |
| <u>100-1610-7830</u>                        | Telephones                   | 24,000                                | 24,000                                     | 23,500                    |
| <u>100-1610-7836</u>                        | Water-City Hall              | 900                                   | 900                                        | 900                       |
| <u>100-1610-7837</u>                        | Water-Community Center       | 700                                   | 700                                        | 700                       |
| <u>100-1610-7838</u>                        | Water-Fitness Center         | 14,500                                | 14,500                                     | 14,500                    |
| <u>100-1610-7839</u>                        | Water-Pub Safety Center      | 600                                   | 600                                        | 600                       |
| <u>100-1610-7841</u>                        | Water-3rd St Building        | 2,200                                 | 2,200                                      | 2,200                     |
| <u>100-1610-7847</u>                        | Water-Oak St Building        | 200                                   | 200                                        | 200                       |
| <u>100-1610-7851</u>                        | Gas-City Hall                | 500                                   | 500                                        | 500                       |
| <u>100-1610-7852</u>                        | Gas-Community Center         | 1,200                                 | 1,200                                      | 1,200                     |
| <u>100-1610-7853</u>                        | Gas-Fitness Center           | 8,000                                 | 5,000                                      | 5,000                     |
| <u>100-1610-7854</u>                        | Gas-Public Safety Ctr        | 400                                   | 400                                        | 400                       |
| <u>100-1610-7855</u>                        | Gas-Senior Center            | 600                                   | 600                                        | 600                       |
| <u>100-1610-7856</u>                        | Gas-Teen Center              | 400                                   | 400                                        | 400                       |
| <u>100-1610-7857</u>                        | Gas-3rd St Buildng           | 500                                   | 500                                        | 500                       |

| <b>FY 2016-17<br/>Budget</b> |                                      | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|--------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-1610-7858</u>         | Gas-ROP Building                     | 300                                   | 200                                        | 200                       |
| <u>100-1610-7859</u>         | Gas-Duarte Park Bldg                 | 300                                   | 300                                        | 300                       |
| <u>100-1610-7860</u>         | Gas-Duarte Snack Bar                 | 600                                   | 600                                        | 600                       |
| <u>100-1610-7867</u>         | Electric-Town Center                 | 60,000                                | 60,000                                     | 60,000                    |
| <u>100-1610-7868</u>         | Electric-Pub Safety                  | 10,500                                | 10,000                                     | 10,000                    |
| <u>100-1610-7869</u>         | Electric-Senior Center               | 20,000                                | 20,000                                     | 20,000                    |
| <u>100-1610-7870</u>         | Electric-Teen Center                 | 16,000                                | 16,000                                     | 16,000                    |
| <u>100-1610-7871</u>         | Electric-3rd St Bldg                 | 8,000                                 | 8,000                                      | 8,000                     |
| <u>100-1610-7872</u>         | Electric-Duarte Park                 | 900                                   | 900                                        | 900                       |
| <u>100-1610-7873</u>         | Electric-Maint Yard                  | 4,000                                 | 4,000                                      | 4,000                     |
| <u>100-1610-7878</u>         | Electric-Oak St Bldg                 | 0                                     | 0                                          | -                         |
| <u>100-1610-7980</u>         | Other Expenses                       | 0                                     | 0                                          | -                         |
| <u>100-1610-8100</u>         | Other Capital Improvements           | 336,000                               | 340,000                                    | 35,000                    |
|                              | <b>Total Facilities Maintenance:</b> | <b>1,121,000</b>                      | <b>1,130,000</b>                           | <b>817,300</b>            |

|                                         |                  |                  |                  |
|-----------------------------------------|------------------|------------------|------------------|
| <b>Total Parks and Recreation Dept:</b> | <b>2,981,900</b> | <b>2,992,800</b> | <b>2,835,000</b> |
|-----------------------------------------|------------------|------------------|------------------|

#### Finance

|                      |                          |                |                |                |
|----------------------|--------------------------|----------------|----------------|----------------|
| <u>100-1805-7002</u> | Regular Salaries         | 491,100        | 495,900        | 504,000        |
| <u>100-1805-7003</u> | Part-Time/Temp Salaries  | 0              | 0              | 15,000         |
| <u>100-1805-7071</u> | Health Insurance         | 42,500         | 42,500         | 33,100         |
| <u>100-1805-7072</u> | Retirement               | 157,500        | 157,500        | 171,200        |
| <u>100-1805-7073</u> | Disability Insurance     | 6,900          | 6,900          | 7,000          |
| <u>100-1805-7074</u> | Life Insurance           | 900            | 900            | 900            |
| <u>100-1805-7075</u> | Vision                   | 1,200          | 1,200          | 1,200          |
| <u>100-1805-7076</u> | Tuition Reimbursement    | 0              | 0              | -              |
| <u>100-1805-7077</u> | Medicare                 | 7,000          | 7,000          | 7,200          |
| <u>100-1805-7078</u> | Dental                   | 6,800          | 6,800          | 6,800          |
| <u>100-1805-7610</u> | Travel, Mtgs & Conf      | 4,000          | 4,000          | 6,000          |
| <u>100-1805-7612</u> | Publications             | 1,000          | 3,000          | 3,000          |
| <u>100-1805-7614</u> | Office Supplies          | 4,000          | 4,000          | 5,000          |
| <u>100-1805-7650</u> | Vehicle Maintenance      | 0              | 0              | -              |
| <u>100-1805-7653</u> | Bank Charges             | 7,000          | 7,000          | 5,000          |
| <u>100-1805-7654</u> | Audit Services           | 27,000         | 27,000         | 29,000         |
| <u>100-1805-7762</u> | Property Tax Collections | 15,000         | 15,000         | 13,500         |
| <u>100-1805-7764</u> | CEC Loan Principal       | 14,900         | 14,900         | 15,500         |
| <u>100-1805-7765</u> | CEC Loan Interest        | 5,400          | 5,400          | 5,000          |
| <u>100-1805-7766</u> | Sales Tax Refund         | 20,000         | 20,000         | 20,000         |
| <u>100-1805-7924</u> | Bad Debts                | 0              | 0              | -              |
| <u>100-1805-7965</u> | Professional Services    | 15,000         | 15,000         | 15,000         |
| <u>100-1805-7980</u> | Other Expenses           | 1,500          | 1,500          | 1,500          |
|                      | <b>Total Finance:</b>    | <b>828,700</b> | <b>835,500</b> | <b>864,900</b> |

#### Personnel

|                      |                         |        |        |        |
|----------------------|-------------------------|--------|--------|--------|
| <u>100-1810-7002</u> | Regular Salaries        | 70,600 | 71,300 | 71,700 |
| <u>100-1810-7003</u> | Part-Time/Temp Salaries | 15,000 | 8,000  | 15,400 |
| <u>100-1810-7071</u> | Health Insurance        | 4,400  | 4,400  | 4,400  |
| <u>100-1810-7072</u> | Retirement              | 23,200 | 23,200 | 25,100 |
| <u>100-1810-7073</u> | Disability Insurance    | 1,000  | 1,000  | 1,000  |
| <u>100-1810-7074</u> | Life Insurance          | 100    | 100    | 100    |
| <u>100-1810-7075</u> | Vision                  | 100    | 100    | 100    |

| <b>FY 2016-17<br/>Budget</b> |                                         | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|-----------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-1810-7076</u>         | Tuition Reimbursement                   | 2,800                                 | 2,800                                      | -                         |
| <u>100-1810-7077</u>         | Medicare                                | 1,200                                 | 1,200                                      | 1,000                     |
| <u>100-1810-7078</u>         | Dental                                  | 600                                   | 600                                        | 600                       |
| <u>100-1810-7610</u>         | Travel, Mtgs & Conf                     | 2,000                                 | 2,000                                      | 2,000                     |
| <u>100-1810-7611</u>         | Training                                | 3,000                                 | 3,000                                      | 3,000                     |
| <u>100-1810-7612</u>         | Publications                            | 1,200                                 | 1,200                                      | 1,200                     |
| <u>100-1810-7614</u>         | Office Supplies                         | 1,500                                 | 1,500                                      | 1,500                     |
| <u>100-1810-7660</u>         | Other Services                          | 3,000                                 | 3,000                                      | 3,000                     |
| <u>100-1810-7671</u>         | Recruiting Advertisements               | 1,000                                 | 1,000                                      | 3,000                     |
| <u>100-1810-7673</u>         | Physical Exams                          | 1,400                                 | 1,400                                      | 1,400                     |
| <u>100-1810-7774</u>         | Unemployment Insurance                  | 3,000                                 | 5,000                                      | 5,000                     |
| <u>100-1810-7980</u>         | Other Expenses                          | 5,000                                 | 5,000                                      | 5,000                     |
|                              | <b>Total Personnel:</b>                 | <b>140,100</b>                        | <b>135,800</b>                             | <b>144,500</b>            |
| <b>Info Tech</b>             |                                         |                                       |                                            |                           |
| <u>100-1815-7630</u>         | Equipment Lease                         | 43,500                                | 43,500                                     | 51,200                    |
| <u>100-1815-7631</u>         | Equipment Maintenance                   | 4,500                                 | 4,500                                      | 9,000                     |
| <u>100-1815-7632</u>         | Software Maintenance                    | 21,000                                | 21,000                                     | 12,000                    |
| <u>100-1815-7820</u>         | Finance System Support                  | 50,400                                | 50,400                                     | 45,200                    |
| <u>100-1815-7821</u>         | Person'l Computr Support                | 20,000                                | 20,000                                     | 20,000                    |
| <u>100-1815-7965</u>         | Professional Services                   | 97,200                                | 97,200                                     | 104,400                   |
| <u>100-1815-7980</u>         | Other Expenses                          | 5,000                                 | 5,000                                      | 5,000                     |
| <u>100-1815-8011</u>         | Computer Equipment                      | 20,000                                | 20,000                                     | 14,600                    |
|                              | <b>Total Data Processing:</b>           | <b>261,600</b>                        | <b>261,600</b>                             | <b>261,400</b>            |
| <b>Risk Mgt</b>              |                                         |                                       |                                            |                           |
| <u>100-1820-7771</u>         | Repair Of City Property                 | 15,000                                | 15,000                                     | 20,000                    |
| <u>100-1820-7772</u>         | Liability Coverage                      | 214,400                               | 213,400                                    | 258,500                   |
| <u>100-1820-7773</u>         | Worker'S Comp Coverage                  | 150,000                               | 139,400                                    | 140,700                   |
| <u>100-1820-7775</u>         | Property Coverage                       | 27,000                                | 27,400                                     | 28,000                    |
| <u>100-1820-7776</u>         | Faithful Performnce Bond                | 1,000                                 | 1,000                                      | 1,000                     |
|                              | <b>Total Risk Management:</b>           | <b>407,400</b>                        | <b>396,200</b>                             | <b>448,200</b>            |
| <b>Gen Svc</b>               |                                         |                                       |                                            |                           |
| <u>100-1825-7613</u>         | Duplications And Photos                 | 13,000                                | 13,000                                     | 25,000                    |
| <u>100-1825-7614</u>         | Office Supplies                         | 2,000                                 | 2,000                                      | 1,000                     |
| <u>100-1825-7626</u>         | Postage                                 | 16,000                                | 20,000                                     | 18,500                    |
| <u>100-1825-7630</u>         | Equipment Rentals                       | 31,000                                | 31,000                                     | 31,000                    |
| <u>100-1825-7631</u>         | Equipment Maintenance                   | 17,500                                | 22,500                                     | 26,000                    |
| <u>100-1825-7674</u>         | Retiree Health Insurance                | 498,200                               | 498,200                                    | 498,200                   |
| <u>100-1825-7687</u>         | Waste Mgmt Services                     | 2,900                                 | 3,600                                      | 3,700                     |
| <u>100-1825-7688</u>         | Oil Recycling Grant                     | 6,200                                 | 6,200                                      | 6,200                     |
| <u>100-1825-7747</u>         | Beverage Cont Recycling                 | 5,900                                 | 5,900                                      | 5,900                     |
| <u>100-1825-7782</u>         | Admin Support of SA                     | 25,000                                | 30,000                                     | 30,000                    |
| <u>100-1825-7945</u>         | Operation of Acq Prop                   | 4,000                                 | 2,500                                      | 3,500                     |
| <u>100-1825-7980</u>         | Other Expenses                          | 1,500                                 | 1,500                                      | 3,000                     |
|                              | <b>Total General Services:</b>          | <b>623,200</b>                        | <b>636,400</b>                             | <b>652,000</b>            |
| <u>100-1830-8100</u>         | Vehicle Replacement                     | 116,000                               | 110,000                                    | -                         |
|                              | <b>Total Vehicle Replacement:</b>       | <b>116,000</b>                        | <b>110,000</b>                             | <b>0</b>                  |
|                              | <b>Total Administration Department:</b> | <b>2,377,000</b>                      | <b>2,375,500</b>                           | <b>2,371,000</b>          |

| <b>FY 2016-17<br/>Budget</b> |                             | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|-----------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>100-1905-9020</u>         | Transfer Out-L & L          | 326,100                               | 326,100                                    | 392,700                   |
| <u>100-1905-9056</u>         | Transfer Out-Comm Imp       | 1,305,000                             | 1,305,000                                  | -                         |
|                              | <b>Total Transfers Out:</b> | <b>1,631,100</b>                      | <b>1,631,100</b>                           | <b>392,700</b>            |
|                              | <b>Total General Fund:</b>  | <b>16,596,900</b>                     | <b>16,593,100</b>                          | <b>15,467,200</b>         |



| <b>FY 2016-17<br/>Budget</b>                                  |                                                  | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|---------------------------------------------------------------|--------------------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <b>SPECIAL FUNDS REVENUE</b>                                  |                                                  |                                       |                                            |                           |
| <b>Fund: 220 - GAS TAX FUND</b>                               |                                                  |                                       |                                            |                           |
| <u>220-4401</u>                                               | Interest Earnings                                | 1,500                                 | 2,000                                      | 2,000                     |
| <u>220-4606</u>                                               | Gasoline Tax-2105                                | 132,100                               | 132,300                                    | 136,400                   |
| <u>220-4607</u>                                               | Gasoline Tax-2106                                | 72,900                                | 69,300                                     | 71,400                    |
| <u>220-4608</u>                                               | Gasoline Tax-2107                                | 180,600                               | 183,500                                    | 189,400                   |
| <u>220-4609</u>                                               | Gasoline Tax-21075                               | 5,000                                 | 5,000                                      | 5,000                     |
| <u>220-4613</u>                                               | Other State Grants                               | 0                                     | 0                                          | -                         |
| <u>220-4614</u>                                               | Gasoline Tax - 2103 (Prop 42)                    | 104,700                               | 101,800                                    | 51,500                    |
|                                                               | <b>Total Gas Tax Fund:</b>                       | <b>496,800</b>                        | <b>493,900</b>                             | <b>455,700</b>            |
| <b>Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND</b>       |                                                  |                                       |                                            |                           |
| <u>240-4101</u>                                               | Light/Landscape Assessmnt                        | 1,194,900                             | 1,194,900                                  | 1,194,300                 |
| <u>240-5004</u>                                               | Other Revenue                                    | 1,100                                 | 1,100                                      | 1,100                     |
| <u>240-6901</u>                                               | Transfer In-Gen Fund                             | 326,100                               | 326,100                                    | 392,700                   |
|                                                               | <b>Total Light and Landscape District Fund:</b>  | <b>1,522,100</b>                      | <b>1,522,100</b>                           | <b>1,588,100</b>          |
| <b>Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>   |                                                  |                                       |                                            |                           |
| <u>260-4501</u>                                               | Com Develop Block Grnt                           | 140,000                               | 244,400                                    | 140,000                   |
|                                                               | <b>Total CDBG:</b>                               | <b>140,000</b>                        | <b>244,400</b>                             | <b>140,000</b>            |
| <b>Fund: 270 - PAEG - PUBLIC ACCESS</b>                       |                                                  |                                       |                                            |                           |
| <u>270-4401</u>                                               | Interest Earnings                                | 0                                     | 0                                          | -                         |
| <u>270-4617</u>                                               | Paeg Fees                                        | 24,000                                | 24,000                                     | 24,000                    |
|                                                               | <b>Total PAEG - Public Access:</b>               | <b>24,000</b>                         | <b>24,000</b>                              | <b>24,000</b>             |
| <b>Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND</b>          |                                                  |                                       |                                            |                           |
| <u>290-4401</u>                                               | Interest Earnings                                | 100                                   | 100                                        | 100                       |
| <u>290-4605</u>                                               | Supplemental Law Enf                             | 100,000                               | 100,000                                    | 175,000                   |
|                                                               | <b>Total Supplemental Law Enforcement Fund:</b>  | <b>100,100</b>                        | <b>100,100</b>                             | <b>175,100</b>            |
| <b>Fund: 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)</b> |                                                  |                                       |                                            |                           |
| <u>300-4401</u>                                               | Interest Earnings                                | 0                                     | 0                                          | -                         |
| <u>300-4612</u>                                               | Bicycle/Pedestrian Grant                         | 14,200                                | 14,200                                     | 14,200                    |
|                                                               | <b>Total Bicycle and Pedestrian Safety Fund:</b> | <b>14,200</b>                         | <b>14,200</b>                              | <b>14,200</b>             |
| <b>Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)</b>         |                                                  |                                       |                                            |                           |
| <u>320-4401</u>                                               | Interest Earnings                                | 100                                   | 100                                        | 100                       |
| <u>320-4701</u>                                               | AB2766 Subvention                                | 26,000                                | 26,000                                     | 26,000                    |
| <u>320-6901</u>                                               | Transfer In-Gen Fund                             | 0                                     | 0                                          | -                         |
|                                                               | <b>Total Air Quality Management Fund:</b>        | <b>26,100</b>                         | <b>26,100</b>                              | <b>26,100</b>             |
| <b>Fund: 400 - PARK DEVELOPMENT GRANT FUND</b>                |                                                  |                                       |                                            |                           |
| <u>400-4401</u>                                               | Interest Earnings                                | 0                                     | 0                                          | -                         |
| <u>400-4611</u>                                               | Grant Programs Rev                               | 241,000                               | 257,000                                    | -                         |
| <u>400-4702</u>                                               | Safe Neigh Parks Grant                           | 16,000                                | 0                                          | -                         |
| <u>400-5004</u>                                               | Other Revenue                                    | 0                                     | 0                                          | -                         |
|                                                               | <b>Total Park Development Grant Fund:</b>        | <b>257,000</b>                        | <b>257,000</b>                             | <b>-</b>                  |

| <b>FY 2016-17<br/>Budget</b>                     |                                             | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|--------------------------------------------------|---------------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <b>Fund: 420 - QUIMBY ACT FUND</b>               |                                             |                                       |                                            |                           |
| <u>420-4103</u>                                  | Quimby Act                                  | 0                                     | 0                                          | -                         |
| <u>420-4401</u>                                  | Interest Earnings                           | 100                                   | 0                                          | -                         |
|                                                  | <b>Total Quimby Act Fund:</b>               | <b>100</b>                            | <b>-</b>                                   | <b>-</b>                  |
| <b>Fund: 440 - PROPOSITION A TRANSIT FUND</b>    |                                             |                                       |                                            |                           |
| <u>440-4401</u>                                  | Interest Earnings                           | 7,000                                 | 7,000                                      | 7,000                     |
| <u>440-4409</u>                                  | Sale of Property                            | 0                                     | 0                                          | -                         |
| <u>440-4703</u>                                  | Transit-Proposition A                       | 377,400                               | 377,400                                    | 400,100                   |
| <u>440-5004</u>                                  | Other Revenue                               | 0                                     | 0                                          | -                         |
| <u>440-5104</u>                                  | Reimbursements-Prop C                       | 313,100                               | 313,100                                    | 362,800                   |
| <u>440-5106</u>                                  | NTD Grant Revenue                           | 39,300                                | 39,300                                     | 38,000                    |
|                                                  | <b>Total Proposition A Transit Fund:</b>    | <b>736,800</b>                        | <b>736,800</b>                             | <b>807,900</b>            |
| <b>Fund: 460 - PROPOSITION C TRANSIT FUND</b>    |                                             |                                       |                                            |                           |
| <u>460-4401</u>                                  | Interest Earnings                           | 1,000                                 | 900                                        | 800                       |
| <u>460-4704</u>                                  | Transit-Proposition C                       | 313,100                               | 313,100                                    | 331,900                   |
|                                                  | <b>Total Proposition C Transit Fund:</b>    | <b>314,100</b>                        | <b>314,000</b>                             | <b>332,700</b>            |
| <b>Fund: 470 - MEASURE R LR TRANSIT FUND</b>     |                                             |                                       |                                            |                           |
| <u>470-4401</u>                                  | Interest Earnings                           | 1,500                                 | 1,500                                      | 1,800                     |
| <u>470-4706</u>                                  | Transit-Measure R LR                        | 222,000                               | 222,000                                    | 248,900                   |
|                                                  | <b>Total Measure R LR Transit Fund:</b>     | <b>223,500</b>                        | <b>223,500</b>                             | <b>250,700</b>            |
| <b>Fund: 520 - TOWN CENTER DEBT SERVICE FUND</b> |                                             |                                       |                                            |                           |
| <u>520-4401</u>                                  | Interest Earnings                           | 1,400                                 | 1,400                                      | 1,600                     |
| <u>520-6902</u>                                  | Transfer In-Light/Land                      | 225,000                               | 225,000                                    | 225,000                   |
|                                                  | <b>Total Town Center Debt Service Fund:</b> | <b>226,400</b>                        | <b>226,400</b>                             | <b>226,600</b>            |
| <b>Fund: 610 - INCLUSIONARY HOUSING FUND</b>     |                                             |                                       |                                            |                           |
| <u>610-4401</u>                                  | Interest Earnings                           | 1,400                                 | 1,400                                      | 1,400                     |
| <u>610-5004</u>                                  | Other Revenue                               | 0                                     | 0                                          | -                         |
|                                                  | <b>Total Inclusionary Housing Fund:</b>     | <b>1,400</b>                          | <b>1,400</b>                               | <b>1,400</b>              |
| <b>Fund: 620 - COMMUNITY IMPROVEMENT FUND</b>    |                                             |                                       |                                            |                           |
| <u>620-4401</u>                                  | Interest Earnings                           | 0                                     | 100                                        | 100                       |
| <u>620-4503</u>                                  | Other Federal Grants                        | 0                                     | 0                                          | -                         |
| <u>620-4506</u>                                  | Federal Stpl                                | 0                                     | 0                                          | -                         |
| <u>620-4611</u>                                  | Grant Programs Rev                          | 1,150,000                             | 1,305,000                                  | -                         |
| <u>620-4613</u>                                  | Other State Grants                          | 0                                     | 0                                          | -                         |
| <u>620-6901</u>                                  | Transfer In-Gen Fund                        | 1,150,000                             | 1,305,000                                  | -                         |
|                                                  | <b>Total Community Improvement Fund:</b>    | <b>2,300,000</b>                      | <b>2,610,100</b>                           | <b>100</b>                |
| <b>Fund: 625 - SPECIAL REVENUE FUND</b>          |                                             |                                       |                                            |                           |
| <u>625-4401</u>                                  | Interest Earnings                           | 900                                   | 600                                        | -                         |
| <u>625-4501</u>                                  | LACMTD / STPL exchange                      | 0                                     | 0                                          | -                         |
|                                                  | <b>Total Special Revenue Fund:</b>          | <b>900</b>                            | <b>600</b>                                 | <b>0</b>                  |

| <b>FY 2016-17<br/>Budget</b>              |                                      | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|-------------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <b>Fund: 680 - HOUSING AUTHORITY FUND</b> |                                      |                                       |                                            |                           |
| <u>680-4401</u>                           | Interest Earnings                    | 0                                     | 0                                          | -                         |
| <u>680-5004</u>                           | Other Revenue                        | 0                                     | 600                                        | 800                       |
| <u>680-6904</u>                           | Transfer In-Affordable Hous          | 0                                     | 0                                          | -                         |
|                                           | <b>Total Housing Authority Fund:</b> | <b>-</b>                              | <b>600</b>                                 | <b>800</b>                |

| <b>FY 2016-17<br/>Budget</b>    |                              | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|---------------------------------|------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <b>SPECIAL FUNDS EXPENSES</b>   |                              |                                       |                                            |                           |
| <b>Fund: 220 - GAS TAX FUND</b> |                              |                                       |                                            |                           |
| <u>220-2205-8060</u>            | Sidewalk Improvements        | 0                                     | 40,000                                     | -                         |
| <u>220-2205-8070</u>            | Street Improvements          | 75,000                                | 0                                          | 136,400                   |
| <u>220-2205-8100</u>            | Other Capital Improvements   | 0                                     | 0                                          | -                         |
|                                 | <b>Total Gas Tax 2105:</b>   | <b>75,000</b>                         | <b>40,000</b>                              | <b>136,400</b>            |
| <u>220-2210-7811</u>            | Street Maintenance           | 5,000                                 | 5,000                                      | 5,000                     |
| <u>220-2210-7812</u>            | Street Stripng & Marking     | 30,000                                | 30,000                                     | 30,000                    |
| <u>220-2210-7813</u>            | Regulatory Signs             | 5,500                                 | 10,000                                     | 5,500                     |
| <u>220-2210-7890</u>            | Repairs - Traffic Signals    | 12,000                                | 12,000                                     | 12,000                    |
| <u>220-2210-8070</u>            | Street Improvements          | 0                                     | 50,000                                     | 18,900                    |
| <u>220-2210-8100</u>            | Other Capital Improvements   | 10,000                                | 10,000                                     | -                         |
|                                 | <b>Total Gas Tax 2106:</b>   | <b>62,500</b>                         | <b>117,000</b>                             | <b>71,400</b>             |
| <u>220-2215-8610</u>            | Reimbursements-Gen Fund      | 180,600                               | 65,500                                     | 141,100                   |
|                                 | <b>Total Gas Tax 2107:</b>   | <b>180,600</b>                        | <b>65,500</b>                              | <b>141,100</b>            |
| <u>220-2220-7980</u>            | Other Expenses               | 5,000                                 | 5,000                                      | 5,000                     |
| <u>220-2220-8610</u>            | Reimbursements-Gen Fund      | 0                                     | 0                                          | -                         |
|                                 | <b>Total Gas Tax 2107.5:</b> | <b>5,000</b>                          | <b>5,000</b>                               | <b>5,000</b>              |
| <u>220-2225-7811</u>            | Street Maintenance           | 0                                     | 0                                          | -                         |
| <u>220-2225-7980</u>            | Other Expenses               | 0                                     | 0                                          | -                         |
| <u>220-2225-8070</u>            | Street Improvements          | 50,000                                | 50,000                                     | 351,500                   |
| <u>220-2225-8100</u>            | Other Capital Improvements   | 50,000                                | 50,000                                     | -                         |
|                                 | <b>Total Gas Tax Other:</b>  | <b>100,000</b>                        | <b>100,000</b>                             | <b>351,500</b>            |
|                                 | <b>Total Gas Tax Fund:</b>   | <b>423,100</b>                        | <b>327,500</b>                             | <b>705,400</b>            |

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

|                      |                                 |                |                |                |
|----------------------|---------------------------------|----------------|----------------|----------------|
| <u>240-2405-7662</u> | Other Serv-Citywide             | 5,000          | 5,000          | 5,000          |
| <u>240-2405-7876</u> | Electric-Citywide               | 183,000        | 183,000        | 183,000        |
| <u>240-2405-7877</u> | Electric-Traffic Signal         | 16,000         | 16,000         | 16,000         |
| <u>240-2405-7888</u> | Repairs-Citywide                | 7,000          | 7,000          | 7,000          |
| <u>240-2405-7890</u> | Repairs-Traffic Signal          | 20,000         | 20,000         | 20,000         |
| <u>240-2405-8610</u> | Reimbursements-Gen Fund         | 94,900         | 94,900         | 94,900         |
|                      | <b>Total Citywide Lighting:</b> | <b>325,900</b> | <b>325,900</b> | <b>325,900</b> |
| <u>240-2410-7662</u> | Other Serv-Citywide             | 5,000          | 5,000          | 5,000          |
| <u>240-2410-7663</u> | Other Serv-Medians              | 5,000          | 5,000          | 5,000          |
| <u>240-2410-7842</u> | Water-Median Islands            | 70,000         | 70,000         | 70,000         |
| <u>240-2410-7844</u> | Water-Citywide                  | 175,000        | 175,000        | 175,000        |
| <u>240-2410-7874</u> | Electric-Medians                | 11,500         | 11,500         | 11,500         |
| <u>240-2410-7876</u> | Electric-Citywide               | 15,000         | 15,000         | 15,000         |
| <u>240-2410-7888</u> | Repairs-Citywide                | 3,000          | 3,000          | 3,000          |
| <u>240-2410-7891</u> | Repairs-Medians                 | 2,000          | 2,000          | 52,000         |
| <u>240-2410-7896</u> | Tree Planting-Citywide          | 2,000          | 2,000          | 2,000          |
| <u>240-2410-7898</u> | Tree Plant-Medians              | 1,000          | 1,000          | 1,000          |
| <u>240-2410-7906</u> | Tree Trim-Citywide              | 17,000         | 17,000         | 23,000         |
| <u>240-2410-7909</u> | Tree Trim-Residential           | 27,400         | 27,400         | 37,400         |
| <u>240-2410-7915</u> | Landscape-Citywide              | 95,200         | 95,200         | 95,200         |
| <u>240-2410-7917</u> | Landscape-Medians               | 53,200         | 53,200         | 53,200         |
| <u>240-2410-8610</u> | Reimbursements-Gen Fund         | 193,000        | 193,000        | 193,000        |
| <u>240-2410-9030</u> | Transfer Out-Town Centr         | 225,000        | 225,000        | 225,000        |

| <b>FY 2016-17<br/>Budget</b> |                                         | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|-----------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
|                              | <b>Total Citywide Landscaping:</b>      | <b>900,300</b>                        | <b>900,300</b>                             | <b>966,300</b>            |
| <u>240-2420-7835</u>         | Water                                   | 1,500                                 | 1,500                                      | 1,500                     |
| <u>240-2420-7887</u>         | Repairs & Replacements                  | 500                                   | 500                                        | 500                       |
| <u>240-2420-7914</u>         | Landscape Maintenance                   | 4,100                                 | 4,100                                      | 4,100                     |
| <u>240-2420-8610</u>         | Reimbursements-Gen Fund                 | 2,200                                 | 2,200                                      | 2,200                     |
|                              | <b>Total Kendrick Tract:</b>            | <b>8,300</b>                          | <b>8,300</b>                               | <b>8,300</b>              |
| <u>240-2421-7835</u>         | Water                                   | 15,000                                | 15,000                                     | 15,000                    |
| <u>240-2421-7866</u>         | Electric                                | 500                                   | 500                                        | 500                       |
| <u>240-2421-7887</u>         | Repairs & Replacements                  | 3,500                                 | 3,500                                      | 3,500                     |
| <u>240-2421-7914</u>         | Landscape Maintenance                   | 15,600                                | 15,600                                     | 15,600                    |
| <u>240-2421-8610</u>         | Reimbursements-Gen Fund                 | 10,000                                | 10,000                                     | 10,000                    |
|                              | <b>Total Las Lomas Villas:</b>          | <b>44,600</b>                         | <b>44,600</b>                              | <b>44,600</b>             |
| <u>240-2422-7835</u>         | Water                                   | 3,200                                 | 3,200                                      | 3,200                     |
| <u>240-2422-7866</u>         | Electric                                | 1,100                                 | 1,100                                      | 1,100                     |
| <u>240-2422-7887</u>         | Repairs & Replacements                  | 1,800                                 | 1,800                                      | 1,800                     |
| <u>240-2422-7914</u>         | Landscape Maintenance                   | 5,500                                 | 5,500                                      | 5,500                     |
| <u>240-2422-8610</u>         | Reimbursements-Gen Fund                 | 3,400                                 | 3,400                                      | 3,400                     |
|                              | <b>Total Encanto Parkway:</b>           | <b>15,000</b>                         | <b>15,000</b>                              | <b>15,000</b>             |
| <u>240-2423-7835</u>         | Water                                   | 7,000                                 | 7,000                                      | 7,000                     |
| <u>240-2423-7866</u>         | Electric                                | 300                                   | 300                                        | 300                       |
| <u>240-2423-7887</u>         | Repairs & Replacements                  | 1,500                                 | 1,500                                      | 1,500                     |
| <u>240-2423-7914</u>         | Landscape Maintenance                   | 10,500                                | 10,500                                     | 10,500                    |
| <u>240-2423-8610</u>         | Reimbursements-Gen Fund                 | 2,200                                 | 2,200                                      | 2,200                     |
|                              | <b>Total Amberwood Homes:</b>           | <b>21,500</b>                         | <b>21,500</b>                              | <b>21,500</b>             |
| <u>240-2424-7835</u>         | Water                                   | 2,400                                 | 2,400                                      | 2,400                     |
| <u>240-2424-7866</u>         | Electric                                | 300                                   | 300                                        | 300                       |
| <u>240-2424-7887</u>         | Repairs & Replacements                  | 800                                   | 800                                        | 800                       |
| <u>240-2424-7914</u>         | Landscape Maintenance                   | 6,600                                 | 6,600                                      | 6,600                     |
| <u>240-2424-8610</u>         | Reimbursements-Gen Fund                 | 2,800                                 | 2,800                                      | 2,800                     |
|                              | <b>Total Village and Windsor Homes:</b> | <b>12,900</b>                         | <b>12,900</b>                              | <b>12,900</b>             |
| <u>240-2425-7660</u>         | Other Services                          | 5,300                                 | 5,300                                      | 5,300                     |
| <u>240-2425-7835</u>         | Water                                   | 11,500                                | 11,500                                     | 11,500                    |
| <u>240-2425-7866</u>         | Electric                                | 3,100                                 | 3,100                                      | 3,100                     |
| <u>240-2425-7887</u>         | Repairs & Replacements                  | 500                                   | 500                                        | 500                       |
| <u>240-2425-7914</u>         | Landscape Maintenance                   | 6,400                                 | 6,400                                      | 6,400                     |
| <u>240-2425-8610</u>         | Reimbursements-Gen Fund                 | 3,200                                 | 3,200                                      | 3,200                     |
|                              | <b>Total Hearthstone Del Norte:</b>     | <b>30,000</b>                         | <b>30,000</b>                              | <b>30,000</b>             |
| <u>240-2426-7810</u>         | Street Sweeping                         | 7,200                                 | 7,200                                      | 7,200                     |
| <u>240-2426-7835</u>         | Water                                   | 800                                   | 800                                        | 800                       |
| <u>240-2426-7866</u>         | Electric                                | 7,200                                 | 7,200                                      | 7,200                     |
| <u>240-2426-7887</u>         | Repairs & Replacements                  | 700                                   | 700                                        | 700                       |
| <u>240-2426-7914</u>         | Landscape Maintenance                   | 2,200                                 | 2,200                                      | 2,200                     |
| <u>240-2426-8610</u>         | Reimbursements-Gen Fund                 | 2,600                                 | 2,600                                      | 2,600                     |
|                              | <b>Total Mike's Center:</b>             | <b>20,700</b>                         | <b>20,700</b>                              | <b>20,700</b>             |
| <u>240-2427-7835</u>         | Water                                   | 7,500                                 | 7,500                                      | 7,500                     |
| <u>240-2427-7866</u>         | Electric                                | 600                                   | 600                                        | 600                       |
| <u>240-2427-7887</u>         | Repairs & Replacements                  | 12,800                                | 12,800                                     | 12,800                    |
| <u>240-2427-7914</u>         | Landscape Maintenance                   | 8,600                                 | 8,600                                      | 8,600                     |
| <u>240-2427-8610</u>         | Reimbursements-Gen Fund                 | 5,900                                 | 5,900                                      | 5,900                     |

| <b>FY 2016-17<br/>Budget</b> |                                                    | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|----------------------------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
|                              | <b>Total Rancho Verde Homes:</b>                   | <b>35,400</b>                         | <b>35,400</b>                              | <b>35,400</b>             |
| <u>240-2429-7835</u>         | Water                                              | 1,600                                 | 1,600                                      | 1,600                     |
| <u>240-2429-7866</u>         | Electric                                           | 300                                   | 300                                        | 300                       |
| <u>240-2429-7887</u>         | Repairs & Replacements                             | 1,000                                 | 1,000                                      | 1,000                     |
| <u>240-2429-8610</u>         | Reimbursements-Gen Fund                            | 1,100                                 | 1,100                                      | 1,100                     |
|                              | <b>Total Emblem Homes:</b>                         | <b>4,000</b>                          | <b>4,000</b>                               | <b>4,000</b>              |
| <u>240-2430-7835</u>         | Water                                              | 0                                     | 0                                          | 0                         |
| <u>240-2430-7850</u>         | Gas                                                | 8,500                                 | 8,500                                      | 8,500                     |
| <u>240-2430-7887</u>         | Repairs & Replacements                             | 3,000                                 | 3,000                                      | 3,000                     |
| <u>240-2430-8610</u>         | Reimbursements-Gen Fund                            | 2,300                                 | 2,300                                      | 2,300                     |
|                              | <b>Total Mesa Gas Lights:</b>                      | <b>13,800</b>                         | <b>13,800</b>                              | <b>13,800</b>             |
| <u>240-2431-7835</u>         | Water                                              | 3,600                                 | 3,600                                      | 3,600                     |
| <u>240-2431-7866</u>         | Electric                                           | 400                                   | 400                                        | 400                       |
| <u>240-2431-7887</u>         | Repairs & Replacements                             | 2,700                                 | 2,700                                      | 2,700                     |
| <u>240-2431-7914</u>         | Landscape Maintenance                              | 9,600                                 | 9,600                                      | 9,600                     |
| <u>240-2431-8610</u>         | Reimbursements-Gen Fund                            | 3,500                                 | 3,500                                      | 3,500                     |
|                              | <b>Total Las Brisas Homes:</b>                     | <b>19,800</b>                         | <b>19,800</b>                              | <b>19,800</b>             |
| <u>240-2432-7835</u>         | Water                                              | 2,500                                 | 2,500                                      | 2,500                     |
| <u>240-2432-7866</u>         | Electric                                           | 300                                   | 300                                        | 300                       |
| <u>240-2432-7887</u>         | Repairs & Replacements                             | 1,400                                 | 1,400                                      | 1,400                     |
| <u>240-2432-7914</u>         | Landscape Maintenance                              | 10,000                                | 10,000                                     | 10,000                    |
| <u>240-2432-8610</u>         | Reimbursements-Gen Fund                            | 6,500                                 | 6,500                                      | 6,500                     |
|                              | <b>Total Las Posadas Homes:</b>                    | <b>20,700</b>                         | <b>20,700</b>                              | <b>20,700</b>             |
| <u>240-2433-7835</u>         | Water                                              | 3,900                                 | 3,900                                      | 3,900                     |
| <u>240-2433-7866</u>         | Electric                                           | 300                                   | 300                                        | 300                       |
| <u>240-2433-7887</u>         | Repairs & Replacements                             | 1,100                                 | 1,100                                      | 1,100                     |
| <u>240-2433-7914</u>         | Landscape Maintenance                              | 6,400                                 | 6,400                                      | 6,400                     |
| <u>240-2433-8610</u>         | Reimbursements-Gen Fund                            | 3,700                                 | 3,700                                      | 3,700                     |
|                              | <b>Total Buena Vista Villas:</b>                   | <b>15,400</b>                         | <b>15,400</b>                              | <b>15,400</b>             |
| <u>240-2434-7835</u>         | Water                                              | 1,500                                 | 1,500                                      | 1,500                     |
| <u>240-2434-7866</u>         | Electric                                           | 1,500                                 | 1,500                                      | 1,500                     |
| <u>240-2434-7887</u>         | Repairs & Replacements                             | 1,200                                 | 1,200                                      | 1,200                     |
| <u>240-2434-7914</u>         | Landscape Maintenance                              | 4,400                                 | 4,400                                      | 4,400                     |
| <u>240-2434-8610</u>         | Reimbursements-Gen Fund                            | 2,900                                 | 2,900                                      | 2,900                     |
|                              | <b>Total Citrus Villas:</b>                        | <b>11,500</b>                         | <b>11,500</b>                              | <b>11,500</b>             |
| <u>240-2435-7835</u>         | Water                                              | 5,000                                 | 5,000                                      | 5,000                     |
| <u>240-2435-7866</u>         | Electric                                           | 400                                   | 400                                        | 400                       |
| <u>240-2435-7887</u>         | Repairs & Replacements                             | 900                                   | 900                                        | 900                       |
| <u>240-2435-7914</u>         | Landscape Maintenance                              | 6,200                                 | 6,200                                      | 6,200                     |
| <u>240-2435-7918</u>         | Fuel Modification                                  | 4,500                                 | 4,500                                      | 4,500                     |
| <u>240-2435-7919</u>         | Observation/Oversight                              | 1,500                                 | 1,500                                      | 1,500                     |
| <u>240-2435-7920</u>         | Debris/Storm Drain system                          | 1,100                                 | 1,100                                      | 1,100                     |
| <u>240-2435-7983</u>         | Reserve/Contingency (15%)                          | 2,700                                 | 2,700                                      | 2,700                     |
|                              | <b>Total Ridgecrest Estates:</b>                   | <b>22,300</b>                         | <b>22,300</b>                              | <b>22,300</b>             |
|                              | <b>Total Lighting and Landscape District Fund:</b> | <b>1,522,100</b>                      | <b>1,522,100</b>                           | <b>1,588,100</b>          |

**Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

|                      |                       |        |        |   |
|----------------------|-----------------------|--------|--------|---|
| <u>260-2605-7020</u> | Program Planning      | -      | 0      | - |
| <u>260-2605-8060</u> | Sidewalk Improvements | 55,000 | 55,000 | - |

| <b>FY 2016-17<br/>Budget</b> |                     | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|---------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>260-2605-8061</u>         | ADA Curb Ramps      | 85,000                                | 85,000                                     | 50,000                    |
| <u>260-2605-8062</u>         | ADA Improvements    | 0                                     | 0                                          | -                         |
| <u>260-2605-8070</u>         | Street Improvements | 0                                     | 0                                          | 90,000                    |
|                              | <b>Total CDBG:</b>  | <b>85,000</b>                         | <b>140,000</b>                             | <b>140,000</b>            |

**Fund: 270 - PAEG FUND**

|                      |                              |               |               |               |
|----------------------|------------------------------|---------------|---------------|---------------|
| <u>270-2705-8100</u> | Other Capital Improvemnts    | 24,000        | 24,000        | 0             |
| <u>240-2432-8610</u> | Reimbursement - General Fund | 0             | 0             | 24,000        |
|                      | <b>Total PAEG:</b>           | <b>24,000</b> | <b>24,000</b> | <b>24,000</b> |

**Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND**

|                      |                                                 |                |                |                |
|----------------------|-------------------------------------------------|----------------|----------------|----------------|
| <u>290-2905-7781</u> | Contract Law Enforcement                        | 90,000         | 90,000         | 165,000        |
| <u>290-2905-7785</u> | Special Events Patrol                           | 10,000         | 10,000         | 10,000         |
|                      | <b>Total Supplemental Law Enforcement Fund:</b> | <b>100,000</b> | <b>100,000</b> | <b>175,000</b> |

**Fund: 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)**

|                      |                                                  |               |               |               |
|----------------------|--------------------------------------------------|---------------|---------------|---------------|
| <u>300-3005-8060</u> | Sidewalk Improvements                            | 14,200        | 14,200        | 14,200        |
|                      | <b>Total Bicycle and Pedestrian Safety Fund:</b> | <b>14,200</b> | <b>14,200</b> | <b>14,200</b> |

**Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)**

|                      |                                           |               |               |              |
|----------------------|-------------------------------------------|---------------|---------------|--------------|
| <u>320-3205-7788</u> | Shuttle Services                          | 0             | 1,000         | -            |
| <u>320-3205-7980</u> | Other Expenses                            | 1,000         | 1,000         | 1,000        |
| <u>320-3205-8013</u> | Vehicles                                  | 33,000        | 32,500        | -            |
| <u>320-3205-8610</u> | Reimbursements-Gen Fund                   | 1,500         | 1,500         | -            |
|                      | <b>Total Air Quality Management Fund:</b> | <b>35,500</b> | <b>36,000</b> | <b>1,000</b> |

**Fund: 400 - PARK DEVELOPMENT GRANT FUND**

|                      |                                           |                |                |          |
|----------------------|-------------------------------------------|----------------|----------------|----------|
| <u>400-4005-7965</u> | Professional Services                     | 20,000         | 20,000         | -        |
| <u>400-4005-8040</u> | Building Improvements                     | 0              | 0              | -        |
| <u>400-4005-8100</u> | Other Capital Improvemnts                 | 237,000        | 237,000        | -        |
| <u>400-4005-9040</u> | Transfer Out - Gen Fund                   | 0              | 0              | -        |
|                      | <b>Total Park Development Grant Fund:</b> | <b>257,000</b> | <b>257,000</b> | <b>-</b> |

**Fund: 420 - QUIMBY ACT FUND**

|                      |                               |          |          |          |
|----------------------|-------------------------------|----------|----------|----------|
| <u>420-4205-8041</u> | Park Improvements             | 0        | 0        | -        |
|                      | <b>Total Quimby Act Fund:</b> | <b>-</b> | <b>-</b> | <b>-</b> |

**Fund: 440 - PROPOSITION A TRANSIT FUND**

|                      |                         |         |         |         |
|----------------------|-------------------------|---------|---------|---------|
| <u>440-4405-7002</u> | Regular Salaries        | 162,600 | 164,600 | 164,700 |
| <u>440-4405-7003</u> | Part-Time/Temp Salaries | 153,800 | 160,000 | 160,000 |
| <u>440-4405-7030</u> | Overtime                | 100     | 100     | 100     |
| <u>440-4405-7071</u> | Health Insurance        | 15,700  | 15,700  | 15,700  |
| <u>440-4405-7072</u> | Retirement              | 53,200  | 53,200  | 57,500  |
| <u>440-4405-7073</u> | Disability Insurance    | 2,300   | 2,300   | 2,400   |
| <u>440-4405-7074</u> | Life Insurance          | 300     | 300     | 300     |
| <u>440-4405-7075</u> | Vision                  | 400     | 400     | 400     |
| <u>440-4405-7077</u> | Medicare                | 4,400   | 4,500   | 4,500   |
| <u>440-4405-7078</u> | Dental                  | 2,400   | 2,400   | 2,400   |

| <b>FY 2016-17<br/>Budget</b>             |                             | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------------------|-----------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| <u>440-4405-7610</u>                     | Travel, Mtgs & Conf         | 1,000                                 | 1,000                                      | 1,000                     |
| <u>440-4405-7613</u>                     | Duplications And Photos     | 8,000                                 | 8,000                                      | 6,000                     |
| <u>440-4405-7614</u>                     | Office Supplies             | 800                                   | 1,000                                      | 1,000                     |
| <u>440-4405-7619</u>                     | Fuel And Oil                | 120,000                               | 100,000                                    | 110,000                   |
| <u>440-4405-7620</u>                     | Tires                       | 11,000                                | 12,000                                     | 12,000                    |
| <u>440-4405-7621</u>                     | Other Supplies              | 500                                   | 500                                        | 500                       |
| <u>440-4405-7636</u>                     | Uniforms                    | 800                                   | 800                                        | 1,000                     |
| <u>440-4405-7650</u>                     | Vehicle Maintenance         | 1,700                                 | 1,700                                      | 2,000                     |
| <u>440-4405-7673</u>                     | Physical Exams              | 1,000                                 | 1,000                                      | 1,000                     |
| <u>440-4405-7674</u>                     | Retiree Health Insurance    | 25,100                                | 25,100                                     | 25,100                    |
| <u>440-4405-7814</u>                     | Graffiti Removal            | 15,000                                | 15,000                                     | 15,000                    |
| <u>440-4405-7821</u>                     | Person'l Computr Support    | 1,300                                 | 1,300                                      | 1,300                     |
| <u>440-4405-7887</u>                     | Repairs & Replacements      | 105,000                               | 105,000                                    | 110,000                   |
| <u>440-4405-7965</u>                     | Professional Services       | 340,000                               | 20,000                                     | -                         |
| <u>440-4405-7980</u>                     | Other Expenses              | 131,000                               | 131,000                                    | -                         |
| <u>440-4405-8013</u>                     | Vehicles                    | 0                                     | 0                                          | -                         |
| <u>440-4405-8100</u>                     | Other Capital Improvements  | 65,000                                | 65,000                                     | -                         |
| <u>440-4405-8610</u>                     | Reimbursements-Gen Fund     | 104,000                               | 104,000                                    | 104,000                   |
| <u>440-4425-7965</u>                     | Professional Services (ATP) | 10,000                                | 38,000                                     | -                         |
| <u>440-4425-8100</u>                     | Other Cap Improve (ATP)     | -                                     | 302,200                                    | -                         |
| <b>Total Proposition A Transit Fund:</b> |                             | <b>1,336,400</b>                      | <b>1,336,100</b>                           | <b>797,900</b>            |

**Fund: 460 - PROPOSITION C TRANSIT FUND**

|                                          |                         |                |                |                |
|------------------------------------------|-------------------------|----------------|----------------|----------------|
| <u>460-4605-8070</u>                     | Street Improvements     | 0              | 0              | -              |
| <u>460-4605-8610</u>                     | Reimbursements-Gen Fund | 10,000         | 10,000         | 10,000         |
| <u>460-4605-8620</u>                     | Reimbursements-Prop A   | 303,100        | 303,100        | 352,800        |
| <b>Total Proposition C Transit Fund:</b> |                         | <b>313,100</b> | <b>313,100</b> | <b>362,800</b> |

**Fund: 470 - MEASURE R LR TRANSIT FUND**

|                                         |                           |                |                |                |
|-----------------------------------------|---------------------------|----------------|----------------|----------------|
| <u>470-4705-8060</u>                    | Sidewalk Improvements     | 4,000          | 40,000         | 40,000         |
| <u>470-4705-8070</u>                    | Street Improvements       | 100,000        | 75,000         | 162,000        |
| <u>470-4705-8100</u>                    | Other Capital Improvemnts | 74,800         | 20,000         | -              |
| <u>470-4705-8610</u>                    | Reimbursements-Gen Fund   | 20,000         | 20,000         | 50,500         |
| <b>Total Measure R LR Transit Fund:</b> |                           | <b>198,800</b> | <b>155,000</b> | <b>252,500</b> |

**Fund: 520 - TOWN CENTER DEBT SERVICE FUND**

|                                             |                         |                |                |                |
|---------------------------------------------|-------------------------|----------------|----------------|----------------|
| <u>520-5205-8314</u>                        | Trustee Services        | 3,500          | 3,500          | 3,500          |
| <u>520-5205-8330</u>                        | Other Expenses-Debt Srv | 0              | 0              | -              |
| <u>520-5205-8340</u>                        | Principal Payments      | 130,600        | 130,600        | 133,500        |
| <u>520-5205-8350</u>                        | Interest Expense        | 20,400         | 20,400         | 18,000         |
| <b>Total Town Center Debt Service Fund:</b> |                         | <b>154,500</b> | <b>154,500</b> | <b>155,000</b> |

**Fund: 620 - COMMUNITY IMPROVEMENT FUND**

|                      |                               |           |           |   |
|----------------------|-------------------------------|-----------|-----------|---|
| <u>620-6205-7965</u> | Professional Services         | 0         | 0         | - |
| <u>620-6205-8070</u> | Street Improvement - Prop 1B  |           | 0         | - |
| <u>620-6205-8071</u> | Street Improvement-Stpl       |           | 0         | - |
| <u>620-6205-8100</u> | Other Capital Improvemnts     |           | 0         | - |
| <u>620-6210-8100</u> | Other Capital Improv- Prop 1B |           | 0         | - |
| <u>620-6210-9040</u> | Transfer Out - Gen Fund       | 1,305,000 | 1,305,000 | - |



| <b>FY 2016-17<br/>Budget</b> |                                   | <b>2015/16<br/>Amended<br/>Budget</b> | <b>2015/16 Est<br/>Year End<br/>Actual</b> | <b>2016/17<br/>Budget</b> |
|------------------------------|-----------------------------------|---------------------------------------|--------------------------------------------|---------------------------|
| 620-6220-8070                | Street Improvements               | 0                                     | 15,700                                     | -                         |
| 620-6225-7965                | Professional Services (ATP)       | 148,000                               | 148,000                                    | -                         |
| 620-6225-8100                | Other Cap Improve (ATP)           | 1,157,000                             | 1,157,000                                  | -                         |
|                              | <b>Total Community Improvemen</b> | <b>2,610,000</b>                      | <b>2,625,700</b>                           | <b>0</b>                  |

**Fund: 625 - SPECIAL REVENUE FUND**

|               |                                    |          |          |          |
|---------------|------------------------------------|----------|----------|----------|
| 625-6255-8071 | Street Improvement-Stpl            | 0        | 0        | 0        |
|               | <b>Total Special Revenue Fund:</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**Fund: 680 - HOUSING AUTHORITY FUND**

|               |                                      |              |              |              |
|---------------|--------------------------------------|--------------|--------------|--------------|
| 680-6805-7071 | Health Insurance                     | 0            | 0            | 0            |
| 680-6805-7072 | Retirement                           | 0            | 0            | 0            |
| 680-6805-7073 | Disability Insurance                 | 0            | 0            | 0            |
| 680-6805-7074 | Life Insurance                       | 0            | 0            | 0            |
| 680-6805-7075 | Vision                               | 0            | 0            | 0            |
| 680-6805-7077 | Medicare                             | 0            | 0            | 0            |
| 680-6805-7078 | HA Dental                            | 0            | 0            | 0            |
| 680-6805-7310 | Meeting Stipends                     | 3,600        | 3,600        | 3,600        |
| 680-6805-7311 | Administrative Services              | 0            | 0            | 0            |
| 680-6805-7312 | Legal Counsel                        | 0            | 0            | 0            |
| 680-6805-7315 | RDA Audit Services                   | 0            | 0            | 0            |
| 680-6805-7316 | RDA Other Expenses                   | 0            | 0            | 0            |
| 680-6805-7940 | Acquisition Expenses                 | 0            | 0            | 0            |
| 680-6805-7945 | Operation Of Acq Prop                | 0            | 100          | 0            |
| 680-6805-7965 | Professional Services                | 0            | 0            | 0            |
| 680-6805-7971 | Cost Of Land Sold                    | 0            | 0            | 0            |
| 680-6805-7980 | Other Expenses                       | 0            | 0            | 0            |
| 680-6805-8080 | Site Clearance Costs                 | 0            | 0            | 0            |
| 680-6805-9010 | Transfer Out - SA                    | 0            | 0            | 0            |
|               | <b>Total Housing Authority Fund:</b> | <b>3,600</b> | <b>3,700</b> | <b>3,600</b> |

## ATTACHMENT 3

Duarte Chamber of Commerce Background Information



**2015-2016  
BOARD OF DIRECTORS**

**Executive Committee**

**BOB CRUZ**

*Chairman*

The Gas Company

**BRIAN BARRETO**

*Vice Chairman / Legislative Action &  
Education*

California American Water Co.

**TINA CAREY**

*Vice Chairman / Fundraising*  
Duarte Kiwanis Club

**SANDI MEJIA**

*Vice Chairman / Publicity &  
Marketing/Ambassadors*  
Ranchero Mexican Restaurant & Cantina

**PAT MILLER**

*Past Chairman*  
New York Life Insurance Co.

**Board Members**

**JOUMANA BARAKAT**

Foothill Workforce Investment Board

**VICTOR BENAVIDES**

City of Hope

**BERNADETTE CHANG**

Westminster Gardens/Royal Oaks

**HENRY CUSTODIA**

Delafield Corporation

**AJA M. ENRIQUEZ**

Turner & Stevens Live Oak Cemetery

**RAY FAHN**

Advantage Ford Lincoln

**JULIE GENTILE**

Gentile, McCloskey and Company

**DEBBIE GEWERTZ**

Old Town Sign Company

**TINA HEANY**

Resident

**SHERYL LEFMANN**

Resident

**RANA MADAIN**

Podley Realtors

**HUGO TORRES**

Hugo Torres, Realtor

**CHAMBER STAFF**

**JIM KIRCHNER**

*President/CEO*

**DIANA BURCKHARD**

*Membership/Marketing Director*

**ADRIANA ARROYO**

*Intern*

June 8, 2016

Dear Duarte City Council Members,

First of all, we at the Duarte Chamber of Commerce want to thank you for your continuing support. As you know, we consider the City of Duarte a key partner in our work in the community. We wanted to share with you a few of the efforts we have been conducting during the past year:

Taste of Duarte is our signature event. The Taste provides an excellent opportunity for the Chamber to communicate and collaborate with a large section of the community. In addition to the 57 businesses, 32 restaurants and over 500 attendees who participated this past month, this event is a wonderful opportunity to engage all segments of the community. This year, for example, in addition to Chamber volunteers, we had volunteers serving from a number of organizations, including

- Cheerleaders from DHS
- DART
- Volunteer Center of San Gabriel Valley
- Boy Scouts of America
- Duarte's Promise AmeriCorps
- DHS –Food for Thought Students

Our Education Committee has championed the Principal for a Day event leading to having a business leader attending each of the DUSD schools. Connecting business and the DUSD helps us determine what skills are needed for employees of the future for our local businesses.

As you know, in partnership with the San Gabriel Valley Economic Partnership, we have now held 69 business visits – resulting in 5 new Chamber members. This collaboration with the SGVEP and the City allows one of our Board Members to share real life examples of the great support the City of Duarte can be – and what led the City to being named The Most Business Friendly Town in 2012.

This partnership has been an effective forum to uncover concerns of our business owners. For example, many of the small businesses have been concerned regarding the impact of homeless individuals around their businesses. In response to this concern, and in response to a need expressed by DUSD to help homeless kids, the Chamber has partnered with the Monrovia Chamber to convene a group to identify resources available to target the problem of homeless kids and to help keep them engaged in school.

We continue to host four business seminars per year. Since we transitioned from traditional “lunch-and-learn” events to Business Seminars, our attendance has grown from an average of 10 attendees to over 40 for these events. Our latest seminar will be held on June 30<sup>th</sup> and will focus on the issue of homelessness. We have a two-pronged approach including tips for business owners on dealing with the homeless as well as how we can partner with DUSD on the issue of “homeless” youth.

We are pleased to share that we will be hosting the second annual Women’s Business Expo on September 10<sup>th</sup>. Three planning meetings have been held and we expect women business owners to present – along with Council Member Paras-Caracci as our Master/Mistress of Ceremonies.

We have broadened the Shop Duarte program to add a second campaign earlier in the year. Part of this campaign led to the creation of our “Restaurant Guide” which is now available at the Chamber and will be a great piece to share with visitors at our new hotel.

In closing, we thank you again for your continued support. We appreciate the strong partnership we share and will be providing regular update reports.

Sincerely,

Bob Cruz

Duarte Chamber Chairman of the Board

# Duarte Chamber of Commerce Annual Budget

July 2015 through June 2016

## Ordinary Income/Expense

### Income

|                                      |           |
|--------------------------------------|-----------|
| Publications-Income                  | 42,256.50 |
| 4225 · PrePaid Legal Service         | 156.47    |
| City of Duarte                       | 40,050.00 |
| Fundraisers-Income                   | 35,862.33 |
| Membership-Income                    | 67,462.69 |
| Merchandise-Income                   | 1,061.37  |
| Shop Duarte-Income                   | 50.00     |
| State of School District-Income      | 1,020.00  |
| State of the City-Income             | 2,760.00  |
| 4010 · Mixers                        | 807.00    |
| 4030 · Certificate of Origin         | 520.00    |
| 4065 · Discounted Tickets            | 3,261.00  |
| 4070 · Donation                      | 71.13     |
| 4080 · Good Morning Duarte Breakfast | 4,320.00  |
| 4100 · Lunch & Learn                 | 1,620.00  |
| 4220 · Mayor's Prayer Breakfast      | 592.00    |
| 4800 · Miscellaneous Income          | -118.33   |

|                     |                   |
|---------------------|-------------------|
| <b>Total Income</b> | <b>201,752.16</b> |
|---------------------|-------------------|

|                     |                   |
|---------------------|-------------------|
| <b>Gross Profit</b> | <b>201,752.16</b> |
|---------------------|-------------------|

### Expense

|                                      |           |
|--------------------------------------|-----------|
| Building                             | 6,068.63  |
| Office                               | 18,022.49 |
| Website Expenses                     | 4,419.47  |
| Fundraisers-Expense                  | 19,124.89 |
| Board Expenses                       | 1,626.77  |
| 6025 · Discount Tickets              | 3,500.95  |
| Publications-Expense                 | 38,704.60 |
| Membership-Expense                   | 6,441.74  |
| Merchandise-Expense                  | -1.70     |
| Payroll Expenses                     | 92,566.12 |
| Postage                              | 977.59    |
| Mayors Prayer Breakfast-Expense      | 216.90    |
| Shop Duarte-Expense                  | 627.14    |
| State of the City-Expense            | 279.79    |
| 6020 · Mixer                         | 130.00    |
| 6220 · Good Morning Duarte-Breakfast | 3,555.90  |
| 6255 · Legislative Action-Conference | 37.00     |
| 6256 · Lunch & Learn Expense         | 2,029.44  |
| 6385 · Computer Purchase             | 159.12    |

|                      |                   |
|----------------------|-------------------|
| <b>Total Expense</b> | <b>198,486.84</b> |
|----------------------|-------------------|

|                            |                 |
|----------------------------|-----------------|
| <b>Net Ordinary Income</b> | <b>3,265.32</b> |
|----------------------------|-----------------|

|                   |                 |
|-------------------|-----------------|
| <b>Net Income</b> | <b>3,265.32</b> |
|-------------------|-----------------|

Internal Use Only

SHERYL LEFMANN  
2794 HACIENDA DR.  
DUARTE, CA 91010

JAN WIGHT  
803 LAUREL OAK DR.  
AZUSA, CA 91702

PORA & HENRY CUSTODIA  
PO BOX 1051  
DUARTE, CA 91010

JUDY ANN BLAKE  
PO BOX 1407  
DUARTE, CA 910094407

JACK OCHOA  
560 ELKHORN DR.  
DUARTE, CA 91010

JIM & KATHY KIRCHNER  
2659 GARDI ST.  
DUARTE, CA 910101332

JOHN & KRIS FASANA  
204 MELCANYON RD.  
DUARTE, CA 91010

MARY BARROW  
2998 HACIENDA DR.  
DUARTE, CA 910102310

JOANNE MONTGOMERY  
152 EL NIDO AVE.  
MONROVIA, CA 91016

NITA NORGARD  
2420 RIM ROAD  
DUARTE, CA 910101241

GINNY BELBA  
624 ROYAL VIEW ST.  
DUARTE, CA 910101345

BRAD & MARGARET FINLAY  
2221 RIM ROAD  
DUARTE, CA 910101678

TINA HEANY  
2047 WINSOR CIRCLE  
DUARTE, CA 91010

NITA CAREY  
2028 CHESSON ST.  
DUARTE, CA 910101923

LOIS GASTON  
3422 SAGEHURST DR.  
DUARTE, CA 91010

JESS DUFF  
2990 FALCONBERG AVE.  
LA VERNE, CA 91750

7-ELEVEN  
KAMAL BHULLAR  
1430 N. MOUNTAIN AVE. #6  
DUARTE, CA 91010

A.T. WALTERS INSURANCE AGENCY,  
INC.  
RAMON GALVEZ  
1428-C HUNTINGTON DR.  
DUARTE, CA 91010

A+ HOME CLEANING  
MARLENE VALADEZ  
817 HIGHLAND AVE.  
DUARTE, CA 91010

A1 PARTY RENTAL  
RENE MARTINEZ  
251 E. FRONT ST  
COVINA, CA 91722

ACCU-SEMBLY, INC.  
MARILYN HYKES  
1835 HUNTINGTON DR.  
DUARTE, CA 91010

ADVANTAGE FORD LINCOLN  
RAY FAHN  
1031 CENTRAL AVE.  
DUARTE, CA 910100720

ALEX ROMO AUTOMOTIVE  
ALEX ROMO  
1409 HUNTINGTON DR.  
DUARTE, CA 91010

AMERICAN CANCER SOCIETY / RELAY  
FOR LIFE  
500 N. VICTORY BLVD.  
BURBANK, CA 91502

AMERICAN MEDICAL RESPONSE  
BRANDON GREENE  
5257 N. VINCENT AVE.  
IRVINDALE, CA 91706

ANTHONY'S TRUE BLUE PLUMBING  
ANTHONY BOLDT  
888 SAN MARCUS LANE  
DUARTE, CA 91010

ANYTIME FITNESS  
ANNIE COLLINS  
2217 HUNTINGTON DR.  
DUARTE, CA 91010

ARCADIA ASSOCIATION OF  
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DUARTE, CA 910101700

RUDY'S PLUMBING  
RUDY RIOS  
P.O. BOX 407  
MONROVIA, CA 91017

RUTAN & TUCKER, LLP  
JEFF MELCHING  
PO BOX 1950  
COSTA MESA, CA 92626

SAMARITANA MEDICAL CLINIC  
ROSIE SERRANO  
1034 HUNTINGTON DR.  
DUARTE, CA 91010

SAN GABRIEL VALLEY ECONOMIC  
PARTNERSHIP  
4900 RIVERGRADE ROAD, STE A 310  
IRWINDALE, CA 91706

SANTA ANITA FAMILY YMCA  
KAREN MACNAIR  
501 S. MOUNTAIN AVE.  
MONROVIA, CA 910163697

SANTA ANITA SOCCER CLUB  
JOE FRANCO  
P.O. BOX 661058  
ARCADIA, CA 91006

SANTA TERESITA  
SISTER MARY CLAIRE  
819 BUENA VISTA STREET  
DUARTE, CA 91010

SCE FEDERAL CREDIT UNION  
JAVIER VELASQUEZ  
1175 HUNTINGTON DR.  
DUARTE, CA 91010

SECRET BEAUTY SALON  
ELIZABETH CALVO  
1317 HUNTINGTON DR.  
DUARTE, CA 91010

SEIDNER'S COLLISION CENTERS  
STEVE SEIDNER  
1000 EVERGREEN ST.  
DUARTE, CA 91010

SERVPRO OF ARCADIA & PASADENA  
NORTH  
AMY MOUFARREGE  
1848 EVERGREEN ST.  
DUARTE, CA 91010

SHAFFER AWARDS  
ANDY MONTGOMERY  
440 W. FOOTHILL BLVD.  
MONROVIA, CA 91016

SIERRA AUTOCARS, INC.  
PETER HOFFMAN  
1450 S. SHAMROCK AVE.  
MONROVIA, CA 91016

SIERRA CHRYSLER DODGE JEEP RAM  
CRAIG JOLLY  
PO BOX 705  
MONROVIA, CA 910170705

SIERRA TRUCK CENTER  
SEAN KERR  
1125 CENTRAL AVE.  
DUARTE, CA 91010

SONIC  
1070 HUNTINGTON DR.  
DUARTE, CA 91010

SOUTHERN CALIFORNIA EDISON  
SALVADOR RAMIREZ  
1000 POTRERO GRANDE DR.  
MONTEREY PARK, CA 91755

SOUTHLAND OPERA  
ANN NORIEL  
450 TOCINO DR.  
DUARTE, CA 91010

SOYFOODS OF AMERICA  
LAURA LEE  
1091 E. HAMILTON RD.  
DUARTE, CA 91010

SPECIALTY PROMOTIONS,LLC  
CHET BEETON  
16031 ARROW HIGHWAY UNIT - B  
IRWINDALE, CA 91706

SPORT CLIPS  
JON REYES  
1189-A HUNTINGTON DR.  
DUARTE, CA 91010

STAPLES, DUARTE  
MANAGER  
1450 MOUNTAIN AVE.  
DUARTE, CA 91010

SUPER SHUTTLE  
LINDA STUART  
9559 CENTER AVE. SUITE F  
RANCHO CUCAMONGA, CA 91730

SUSHI FIRE  
JOANNE WONG  
1723 HUNTINGTON DR.  
DUARTE, CA 91010

SWEET NOTHINGS CAKE SHOP  
ISABEL MORENO  
1849 HUNTINGTON DR.  
DUARTE, CA 91010

TALBOT STATE FARM INSURANCE  
AGENCY  
REGINA TALBOT  
315 S. PRIMROSE AVE  
MONROVIA, CA 91016

TARGET MAILING SERVICES, INC.  
RAJA ANAND  
1905 S. MOUNTAIN AVE.  
MONROVIA, CA 91016

TERI CRONIN, NUTRITION EDUCATION  
TERI CRONIN  
1017 CHIMES AVE.  
DUARTE, CA 91010

THAI CITY RESTAURANT  
DANIEL CERNA  
2414 HUNTINGTON DR.  
DUARTE, CA 91010

THE GAS COMPANY  
BOB CRUZ  
196 E. 3RD ST.  
POMONA, CA 917661806

THE HAPPY KEY  
JUAN DE PAZ  
2223 E. HUNTINGTON DR.  
DUARTE, CA 91010

THE HELEN LAM TEAM REMAX  
MASTERS  
AMY LAM  
475 E. BADILLO ST.  
COVINA, CA 91723

THE OLD SPAGHETTI FACTORY  
HAL LEY  
1431 BUENA VISTA DR  
DUARTE, CA 910102458

THE PATIO MEDITERRANEAN CUISINE  
SEBOUHN NALBANDIAN  
2150 HUNTINGTON DR.  
DUARTE, CA 91010

THE SLAW DOGS  
RAYMOND BYRNE  
1355 HUNTINGTON DR.  
DUARTE, CA 91010

THE UPS STORE  
MICHAEL CHAN  
1191 HUNTINGTON DR.  
DUARTE, CA 910102400

THUSHARI FERNANDO, NOTARY  
PUBLIC  
THUSHARI FERNANDO  
1837 WARRINGTON AVE.  
DUARTE, CA 91010

TRI MAIDS, INC.  
PAM BUETTNER  
1836 EVERGREEN ST  
DUARTE, CA 91010

TRILOGY FINANCIAL SERVICES  
CAROL HAYNES  
1000 LAKES DRIVE  
WEST COVINA, CA 91790

TRL INSURANCE  
TED LIM  
1230 HUNTINGTON DR., SUITE 1  
DUARTE, CA 91010

TROPICANA MARKET  
AMY KALPAKCHYAN  
1406 HUNTINGTON DR.  
DUARTE, CA 91010

TUPPERWARE, KAREN WILSON  
KAREN WILSON  
898 SANTA MARIA CIRCLE  
DUARTE, CA 91010

TURNER & STEVENS LIVE OAK  
MORTUARY  
AJA ENRIQUEZ  
200 E. DUARTE RD.  
MONROVIA, CA 91016

VALLEY LIGHT INDUSTRIES, INC.  
SAGE NEWMAN  
5360 IRWINDALE AVE.  
IRWINDALE, CA 91706

VANEITY MEDICAL WEIGHT LOSS  
FABIAN GUTIERREZ  
1217 BUENA VISTA ST. #103A  
DUARTE, CA 91010

VILLAGE PROFILE  
JODIE STACKOWIAK  
662 E. PORTLAND AVE.  
FRESNO, CA 93720

VIVADANCE & FITNESS STUDIO  
PABLO MOYAO  
2160 HUNTINGTON DR. Ste. #C  
DUARTE, CA 91010

VOLUNTEER CENTER OF SAN  
GABRIEL VALLEY  
PENNY ARROYO  
119 W. PALM AVE.  
MONROVIA, CA 91016

WAL\*MART  
TAD HAAS  
1600 S. MOUNTAIN AVE.  
DUARTE, CA 910102744

WELCOME ABOARD CRUISE AGENCY  
CELIA HILL  
P.O. BOX 982  
DUARTE, CA 910090982

WELLS FARGO  
MANAGER  
1247 E. HUNTINGTON DR.  
DUARTE, CA 91010

WEPACKITALL  
VANESSA JIMENEZ  
2745 HUNTINGTON DR.  
DUARTE, CA 91010

WEST COAST MAIL STOP  
JASON WONG  
1132 HUNTINGTON DR.  
DUARTE, CA 91010

WESTMINSTER GARDENS  
MICHAEL WALPER  
1420 SANTO DOMINGO AVE.  
DUARTE, CA 910102698

WESTMINSTER GARDENS  
BERNADETTE CHANG  
1420 SANTO DOMINGO AVE.  
DUARTE, CA 910102698

WILD THYME PIZZA  
ADRIANA FAUST  
1740 HUNTINGTON DR., #304  
DUARTE, CA 91010

WONDER DOG RANCH  
BRENDA TRAINOR  
220 TAYLOR ST.  
MONROVIA, CA 91016

YOUNG'S GOURMET  
YI YANG  
1340 E. HUNTINGTON DR.  
DUARTE, CA 91010

YWCA SAN GABRIEL VALLEY  
MIKI CARPENTER  
943 N. GRAND AVE.  
COVINA, CA 91724

## ATTACHMENT 4

Public Safety  $\frac{3}{4}$  time Office Clerk Position  
(Reopen Public Safety Office Friday and Saturday)

### **Three Quarter Office Clerk**

**In order to open the Public Safety Office on Friday and Saturday this position needs to be added.**

**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.

- Act as a receptionist to the public over the phone and at front counter, answer a multi-line telephone, provide routine information, take messages and transfer or refer calls and public to other sources
- Perform data entry and scan documents including letters, forms, payments, labels, envelopes, memos and documents from rough draft or instruction as needed (Larry, Susie, Aida, Probation, Sheriff)
- Provide general administrative and clerical support including mailing, filing, scanning, faxing and copying as needed
- Maintain electronic and hard copy filing system (Volunteers currently handle this, potential violation as files contain sensitive information)
- Process administrative reviews, payments for parking citations, and dog licensing
- Open, sort and distribute incoming correspondence
- Provide back-up coverage to full time administrative assistant as needed (reduce pulling community service/code enforcement officers from the field)
- Run office errands to supply store
- Assist with revenue daily deposit
- Provide assistance for special community outreach events
- Compile data for a variety of narrative and statistical reports, assist preparing statistical information, devise forms or visuals to serve data determine proper format for finished reports (volunteer currently handles this, potential violation)
- Schedule and coordinate meetings, appointments for Managers



# ATTACHMENT 5

Public Safety Part time Animal Control Officers



# MEMORANDUM

**TO:** Brian Villalobos, Director of Public Safety  
**FROM:** Larry Breceda, Public Safety Manager  
**DATE:** May 16<sup>th</sup>, 2016  
**SUBJECT:** Part Time Animal Control Officer

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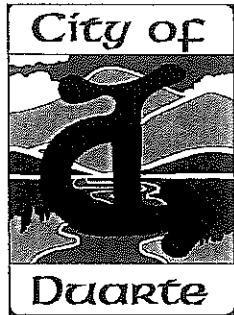
The Public Safety Department's Code Compliance Officers' handles both Animal Control and Code Compliance (dual duties). As a result, our full time officers' have to respond to Animal Control and Code Compliance calls equally. This equates to approximately half of their time being spent on Animal Control Duties and not on Code Compliance.

In an effort to meet public demand for increased code compliance, the Public Safety Department would like to seek the recruitment of a part time Animal Control Officer. This part time position will focus on the more procedural type of animal control duties, thusly allowing our current full time Officer's to focus a majority of their time on Code Compliance duties. The duties of the part time animal control officer will include but are not limited to: canvassing for Dog Licenses, transporting animals to the animal shelter, maintaining kennels, picking up deceased animals, and assisting with office work as needed.

**ATTACHMENTS:**

Part time Animal Control Officer recruitment letter

## Attachment A



### ANIMAL CONTROL OFFICER Part-Time Temporary

#### **Definition:**

Under general direction of the Public Safety Manager, performs a variety of functions, including enforcement of State and City laws, ordinances, and regulations pertaining to animals, while providing information and assistance to the public.

#### **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. Patrol City streets, roads, and parks; search for stray dogs, cats, domestic and wild animals.
2. Enforce State, City and local animal control laws and codes; issue citations for violations of the animal control ordinances.
3. Provide information pertaining to animal control laws and ordinances to local groups and citizens.
4. Respond to calls of injured and stray animals, barking dogs, leash and sanitation violations; take appropriate action; investigate reports of animal abuse and cruelty.
5. Canvass residence enforcing animal license ordinance; issues warning notices, citations for violations of animal control, and licensing ordinances.
6. Capture and impound sick, injured, trapped, or vicious domestic and wild animals; quarantine animals involved in biting incidents; transport sick and injured animals for treatment and/or euthanasia; return wild animals to their natural habitat.
7. Transport animals to the animal shelter; assign kennels; return licensed animals to their owners.
8. Prepare and maintain a variety of records and reports; prepare reports and records of daily activities.
9. Appear in court and hearings; provide testimony on citations and.
10. Maintain vehicle and equipment in proper working condition; clean and repair vehicle equipment and animal equipment as necessary.
11. Performs other related duties as required.

#### **Minimum Knowledge, Skill and Ability:**

##### **Knowledge of:**

- Investigation and coordination procedures.

## **Attachment A**

- Applicable state, county, and local codes.
- Operations and activities of municipal government.
- The handling, capturing, retaining, and care of domestic and wild animals.
- Working knowledge of animal control ordinances and operational procedures.
- Professional writing techniques.
- 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:**

- Read and interpret municipal and state codes.
- Analyze code violations and recommend remedies.
- Research and compile information.
- Deal with individuals in potentially adversarial situations.
- Prepare case reports and maintain records.
- Handle stress.
- 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 and PC environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- 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 education and certification or equivalent training in P.C. 832 and/or P.O.S.T. certification and experience equal to one year of employment by a public agency as an animal control officer, animal license canvasser, or public counter technician.

### **Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire. Certificate of Completion of Arrest, Search and Seizure (Penal Code 832) within one year of hire date.

### **Physical Requirements and Working Conditions:**

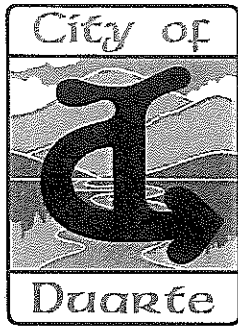
- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods and walk long distances.

## **Attachment A**

- Performs lifting, pushing, and/or pulling, which could exceed 100 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work within enclosed spaces or at heights above ground level.
- Required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings and conduct investigations.
- Required to work evenings or weekends, as necessary.

# ATTACHMENT 6

Public Safety Part time Community Service Officers



# City of Duarte

Sixteen Hundred Huntington Drive, Duarte, California 91010-2592  
Tel 626-357-7931 FAX 626-358-0018 [www.accessduarte.com](http://www.accessduarte.com)

To: Kristen Petersen, Assistant City Manager

From: Brian Villalobos, Director of Public Safety Services

Subject: Community Service Officer Part Time Position

Date: May 17, 2016

The Public Safety Department is requesting 6 Community Service Officer (CSO) part time positions. In the past we have been allocated as many as 5 CSO positions but we would utilize 6 positions in the following manner:

- one 800 hour night time parking enforcement officer
- one 1000 hour night time parking and fingerprinting officer
- three daytime CSO's
- one daytime CSO and fingerprint trained officer

The two night time parking enforcement officers would allow us to enforce the no 3-6 AM parking five nights a week. As well as having one of them trained to take fingerprints and DNA evidence.

The four daytime CSO's would allow us to have Monday through Saturday CSO coverage on both day and PM shifts. This would increase the overall Public Safety presence throughout the City and will help to reduce response times for service calls related to non-criminal reports and non-injury traffic accident reports. Additionally, it would allow us to monitor and enforce the newly added street sweeping restrictions.

# ATTACHMENT 7

Parks & Recreation Part time Recreation Specialists





## MEMORANDUM

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**TO:** DARRELL GEORGE, CITY MANAGER

**FROM:** CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

**SUBJECT:** ADDITION OF TWO NEW ENTRY-LEVEL SPECIALIST  
POSITIONS BEGINNING JULY 1<sup>ST</sup>, 2016

**DATE:** 5/12/16

**CC:** KRISTEN PETERSEN, ASSISTANT CITY MANAGER

### **Recommendation**

Following the recommendations made by Human Resources and their detailed analysis of several other city's department structures revealing a major gap in entry level positions in our department, I am requesting that two Recreation Specialist positions be added to the 2016-17 budget. Per the recommendations, the Specialist salaries would range between \$16-\$19 per hour and would cost approximately \$35,000 per year.

### **Discussion**

As indicated in the analysis, our department is improperly balanced with a deficiency in entry-level positions. The Specialists would bridge a gap that exists and they would have less responsibility than a Coordinator but more than a Recreation Leader. Their focus will be on working specific assignments and working a regular schedule that is aimed at the implementation of particular year round events and specific programs.

Over the last 4 years the Department lost 1 full time position in the office and 1 full time position in Facilities Maintenance due to budget cuts. In the Recreation Office this represents the loss of the Superintendent position that was eliminated when I became the Director. Those 40 hours of weekly duties were partly absorbed by me as the Director and substantial work was reassigned among the Supervisors in the Recreation Office. Additionally, over the last 5 years programs and duties have increased with expansions to the number of events and sports being offered and a substantial amount of extra work preparing for the Golden Streets event that may become an annual event. Additionally, the Department absorbed the Duarte's Promise program and the many hours needed to dedicate towards that program and there will be an increase soon with work associated with the Futsal Courts. With the new Field Allocation Policy, we are in need of staff to conduct site visits to check on permitted uses in the evenings and on certain weekends where at this time minimal to no checking is done. At the Teen Center there has been a substantial increase in events and specialty programs including weekly summer events, dance, arts and the Nutrition Program. The

Active Net system will be a major convenience and service for residents and there should be an increase in participation in our programs. Behind the scenes there is a great deal of data processing work during the 3 week registration periods that will require detailed attention and the department secretary is at capacity with her workload. All of this combined has created a situation where staff is at workload capacity and there is a need to relieve some of their workload to allow for more attention to details and to reassign several duties that should be relegated to an entry-level position.

### **Consequences of Not Approving Positions**

- Our Department Secretary would likely need to focus her attention away from facilities rentals, flyer creation and monthly activity reports data processing during the 3 week registration periods 4 times per year. This is a critical function so her duties would have to be reassigned to Supervisors thereby increasing their workload.
- On site checking of field renter permits at night or weekends is such a critical part of the new field allocation policy, a Supervisor or Coordinator would probably need to be assigned this duty thereby increasing their workload. A Custodian or Recreation Leader would not be at the proper authority level to enforce policy and rules.
- The new electronic calendars for facility/sports field rentals would require inputting data and we would probably hold off on following through with this and continue current functions.
- The Nutrition Program would continue using a Recreation Leader but this would further impact the relationship with the City of Hope that has been a little strained this year and there could be a chance we would need to recuse ourselves from SCALE grant work. Due to using a Recreation Leader this year, only minimal training and SCALE grant leadership was possible. At times the Leader may have been working beyond his capacity due to not being able to be trained properly.
- We would likely not be able to expand Walking Club programming to year-round and focus only on one season.
- Entry level oversight duties for Futsal Leagues, rentals and uses would need to be assigned to a Supervisor or Coordinator including some weekends and evenings thereby increasing workload.
- A Supervisor would need to continue to lead and attend the Adventure Club excursions in the summer. The excursions run from 9am to 5pm Monday-Friday for 10 days. Therefore a Supervisor is away from productive duties for 2 weeks.
- We would likely focus primarily on the Family Wilderness Day event and not introduce any additional trail events or functions.
- I don't see Marilyn being able to introduce any new sports programs using the Futsal Courts. She's really tapped out with time and duties.
- If we continue to expand programming, events and duties, our department will not structurally be in a position to meet the demands, particularly if we start seeing an increase in participation due to the Active Net system.
- I foresee a drop in morale if the positions are not approved. Over the last 2

years or so I have been approached several times by staff about these staffing needs and it has been on their wish lists and one employee filed a grievance citing her workload as one reason for her grievance. After years of managing morale and effectively redirecting the department into a more "Team Player" attitude, this would be a big hit and will add difficulty to my ability to manage attitudes and expectations.

### **Assignments**

The Recreation Supervisors directly responsible for each assignment would supervise the Recreation Specialists. The first Recreation Specialist would be assigned to the Duarte Teen Center. There, the Specialist would oversee the Duarte Health and Nutrition Program that includes the development and implementation of Health Camps for elementary school age children, the coordination of the Teen Nutrition Council and the development of Walking Clubs and Bike Trail activities for all ages. The Specialist would also act as the liaison and collaborator with our very important partnerships for grants and nutrition programs with the City of Hope CCARE Population Sciences department. This is a well-established partnership that is now entering our 10<sup>th</sup> year. The specialist would be assigned to establish Teen Center sports programs and leagues using the new Futsal multi-courts including basketball, volleyball and Futsal play. Lastly, the Specialist would assist the Teen Center Supervisor with the coordination of special events and activities at the Teen Center including Club Duarte, the Summer Special Event Weeks series, the Amazing Family Race and more.

The second Recreation Specialist would be assigned to the Recreation Department office at City Hall. The Specialist would be assigned to assist with the administration of the Active Net online registration component including updating and checking class and program rosters and assisting Supervisors with the coordination and development of specific special events including the City Picnic, Easter Egg Hunts, Family Wilderness Day and Concerts in the Park series. The Specialist would assist with the Field Use Allocation coordination including updating electronic scheduling calendars and site visits and will assist with the added Futsal Courts related leagues and programming and scheduling uses. The Specialist will be assigned to act as the group leader for the very popular two-week long Adventure Club excursion program and will be assigned to assist with the development of Fish Canyon Falls Trail related activities and programming.

### **Conclusion**

Adding the two recreation Specialist positions will add greatly to the quality and efficiency of the Parks and Recreation Department's programming and operations and will provide aspirational positions that would afford the opportunity for existing highly qualified staff to compete for the positions.

# ATTACHMENT 8

Community Development Part time College Intern

## Community Development Intern

### Tasks for Intern

Gain entry level experience in Planning  
Provide assistance to planners in background research for a variety of projects  
Assist in surveys and analysis for planning and public works issues  
Assist clerical staff with agenda preparation and other support tasks  
Assist at the public counter.  
Scanning of old plans, documents etc.  
File storage organization

### This position assists other staff, in these ways.

This is an extremely busy time for our staff. This position allows some of the basic day to day tasks to be addressed to take that pressure off of existing staff.

Time saving for counter issues, concerns, misc. requests  
Helps to improve overall efficiency

### What happens if the position isn't funded?

We will survive, but at some point we may need to reduce the flow of assignments or readjust priorities because we are busy. This position is essentially a support position that helps our staff provide better service to the community and City Council.

The other advantage in a college intern is the valuable experience that the city can give college students. There is definitely a good will component in funding and internship. We do great things in our department and we do things the right way. Teaching good professional work habits and developing youth is the most valid reason for having an intern.

## ATTACHMENT 9

City Manager's Office Part time College Intern



## MEMORANDUM

---

**TO:** DARRELL GEORGE, CITY MANAGER

**FROM:** Karen Herrera, Deputy City Manager

**SUBJECT:** ADDITION OF ONE CITY MANAGER'S OFFICE INTERN  
BEGINNING JULY 1<sup>ST</sup>, 2016

**DATE:** 5/16/16

**CC:** KRISTEN PETERSEN, ASSITANT CITY MANAGER

### **Recommendation**

The City Manager's Office is requesting the addition of a College Intern to our office for 2016-17 budget at an hourly rate of between \$14-\$16 per hour costing approximately \$15,000 per year.

### **Current Workflow Scenario**

The City Manager's Office is recommending the addition of a part-time intern for Fiscal Year 2016-17. As indicated in the below task listing, the department workload has been significantly impacted by a number of new City priorities, Council directives, and changes to state law in addition to our regular workload. A partial list is as follows:

- Expansion of social media from one to four platforms since July of 2015,
- Expansion of the City News section in newsletter from 4 to 8 pages,
- Addressing of San Gabriel River Homelessness w/regional coordination group,
- Strategic business plan process oversight
- implementation of AB1826 Organics legislation,
- Continuation business visitation program and prep-work,
- Dramatic Expansion of City Role in Metro Gold Line Grand opening event
- Oversight and implementation of new website development,
- Expansion of State of the City program,
- Expansion of City street banner program along Buena Vista and Huntington involving coordination with both City of Hope and Duarte Unified,
- Updating City Electronic sign on a weekly basis;
- Introduction of illegislate program,
- El Nino workshop and Sandbag Saturday event'
- US Post Office issues – overnight closure and lease agreement
- Homeless Count Project;

- Santa Fe Basin Bike Path Connector Coordination with County;
- Introduction of City Commission Recruitment Mixer
- Rose Float Program Reintroduction Research
- Exploration of new options for the future of DCTV with Duarte Unified

In addition to these currently identified projects and programs, it is anticipated that unforeseen Council directives will be added over the course of the next fiscal year.

### **Position Justification/Future Projects**

In short, the Intern would supplant the time (at a far reduced hourly rate) of Deputy City Manager and Administrative Assistant by handling some of the basic, day to day departmental tasks taking that pressure off of existing staff and allowing them to focus on more complex, identified Council/City priorities. Such projects identified to date include:

- Potential NPDES Ballot Measure – explain and educate public on measure, conduct a special election
- Community Volunteer Fair – comparable to City Commissioner mixer event that could be combined with National Night Out
- DCTV Video History Archiving – research and development of policies and procedures associated with how to effectively archive decades worth of public access programming
- DCTV Restructuring Project – Development of a new MOU, assistance with move, coordination with Charter, etc.
- Communitywide Survey – customer satisfaction survey of our community with a regional benchmark element ie:
- Reintroduction of staff/commission holiday party
- Reintroduction of Rose Float project & coordination with the City of Hope
- Citywide WIFI/Fiber Optic Project

### **Tasks for Intern**

Routine tasks for the proposed City Manager's Office Intern staff include:

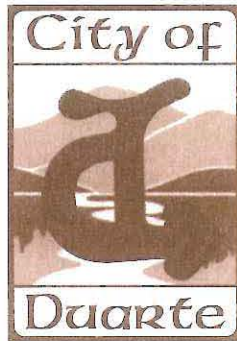
- Staff community information tables at City functions (2 to 3 times a month),
- Program social media platforms, ie: pre-load and develop content based on best practices;
- Program electronic sign ie: video development, uploading into parallels software environment as well as a weekly review of current videos;
- Council calendar compilation;
- Flyer and press release development;
- Gain entry level experience in the City Manager's Office

### **What happens if the position isn't funded?**



The office will continue to stay very busy and will need to reduce the flow of assignments and prioritize the above lists with realistic, future deadlines. This position is essentially a support position that helps our staff provide better and more timely service to the community and City Council.

The other advantage in a college intern is the valuable experience that the City can give college students as well as grooming the next generation of Duarte City employees. There are definitely good will and succession planning component in funding an internship; especially in an office where three of the five staff are at or past retirement age. Teaching the inner workings of local government, professional work habits and developing the future for our City are the most valid reasons for having an intern.



# Proclamation

## VETERANS APPRECIATION DAY

**WHEREAS**, the freedoms we enjoy as Americans have been purchased and maintained at a high price throughout our history; and

**WHEREAS**, the members of our Military Armed Forces including the Army, Navy, Air Force, Marines, Coast Guard, and National Guard and Reserves, are essential to the safety, security, and protection of our freedoms; and

**WHEREAS**, the members of our Military Armed Forces, their spouses, and family members sacrifice daily in their service to America, and we owe a great debt to those who have served in defense of this nation; and

**WHEREAS**, for many, that sacrifice has ended in permanent injury or death, yet their spirit remains in the continued preservation of our freedoms and the promise of liberty established as an example for all the oppressed persons of the world; and

**WHEREAS**, On Saturday, June 25, 2016, Congressmember Grace F. Napolitano will host the Fifth Annual Veterans Forum at the National Guard Armory, 1351 W. Sierra Madre Avenue, in Azusa; and

**WHEREAS**, this free forum will provide an opportunity for Veterans to meet one-on-one with Department of Veterans Affairs (VA) representatives, receive updates on pending claims, help expedite the process, and also participate in sessions about mental health, education, financial planning, and homelessness;

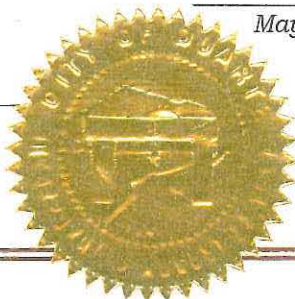
**NOW, THEREFORE, BE IT RESOLVED** that the City of Duarte hereby proclaims June 25, 2016, as VETERANS APPRECIATION DAY in the City of Duarte, and invites and encourages all residents of Duarte to honor and support our Veterans, and to also encourage all Veterans to attend the Annual Veterans Forum hosted by Congressmember Napolitano.

\_\_\_\_\_  
Mayor Samuel Kang

ATTEST:

\_\_\_\_\_  
City Clerk Marla Akana  
Duarte, California

June 14, 2016





# MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL

**FROM:** CESAR MONSALVE, DIRECTOR OF PARKS AND RECREATION

**SUBJECT:** GREEN HOME AWARDS RECOGNIZING HOME BEAUTIFICATION  
AND DROUGHT TOLERANT LANDSCAPING EFFORTS

**DATE:** JUNE 8, 2016

The Green Home Awards Program was designed to reward homeowners who have maintained the beauty of their homes while excelling in their lawn and garden water conservation efforts, including switching to water conserving irrigation systems, and/or adding drought tolerant landscaping and gardening practices. Businesses demonstrating water conservation efforts are also included in this awards program.

This year it was decided that local service groups would serve as judges, selecting the homes that best fit the criteria. Guidelines and criteria used in the selection of winners included judging the general overall appearance of the home, confirming that the homeowner used water conserving irrigation and/or drought tolerant landscaping.

Judges were assigned to 11 zones and they selected up to 5 homes within that zone. California American Water assisted in finalizing the winners. Judging of homes ended on Sunday, May 22, and 40 homes and 2 businesses were selected. This year's judging groups were: Duarte Chamber, Duarte Community Service Council, Duarte Kiwanis, Duarte Booster Club, Duarte Education Foundation, Duarte Elks, LULAC, Duarte Woman's Club, Duarte's Promise, and Duarte Parks and Recreation Commission.

Each winner and the judges have been invited to attend the June 14 Council meeting, and the winners will receive various awards including a certificate signed by the mayor, a lawn sign, and a water conservation kit donated by California American Water.





# MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL

**FROM:** CESAR MONSALVE, DIRECTOR OF PARKS AND RECREATION

**SUBJECT:** UPDATE ON THE 626 GOLDEN STREETS EVENT

**DATE:** JUNE 14, 2016

## Discussion

The Golden Streets event is a Metro, grant funded event that follows the "Open Streets Event" model. Open Streets events are designed as one-day completely car-free events, which allow organizers to open city streets exclusively to cyclists, joggers, walkers, skaters and other non-motorized transportation. These very popular events encourage sustainable transportation mode sharing due to the fact that most participants arrive by foot, bike or use public transit systems to arrive at their preferred starting location along the route. As opposed to a race event, Open Streets events are held on a pre-designated route of several miles in length and a start and end time to the event is selected. The streets remain closed during that duration of time and participants can enter the route anywhere along the length of it. The 626 Golden Streets event will take place on Sunday, June 26 from 8am to 2pm with hub activities ending by 3pm.

Staff will provide an update about the event including final route plan, final hub activity plan, staffing, resident notices, shuttle bus, and Public Safety measures.

## MINUTES

### JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – MAY 24, 2016

|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CALL TO ORDER                                                                                                     | The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Kang called the meeting to order at 5:05 p.m.                                                                   |
| RECORDATION OF ATTENDANCE                                                                                         | The following were in attendance:<br>PRESENT: Fasana, Finlay, Paras-Caracci, Reilly, Kang<br>ABSENT: None<br>ADMINISTRATIVE STAFF PRESENT: Assistant City Manager Petersen, City Attorney Cosgrove                                                                                                                                                                                      |
| ADOPTION OF AGENDA                                                                                                | Reilly moved, Fasana seconded to adopt the Agenda, as amended to add a Business Item to consider a letter of opposition to SB 1316 or a letter of opposition to SB 1316 unless amended, and carried unanimously. A finding was made under Government Code Section 54954.2(b)(2) that there is a need to take action, and the need to take action arose after the posting of the Agenda. |
| INTERVIEWS – Mayor’s Youth Council                                                                                | City Council conducted interviews for the Mayor’s Youth Council. Council reconvened at 7:01 p.m., with all members present.                                                                                                                                                                                                                                                             |
| PLEDGE TO THE FLAG                                                                                                | Jean Glass led the Pledge of Allegiance to the Flag.                                                                                                                                                                                                                                                                                                                                    |
| MOMENT OF REFLECTION                                                                                              | A moment of reflection was observed.                                                                                                                                                                                                                                                                                                                                                    |
| FITNESS/MENTAL WARM-UP                                                                                            | Petersen and Finlay provided the warm-up.                                                                                                                                                                                                                                                                                                                                               |
| SPECIAL ITEMS<br>Recognition – Kathy Kirchner<br>Senior Center’s Volunteer/Year<br>Proclamation – Older Americans | Cesar Monsalve introduced Kathy Kirchner and described her volunteer service. Mayor Kang presented her with the Proclamation for Older Americans Month, and congratulations were extended.                                                                                                                                                                                              |
| Recognition – Sonja Tanner<br>24-year Public Safety Volunteer                                                     | Brian Villalobos introduced Sonja Tanner, described her 24 years of volunteer service as a statistician for the Public Safety Department, and presented her with a plaque. Mayor Kang presented her with a certificate in recognition of her service.                                                                                                                                   |
| Public Safety update                                                                                              | Brian Villalobos presented the monthly Public Safety update, and discussed year-to-date statistics, street sweeping, and homelessness.                                                                                                                                                                                                                                                  |
| ANNOUNCEMENTS                                                                                                     | Joanna Gee, Duarte Library, announced story times, programs, and teen events in May, June, and July.<br><br>David Diaz, Bike SGV, announced 626 Golden Streets event on June 26.                                                                                                                                                                                                        |

05/24/16

Cesar Monsalve announced upcoming Parks and Recreation programs, events, and classes, stated the pools will reopen on June 1, and answered questions from Councilmembers about swim lessons.

Mayor Kang inquired about the possibility of swimming lessons on the weekends. Paras-Caracci asked for a more comprehensive summary of this item when the budget is discussed.

Steve Hernandez announced Rotary Club Casino Night fundraiser on June 4 at the Community Center.

Tina Heany, Duarte Chamber, announced Taste of Duarte on May 25, and thanked the City for supporting the Chamber.

Jean Glass, Duarte Woman's Club, announced dinner event on June 17 at Church of the Foothills.

Fasana announced Memorial Day event in Monrovia at Live Oak Park.

#### ORAL COMMUNICATIONS

The following spoke on items not on the Agenda:  
Veronica Miller – Lena Valenzuela Park, cameras.

Finlay requested an update on what is going on at Lena Valenzuela Park and how it can be mitigated, and suggested we could see how the cameras in Monrovia worked for them.

#### CONSENT CALENDAR

Fasana moved, Paras-Caracci seconded to approve the Consent Calendar as follows, and carried unanimously.  
Approve Items A, B, C, E, F, H.  
Receive and File Item G.  
Remove Item D.

Item E – RESOLUTION 16-10  
Appropriations Limit

Council Bill 16-R-10 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE ESTABLISHING AN APPROPRIATIONS LIMIT PURSUANT TO THE PROVISIONS OF ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

#### ITEM REMOVED

Item D – Council Bill 16-R-09  
Landscape/Lighting 2016/17  
Sets Public Hearing 6/28/16

Council Bill 16-R-09 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2016-2017 WITHIN THE CITY-WIDE 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

Cosgrove clarified that the City provided notice pursuant to the Streets and Highways Code Section 22626(a), and the notice under Government Code Section 53753 was not necessary because there was no increase in the assessment, apart from pre-approved escalators.

Hensley presented a staff report about the Council Bill, stated it sets a Public Hearing for June 28, 2016, and answered questions from Councilmembers.

ITEM D – APPROVED  
RESOLUTION NO. 16-09

ORDINANCE  
Council Bill 16-O-04  
Purchasing (First Reading)

BUSINESS ITEMS  
Letter – SB 1316  
Tissue banks, human milk  
(Item added to the Agenda)

Appointments to Mayor's  
Youth Council

Letter of Support  
Proposed Parks Ballot Measure

ITEMS FROM CITY COUNCIL/  
CITY MANAGER

Reilly moved, Finlay seconded to adopt Resolution No. 16-09, and carried unanimously.

Council Bill 16-O-04 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING CHAPTER 2.36 OF THE DUARTE MUNICIPAL CODE, RELATING TO PURCHASE OF SUPPLIES, EQUIPMENT, AND SERVICES (First Reading)

Petersen presented a staff report about the Council Bill, and answered questions from Councilmembers.

Reilly moved, Finlay seconded to introduce Council Bill 16-O-04 for first reading, and carried unanimously.

Hensley provided a staff report about the proposed SB 1316, and stated it is of concern to Prolacta Bioscience, a business with two locations in Duarte.

Richard Harmon, Townsend Public Affairs, provided information about the proposed senate bill, its potential impacts to Prolacta, and its fiscal impact to the State.

Scott Eaker, Prolacta Bioscience, thanked the City Council for its attention to this issue, described the purpose of the business, its products and employment, and the negative impacts of SB 1316, and asked that City Council oppose the bill unless it is amended as outlined in the sample.

Reilly moved, Finlay seconded to approve a letter opposing SB 1316 unless it is amended to reflect changes that would not negatively impact Prolacta Bioscience, with the exact verbiage to be determined by staff, and carried unanimously.

Kang moved, Reilly seconded to appoint Ashley Rosal, Samantha Martinez, Lexi Possehl, Danielle Campos-Martel, Daniel Chavez, Marisol Ramirez, Anais Campugan, Ceth Clark, Betzaira Soto, Marivel Rosal, Lauryn Higginson, Vanessa Briceno, Felipe Valdez, Cynthia Sierra, and Deja Stamps to the Mayor's Youth Council, with terms expiring June 30, 2017, and carried unanimously.

There was discussion about taking a position on the measure if it makes the ballot, the possibility of additional resources for Lario Park, and reaching out to the city of Azusa.

Fasana moved, Paras-Caracci seconded to approve the letter to Supervisor Antonovich requesting support of the proposed parks ballot measure, and carried unanimously.

PARAS-CARACCI: Stated on her street, the edges are cracking in big chunks and asked staff to look into that, suggested staff work with the School District regarding students not using the crossing guards to cross the street to their parents waiting in cars

(Petersen stated this item could be added to the joint meeting), appreciated her colleagues' attendance at the transit press conference, served as emcee for Congressman Napolitano's Women of the Year luncheon, and stated the Route 66 Parade Committee has concluded they will pass on the parade this year.

REILLY: Attended Coffee with Captain Jacob, announced her coffee event is Saturday at the library, announced Teen Center golf tournament on June 18, attended Contract Cities Conference in Indian Wells and discussed topics/sessions, stated in Palm Springs, the signs in the crosswalks refer to State laws, suggested we might want to look at that, and attended a meeting regarding MS4 permits, and discussed the system, objective, mandates, and updated status.

FASANA: Stated he participated in the Teen Center fundraiser at Old Spaghetti Factory and the ACT-SO conference fundraiser, stated we must closely watch the stormwater situation, discussed the Gold Line's extension to the pier, at the SGVCOG meeting, candidates were nominated for a new position on the Rivers and Mountains Conservancy Board, stated Jay Gomez and Liz Reilly were nominated, and the Governor will make the appointment.

FINLAY: Stated the Gold Line shuttle providing access to the mountains is exciting, noted many teens are using the Gold Line, congratulated Kathy Kirchner on her award, and announced Rotary fundraiser on June 4.

KANG: Discussed the shuttle to Fish Canyon Falls, and inquired about the possibility of a moonlight walk to Fish Canyon Falls.

ADJOURNMENT

The meeting was adjourned at 9:01 p.m.

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Mayor Samuel Kang

ATTEST:

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City Clerk





City of Duarte

# Successor Agency Council Warrant Register

## By Payment Number

Payment Dates 05/25/2016 - 06/14/2016

| Payment Number | Payment Date | Payable Number | Vendor # | Description                           | Vendor Name             | Account Number | Project Account Key | Payment Amount |
|----------------|--------------|----------------|----------|---------------------------------------|-------------------------|----------------|---------------------|----------------|
| 2032           | 6/14/2016    | 12 of 18       | SAS002   | Pmt 12 of 18 -Best Buy Price Reductio | CALEDGE INVESTMENTS LLC | 690-6905-7971  |                     | 119,811.60     |
| Payment Total: |              |                |          |                                       |                         |                |                     | 119,811.60     |

Report Summary

Fund Summary

| Fund                                | Payment Amount |
|-------------------------------------|----------------|
| 690 - Successor Agency Debt Service | 119,811.60     |
| Grand Total:                        | 119,811.60     |

Account Summary

| Account Number | Account Name         | Payment Amount |
|----------------|----------------------|----------------|
| 690-6905-7971  | SA Cost Of Land Sold | 119,811.60     |
| Grand Total:   |                      | 119,811.60     |

Project Account Summary

| Project Account Key | Payment Amount |
|---------------------|----------------|
| **None**            | 119,811.60     |
| Grand Total:        | 119,811.60     |



City of Duarte

# Council Warrant Register Over \$5000

## By Payment Number

Payment Dates 05/25/2016 - 06/14/2016

| Payment Number | Payment Date | Vendor # | Description                                       | Vendor Name | Account Number | Project Account Key                             | Payment Amount |
|----------------|--------------|----------|---------------------------------------------------|-------------|----------------|-------------------------------------------------|----------------|
| Payable Number |              |          |                                                   |             |                |                                                 | Item Amount    |
| 204930         | 6/7/2016     | 5074     | STATE OF CALIFORNIA ENERGY RESOURCES CONSERVATION |             |                |                                                 | 10,109.21      |
|                | 9557         |          | CEC Payment # 8 of 27                             |             | 100-1805-7764  | 201023-Annual Prin Pmts-EECBG                   | 7,498.97       |
|                | 9557         |          | CEC Payment # 8 of 27                             |             | 100-1805-7765  | 201023-Annual Int Pmt-EECBG                     | 2,610.24       |
| 204945         | 6/14/2016    | 0005     | ALEX ROMO AUTO & TRUCK REPAIR                     |             |                |                                                 | 5,716.32       |
|                | 0185824      |          | VEH 13 Battery/Water Pump/Cooling                 |             | 100-1205-7650  |                                                 | 895.55         |
|                | 0185851      |          | Veh 22 Transmission Shifting Trouble              |             | 100-1205-7650  |                                                 | 184.25         |
|                | 0185872      |          | Veh 33 PM Service                                 |             | 440-4405-7887  |                                                 | 66.01          |
|                | 0185939      |          | Veh 22 Transmission Rebuild                       |             | 100-1205-7650  |                                                 | 4,570.51       |
| 204958         | 6/14/2016    | 5433     | ECS IMAGING INC                                   |             |                |                                                 | 18,450.00      |
|                | 11426        |          | Bldg Permits Scanning/Upload Servic               |             | 100-1405-7800  |                                                 | 13,650.00      |
|                | 11493        |          | Laserfiche Training                               |             | 100-1405-7800  |                                                 | 4,800.00       |
| 204960         | 6/14/2016    | 5554     | EXCEL PAVING COMPANY                              |             |                |                                                 | 202,519.77     |
|                | # 1          |          | CIP 16-0 Las Lomas Rd Rehab                       |             | 625-6255-8070  |                                                 | 202,519.77     |
| 204970         | 6/14/2016    | 5067     | JONESCAPE                                         |             |                |                                                 | 6,060.00       |
|                | 52016        |          | Hacienda Park Masonry Work                        |             | 100-1410-7980  | 201504-Other Exp- SCE Landscape Mitigation      | 6,060.00       |
| 204975         | 6/14/2016    | 0903     | CITY OF MONROVIA                                  |             |                |                                                 | 11,175.18      |
|                | 1600430      |          | Fuel-City Manager 3/2016                          |             | 100-1010-7650  |                                                 | 179.62         |
|                | 1600431      |          | Fuel-Field Services 3/2016                        |             | 100-1410-7650  |                                                 | 1,054.30       |
|                | 1600432      |          | Fuel-Parks & Recreation 3/2016                    |             | 100-1605-7650  |                                                 | 534.25         |
|                | 1600433      |          | Fuel-Public Safety 3/2016                         |             | 100-1205-7650  |                                                 | 1,015.05       |
|                | 1600434      |          | Fuel-Cmty Development 3/2016                      |             | 100-1405-7650  |                                                 | 161.23         |
|                | 1600435      |          | Fuel-Sheriff's Dept 3/2016                        |             | 100-1205-7781  |                                                 | 2,966.41       |
|                | 1600436      |          | Fuel-Transit Dept 3/2016                          |             | 440-4405-7619  |                                                 | 5,264.32       |
| 204976         | 6/14/2016    | 5454     | MOORE IACOFANO GOLTSMAN INC                       |             |                |                                                 | 13,758.58      |
|                | 0044244      |          | Town Center Specific Plan 4/2016                  |             | 100-1405-7965  | 201603-Prof Svcs-Town Center Proj               | 13,758.58      |
| 204979         | 6/14/2016    | 5224     | PLACEWORKS                                        |             |                |                                                 | 24,319.17      |
|                | 59187        |          | COH Specific Plan/EIR 3/1/16 - 4/30/              |             | 100-1405-7965  | 201406-Prof Serv-City of Hope EIR Reimb         | 24,319.17      |
| 204986         | 6/14/2016    | 0196     | RUTAN & TUCKER LLP                                |             |                |                                                 | 41,950.71      |
|                | 45331        |          | Retainer Fees 3/2016                              |             | 100-1015-7680  |                                                 | 7,196.17       |
|                | 745329       |          | Environmental/Stormwater Litigation               |             | 100-1015-7686  |                                                 | 28,419.98      |
|                | 745332       |          | Code Enforcement Legal 3/2016                     |             | 100-1015-7684  |                                                 | 3,418.56       |
|                | 747860       |          | Code Enforcement Legal 4/2016                     |             | 100-1015-7684  |                                                 | 2,340.00       |
|                | 747861       |          | Golf Course Property Litigation 3/201             |             | 100-1015-7686  | 210024 - Oth Legal Svcs - Rancho Dte Golf Cour  | 576.00         |
| 204997         | 6/14/2016    | 5339     | TOWNSEND PUBLIC AFFAIRS INC                       |             |                |                                                 | 5,000.00       |
|                | 11768        |          | Consultig Services 5/2016                         |             | 100-1010-7965  |                                                 | 5,000.00       |
| 204998         | 6/14/2016    | 3889     | VALLEYCREST LANDSCAPE MAINTENANCE                 |             |                |                                                 | 43,528.82      |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 100-1020-7724  |                                                 | 115.00         |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 100-1415-7916  |                                                 | 2,130.00       |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 100-1825-7945  | 230007 - Oper Acq Prop - Texaco/Ralph Proj-12   | 41.67          |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 100-1825-7945  | 990002 - Oper of Acq Prop - Duarte Trailer Park | 41.67          |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 240-2410-7915  |                                                 | 7,500.00       |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 240-2410-7917  |                                                 | 4,630.00       |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 240-2420-7914  |                                                 | 345.16         |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 240-2421-7914  |                                                 | 1,300.00       |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 240-2422-7914  |                                                 | 480.58         |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 240-2423-7914  |                                                 | 900.00         |
|                | 5011433      |          | Landscape Maintenance 4/2016                      |             | 240-2424-7914  |                                                 | 550.00         |

| Payment Number        | Payment Date     | Vendor #    | Description                          | Vendor Name | Account Number | Project Account Key                             | Payment Amount    |
|-----------------------|------------------|-------------|--------------------------------------|-------------|----------------|-------------------------------------------------|-------------------|
|                       | Payable Number   |             |                                      |             |                |                                                 | Item Amount       |
|                       | 5011433          |             | Landscape Maintenance 4/2016         |             | 240-2425-7914  |                                                 | 400.00            |
|                       | 5011433          |             | Landscape Maintenance 4/2016         |             | 240-2426-7914  |                                                 | 180.00            |
|                       | 5011433          |             | Landscape Maintenance 4/2016         |             | 240-2427-7914  |                                                 | 630.33            |
|                       | 5011433          |             | Landscape Maintenance 4/2016         |             | 240-2431-7914  |                                                 | 800.00            |
|                       | 5011433          |             | Landscape Maintenance 4/2016         |             | 240-2432-7914  |                                                 | 835.00            |
|                       | 5011433          |             | Landscape Maintenance 4/2016         |             | 240-2433-7914  |                                                 | 530.00            |
|                       | 5011433          |             | Landscape Maintenance 4/2016         |             | 240-2434-7914  |                                                 | 355.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 100-1020-7724  |                                                 | 115.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 100-1415-7916  |                                                 | 2,130.00          |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 100-1825-7945  | 230007 - Oper Acq Prop - Texaco/Ralph Proj-12   | 41.67             |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 100-1825-7945  | 990002 - Oper of Acq Prop - Duarte Trailer Park | 41.67             |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2410-7915  |                                                 | 7,500.00          |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2410-7917  |                                                 | 4,630.00          |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2420-7914  |                                                 | 345.16            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2421-7914  |                                                 | 1,300.00          |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2422-7914  |                                                 | 480.58            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2423-7914  |                                                 | 900.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2424-7914  |                                                 | 550.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2425-7914  |                                                 | 400.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2426-7914  |                                                 | 180.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2427-7914  |                                                 | 630.33            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2431-7914  |                                                 | 800.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2432-7914  |                                                 | 835.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2433-7914  |                                                 | 530.00            |
|                       | 5035829          |             | Landscape Services 5/2016            |             | 240-2434-7914  |                                                 | 355.00            |
| <b>205000</b>         | <b>6/14/2016</b> | <b>5538</b> | <b>VICTOR STANLEY INC</b>            |             |                |                                                 | <b>68,574.96</b>  |
|                       | SI34221          |             | Bench - 6' Bronze Powder Coat        |             | 440-4405-7985  |                                                 | 36,449.60         |
|                       | SI34221          |             | Litter Receptacle - 45-Gallon Bronze |             | 440-4405-7985  |                                                 | 32,125.36         |
| <b>28</b>             | <b>6/14/2016</b> | <b>4286</b> | <b>MAXTREME INC</b>                  |             |                |                                                 | <b>8,300.00</b>   |
|                       | 13201            |             | IT Helpdesk 5/2016                   |             | 100-1815-7965  |                                                 | 8,100.00          |
|                       | 13201            |             | Crash Plan Recovery 5/2016           |             | 100-1815-7980  |                                                 | 200.00            |
| <b>Payment Total:</b> |                  |             |                                      |             |                |                                                 | <b>459,462.72</b> |

## Report Summary

## Fund Summary

| Fund                                       | Payment Amount    |
|--------------------------------------------|-------------------|
| 100 - GENERAL FUND                         | 144,165.52        |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND | 38,872.14         |
| 440 - PROPOSITION A TRANSIT FUND           | 73,905.29         |
| 625 - LA Co Metro Fund Exchg (STPL)        | 202,519.77        |
| <b>Grand Total:</b>                        | <b>459,462.72</b> |

## Account Summary

| Account Number      | Account Name            | Payment Amount    |
|---------------------|-------------------------|-------------------|
| 100-1010-7650       | Vehicle Maintenance     | 179.62            |
| 100-1010-7965       | Professional Services   | 5,000.00          |
| 100-1015-7680       | City Attorney           | 7,196.17          |
| 100-1015-7684       | Code Enforcement        | 5,758.56          |
| 100-1015-7686       | Other Legal Services    | 28,995.98         |
| 100-1020-7724       | Post Office Parking     | 230.00            |
| 100-1205-7650       | Vehicle Maintenance     | 6,665.36          |
| 100-1205-7781       | Contract Law Enforceme  | 2,966.41          |
| 100-1405-7650       | Vehicle Maintenance     | 161.23            |
| 100-1405-7800       | Building Department Ser | 18,450.00         |
| 100-1405-7965       | Professional Services   | 38,077.75         |
| 100-1410-7650       | Vehicle Maintenance     | 1,054.30          |
| 100-1410-7980       | Other Expenses          | 6,060.00          |
| 100-1415-7916       | Landscape-Sport Park    | 4,260.00          |
| 100-1605-7650       | Vehicle Maintenance     | 534.25            |
| 100-1805-7764       | CA CEC Annual Principal | 7,498.97          |
| 100-1805-7765       | CA CEC Annual Interest  | 2,610.24          |
| 100-1815-7965       | Professional Services   | 8,100.00          |
| 100-1815-7980       | Other Expenses          | 200.00            |
| 100-1825-7945       | Operation Of Acq Prop   | 166.68            |
| 240-2410-7915       | Landscape-Citywide      | 15,000.00         |
| 240-2410-7917       | Landscape-Medians       | 9,260.00          |
| 240-2420-7914       | Landscape Maintenance   | 690.32            |
| 240-2421-7914       | Landscape Maintenance   | 2,600.00          |
| 240-2422-7914       | Landscape Maintenance   | 961.16            |
| 240-2423-7914       | Landscape Maintenance   | 1,800.00          |
| 240-2424-7914       | Landscape Maintenance   | 1,100.00          |
| 240-2425-7914       | Landscape Maintenance   | 800.00            |
| 240-2426-7914       | Landscape Maintenance   | 360.00            |
| 240-2427-7914       | Landscape Maintenance   | 1,260.66          |
| 240-2431-7914       | Landscape Maintenance   | 1,600.00          |
| 240-2432-7914       | Landscape Maintenance   | 1,670.00          |
| 240-2433-7914       | Landscape Maintenance   | 1,060.00          |
| 240-2434-7914       | Landscape Maintenance   | 710.00            |
| 440-4405-7619       | Fuel And Oil            | 5,264.32          |
| 440-4405-7887       | Repairs & Replacements  | 66.01             |
| 440-4405-7985       | Other Expenses (Use of  | 68,574.96         |
| 625-6255-8070       | Street Improvements (S  | 202,519.77        |
| <b>Grand Total:</b> |                         | <b>459,462.72</b> |

## Project Account Summary

| Project Account Key                        | Payment Amount |
|--------------------------------------------|----------------|
| **None**                                   | 404,473.08     |
| 201023-Annual Int Pmt-EECBG                | 2,610.24       |
| 201023-Annual Prin Pmts-EECBG              | 7,498.97       |
| 201406-Prof Serv-City of Hope EIR Reimb    | 24,319.17      |
| 201504-Other Exp- SCE Landscape Mitigation | 6,060.00       |
| 201603-Prof Svcs-Town Center Proj          | 13,758.58      |

**Project Account Summary**

| Project Account Key                                | Payment Amount    |
|----------------------------------------------------|-------------------|
| 210024 - Oth Legal Svcs - Rancho Dte Golf Course   | 576.00            |
| 230007 - Oper Acq Prop - Texaco/Ralph Proj-1263 HT | 83.34             |
| 990002 - Oper of Acq Prop - Duarte Trailer Park    | 83.34             |
| <b>Grand Total:</b>                                | <b>459,462.72</b> |



City of Duarte

# Council Warrant Register by Account

## By Fund

Payment Dates 05/25/2016 - 06/14/2016

| Account Number                  | Vendor Name                    | Description (Item)                            | Payment No | Project Key                              | Amount    |
|---------------------------------|--------------------------------|-----------------------------------------------|------------|------------------------------------------|-----------|
| <b>Fund: 100 - GENERAL FUND</b> |                                |                                               |            |                                          |           |
| 100-1002                        | DUARTE PUBLIC SAFETY PETTY CAS | Public Safety Petty Cash Increase             | 204884     |                                          | 50.00     |
| 100-1005-7614                   | SMART & FINAL                  | Office Supplies                               | 204906     |                                          | 34.16     |
| 100-1005-7647                   | LIZ REILLY                     | Conference/Meeting Expense Reimbursement      | 204984     |                                          | 530.34    |
| 100-1005-7980                   | U.S. BANK                      | Linen Table Cloth (Amazon)                    | 204941     |                                          | 18.52     |
| 100-1005-7980                   | U.S. BANK                      | Closed Session Mtg 5/24/16 (El Salvadoreno)   | 204941     |                                          | 109.95    |
| 100-1005-7980                   | DUARTE PIZZA COMPANY           | MYC Interviews                                | 204956     |                                          | 69.80     |
| 100-1010-7610                   | LEAGUE OF CALIFORNIA CITIES    | Karen Herrera LACD C Mtg 5/18/16              | 204891     |                                          | 40.00     |
| 100-1010-7610                   | LEAGUE OF CALIFORNIA CITIES    | Darrell George LACD C Mtg 5/18/16             | 204891     |                                          | 40.00     |
| 100-1010-7614                   | STAPLES ADVANTAGE              | Office Supplies                               | 204939     |                                          | 75.62     |
| 100-1010-7614                   | STAPLES ADVANTAGE              | Office Supplies                               | 204939     |                                          | 93.54     |
| 100-1010-7650                   | CITY OF MONROVIA               | Fuel-City Manager 3/2016                      | 204975     |                                          | 179.62    |
| 100-1010-7650                   | SHELL                          | Fuel-City Vehicles                            | 204904     |                                          | 10.00     |
| 100-1010-7650                   | EXXONMOBIL                     | Fuel-City Vehicles                            | 204885     |                                          | 18.73     |
| 100-1010-7965                   | TOWNSEND PUBLIC AFFAIRS INC    | Consulting Services 5/2016                    | 204997     |                                          | 5,000.00  |
| 100-1010-7980                   | U.S. BANK                      | Administration-Adobe Creative Cloud           | 204941     |                                          | 49.99     |
| 100-1015-7680                   | RUTAN & TUCKER LLP             | Retainer Fees 3/2016                          | 204986     |                                          | 7,196.17  |
| 100-1015-7684                   | SILVER & WRIGHT LLP            | Code Enforcement Legal-Bloomdale              | 204905     |                                          | 2,100.00  |
| 100-1015-7684                   | RUTAN & TUCKER LLP             | Code Enforcement Legal 3/2016                 | 204986     |                                          | 3,418.56  |
| 100-1015-7684                   | RUTAN & TUCKER LLP             | Code Enforcement Legal 4/2016                 | 204986     |                                          | 2,340.00  |
| 100-1015-7686                   | RUTAN & TUCKER LLP             | Environmental/Stormwater Litigation 3/2016    | 204986     |                                          | 28,419.98 |
| 100-1015-7686                   | RUTAN & TUCKER LLP             | Golf Course Property Litigation 3/2016        | 204986     | 210024 - Oth Legal Svcs - Rancho Dta Gol | 576.00    |
| 100-1020-7716                   | SMART & FINAL                  | May 21 Press Conference Snacks                | 204906     |                                          | 40.77     |
| 100-1020-7716                   | THE SAUCE CREATIVE SERVICES    | Transit Bus Signs for Golden Streets          | 204988     | 201631-Spec Events-Golden Streets 626    | 517.75    |
| 100-1020-7719                   | EUROPEAN PERSONAL CHEF INC     | SC Volunteer Dinner 6/17/16                   | 204915     |                                          | 2,273.50  |
| 100-1020-7719                   | SWEET NOTHING'S CAKE SHOP      | Volunteer Dinner Dessert                      | 204996     |                                          | 200.00    |
| 100-1020-7724                   | VALLEYCREST LANDSCAPE MAINTNE  | Landscape Maintenance 4/2016                  | 204998     |                                          | 115.00    |
| 100-1020-7724                   | VALLEYCREST LANDSCAPE MAINTNE  | Landscape Services 5/2016                     | 204998     |                                          | 115.00    |
| 100-1020-7726                   | U.S. BANK                      | Levon Y-Adobe Creative Cloud                  | 204941     |                                          | 49.99     |
| 100-1020-7980                   | DUARTE CHAMBER OF COMMERCE     | 2016 Taste of Duarte Employee Tickets         | 204914     |                                          | 210.00    |
| 100-1205-7614                   | WALMART COMMUNITY/RFCSLC       | Office Supplies                               | 204911     |                                          | 20.37     |
| 100-1205-7614                   | STAPLES ADVANTAGE              | Office Supplies                               | 204907     |                                          | 233.71    |
| 100-1205-7650                   | ALEX ROMO AUTO & TRUCK REPAI   | VEH 13 Battery/Water Pump/Cooling System      | 204945     |                                          | 895.55    |
| 100-1205-7650                   | ALEX ROMO AUTO & TRUCK REPAI   | Veh 22 Transmission Shifting Trouble Shooting | 204945     |                                          | 184.25    |
| 100-1205-7650                   | ALEX ROMO AUTO & TRUCK REPAI   | Veh 22 Transmission Rebuild                   | 204945     |                                          | 4,570.51  |
| 100-1205-7650                   | DUARTE PUBLIC SAFETY PETTY CAS | Veh 35 Car Wash                               | 204884     |                                          | 9.00      |
| 100-1205-7650                   | VISION COMMUNICATIONS CO       | Veh 13 Two Way Radio Repair                   | 205001     |                                          | 377.00    |
| 100-1205-7650                   | CITY OF MONROVIA               | Fuel-Public Safety 3/2016                     | 204975     |                                          | 1,015.05  |
| 100-1205-7761                   | SUPERIOR CT OF CAL CO OF LOS A | Citation Revenue Tax 4/2016                   | 204994     |                                          | 4,022.00  |
| 100-1205-7779                   | WALMART COMMUNITY/RFCSLC       | Youth Programs/ReEntry Supplies               | 204911     |                                          | 73.28     |
| 100-1205-7779                   | DUARTE PUBLIC SAFETY PETTY CAS | DART Supplies                                 | 204884     |                                          | 18.08     |
| 100-1205-7779                   | TAMERA BARRON                  | DART Scholarship                              | 204948     | 201331-PS Youth Programs                 | 100.00    |
| 100-1205-7779                   | EVELYN ESTRADA                 | DART Scholarship                              | 204959     | 201331-PS Youth Programs                 | 75.00     |
| 100-1205-7779                   | CHAVON JACKSON                 | DART Scholarship                              | 204968     | 201331-PS Youth Programs                 | 75.00     |
| 100-1205-7779                   | GISELLE LOPEZ                  | DART Scholarship                              | 204974     | 201331-PS Youth Programs                 | 475.00    |
| 100-1205-7779                   | ALYSSA DOMINGUEZ               | DART Scholarship                              | 204954     | 201331-PS Youth Programs                 | 75.00     |
| 100-1205-7779                   | TERESA SANCHEZ                 | DART Scholarship                              | 204987     | 201331-PS Youth Programs                 | 75.00     |
| 100-1205-7779                   | JESSICA CAVARUBIAS             | DART Scholarship                              | 204950     | 201331-PS Youth Programs                 | 75.00     |
| 100-1205-7779                   | YESENIA CHAVEZ                 | Intern-Summer Stipend                         | 204951     | 201331-PS Youth Programs                 | 296.00    |
| 100-1205-7779                   | CURO MANAGED PRINT PRODUCTI    | Movie Nights Marketing                        | 204881     | 201616-Youth Programs-Calgrip FY 2016-   | 89.93     |
| 100-1205-7779                   | FSP DESIGNS                    | Duarte Dance Shirts                           | 204887     | 201616-Youth Programs-Calgrip FY 2016-   | 320.42    |
| 100-1205-7779                   | FSP DESIGNS                    | DART Baseball T-Shirts                        | 204887     | 201616-Youth Programs-Calgrip FY 2016-   | 359.25    |
| 100-1205-7779                   | SWANK MOTION PICTURES INC      | 6/10/16 Movie Night-Inside Out                | 204940     | 201616-Youth Programs-Calgrip FY 2016-   | 375.00    |
| 100-1205-7780                   | COUNTY OF LOS ANGELES - ANIMA  | Animal Shelter Services 4/2016                | 204953     |                                          | 1,742.45  |

## Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number | Vendor Name                    | Description (Item)                             | Payment No | Project Key                              | Amount    |
|----------------|--------------------------------|------------------------------------------------|------------|------------------------------------------|-----------|
| 100-1205-7780  | D & D SERVICES INC             | Deceased Animal Disposal 4/2016                | 204882     |                                          | 240.00    |
| 100-1205-7780  | DUARTE-AZUSA ANIMAL HOSPITAL   | Emergency Animal Care                          | 204957     |                                          | 39.25     |
| 100-1205-7780  | DUARTE-AZUSA ANIMAL HOSPITAL   | Emergency Animal Care                          | 204957     |                                          | 79.25     |
| 100-1205-7780  | DUARTE-AZUSA ANIMAL HOSPITAL   | Emergency Animal Care                          | 204957     |                                          | 50.00     |
| 100-1205-7780  | ANIMAL CARE EQUIPMENT & SERVI  | Animal Control Equipment                       | 204946     |                                          | 1,468.61  |
| 100-1205-7781  | CITY OF MONROVIA               | Fuel-Sheriff's Dept 3/2016                     | 204975     |                                          | 2,966.41  |
| 100-1205-7781  | LOS ANGELES COUNTY SHERIFF'S D | Special Event Services 3/2016                  | 204892     |                                          | 1,750.46  |
| 100-1205-7980  | SHAFFER AWARDS                 | Volunteer Plaque-Sonja Tanner                  | 204989     |                                          | 40.28     |
| 100-1205-7980  | DUARTE PUBLIC SAFETY PETTY CAS | Cal-Grip Lunch                                 | 204884     |                                          | 38.79     |
| 100-1205-7980  | DUARTE PUBLIC SAFETY PETTY CAS | Street Sweeping Lunch                          | 204884     |                                          | 26.00     |
| 100-1205-7980  | FRONTIER HARDWARE              | Public Safety Keys                             | 204963     |                                          | 21.69     |
| 100-1205-7980  | STEPHEN MARTINEZ               | Phone Usage-CalGrip                            | 204924     |                                          | 120.00    |
| 100-1205-7980  | CESAR GARCIA                   | Movie Night DJ 6/10/16 & 6/17/16               | 204965     |                                          | 400.00    |
| 100-1205-7980  | MARVELLWEST                    | 6/10/16 Movie Night Dinner                     | 204935     |                                          | 500.00    |
| 100-1205-7980  | MARVELLWEST                    | 6/17/16 Movie Night Dinner                     | 204935     |                                          | 500.00    |
| 100-1211       | MIKE TARR                      | Computer Loan                                  | 204932     |                                          | 447.91    |
| 100-1405-7650  | CITY OF MONROVIA               | Fuel-Cmty Development 3/2016                   | 204975     |                                          | 161.23    |
| 100-1405-7650  | NISSAN OF DUARTE               | Veh 32 PM Service/Repair                       | 204977     |                                          | 608.39    |
| 100-1405-7800  | ECS IMAGING INC                | Bldg Permits Scanning/Upload Services          | 204958     |                                          | 13,650.00 |
| 100-1405-7800  | ECS IMAGING INC                | Laserfiche Training                            | 204958     |                                          | 4,800.00  |
| 100-1405-7965  | MOORE IACOFANO GOLTSMAN INC    | Town Center Specific Plan 4/2016               | 204976     | 201603-Prof Svcs-Town Center Proj        | 13,758.58 |
| 100-1405-7965  | LDM ASSOCIATES INC             | FY15/16 Federal Grant Administration 4/2016    | 204971     | 201606-Prof Svcs-2015/16 Fed Grant Ad    | 85.00     |
| 100-1405-7965  | LDM ASSOCIATES INC             | 2015 Housing Element Update 4/2016             | 204971     |                                          | 1,800.00  |
| 100-1405-7965  | PLACEWORKS                     | COH Specific Plan/EIR 3/1/16 - 4/30/16         | 204979     | 201406-Prof Serv-City of Hope EIR Reimb  | 24,319.17 |
| 100-1405-7965  | LAWRENCE R MOSS & ASSOCIATES   | Courtyard Fountain Design                      | 204890     |                                          | 3,600.00  |
| 100-1405-7975  | MIGO WU                        | Economic Development Marketing Design for ICSC | 204942     |                                          | 499.00    |
| 100-1405-8100  | LEDTRONICS INC                 | 14 WATTS LED LIGHT BULB                        | 204972     |                                          | 519.90    |
| 100-1405-8100  | LEDTRONICS INC                 | PAR38C-FLOODLIGHT BULBS                        | 204972     |                                          | 2,553.60  |
| 100-1410-7610  | PAPA                           | Manuel Perez PAPA CEU'S Seminar                | 204937     |                                          | 80.00     |
| 100-1410-7610  | PAPA                           | Mike Tarr PAPA CEU'S Seminar                   | 204937     |                                          | 80.00     |
| 100-1410-7610  | PAPA                           | Patrick Olivas PAPA CEU'S Seminar              | 204937     |                                          | 80.00     |
| 100-1410-7610  | PAPA                           | Lamberto Flores Test Prep                      | 204937     |                                          | 225.00    |
| 100-1410-7630  | SIMON EQUIPMENT RENTALS        | Pallet Jack Rental                             | 204991     |                                          | 37.12     |
| 100-1410-7650  | CITY OF MONROVIA               | Fuel-Field Services 3/2016                     | 204975     |                                          | 1,054.30  |
| 100-1410-7650  | JH MITCHELL & SONS DISTRIBUTOR | Tractor Hydro Oil                              | 204969     |                                          | 96.03     |
| 100-1410-7650  | CANYON TIRE SALES INC          | Vehicle 4 Road Side Tire Repair                | 204877     |                                          | 322.95    |
| 100-1410-7650  | AUTOZONE                       | Truck 8 Motor Oil                              | 204947     |                                          | 18.70     |
| 100-1410-7650  | AUTOZONE                       | Sand Pro Battery                               | 204947     |                                          | 38.14     |
| 100-1410-7656  | SUNWEST ENGINEERING            | Underground Fuel Tank Inspection 5/16          | 204993     |                                          | 145.00    |
| 100-1410-7656  | SUNWEST ENGINEERING            | Underground Fuel Tank Testing/Certification    | 204993     |                                          | 635.00    |
| 100-1410-7656  | SOUTH COAST AQMD               | Generator Hot Spot Fee FY15/16                 | 204992     |                                          | 122.53    |
| 100-1410-7810  | A1 MAINTENANCE SERVICES CA     | Las Brisas Sweeping 5/2016                     | 204943     |                                          | 58.00     |
| 100-1410-7810  | A1 MAINTENANCE SERVICES CA     | Las Posadas Sweeping 5/2016                    | 204943     |                                          | 58.00     |
| 100-1410-7814  | SUPERIOR PROPERTY SERVICES INC | Graffiti Removal 5/2016                        | 204995     |                                          | 272.93    |
| 100-1410-7887  | FRONTIER HARDWARE              | Concrete-Sign Post                             | 204963     |                                          | 15.22     |
| 100-1410-7887  | FRONTIER HARDWARE              | Sharpie Markers                                | 204963     |                                          | 4.99      |
| 100-1410-7887  | FRONTIER HARDWARE              | Concrete-Post Install                          | 204963     |                                          | 22.82     |
| 100-1410-7887  | TRAFFIC MANAGEMENT INC         | Encanto Pkwy Trail Signs                       | 204910     |                                          | 150.64    |
| 100-1410-7980  | JONESCAPE                      | Hacienda Park Masonry Work                     | 204970     | 201504-Other Exp- SCE Landscape Mitiga   | 6,060.00  |
| 100-1415-7916  | VALLEYCREST LANDSCAPE MAINTEN  | Landscape Maintenance 4/2016                   | 204998     |                                          | 2,130.00  |
| 100-1415-7916  | VALLEYCREST LANDSCAPE MAINTEN  | Landscape Services 5/2016                      | 204998     |                                          | 2,130.00  |
| 100-1605-7614  | STAPLES ADVANTAGE              | Office Supplies                                | 204907     |                                          | 55.91     |
| 100-1605-7614  | STAPLES ADVANTAGE              | Office Supplies                                | 204939     |                                          | 132.96    |
| 100-1605-7636  | ORIGINAL WATERMAN              | Hybrid Boardshort                              | 204895     |                                          | 373.35    |
| 100-1605-7636  | ORIGINAL WATERMAN              | Women's Hybrid Suit                            | 204895     |                                          | 387.00    |
| 100-1605-7650  | CITY OF MONROVIA               | Fuel-Parks & Recreation 3/2016                 | 204975     |                                          | 534.25    |
| 100-1605-7650  | SHELL                          | Fuel-City Vehicles                             | 204904     |                                          | 15.15     |
| 100-1605-7693  | FSP DESIGNS                    | TC/MYC Sashes                                  | 204964     |                                          | 111.18    |
| 100-1605-7728  | CURO MANAGED PRINT PRODUCTI    | Banner-Concerts Advertisement                  | 204881     | 201605 - Duarte's Promise - America's Pr | 53.96     |
| 100-1605-7733  | DUARTE LIQUORS                 | SC Volunteer Dinner Beverages 6/17/16          | 204955     |                                          | 150.00    |



## Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number | Vendor Name                    | Description (Item)                           | Payment No | Project Key                             | Amount   |
|----------------|--------------------------------|----------------------------------------------|------------|-----------------------------------------|----------|
| 100-1605-7733  | WALMART COMMUNITY/RFCSLLC      | SC Batteries                                 | 204911     |                                         | 11.96    |
| 100-1605-7733  | U.S. BANK                      | SC Netflix                                   | 204941     |                                         | 8.71     |
| 100-1605-7733  | WALMART COMMUNITY/RFCSLLC      | SC Napkins                                   | 204911     |                                         | 3.97     |
| 100-1605-7733  | DR BRICE HARRIS JR             | SC Middle East Alliances Lecture             | 204917     |                                         | 50.00    |
| 100-1605-7733  | BEN RUSHING                    | SC Volunteer Dinner Entertainment            | 204985     |                                         | 300.00   |
| 100-1605-7733  | BEN RUSHING                    | SC Summer Kickoff Entertainment              | 204985     |                                         | 300.00   |
| 100-1605-7733  | IN-N-OUT BURGER                | SC Kickoff for Summer                        | 204921     |                                         | 1,500.00 |
| 100-1605-7733  | THEO SIEGEL                    | SC A Night at the Movies-The African Queen   | 204928     |                                         | 150.00   |
| 100-1605-7733  | STU NEWMAYER                   | SC Entertainment 6/8/16                      | 204925     |                                         | 175.00   |
| 100-1605-7735  | WALMART COMMUNITY/RFCSLLC      | TC Computer Lab Supplies                     | 204911     |                                         | 86.15    |
| 100-1605-7735  | SMART & FINAL                  | TC Snack Bar Supplies                        | 204929     |                                         | 160.85   |
| 100-1605-7735  | SMART & FINAL                  | TC Movie Night/Snack Bar Supplies            | 204906     |                                         | 586.75   |
| 100-1605-7735  | SMART & FINAL                  | TC Teen Movie Night Supplies                 | 204929     |                                         | 68.30    |
| 100-1605-7735  | THE SAUCE CREATIVE SERVICES    | TC Dance Program Jerseys                     | 204988     |                                         | 228.90   |
| 100-1605-7736  | HOLIDAY GOO INC                | Nature Camp Supplies                         | 204967     |                                         | 104.43   |
| 100-1605-7738  | FESTIVAL FUN PARKS LLC         | Teen Excursion 6/30/16                       | 204961     |                                         | 659.70   |
| 100-1605-7739  | U.S. BANK                      | Parks & Recs Registration Forms (Curo Print) | 204941     |                                         | 709.59   |
| 100-1605-7739  | WEBER'S PRINTING               | SC Newsletter 5/2016                         | 205002     |                                         | 216.78   |
| 100-1605-7739  | WEBER'S PRINTING               | Summer Flyers                                | 205002     |                                         | 976.22   |
| 100-1605-7739  | WEBER'S PRINTING               | SC Newsletter 6/2016                         | 205002     |                                         | 216.78   |
| 100-1605-7745  | RANCHO DUARTE GOLF COURSE      | TC Boxing Golf Tournament Fundrasier         | 204983     |                                         | 1,956.00 |
| 100-1605-7750  | INLAND EMPIRE TOURS & TRANSP   | Excursion Transportation-Ca Gold 5/18/16     | 204920     |                                         | 790.50   |
| 100-1605-7980  | WALMART COMMUNITY/RFCSLLC      | Poster Paint                                 | 204911     |                                         | 79.03    |
| 100-1610-7616  | POOL & ELECTRICAL PRODUCTS IN  | Pool Equipment                               | 204980     |                                         | 12.09    |
| 100-1610-7616  | LINCOLN AQUATICS               | Pool Equipment                               | 204973     |                                         | 497.43   |
| 100-1610-7616  | LINCOLN AQUATICS               | Pool Equipment                               | 204973     |                                         | 114.79   |
| 100-1610-7618  | FRONTIER HARDWARE              | Rubber Leg Tips                              | 204963     |                                         | 67.69    |
| 100-1610-7618  | FRONTIER HARDWARE              | Pool Shower Supplies                         | 204963     |                                         | 52.70    |
| 100-1610-7618  | SMART & FINAL                  | SC Coffee Supplies                           | 204929     |                                         | 144.35   |
| 100-1610-7618  | GRAINGER                       | Pool Deck Shower Valve                       | 204888     |                                         | 337.75   |
| 100-1610-7652  | STAR-BRITE CARPET CARE         | TC Carpet Cleaning                           | 204908     |                                         | 450.00   |
| 100-1610-7652  | ACCO ENGINEERED SYSTEMS        | TC Gas Vent Pipe Repair                      | 204944     |                                         | 1,857.00 |
| 100-1610-7652  | MONROVIA LOCK SHOP             | Teen Ctr Emergency Exit Alarm                | 204893     |                                         | 303.07   |
| 100-1610-7652  | MONROVIA LOCK SHOP             | Public Safety Lock Repair                    | 204893     |                                         | 105.00   |
| 100-1610-7652  | BURRTEC WASTE SERVICES LLC     | Trash Svcs-Montessori 6/2016                 | 204913     | 210039-Bldg Maint Services - Montessori | 119.44   |
| 100-1610-7830  | U.S. BANK                      | SC Elevator 911-Vonage                       | 204941     |                                         | 18.53    |
| 100-1610-7830  | THE TECHNOLOGY DEPOT INC       | Phone Support 5/24/16 - 6/23/16              | 204909     |                                         | 422.00   |
| 100-1610-7830  | FRONTIER COMMUNICATIONS        | Phone/Fax-S Yard 5/7/16 - 6/6/16             | EFT02968   |                                         | 105.78   |
| 100-1805-7610  | U.S. BANK                      | Roger Cathey-GASB Update Session 6/28/16     | 204941     |                                         | 90.00    |
| 100-1805-7610  | LEAGUE OF CALIFORNIA CITIES    | Kristen Petersen LACD C Mtg 5/18/16          | 204891     |                                         | 40.00    |
| 100-1805-7764  | STATE OF CALIFORNIA ENERGY RES | CEC Payment # 8 of 27                        | 204930     | 201023-Annual Prin Pmts-EECBG           | 7,498.97 |
| 100-1805-7765  | STATE OF CALIFORNIA ENERGY RES | CEC Payment # 8 of 27                        | 204930     | 201023-Annual Int Pmt-EECBG             | 2,610.24 |
| 100-1805-7965  | HINDERLITER, DE LLAMAS & ASSOC | Sales Tax Audit Q2 2016                      | 204966     |                                         | 1,014.16 |
| 100-1805-7980  | U.S. BANK                      | Microsoft 365 4/28/16 - 5/27/16              | 204941     |                                         | 12.00    |
| 100-1810-7610  | KRISTEN PETERSEN               | Lunch Mtg w/Kelly Trainer on PRR             | 204898     |                                         | 50.53    |
| 100-1810-7611  | U.S. BANK                      | HR Training Lunch 5/12/16 (Tropicana)        | 204941     |                                         | 224.95   |
| 100-1810-7660  | CMC LIVESCAN & NOTARY SERVICE  | Livescan Services 5/2016                     | 204952     |                                         | 180.00   |
| 100-1810-7980  | U.S. BANK                      | Step Stool Rubber Leg Tips (Amazon)          | 204941     |                                         | 5.76     |
| 100-1810-7980  | NAVIA BENEFIT SOLUTIONS        | FSA Processing Fee 4/2016                    | 204894     |                                         | 65.00    |
| 100-1810-7980  | NAVIA BENEFIT SOLUTIONS        | FSA Processing 5/2016                        | 204936     |                                         | 65.00    |
| 100-1815-7630  | GREATAMERICA FINANCIAL SVCS    | Internet Equipment Lease-Pmt 28              | EFT02946   |                                         | 1,624.24 |
| 100-1815-7632  | U.S. BANK                      | Public Safety-Adobe Creative Cloud           | 204941     |                                         | 49.99    |
| 100-1815-7632  | U.S. BANK                      | R Breceda-Adobe Creative Cloud               | 204941     |                                         | 49.99    |
| 100-1815-7632  | U.S. BANK                      | Barracuda Spam Firewall Instant Replacement  | 204941     |                                         | 499.00   |
| 100-1815-7632  | U.S. BANK                      | domain.ORG Renewal 3 Yr Exp 7/13/19          | 204941     |                                         | 113.97   |
| 100-1815-7632  | U.S. BANK                      | domain.NET Renewal 3 Yr Exp 7/13/19          | 204941     |                                         | 113.97   |
| 100-1815-7632  | U.S. BANK                      | accessduarte.com Renewal 3 Year Exp 7/13/19  | 204941     |                                         | 41.97    |
| 100-1815-7632  | U.S. BANK                      | Barracuda Spam Firewall Energizer Update     | 204941     |                                         | 799.00   |
| 100-1815-7632  | U.S. BANK                      | Parks & Rec-Adobe Creative Cloud             | 204941     |                                         | 49.99    |
| 100-1815-7632  | U.S. BANK                      | Adminstration-Adobe Creative Cloud           | 204941     |                                         | 49.99    |

## Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number                        | Vendor Name                    | Description (Item)                        | Payment No | Project Key                               | Amount            |
|---------------------------------------|--------------------------------|-------------------------------------------|------------|-------------------------------------------|-------------------|
| 100-1815-7821                         | THE TECHNOLOGY DEPOT INC       | VITA Mgmt 6/2016                          | 204909     |                                           | 578.00            |
| 100-1815-7965                         | MAXTREME INC                   | IT Helpdesk 5/2016                        | 28         |                                           | 8,100.00          |
| 100-1815-7980                         | MAXTREME INC                   | Crash Plan Recovery 5/2016                | 28         |                                           | 200.00            |
| 100-1815-7980                         | CDW GOVERNMENT LLC             | Raritan HDMI Dual USB Virtual Domini      | 204878     |                                           | 331.12            |
| 100-1825-7613                         | STAPLES ADVANTAGE              | Paper                                     | 204907     |                                           | 138.59            |
| 100-1825-7613                         | OFFICE SOLUTIONS INC           | Paper-Teen Ctr                            | 204978     |                                           | 67.58             |
| 100-1825-7613                         | OFFICE SOLUTIONS INC           | Copier Paper                              | 204978     |                                           | 272.94            |
| 100-1825-7626                         | PRIORITY NEOPOST               | Postage Machine Ink                       | 204982     |                                           | 209.52            |
| 100-1825-7630                         | RICOH USA INC                  | Copier Lease-PS 5/19/16 - 6/18/16         | 204926     |                                           | 776.10            |
| 100-1825-7630                         | RICOH USA INC                  | Copier Lease-CH 6/18/16 - 7/18/16         | 204926     |                                           | 1,637.07          |
| 100-1825-7631                         | RICOH USA INC                  | Copier Maintenance 5/19/16 - 6/18/16      | 204902     |                                           | 1,365.58          |
| 100-1825-7747                         | YESENIA CHAVEZ                 | Recycling Worker                          | 204879     | 210026 - Bev Cont Recycling - Bev Recycli | 70.00             |
| 100-1825-7747                         | SARAH QUEZADA                  | Recycling Worker                          | 204899     | 210026 - Bev Cont Recycling - Bev Recycli | 80.00             |
| 100-1825-7945                         | VALLEYCREST LANDSCAPE MAINT    | Landscape Maintenance 4/2016              | 204998     | 990002 - Oper of Acq Prop - Duarte Traile | 41.67             |
| 100-1825-7945                         | VALLEYCREST LANDSCAPE MAINT    | Landscape Maintenance 4/2016              | 204998     | 230007 - Oper Acq Prop - Texaco/Ralph P   | 41.67             |
| 100-1825-7945                         | VALLEYCREST LANDSCAPE MAINT    | Landscape Services 5/2016                 | 204998     | 990002 - Oper of Acq Prop - Duarte Traile | 41.67             |
| 100-1825-7945                         | VALLEYCREST LANDSCAPE MAINT    | Landscape Services 5/2016                 | 204998     | 230007 - Oper Acq Prop - Texaco/Ralph P   | 41.67             |
| 100-1825-7980                         | SHRED-IT USA LLC               | Document Shredding                        | 204990     |                                           | 41.00             |
| 100-2026                              | ASHLEY INDICK                  | Equipment Deposit Refund                  | 204889     |                                           | 19.00             |
| 100-2120                              | CERRITA WILLIAMS               | Gazebo Rent Deposit Refund                | 204934     |                                           | 50.00             |
| 100-2120                              | PRAISE LEE                     | ROP Rent Deposit Refund                   | 204923     |                                           | 150.00            |
| 100-2120                              | JACQUELINE HERRERA             | Gazebo Rent Deposit Refund                | 204919     |                                           | 50.00             |
| 100-2120                              | MARCELA SALAZAR                | Gazebo Rent Deposit Refund                | 204927     |                                           | 50.00             |
| 100-2120                              | RICHARD LAGUNAS                | CC Rent Deposit Refund                    | 204922     |                                           | 500.00            |
| 100-2120                              | TIFFANY SWEENEY                | Gazebo Rent Deposit Refund                | 204931     |                                           | 50.00             |
| 100-2120                              | GISELLE HAYES                  | CC Rent Deposit Refund                    | 204918     |                                           | 300.00            |
| 100-2120                              | P & E CONSTRUCTION INC         | B/L Appl Fee Refund                       | 204896     |                                           | 35.00             |
| 100-2120                              | MARIA GUERRERO                 | Sports Field Rent Deposit Refund          | 204916     |                                           | 100.00            |
| 100-2121                              | LOS ANGELES COUNTY SHERIFF'S D | Special Event Services 3/2016             | 204892     | 201626-Pass Thru-Metro Gold Line Grand    | 1,633.65          |
| 100-4201                              | BRASCIA BUILDERS INC           | Permit Refund-Job Cancelled-COH           | 204876     |                                           | 1,162.20          |
| 100-4201                              | RIGHTIME HOME SERVICES         | Permit Refund-Duplicate-2790 Hacienda     | 204903     |                                           | 112.40            |
| 100-4201                              | DNA CONTRACTING                | Permit Refund-Job Cancelled-2603 Markwood | 204883     |                                           | 310.60            |
| 100-4804                              | ALEXANDRA SANCHEZ              | Swim Team Refund-Alexyss Sanchez          | 204938     |                                           | 125.00            |
| <b>Fund 100 - GENERAL FUND Total:</b> |                                |                                           |            |                                           | <b>208,017.48</b> |

## Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number                | Vendor Name            | Description (Item)       | Payment No | Project Key | Amount |
|-------------------------------|------------------------|--------------------------|------------|-------------|--------|
| Fund: 220 - GAS TAX FUN       |                        |                          |            |             |        |
| 220-2210-7813                 | TRAFFIC MANAGEMENT INC | No Park 3am to 6am Signs | 204910     |             | 683.98 |
| Fund 220 - GAS TAX FUN Total: |                        |                          |            |             | 683.98 |

## Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number                                                | Vendor Name                 | Description (Item)                 | Payment No | Project Key | Amount           |
|---------------------------------------------------------------|-----------------------------|------------------------------------|------------|-------------|------------------|
| <b>Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND</b>       |                             |                                    |            |             |                  |
| 240-2405-7888                                                 | FRONTIER HARDWARE           | Street Light Repair                | 204963     |             | 3.26             |
| 240-2405-7888                                                 | RAYVERN LIGHTING SUPPLY INC | Citywide Street Light Repairs      | 204900     |             | 975.98           |
| 240-2410-7662                                                 | BEE REMOVERS                | Bee Removal-2000 Buena Vista       | 204949     |             | 105.00           |
| 240-2410-7662                                                 | BEE REMOVERS                | Bee Removal-237 Mel Canyon         | 204949     |             | 105.00           |
| 240-2410-7663                                                 | BEE REMOVERS                | Bee Removal-517 /Tocino Dr         | 204949     |             | 105.00           |
| 240-2410-7663                                                 | BEE REMOVERS                | Bee Removal-1850 Highland          | 204949     |             | 105.00           |
| 240-2410-7906                                                 | WEST COAST ARBORISTS INC    | Spinks & Fairlee Dead Tree Removal | 204912     |             | 1,038.50         |
| 240-2410-7915                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 7,500.00         |
| 240-2410-7915                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 7,500.00         |
| 240-2410-7917                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 4,630.00         |
| 240-2410-7917                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 4,630.00         |
| 240-2420-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 345.16           |
| 240-2420-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 345.16           |
| 240-2421-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 1,300.00         |
| 240-2421-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 1,300.00         |
| 240-2422-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 480.58           |
| 240-2422-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 480.58           |
| 240-2423-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 900.00           |
| 240-2423-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 900.00           |
| 240-2424-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 550.00           |
| 240-2424-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 550.00           |
| 240-2425-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 400.00           |
| 240-2425-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 400.00           |
| 240-2426-7810                                                 | A1 MAINTENANCE SERVICES CA  | Mikes Ctr Sweeping 5/2016          | 204943     |             | 747.00           |
| 240-2426-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 180.00           |
| 240-2426-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 180.00           |
| 240-2427-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 630.33           |
| 240-2427-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 630.33           |
| 240-2431-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 800.00           |
| 240-2431-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 800.00           |
| 240-2432-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 835.00           |
| 240-2432-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 835.00           |
| 240-2433-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 530.00           |
| 240-2433-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 530.00           |
| 240-2434-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Maintenance 4/2016       | 204998     |             | 355.00           |
| 240-2434-7914                                                 | VALLEYCREST LANDSCAPE MAINT | Landscape Services 5/2016          | 204998     |             | 355.00           |
| <b>Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:</b> |                             |                                    |            |             | <b>42,056.88</b> |

## Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number                                                    | Vendor Name        | Description (Item)                 | Payment No | Project Key                              | Amount          |
|-------------------------------------------------------------------|--------------------|------------------------------------|------------|------------------------------------------|-----------------|
| <b>Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>       |                    |                                    |            |                                          |                 |
| 260-2605-8061                                                     | LDM ASSOCIATES INC | FY15/16 CDBG Administration 4/2016 | 204971     | 201602-Const-Spts Park Pkg Lot Imprv (60 | 1,062.50        |
| <b>Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:</b> |                    |                                    |            |                                          | <b>1,062.50</b> |

## Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number                                      | Vendor Name                    | Description (Item)                               | Payment No | Project Key | Amount           |
|-----------------------------------------------------|--------------------------------|--------------------------------------------------|------------|-------------|------------------|
| <b>Fund: 440 - PROPOSITION A TRANSIT FUND</b>       |                                |                                                  |            |             |                  |
| 440-4405-7613                                       | TRILLIUM SOLUTIONS INC         | Duarte Transit Google Maps                       | 204933     |             | 800.00           |
| 440-4405-7619                                       | CITY OF MONROVIA               | Fuel-Transit Dept 3/2016                         | 204975     |             | 5,264.32         |
| 440-4405-7636                                       | RED DOT UNIFORMS               | Bus Driver Uniforms                              | 204901     |             | 131.35           |
| 440-4405-7650                                       | FLEET SERVICE SPECIALIST LLC   | Veh 30 A/C Repair                                | 204962     |             | 246.06           |
| 440-4405-7650                                       | FRONTIER HARDWARE              | South Yard Supplies                              | 204963     |             | 10.34            |
| 440-4405-7650                                       | AUTOZONE                       | South Yard Vehicle Supplies                      | 204947     |             | 37.17            |
| 440-4405-7814                                       | SUPERIOR PROPERTY SERVICES INC | Graffiti Removal 5/2016                          | 204995     |             | 409.37           |
| 440-4405-7887                                       | ALEX ROMO AUTO & TRUCK REPAI   | Veh 33 PM Service                                | 204945     |             | 66.01            |
| 440-4405-7887                                       | FLEET SERVICE SPECIALIST LLC   | Bus 104 Coolant Leak Repair                      | 204886     |             | 764.24           |
| 440-4405-7887                                       | FLEET SERVICE SPECIALIST LLC   | Bus 101 Oil Filter Fitting Repair                | 204962     |             | 391.22           |
| 440-4405-7887                                       | FLEET SERVICE SPECIALIST LLC   | Bus 102 Purge Valve & Air Drier Replacement      | 204962     |             | 503.33           |
| 440-4405-7887                                       | FLEET SERVICE SPECIALIST LLC   | Bus 103 Start Button Service                     | 204962     |             | 180.00           |
| 440-4405-7887                                       | FLEET SERVICE SPECIALIST LLC   | Bus 103 PM Service/Repair                        | 204962     |             | 1,339.15         |
| 440-4405-7887                                       | PERFORMANCE TRUCK REPAIR INC   | Bus 104 Trasmission Leak Repair                  | 204897     |             | 696.39           |
| 440-4405-7887                                       | CREATIVE BUS SALES             | Bus 102 Tensioner                                | 204880     |             | 298.66           |
| 440-4405-7887                                       | PREMIER TRANSMISSIONS INC      | Bus 103 Transmission Repair                      | 204981     |             | 1,048.96         |
| 440-4405-7985                                       | VICTOR STANLEY INC             | Bench - 6' Bronze Powder Coat                    | 205000     |             | 36,449.60        |
| 440-4405-7985                                       | VICTOR STANLEY INC             | Litter Receptacle - 45-Gallon Bronze Powder Coat | 205000     |             | 32,125.36        |
| <b>Fund 440 - PROPOSITION A TRANSIT FUND Total:</b> |                                |                                                  |            |             | <b>80,761.53</b> |

Council Warrant Register by Account

Payment Dates: 05/25/2016 - 06/14/2016

| Account Number                                  | Vendor Name          | Description (Item)          | Payment No | Project Key | Amount     |
|-------------------------------------------------|----------------------|-----------------------------|------------|-------------|------------|
| Fund: 625 - LA Co Metro Fund Exchg (STPL)       |                      |                             |            |             |            |
| 625-6255-8070                                   | EXCEL PAVING COMPANY | CIP 16-0 Las Lomas Rd Rehab | 204960     |             | 202,519.77 |
| Fund 625 - LA Co Metro Fund Exchg (STPL) Total: |                      |                             |            |             | 202,519.77 |
| Grand Total:                                    |                      |                             |            |             | 535,102.14 |

## Report Summary

## Fund Summary

| Fund                                          | Payment Amount    |
|-----------------------------------------------|-------------------|
| 100 - GENERAL FUND                            | 208,017.48        |
| 220 - GAS TAX FUN                             | 683.98            |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND    | 42,056.88         |
| 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB) | 1,062.50          |
| 440 - PROPOSITION A TRANSIT FUND              | 80,761.53         |
| 625 - LA Co Metro Fund Exchg (STPL)           | 202,519.77        |
| <b>Grand Total:</b>                           | <b>535,102.14</b> |

## Account Summary

| Account Number | Account Name            | Payment Amount |
|----------------|-------------------------|----------------|
| 100-1002       | Petty Cash              | 50.00          |
| 100-1005-7614  | Office Supplies         | 34.16          |
| 100-1005-7647  | Travel & Exp - Reilly   | 530.34         |
| 100-1005-7980  | Other Expenses          | 198.27         |
| 100-1010-7610  | Travel, Mtgs & Conf     | 80.00          |
| 100-1010-7614  | Office Supplies         | 169.16         |
| 100-1010-7650  | Vehicle Maintenance     | 208.35         |
| 100-1010-7965  | Professional Services   | 5,000.00       |
| 100-1010-7980  | Other Expenses          | 49.99          |
| 100-1015-7680  | City Attorney           | 7,196.17       |
| 100-1015-7684  | Code Enforcement        | 7,858.56       |
| 100-1015-7686  | Other Legal Services    | 28,995.98      |
| 100-1020-7716  | Special Community Even  | 558.52         |
| 100-1020-7719  | Volunteer Recognition   | 2,473.50       |
| 100-1020-7724  | Post Office Parking     | 230.00         |
| 100-1020-7726  | Council Cablecasting    | 49.99          |
| 100-1020-7980  | Other Expenses          | 210.00         |
| 100-1205-7614  | Office Supplies         | 254.08         |
| 100-1205-7650  | Vehicle Maintenance     | 7,051.36       |
| 100-1205-7761  | Parking Ticket Collect  | 4,022.00       |
| 100-1205-7779  | Youth Programs          | 2,481.96       |
| 100-1205-7780  | Animal Control          | 3,619.56       |
| 100-1205-7781  | Contract Law Enforceme  | 4,716.87       |
| 100-1205-7980  | Other Expenses          | 1,646.76       |
| 100-1211       | Computer Loan Program   | 447.91         |
| 100-1405-7650  | Vehicle Maintenance     | 769.62         |
| 100-1405-7800  | Building Department Ser | 18,450.00      |
| 100-1405-7965  | Professional Services   | 43,562.75      |
| 100-1405-7975  | Economic Development    | 499.00         |
| 100-1405-8100  | Other Capital Improvem  | 3,073.50       |
| 100-1410-7610  | Travel, Mtgs & Conf     | 465.00         |
| 100-1410-7630  | Equipment Rentals       | 37.12          |
| 100-1410-7650  | Vehicle Maintenance     | 1,530.12       |
| 100-1410-7656  | Emergency Generator     | 902.53         |
| 100-1410-7810  | Street Sweeping         | 116.00         |
| 100-1410-7814  | Graffiti Removal        | 272.93         |
| 100-1410-7887  | Repairs & Replacements  | 193.67         |
| 100-1410-7980  | Other Expenses          | 6,060.00       |
| 100-1415-7916  | Landscape-Sport Park    | 4,260.00       |
| 100-1605-7614  | Office Supplies         | 188.87         |
| 100-1605-7636  | Uniforms                | 760.35         |
| 100-1605-7650  | Vehicle Maintenance     | 549.40         |
| 100-1605-7693  | Youth Council           | 111.18         |
| 100-1605-7728  | Americorp's VIP Progra  | 53.96          |
| 100-1605-7733  | Senior Center           | 2,649.64       |
| 100-1605-7735  | Teen Center             | 1,130.95       |
| 100-1605-7736  | Recreation Classes      | 104.43         |



## Account Summary

| Account Number | Account Name            | Payment Amount |
|----------------|-------------------------|----------------|
| 100-1605-7738  | Teen Excursions         | 659.70         |
| 100-1605-7739  | Publicity               | 2,119.37       |
| 100-1605-7745  | Boxing Program          | 1,956.00       |
| 100-1605-7750  | Bus Rentals             | 790.50         |
| 100-1605-7980  | Other Expenses          | 79.03          |
| 100-1610-7616  | Pool Supplies           | 624.31         |
| 100-1610-7618  | Building Supplies       | 602.49         |
| 100-1610-7652  | Building Maint Services | 2,834.51       |
| 100-1610-7830  | Telephones              | 546.31         |
| 100-1805-7610  | Travel, Mtgs & Conf     | 130.00         |
| 100-1805-7764  | CA CEC Annual Principal | 7,498.97       |
| 100-1805-7765  | CA CEC Annual Interest  | 2,610.24       |
| 100-1805-7965  | Professional Services   | 1,014.16       |
| 100-1805-7980  | Other Expenses          | 12.00          |
| 100-1810-7610  | Travel, Mtgs & Conf     | 50.53          |
| 100-1810-7611  | Training                | 224.95         |
| 100-1810-7660  | Other Services          | 180.00         |
| 100-1810-7980  | Other Expenses          | 135.76         |
| 100-1815-7630  | Equipment Lease         | 1,624.24       |
| 100-1815-7632  | Software Maintenance    | 1,767.87       |
| 100-1815-7821  | Personal Computer Sup   | 578.00         |
| 100-1815-7965  | Professional Services   | 8,100.00       |
| 100-1815-7980  | Other Expenses          | 531.12         |
| 100-1825-7613  | Duplications And Photos | 479.11         |
| 100-1825-7626  | Postage                 | 209.52         |
| 100-1825-7630  | Equipment Lease         | 2,413.17       |
| 100-1825-7631  | Equipment Maintenance   | 1,365.58       |
| 100-1825-7747  | Beverage Cont Recycling | 150.00         |
| 100-1825-7945  | Operation Of Acq Prop   | 166.68         |
| 100-1825-7980  | Other Expenses          | 41.00          |
| 100-2026       | EE Equipment Deposit    | 19.00          |
| 100-2120       | Refundable Deposits     | 1,285.00       |
| 100-2121       | Pass Through Deposits   | 1,633.65       |
| 100-4201       | Building Permits        | 1,585.20       |
| 100-4804       | Swim Team Fees          | 125.00         |
| 220-2210-7813  | Regulatory Signs        | 683.98         |
| 240-2405-7888  | Repairs-Citywide        | 979.24         |
| 240-2410-7662  | Other Serv-Citywide     | 210.00         |
| 240-2410-7663  | Other Serv-Medians      | 210.00         |
| 240-2410-7906  | Tree Trim-Citywide      | 1,038.50       |
| 240-2410-7915  | Landscape-Citywide      | 15,000.00      |
| 240-2410-7917  | Landscape-Medians       | 9,260.00       |
| 240-2420-7914  | Landscape Maintenance   | 690.32         |
| 240-2421-7914  | Landscape Maintenance   | 2,600.00       |
| 240-2422-7914  | Landscape Maintenance   | 961.16         |
| 240-2423-7914  | Landscape Maintenance   | 1,800.00       |
| 240-2424-7914  | Landscape Maintenance   | 1,100.00       |
| 240-2425-7914  | Landscape Maintenance   | 800.00         |
| 240-2426-7810  | Street Sweeping         | 747.00         |
| 240-2426-7914  | Landscape Maintenance   | 360.00         |
| 240-2427-7914  | Landscape Maintenance   | 1,260.66       |
| 240-2431-7914  | Landscape Maintenance   | 1,600.00       |
| 240-2432-7914  | Landscape Maintenance   | 1,670.00       |
| 240-2433-7914  | Landscape Maintenance   | 1,060.00       |
| 240-2434-7914  | Landscape Maintenance   | 710.00         |
| 260-2605-8061  | ADA Curb Ramps          | 1,062.50       |
| 440-4405-7613  | Duplications And Photos | 800.00         |
| 440-4405-7619  | Fuel And Oil            | 5,264.32       |

**Account Summary**

| Account Number | Account Name           | Payment Amount    |
|----------------|------------------------|-------------------|
| 440-4405-7636  | Uniforms               | 131.35            |
| 440-4405-7650  | Vehicle Maintenance    | 293.57            |
| 440-4405-7814  | Graffiti Removal       | 409.37            |
| 440-4405-7887  | Repairs & Replacements | 5,287.96          |
| 440-4405-7985  | Other Expenses (Use of | 68,574.96         |
| 625-6255-8070  | Street Improvements (S | 202,519.77        |
|                | <b>Grand Total:</b>    | <b>535,102.14</b> |

**Project Account Summary**

| Project Account Key                                | Payment Amount    |
|----------------------------------------------------|-------------------|
| **None**                                           | 474,099.60        |
| 201023-Annual Int Pmt-EECBG                        | 2,610.24          |
| 201023-Annual Prin Pmts-EECBG                      | 7,498.97          |
| 201331-PS Youth Programs                           | 1,246.00          |
| 201406-Prof Serv-City of Hope EIR Reimb            | 24,319.17         |
| 201504-Other Exp- SCE Landscape Mitigation         | 6,060.00          |
| 201602-Const-Spts Park Pkg Lot Imprv (601724-15)   | 1,062.50          |
| 201603-Prof Svcs-Town Center Proj                  | 13,758.58         |
| 201605 - Duarte's Promise - America's Promise Exp  | 53.96             |
| 201606-Prof Svcs-2015/16 Fed Grant Admin           | 85.00             |
| 201616-Youth Programs-Calgrip FY 2016-17           | 1,144.60          |
| 201626-Pass Thru-Metro Gold Line Grand Open Rei    | 1,633.65          |
| 201631-Spec Events-Golden Streets 626              | 517.75            |
| 210024 - Oth Legal Svcs - Rancho Dte Golf Course   | 576.00            |
| 210026 - Bev Cont Recycling - Bev Recycling Prog   | 150.00            |
| 210039- Bldg Maint Services - Montessori School    | 119.44            |
| 230007 - Oper Acq Prop - Texaco/Ralph Proj-1263 HT | 83.34             |
| 990002 - Oper of Acq Prop - Duarte Trailer Park    | 83.34             |
| <b>Grand Total:</b>                                | <b>535,102.14</b> |

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING CHAPTER 2.36 OF THE DUARTE MUNICIPAL CODE, RELATING TO PURCHASE OF SUPPLIES, EQUIPMENT, AND SERVICES**

**WHEREAS** the City of Duarte has long had a provision within its Municipal Code under Title 2, Administration and Personnel, relating to various policies regarding the purchasing and acquisition of supplies, equipment, and services; and

**WHEREAS** the City believes it is beneficial and prudent to review periodically the policies, procedures, regulations, and standards regarding the purchase of supplies, equipment and services; and

**WHEREAS** City Staff has reviewed its experience in applying previously existing standards relating to purchase of supplies, equipment, and services, and has identified areas in which various revisions and updates are appropriate; and

**WHEREAS** the City of Duarte remains committed to pursuing policies, practices and procedures in the purchase of supplies, equipment, and services that maximize clarity and efficiency, provide fairness for vendors and providers of professional and other services, comply with applicable legal requirements, and allow for thorough and responsible participation by competing vendors and providers of services where appropriate, in order to assure the greatest degree of responsible stewardship of public funds utilized in securing supplies, equipment, and services;

**NOW THEREFORE**, The City Council of the City of Duarte does ordain as follows:

**SECTION 1:** Existing Chapter 2.36 of the Duarte Municipal Code is hereby repealed, in its entirety.

**SECTION 2:** A new Chapter 2.36 is hereby added to the Duarte Municipal Code, replacing former Chapter 2.36, the new Chapter to read as follows:

**Chapter 2.36****PURCHASES OF SUPPLIES, EQUIPMENT, AND SERVICES****2.36.010 Adoption**

In order to establish efficient procedures for the purchase of supplies, services and equipment at the lowest possible cost commensurate with the quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted.

### **2.36.020 Purchasing Officer – Duties**

There is created the position of Purchasing Officer. The Purchasing Officer shall be appointed by the City Manager, and shall have responsibility for the supervision of the City's purchasing functions. The duties of the Purchasing Officer may be combined with those of any other city office or position. Subject to the supervision of the City Manager, the Purchasing Officer shall have the authority to:

(a) Prepare, distribute and maintain rules, regulations and procedures to implement the provisions of this chapter, in order to provide for the effective administration of the City's purchasing system and the sale of surplus property;

(b) Purchase or contract the highest quality of supplies, services and equipment needed by the City, in accordance with the purchasing rules, regulations and procedures provided for in this chapter, and such other rules and regulations as the Purchasing Officer shall prescribe, at the least expense to the City of Duarte;

(c) Discourage uniform bidding and to endeavor to obtain as full and open competition as possible on all purchases and sales;

(d) Keep informed of current developments in the field of purchasing, prices, market conditions and new products;

(e) Provide for the inspection of all supplies and equipment purchased to insure conformance with specification and adherence to standards of quality;

(f) Direct the transfer of surplus or unused supplies and equipment among departments as needed;

(g) Sell or otherwise dispose of all supplies, equipment and other property of the City that is determined to be surplus or has become unsuitable for City use;

(h) Maintain financial and other records as necessary for the efficient operation of the purchasing system;

(i) Prescribe and maintain such forms as are necessary for the administration of the purchasing system;

(j) Maintain bidder's list and vendor's files as needed for the efficient operation of the purchasing system, and:

(k) Adopt administrative regulations, from time to time, governing the purchase of supplies and equipment for the City that addresses the following areas.

### **2.36.030 Exemption from Centralized Purchasing**

The Purchasing Officer may grant authority to any department head to purchase or contract for specific supplies, services or equipment, independent of the purchasing division; but, shall require that such purchases be made in conformity with purchasing procedures established by this chapter. The Purchasing Officer may further require periodic reports from such departments regarding the purchases made under such authorization.

### **2.36.040 Purchasing Requirements**

The following procedures will be used for the purchase of supplies, services and equipment, except as otherwise provided for in this chapter:

- (a) Formal bidding procedures will be used for the purchase of supplies, services or equipment with an estimated value greater than twenty-five thousand (\$25,000.00) dollars;
- (b) Formal bids or written quotations will be obtained for the purchase of supplies, services or equipment with an estimated value of twenty-five thousand (\$25,000.00) dollars or less, but greater than fifteen thousand dollars;
- (c) Formal bids, written quotations or verbal quotations will be obtained for the purchase of supplies, services or equipment with an estimated value of fifteen thousand (\$15,000.00) dollars or less, but greater than three thousand dollars;
- (d) The Purchasing Officer may dispense with the requirement of this section for the purchase of supplies, services or equipment with an estimated value of three thousand (\$3,000.00) dollars or less;
- (e) No purchase of supplies, services or equipment shall be subdivided for the purpose of avoiding the requirements of this section;
- (f) Whenever possible, all open market purchases shall be based on at least three competitive bids or quotes;
- (g) Whenever possible, goods shall be purchased that contain, or consist entirely of recycled materials, and;
- (h) Whenever practicable, goods shall be purchased from local vendors.

### **2.36.050 Exemptions from Purchasing Requirements**

The following conditions and situations are exempt from the purchasing requirements of Section 2.36.040.

- (a) The provisions of the California Public Contracts Code shall govern contracts for public works projects;

- (b) Where state or federal laws require a different procedure;
- (c) Where the City Council or Purchasing Officer determines that public interests will be best served by using the request for proposal process as set forth in Section 2.36.070;
- (d) For the purchase of professional services as set forth in Section 2.36.080;
- (e) When an emergency exists that requires purchases to be made from the most immediately available source of supply. The Purchasing Officer or designee may make emergency purchases, not to exceed twenty-five thousand (\$25,000.00) dollars, free of the provisions of this chapter upon a showing by any department that the purchase required is for the immediate protection of life, health or property and there is a present, immediate and existing emergency which could not reasonably be foreseen. The City Council may authorize emergency purchases, exceeding twenty-five thousand (\$25,000.00) dollars, free of the provision of this chapter upon a showing that the purchase required is for the immediate protection of life, health or property and there is a present, immediate and existing emergency which could not reasonably be foreseen;
- (f) When there is only one vendor;
- (g) For the lease or purchase of land or any interest therein;
- (h) For hiring or contracting for personnel, whether as temporary, seasonal or permanent employees, agents or independent contractors;
- (i) For the purchase of utilities, including but not limited to telephone service, gas, electricity or water;
- (j) For the purchase of insurance;
- (k) For franchises, rights, privileges, licenses and permits granted by the City;
- (l) Where it is advantageous to combine purchases with those of another governmental entity and the governmental entity employs purchasing procedures adequate to insure effective competition among responsible vendors;
- (m) Where the City Council finds that the purchasing requirements are unreasonably difficult or expensive to use, or are not suitable for the item(s) being procured, and;
- (n) Contracting for conduit professional services are exempt from this chapter, when an applicant deposits one hundred percent of the costs of such service and agrees to replenish a deposit account for any additional costs incurred under the professional service agreement. The professional services to be contracted shall be contractually obligated to the City for purposes of oversight and supervision, not the applicant, and no public funds will be a source of payment to the service provider under that specific contract.

### **2.36.060 Formal Bidding Procedures**

Formal bidding shall be conducted according to the following procedures:

(a) Notices inviting bids shall be issued at least ten (10) days prior to the bid opening. At minimum, the notice shall include a general description of the items to be purchased, state where bid blanks and specification may be obtained, and specify the time and place for bid opening. Notices shall be issued in accordance with applicable state and federal statutes. The means of issuing notices shall be determined by the Purchasing Officer, and may include, but not be limited to, the following:

1) Published Notice - Notices inviting bids may be published in a newspaper of general circulation within the city;

2) Bidders List – The Purchasing Officer may solicit bids from all responsible prospective suppliers whose name are on a City bidder's list or who have requested their names be added thereto;

3) Bulletin Board - The Purchasing Officer may also advertise pending purchases by posting a notice on a public bulletin board at City Hall, and;

4) City Web Site - The Purchasing Officer may advertise pending purchases by publishing a notice on the City website.

(b) Sealed bids shall be submitted to the City Clerk's office and shall be identified as bids on the envelope. The bids shall be opened in public at the time and place stated in the notice. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty calendar days after the opening;

(c) When deemed necessary by the Purchasing Officer, a bidder's security may be prescribed in the bid specifications and in the public notice. Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute a contract within ten (10) days after the notice of award has been mailed, unless the City is solely responsible for the delay;

(d) The City Council may reject any and all bids, may waive any irregularities in any bid, and may re-advertise for bids. When formal bidding procedures are used for purchases with an estimated value of less than twenty-five thousand (\$25,000.00) dollars, this authority shall be vested in the Purchasing Officer;

(e) The department seeking the materials, supplies or equipment will make a recommendation to the City Council regarding the award of a contract based upon the department and Purchasing Officer evaluation;

(f) If the City does not receive any bids, the City Council may:

- 1) Abandon the purchase;
- 2) Authorize rebidding the purchase on an informal basis, or,
- 3) Authorize purchasing the materials, supplies or equipment on a direct negotiated contract.

(g) If a successful bidder refuses to comply with, or fails to execute a contract issued by the City within ten (10) days after being awarded the contract, the City may cancel the award and retain any bid security. Compliance with contract requirements includes, without limitation, submission of insurance documentation. Should this occur, the City Council may award the contract to the next lowest responsible bidder.

### **2.36.070 Request for Proposals**

The City Council and Purchasing Officer shall have the option of procuring supplies, services and equipment through a request for proposal process. This process shall follow the procedures as set forth in Section 2.36.060 for formal bidding, except as follows:

(a) There shall be no public opening of proposals as required for formal bids. A tabulation of all proposals received shall be prepared, but will be made available for public inspection only after a contract or purchase order has been awarded.

(b) Negotiations may be conducted with vendors that have submitted proposals that are determined to have a reasonable potential of being selected for award. Negotiations may be used for the purpose of clarification to assure a full understanding of, and conformance with, the solicitation requirements. Negotiations may also be used for the purpose of encouraging revisions to proposals so that the City obtains each vendor's best and final offer. Negotiations shall be conducted in a manner that offers vendors having a reasonable potential of being selected an equal opportunity for discussion and revision of their proposals.

(c) No proposal shall be handled so as to permit disclosure of the identity of any vendor or the contents of any proposal during the process of negotiation.

### **2.36.080 Purchase of Professional Services**

The purchase of professional services shall be exempt from the purchasing requirement as set forth in Section 2.36.040. The selection of a firm for professional services will be made by qualification-based selection. Professional services shall include, but not be limited to, persons or firms providing special services or advice in financial, economic, accounting, engineering, legal, health or administrative matters.



## **2.36.090 Award of Contracts and Purchase Orders**

The purchase of supplies, services or equipment with a value greater than three thousand (\$3,000.00) dollars shall be made only by written contract or written purchase order. See Section 2.36.120 for requisition and purchase order process. The following procedures shall apply:

(a) The award of contracts and purchase orders with a value of twenty-five thousand (\$25,000.00) dollars or more shall be made by the City Council. The Mayor shall execute such contracts and purchase orders unless otherwise provided for by the City Council. The City Manager shall be responsible for the award and execution of contracts and purchase orders whose value is less than twenty five thousand (\$25,000.00) dollars.

(b) In all cases, purchases shall be awarded on the basis of the bid, proposal or quote found to be the most advantageous to the City. In determining whether a bid, proposal or quote is most advantageous to the City, may consider, but not be limited to, the following issues

- 1) Cost;
- 2) The quality, availability and adaptability of the supplies, services or equipment to the particular use required;
- 3) The ability, capacity and skill of the vendor in performing the service, or providing the product required;
- 4) Whether the vendor can perform the service, or provide the product promptly, or within the time specified, without delay or interference;
- 5) The character, integrity, reputation, judgment, experience and efficiency of the vendor;
- 6) The quality of the vendor's performance on previous contracts or purchase orders;
- 7) The sufficiency of financial resources and ability of the vendor to meet the requirements of the contract or purchase order;
- 8) The ability of the vendor to provide future maintenance and service for the product or service offered, and;
- 9) The number and scope of conditions attached to the vendors bid, quote or proposal.

(c) The City Council or City Manager may, on refusal or failure of a selected vendor to execute a contract or fulfill a purchase order, make an award to the vendor with the bid, quote or request for proposal determined to be the next most advantageous to the City;

(d) If two or more bids, proposals or quotes are received for the same total amount or unit price, quality and service being equal, and if the public interest would not be promoted by repeating the procurement process, the City Council or the City Manager may accept the bid,

proposal or quote it chooses, or accept one based on lowest cost after negotiations with the tied vendors. In the case of a tie, preference shall be given to Duarte-based vendors, and;

(e) The City Council and City Manager shall have the authority to require a performance deposit or bond to insure satisfactory completion of a contract. The amount of such deposit or bond shall be based on what is reasonably necessary to protect the interests of the City. Vendors shall be liable for any damages caused by their failure to faithfully perform the terms of the contract.

#### **2.36.100 Extension of Service Contracts**

The City Council or City Manager may authorize extension of existing contracts for services, without following the formal bid, quote or request for proposal requirements of this chapter, if such contracts were originally entered into in accordance with such requirements and a determination is made that the contract extension is in the best interests of the public.

#### **2.36.110 Local Vendor**

The City has established a local vendor preference program to be applied to the procurement of supplies and equipment.

(a) Local vendor qualifications:

- 1) It has fixed facilities with employees located within the City limits.
- 2) It has a business street address (PO Box or residential address shall not suffice to establish local presence in the City limits).
- 3) It has a current business license.

(b) Bids or quotes for goods or services are subject to the application of a local vendor preference. The preference to a local vendor shall be one percent.

(c) As detailed in Section 2.36.090, price alone shall not be the sole determining factor in vendor selection.

#### **2.36.120 Sole Source Procurement**

A sole source procurement is any transaction in which the services and/or supplies can be obtained only from one source. Justification may be based, but is not limited to the following: The contractor or supplier is the sole provider of the required service or supply, because of the manufacturer's agreement with the contractor or supplier as sole representative in a certain geographical area, limited by a single patented article or process, including, but not limited to: upgrades, alterations, additions, deletions to an existing proprietary article or process, or in which a warranty, guarantee or other assurances could be voided.

The department manager shall prepare and sign a memorandum justifying a sole source procurement, describing in general terms, the reasons for making the sole source purchase and shall submit the memorandum to the Purchasing Officer for approval prior to execution of the agreement.

### **2.36.130 Requisition Process**

When required for creation of a Purchase Order, or desired by the department or vendor, the initiating department will be responsible for the issuance of a purchasing requisition.

(a) Each department shall utilize the form of requisition prescribed by the Purchasing Officer. No purchasing requisitions shall be initiated unless the department has a sufficient unencumbered balance in excess of all unpaid obligations in the department budget where the purchase is to be charged;

(b) A clear description of the item(s) and/or service(s) required. Include required delivery dates for products and effective dates for contracts;

(c) Delivery instructions identifying the exact location for delivery;

(d) Precise information regarding the delivery method, charges and applicable rates;

(e) Account number to be charged and project number, if desired;

(f) Attach appropriate documentations (quotations, bids, etc.) to support the values placed on the requisition. Only the data from the selected vendor should be attached to the requisition. The department should retain all appropriate documentation to support the selected vendor. This information may be required in future audits;

(g) Initiating department's Director must approve the electronic requisition utilizing the electronic approval process;

(h) Initiating department's Director or designee will notify Administrative Services Division of the approved requisition and the desired form of the Purchase Order document delivery (paper or electronic);

(i) Administrative Services Division will convert the requisition into a Purchase Order and return the appropriate version to the initiating department for transmission to the vendor. Creation of the Purchase Order encumbers the funds on the appropriate account;

(j) Initiating department is responsible for distribution of the Purchase Order to the vendor, and;

(k) When the products/services have been delivered and accepted, an approved invoice should be forwarded to Administrative Services Division, including a reference to the Purchase Order number, for further processing and payment.

(l) Petty cash funds may be used for purchase of items costing fifty (\$50.00) or less.

#### **2.36.140 – Unencumbered Funds**

Except in cases of emergency, no contract or purchase order for supplies, services or equipment shall be issued unless an unencumbered appropriation exists within a department budget for the City's general fund or the total budget for all other City funds.

#### **2.36.150 - Inspection and Testing**

The Purchasing Officer shall inspect supplies and equipment delivered, and services performed, to determine their conformance with the specifications set forth in the purchase order or contract. The Purchasing Officer shall have authority to require chemical, physical and other tests of supplies, services or equipment offered or delivered by vendors to determine their quality and conformance to specifications.

#### **2.36.160 – Records**

The Purchasing Officer shall maintain records of all transactions based on the City of Duarte, Finance Division, Records Retention Schedule. These records shall be open for public inspection, except for vendor proprietary data, including, but not limited to, confidential financial information. Notwithstanding the foregoing exception, the provision of records for public inspections shall conform to Section 6250 et seq. of the California Government Code.

#### **2.36.170 – Surplus Supplies and Equipment**

All operating departments shall submit to the Purchasing Officer, at such time and in such form as the Purchasing Officer shall prescribe, reports identifying supplies and equipment that are not in use, have become obsolete, or are worn out. The Purchasing Officer shall have authority to exchange surplus supplies and equipment for new supplies and equipment. The Purchasing Officer shall also be authorized to dispose of surplus supplies and equipment by auction, bid, or sale. In the event that the Purchasing Officer determines that supplies or equipment have not salvage value, the Purchasing Officer, with City Manager Approval, may dispose of them as appropriate.

#### **2.36.180 – Harmless Error or Omission**

No transaction covered by this chapter shall be invalidated by reason of oversight, mistake or excusable neglect in conforming to its requirements, unless it is determined by the City Council in its discretion that the condition was prejudicial to the complaining party and that, as a direct result of the condition, the complaining party suffered substantial injury. There shall be no presumption that an oversight, mistake or excusable neglect is prejudicial, or that an injury has been done.

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

**SECTION 4: Effective Date.** This Ordinance shall become effective thirty (30) days after its passage and adoption. Within fifteen (15) days of the date of adoption of this Ordinance, the City Clerk shall post a copy of said Ordinance in places designated for such posting and shall certify to the same. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be published as required by law.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Duarte this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Samuel Kang

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

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

AYES:           Councilmembers: \_\_\_\_\_  
NOES:           Councilmembers: \_\_\_\_\_  
ABSENT:        Councilmembers: \_\_\_\_\_

\_\_\_\_\_  
City Clerk Marla Akana  
City of Duarte, California

## **MEMORANDUM**



**TO:** Honorable Mayor and City Council

**FROM:** Dominic Milano, City Engineer  
Jason Golding, City Planner

**DATE:** June 14, 2016

**SUBJECT:** Acceptance of Gold Line Property Deed Conveyances

The Foothill Gold Line Authority (Authority) acquired various pieces of property in order to construct the Gold Line project. The properties included a number of private property acquisitions and easements that were needed to widen sidewalks, realign roadways, construct ADA accessibility improvements, locate utilities, and facilitate placement of traffic and rail signal equipment.

Now that the Gold Line has been completed, the Authority is requesting that the City accept the following property conveyances, at no cost to the City. Once accepted by the Council, these properties will become City property or easements within our right-of-way. If denied, the properties will be conveyed to METRO. However, if that were the pleasure of the Council, METRO ownership of the properties would severely limit or prohibit the ability of the City to control, maintain and potentially expand the City's right-of-way in the future.

| CONVEYANCE TABLE |                           |                                                                           |                                                 |
|------------------|---------------------------|---------------------------------------------------------------------------|-------------------------------------------------|
| #                | CONVEYANCE TYPE           | PUBLIC PURPOSE                                                            | GENERAL LOCATION                                |
| 2401             | Grant Deed (Fee)          | Sidewalk, utilities                                                       | West Buena Vista St., north of Duarte Rd.       |
| 2403             | Grant Deed (Fee)          | Roadway acquisition & sidewalk                                            | East Buena Vista St., north of Duarte Rd.       |
| 8621A            | Grant Deed (Fee)          | Intersection (roadway) realignment; sidewalk; signal equipment & ADA ramp | SE corner - Mountain Ave. & Duarte Rd.          |
| 8621B            | Grant Deed (Fee)          | Intersection (roadway) realignment                                        | SE corner - Mountain Ave. & Duarte Rd.          |
| 8622             | Grant Deed (Fee)          | ADA sidewalk ramp                                                         | West Highland at Business Center Dr.            |
| 6041             | Quitclaim Deed (Easement) | Sidewalk, signal equipment, ADA sidewalk ramp                             | SW corner - Hope Dr. & Duarte Rd.               |
| 6042             | Quitclaim Deed (Easement) | Sidewalk, signal equipment, ADA sidewalk ramp                             | SE corner - Hope Dr. & Duarte Rd.               |
| 6031             | Quitclaim Deed (Easement) | Sidewalk, signal equipment, ADA sidewalk ramp                             | NW corner - Business Center Dr. & Highland Ave. |

There are two additional vacant properties, former single-family houses at 1806 and 1812 Mountain Avenue, which the Authority purchased to realign the intersection of Mountain Avenue and Duarte Road. The Authority has told City Staff that those properties are no longer needed to facilitate construction of the Gold Line project and they are considered surplus. Since initial acquisition of those properties, the City has requested that the Authority convey the remaining portions of the properties to the City at no cost or, at minimum, allow the City the first right of refusal, in order to consider purchasing them before the properties are offered to the general public. In anticipation of this question being raised tonight, Staff has contacted the Authority to determine how and when the properties will be disposed. It has been relayed to us verbally that the two Mountain Avenue properties will be conveyed to the City at a later date, once the remaining punchlist items have been resolved and there are no additional requests made of the Authority by the City. While the original lots had adequate space for two houses, the significant roadway dedications have reduced the size of the parcels to a point where the two lots will need to be merged after the property is disposed.

#### Recommendation

Staff is recommending that the City Council authorize the City Clerk, pursuant to City Council Resolution 58-61, to sign the associated Certificates of Acceptance, allowing the the properties listed on the Conveyance Table to be conveyed to the City for inclusion into the City's right-of-way.

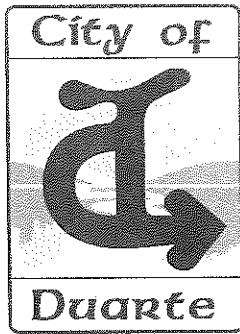
#### Attachments:

- Property conveyance package #2401
- Property conveyance package #2403
- Property conveyance package #8621 A & B
- Property conveyance package #8622
- Property conveyance package #6041, 6042, and 6031
- City Council Resolution 58-61

**PROPERTY**  
**CONVEYANCE PACKAGE**

**# 2401**





# City of Duarte

1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

## CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the deed or grant dated May 20, 2016, from Metro Gold Line Foothill Extension Construction Authority to the City of Duarte, a Municipal Corporation, is hereby accepted under authority of City of Duarte Resolution No. 58-61, adopted on June 9, 1958.

Property Conveyance Package #2401

Date \_\_\_\_\_

\_\_\_\_\_  
Marla Akana, City Clerk  
City of Duarte, California

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010

Attention: Jason Golding

---

Space Above Line for Recorder's Use

**GRANT DEED**

THIS DOCUMENT IS EXEMPT FROM DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11922 OF THE CALIFORNIA REVENUE AND TAXATION CODE; AND THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 6103 AND 27383.

Public Agency - No Tax Statement

For valuable consideration, receipt of which is hereby acknowledged, **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public agency existing under the authority of the laws of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999 ("Grantor"), hereby grants to the **CITY OF DUARTE**, a California municipal corporation ("Grantee"), the following described real property in the City of Duarte, County of Los Angeles, State of California for public street purposes:

THE REAL PROPERTY IDENTIFIED IN THE RECORDED INSTRUMENT LISTED IN EXHIBIT 1 ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE AS WELL AS LEGALLY AND OTHERWISE DESCRIBED IN SUCH INSTRUMENT, COPY OF WHICH INSTRUMENT IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT 2, INCLUSIVE, BY THIS REFERENCE.

Executed this 20<sup>th</sup> day of May, 2016.

"Grantor" METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public agency existing under the authority of the laws of the State of California, as TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999

By: 

Name: Habib F. Balian

Title: CEO

ASSESSOR PARCEL NO(s): 8528-004-901

ASSESSOR PARCEL NUMBER INFORMATION AS OF THE DATE OF ACQUISITION BY GRANTOR PURSUANT TO THE INSTRUMENTS ATTACHED AS EXHIBITS 2, INCLUSIVE, ARE SET FORTH IN SUCH INSTRUMENT AS WELL AS IN THE TABLE APPEARING IN EXHIBIT 1. TO THE EXTENT AVAILABLE, NEW / UPDATED ASSESSOR PARCEL NUMBER INFORMATION IS ALSO SET FORTH IN THE TABLE APPEARING IN EXHIBIT 1.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

)

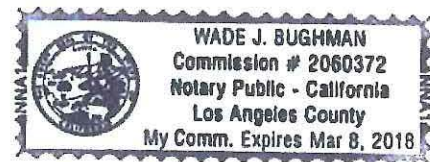
County of Los Angeles )

On May 20, 2016, before me, Wade J. Bughman, Notary Public, personally appeared, Habib F. Balian, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Wade J. Bughman  
Signature



(Seal)

## CERTIFICATE OF ACCEPTANCE

[to be inserted or attached]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California     )

)

County of Los Angeles )

On \_\_\_\_\_, 2016, before me, \_\_\_\_\_, Notary Public, personally appeared, \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(Seal)

EXHIBIT 1

PARCEL/DOCUMENT LISTING

[attached]

PARCEL/DOCUMENT LISTING

| Exhibit # | Gold Line<br>Parcel # | APN<br>(New/Revised) | APN<br>(formerly a part of) | Property Address<br>(formerly a part of)      | Recorded<br>Document<br>Number | Description |
|-----------|-----------------------|----------------------|-----------------------------|-----------------------------------------------|--------------------------------|-------------|
| 2-1       | 2401                  | 8528-004-901         | 8528-004-027                | 1727 Buena Vista Street<br>Duarte, California | 20130458291                    | Grant Deed  |



EXHIBIT 2  
GRANT DEED

[attached]

This page is part of your document - DO NOT DISCARD

RECEIVED

APR 8 2013

MGL FOOTHILL EXT.  
CONST. AUTHORITY



20130458291



Recorded/Filed in Official Records  
Recorder's Office, Los Angeles County,  
California

03/27/13 AT 08:00AM

Pages:  
0012

|        |      |
|--------|------|
| FEES:  | 0.00 |
| TAXES: | 0.00 |
| OTHER: | 0.00 |
| PAID:  | 0.00 |



LEADSHEET



201303270110020

00007459147



004747332

SEQ:  
06

DAR - Title Company (Hard Copy)



THIS FORM IS NOT TO BE DUPLICATED

t94

Lawyers Title Company

RECORDING REQUESTED BY

Lawyers Title Insurance Corporation  
Mail Tax Statements to

AND WHEN RECORDED RETURN TO:

Metro Gold Line Foothill Extension Construction Authority  
406 E. Huntington Drive, Suite 202  
Monrovia, California 91016-3633  
Attention: Jerry Sims



915 08818-9

APN: 8528-004-027

[SPACE ABOVE FOR RECORDER'S USE ONLY]

GRANT DEED

THE UNDERSIGNED GRANTOR DECLARES AS FOLLOWS: *pc*

The undersigned declares that this Grant Deed is exempt from Recording Fees pursuant to California Government Code Section 27383 and exempt from Documentary Transfer Tax pursuant to California Revenue and Taxation Code Section 11922.

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged PASADENA TOURNAMENT OF ROSES ASSOCIATION, a California non-profit corporation ("Grantor") hereby grants to the METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public entity of the State of California, TRUSTEE OF THE LOS ANGELES - PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST ("Grantee"), that certain real property located in the City of Duarte, County of Los Angeles, State of California, more particularly described on Exhibit A and depicted on Exhibit A-1 attached hereto and incorporated herein by reference (the "Grantee Parcel"), subject to the following:

RESERVATION OF EASEMENT: Grantor hereby reserves, for itself and its successors and assigns, as an appurtenance to that certain real property situated adjacent to the Grantee Parcel more particularly described on Exhibit B attached hereto and incorporated herein by this reference ("Grantor Parcel"), and any part thereof, a perpetual non-exclusive easement for ingress, egress, access and driveway purposes over that portion of the Grantee Parcel more particularly described in Exhibit C attached hereto and incorporated herein by this reference, to provide full and complete access to and from the Grantor Parcel. This easement shall run with and burden the Grantee Parcel, and shall run with and benefit the Grantor Parcel, and be binding upon and inure to the benefit of the Grantee Parcel and the Grantor Parcel, and each person or entity having or acquiring any right, title or interest therein or any part thereof or any improvements thereon, and upon their respective successors, heirs and assigns owning all or a portion of the Grantor Parcel and the Grantee Parcel.

THE GRANT HEREIN IS FURTHER SUBJECT TO:

1. General and special real property taxes and assessments and supplemental assessments for the current fiscal year;
2. All liens, encumbrances, easements, covenants, conditions and restrictions of record;
3. All matters which would be revealed or disclosed in an accurate survey of the property; and
4. All laws, ordinances and governmental rules and regulations affecting the Property.

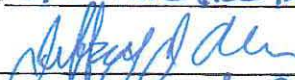
IN WITNESS WHEREOF, Grantor has executed this Grant Deed as of the date set forth below.

Dated: March 25, 2013

"Grantor"

PASADENA TOURNAMENT OF ROSES  
ASSOCIATION, a California non-profit  
corporation

By   
Its Executive Vice President

By   
Its COO and CFO.

ALL-PURPOSE ACKNOWLEDGMENT

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

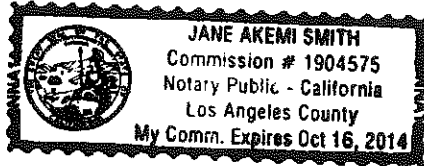
On March 25, 2013, before me, Jane Akemi Smith,  
Notary Public, personally appeared Richard L. Chinen,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that  
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Jane Akemi Smith  
Notary Public

SEAL:



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

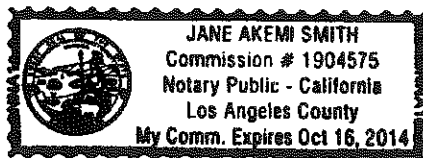
On March 25, 2013, before me, Jane Akemi Smith, Notary  
Public, personally appeared Jeffrey J. Allen, who  
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Jane Akemi Smith  
Notary Public

SEAL:



5

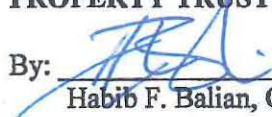
### CERTIFICATE OF ACCEPTANCE

This is to certify that the fee interest conveyed by Grant Deed dated 3-25, 2013, from PASADENA TOURNAMENT OF ROSES ASSOCIATION, a California non-profit corporation, to the METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public entity of the State of California, TRUSTEE OF THE LOS ANGELES – PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST (“Grantee”) is hereby accepted by the undersigned agent on behalf of the Grantee, pursuant to authority conferred by Resolution of the Board of Directors and Grantee hereby consents to recordation thereof by its duly authorized agent.

Dated this 26<sup>th</sup> day of March, 2013.

GRANTEE:

**METRO GOLD LINE FOOTHILL  
EXTENSION CONSTRUCTION  
AUTHORITY, a public entity of the State of  
California, TRUSTEE OF THE LOS  
ANGELES – PASADENA METRO BLUE  
LINE GOVERNMENTAL PURPOSE  
PROPERTY TRUST**

By: 

Habib F. Balian, Chief Executive Officer

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**EXHIBIT A**  
**GRANT DEED**  
**LEGAL DESCRIPTION OF THE PROPERTY**

THE LAND REFERRED TO HEREIN IS SITUATED IN THE STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, DESCRIBED AS FOLLOWS:

THAT PORTION OF LOT 1, SECTION 36, TOWNSHIP 1 NORTH, RANCH 11 WEST, IN THE RANCHO AZUSA DE DUARTE, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 6 PAGES 80 TO 82 INCLUSIVE OF MISCELLANEOUS RECORDS, AND ALSO THAT PORTION OF THE LAND DESCRIBED IN THE QUITCLAIM DEED RECORDED AUGUST 9, 2007 AS INSTRUMENT NO. 20071869526, PARCEL 4, OF OFFICIAL RECORDS, BOTH IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE EASTERLY LINE SAID LOT 1, DISTANT NORTHERLY ALONG SAID EASTERLY LINE 70 FEET FROM THE SOUTHEASTERLY CORNER OF SAID LOT 1, THENCE WESTERLY ALONG A LINE WHICH IS PARALLEL WITH AND DISTANCE NORTHERLY 70 FEET AT RIGHT ANGLES FROM THE SOUTHERLY LINE OF THAT CERTAIN 50 FOOT WIDE STRIP OF LAND DESCRIBED IN DEED TO THE LOS ANGELES, AND SAN GABRIEL VALLEY RAILROAD COMPANY, RECORDED IN BOOK 184 PAGE 492 OF DEEDS, RECORDS OF SAID COUNTY, ALSO BEING THE NORTHERLY LINE OF ATCHISON, TOPEKA, AND SANTA FE RAILROAD RIGHT-OF-WAY, 45.00 FEET WIDE, AS DESCRIBED IN THE GRANT DEED RECORDED IN INSTRUMENT NO. 99-1663754, PARCEL 43, OF OFFICIAL RECORDS, IN THE OFFICE OF SAID COUNTY RECORDER, A DISTANCE OF 35.00 FEET TO A POINT ON THE WESTERLY LINE OF BUENA VISTA STREET, 35.00 FEET HALF WIDTH, AS IT NOW EXISTS, ALSO BEING THE TRUE POINT OF BEGINNING; THENCE WESTERLY ALONG SAID NORTHERLY LINE OF ATCHISON, TOPEKA, AND SANTA FE RAILROAD RIGHT-OF-WAY, 45.00 FEET WIDE, SOUTH 89°41'59" WEST 18.45 FEET; THENCE LEAVING SAID NORTHERLY LINE NORTH 0°18'01" WEST 3.80 FEET TO A POINT ON A LINE PARALLEL WITH AND DISTANCE NORTHERLY 3.80 FEET, MEASURED AT RIGHT ANGLES FROM SAID NORTHERLY LINE; THENCE ALONG SAID PARALLEL LINE NORTH 89°41'59" EAST 15.97 FEET TO A POINT ON A LINE PARALLEL WITH AND DISTANCE WESTERLY 2.50 FEET, MEASURED AT RIGHT ANGLES FROM SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE ALONG SAID PARALLEL LINE NORTH 0°01'50" EAST 30.00 FEET; THENCE NORTH 44°58'10" WEST 6.36 FEET TO POINT ON A LINE PARALLEL WITH AND DISTANCE WESTERLY 7.00 FEET, MEASURE AT RIGHT ANGLES FOR SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE NORTH 0°01'50" WEST 41.68 FEET TO THE NORTHERLY

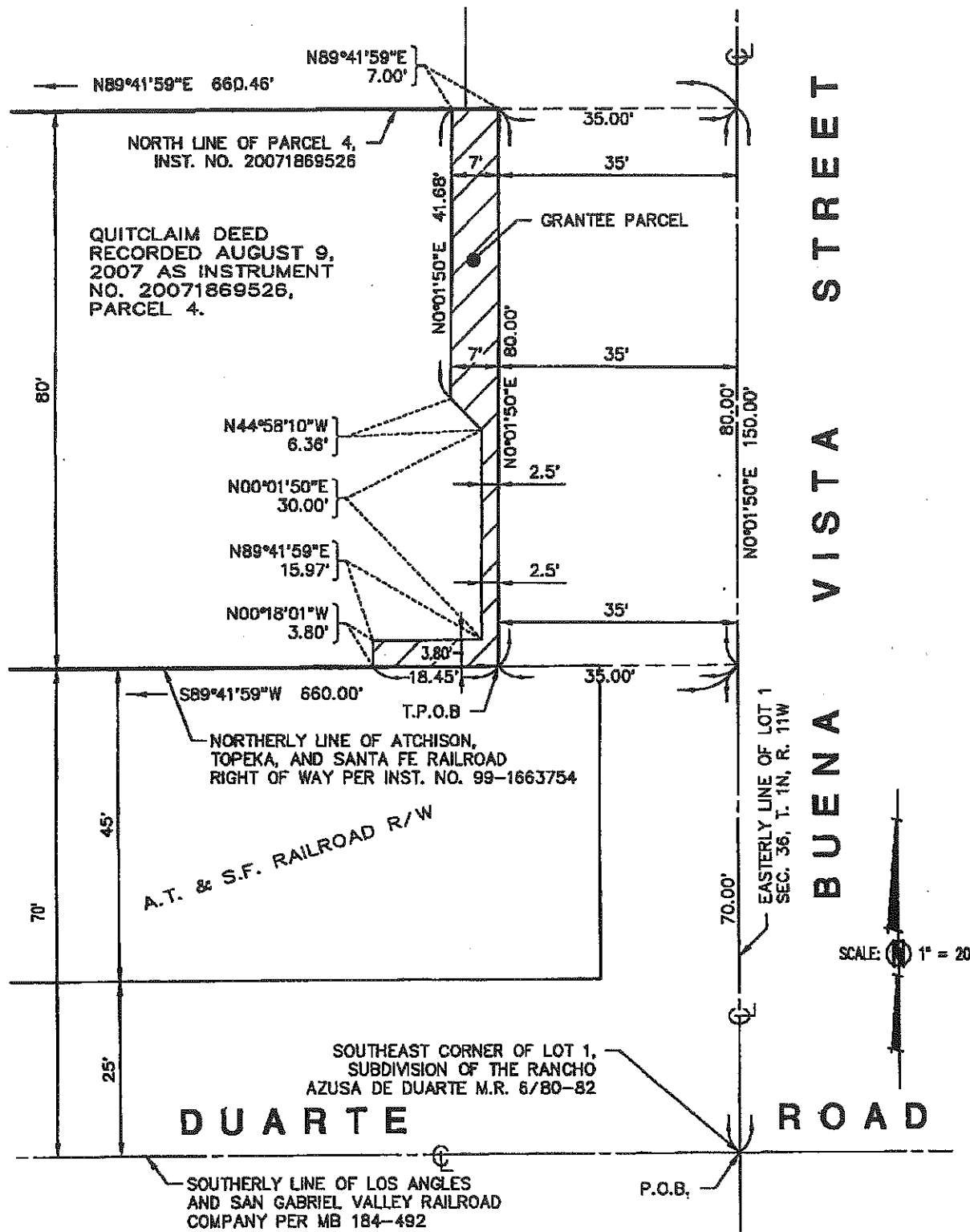
7

LINE OF SAID PARCEL 4; THENCE EASTERLY ALONG SAID NORTHERLY LINE OF SAID PARCEL 4, NORTH 89°41'59" EAST 7.00 FEET TO SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE SOUTHERLY ALONG SAID WESTERLY LINE OF BUENA VISTA STREET SOUTH 0°01'50" EAST 80.00 FEET TO THE TRUE POINT OF BEGINNING

CONTAINS 458 SQUARE FEET, MORE OR LESS.

BEING A PORTION OF APN: 8528-004-027





AREA: 458 SQUARE FEET

# EXHIBIT A-1

IN THE CITY OF DUARTE

COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

SHEET 1 OF 1

Fri 3/22/2013

**EXHIBIT "B"****GRANTOR PARCEL****LEGAL DESCRIPTION**

THAT PORTION OF LOT 1, SECTION 36, TOWNSHIP 1 NORTH, RANGE 11 WEST, IN THE RANCHO AZUSA DE DUARTE, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS SAID LOT 1 IS SHOWN ON THE MAP OF SAID SUBDIVISION RECORDED IN BOOK 6, PAGES 80 TO 82, INCLUSIVE OF MISCELLANEOUS RECORDS OF SAID COUNTY, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE EASTERLY LINE OF SAID LOT 1, DISTANT NORTHERLY ALONG SAID EASTERLY LINE 70 FEET FROM THE SOUTHEAST CORNER OF SAID LOT; THENCE WESTERLY ALONG A LINE WHICH IS PARALLEL WITH AND DISTANT NORTHERLY 70 FEET AT RIGHT ANGLES FROM THE SOUTHERLY LINE OF SAID LOT 1, SAID PARALLEL LINE BEING ALSO WITH THE NORTHERLY LINE OF THAT CERTAIN 50 FOOT WIDE STRIP OF LAND DESCRIBED IN DEED TO THE LOS ANGELES, AND SAN GABRIEL VALLEY RAILROAD COMPANY, RECORDED IN BOOK 184 PAGE 492 OF DEEDS, RECORDS OF SAID COUNTY, A DISTANCE OF 660.00 FEET, THENCE NORTHERLY AT RIGHT ANGLES, 80 00 FEET; THENCE EASTERLY AT RIGHT ANGLES ALONG A LINE WHICH IS PARALLEL WITH AND DISTANT NORTHERLY 150 FEET AT RIGHT ANGLES FROM THE SOUTHERLY LINE OF SAID LOT 1, A DISTANCE OF 660.00 FEET TO A POINT IN THE EASTERLY LINE OF SAID LOT 1; THENCE SOUTHERLY ALONG SAID EASTERLY LINE 80.00 FEET TO THE POINT OF BEGINNING.

EXCEPT THEREFROM THAT PORTION OF LOT 1, SECTION 36, TOWNSHIP 1 NORTH, RANCHO 11 WEST, IN THE RANCHO AZUSA DE DUARTE, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 6 PAGES 80 TO 82 INCLUSIVE OF MISCELLANEOUS RECORDS, AND ALSO THAT PORTION OF THE LAND DESCRIBED IN THE QUITCLAIM DEED RECORDED AUGUST 9, 2007 AS INSTRUMENT NO. 20071869526, PARCEL 4, OF OFFICIAL RECORDS, BOTH IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE EASTERLY LINE SAID LOT 1, DISTANT NORTHERLY ALONG SAID EASTERLY LINE 70 FEET FROM THE SOUTHEASTERLY CORNER OF SAID LOT 1, THENCE WESTERLY ALONG A LINE WHICH IS PARALLEL WITH AND DISTANCE NORTHERLY 70 FEET AT RIGHT ANGLES FROM THE SOUTHERLY LINE OF THAT CERTAIN 50 FOOT WIDE STRIP OF LAND DESCRIBED IN DEED TO THE LOS ANGELES, AND SAN GABRIEL VALLEY RAILROAD COMPANY, RECORDED IN BOOK 184 PAGE 492 OF DEEDS, RECORDS OF SAID COUNTY, ALSO BEING THE NORTHERLY LINE OF ATCHISON, TOPEKA, AND

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SANTA FE RAILROAD RIGHT-OF-WAY, 45.00 FEET WIDE, AS DESCRIBED IN THE GRANT DEED RECORDED INSTRUMENT NO. 99-1663754 PARCEL 43, OF OFFICIAL RECORDS, IN THE OFFICE OF SAID COUNTY RECORDER, A DISTANCE OF 35.00 FEET TO A POINT ON THE WESTERLY LINE OF BUENA VISTA STREET, 35.00 FEET HALF WIDTH, AS IT NOW EXISTS, ALSO BEING THE TRUE POINT OF BEGINNING; THENCE WESTERLY ALONG SAID NORTHERLY LINE OF ATCHISON, TOPEKA, AND SANTA FE RAILROAD RIGHT-OF-WAY, 45.00 FEET WIDE, SOUTH 89° 41' 59" WEST 18.45 FEET; THENCE LEAVING SAID NORTHERLY LINE NORTH 0° 18' 01" WEST 3.80 FEET TO A POINT ON A LINE PARALLEL WITH AND DISTANCE NORTHERLY 3.80 FEET, MEASURED AT RIGHT ANGLES FROM SAID NORTHERLY LINE; THENCE ALONG SAID PARALLEL LINE NORTH 89° 41' 59" EAST 15.97 FEET TO A POINT ON A LINE PARALLEL WITH AND DISTANCE WESTERLY 2.50 FEET, MEASURED AT RIGHT ANGLES FROM SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE ALONG SAID PARALLEL LINE NORTH 0° 01' 50" EAST 30.00 FEET; THENCE NORTH 44° 58' 10" WEST 6.36 FEET TO POINT ON A LINE PARALLEL WITH AND DISTANCE WESTERLY 7.00 FEET, MEASURE AT RIGHT ANGLES FOR SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE NORTH 0° 01' 50" WEST 41.68 FEET TO THE NORTHERLY LINE OF SAID PARCEL 4; THENCE EASTERLY ALONG SAID NORTHERLY LINE OF SAID PARCEL 4, NORTH 89° 41' 59" EAST 7.00 FEET TO SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE SOUTHERLY ALONG SAID WESTERLY LINE OF BUENA VISTA STREET SOUTH 0° 01' 50" EAST 80.00 FEET TO THE TRUE POINT OF BEGINNING.

ALSO EXCEPT THEREFROM ALL MINERALS CONTAINED IN THE ABOVE DESCRIBED LAND, INCLUDING, WITHOUT LIMITING THE GENERALITY THEREOF, OIL, GAS AND OTHER HYDROCARBON SUBSTANCES, AS WELL AS METALLIC OR OTHER SOLID MINERALS, PROVIDED THAT SANTA FE SHALL NOT HAVE THE RIGHT TO GO UPON OR USE THE SURFACE OF SAID LAND, OR ANY PART THEREOF, FOR THE PURPOSE OF DRILLING FOR, MINING OR OTHERWISE REMOVING, ANY OF SAID MINERALS, SANTA FE MAY, HOWEVER, AND HEREBY RESERVES THE RIGHT TO REMOVE ANY OF SAID MINERALS FROM SAID LAND BY ROADS OF WELLS, SHAFTS, TUNNELS, OR OTHER MEANS OF ACCESS TO SAID MINERALS WHICH MAY BE CONSTRUCTED, DRILLED OR DUG FROM OTHER LAND, PROVIDED, THAT THE EXERCISE OF SUCH RIGHTS BY SANTA FE SHALL IN NO WAY INTERFERE WITH OR IMPAIR THE USE OF THE SURFACE OF SAID LAND HEREBY CONVEYED OR OF ANY IMPROVEMENTS THEREON, AS RESERVED BY THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY, IN DEED RECORDED MAY 10, 1960, AS INSTRUMENT NO. 207, IN BOOK D-840, PAGE 742 OF OFFICIAL RECORDS.

ALSO EXCEPTING THE COMMUNICATION AND SIGNAL POLE LINES OF SANTA FE LOCATED WITHIN THE SOUTHERLY 10 FEET OF SAID LAND AS EXCEPTED AND RESERVED BY THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY, A KANSAS CORPORATION, IN DEED RECORDED MAY 10, 1960 AS INSTRUMENT NO 207 IN BOOK D-840 PAGE 742, OFFICIAL RECORDS.

## EXHIBIT "C"

THE LAND REFERRED TO HEREIN IS SITUATED IN THE STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, DESCRIBED AS FOLLOWS:

THAT PORTION OF LOT 1, SECTION 36, TOWNSHIP 1 NORTH, RANCH 11 WEST, IN THE RANCHO AZUSA DE DUARTE, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 6 PAGES 80 TO 82 INCLUSIVE OF MISCELLANEOUS RECORDS, AND ALSO THAT PORTION OF THE LAND DESCRIBED IN THE QUITCLAIM DEED RECORDED AUGUST 9, 2007 AS INSTRUMENT NO. 20071869526, PARCEL 4, OF OFFICIAL RECORDS, BOTH IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT IN THE EASTERLY LINE SAID LOT 1, DISTANT NORTHERLY ALONG SAID EASTERLY LINE 70 FEET FROM THE SOUTHEASTERLY CORNER OF SAID LOT 1, THENCE WESTERLY ALONG A LINE WHICH IS PARALLEL WITH AND DISTANCE NORTHERLY 70 FEET AT RIGHT ANGLES FROM THE SOUTHERLY LINE OF THAT CERTAIN 50 FOOT WIDE STRIP OF LAND DESCRIBED IN DEED TO THE LOS ANGELES, AND SAN GABRIEL VALLEY RAILROAD COMPANY, RECORDED IN BOOK 184 PAGE 492 OF DEEDS, RECORDS OF SAID COUNTY, ALSO BEING THE NORTHERLY LINE OF ATCHISON, TOPEKA, AND SANTA FE RAILROAD RIGHT-OF-WAY, 45.00 FEET WIDE, AS DESCRIBED IN THE GRANT DEED RECORDED IN INSTRUMENT NO. 99-1663754, PARCEL 43, OF OFFICIAL RECORDS, IN THE OFFICE OF SAID COUNTY RECORDER, A DISTANCE OF 35.00 FEET TO A POINT ON THE WESTERLY LINE OF BUENA VISTA STREET, 35.00 FEET HALF WIDTH, AS IT NOW EXISTS, ALSO BEING THE TRUE POINT OF BEGINNING; THENCE WESTERLY ALONG SAID NORTHERLY LINE OF ATCHISON, TOPEKA, AND SANTA FE RAILROAD RIGHT-OF-WAY, 45.00 FEET WIDE, SOUTH 89°41'59" WEST 18.45 FEET; THENCE LEAVING SAID NORTHERLY LINE NORTH 0°18'01" WEST 3.80 FEET TO A POINT ON A LINE PARALLEL WITH AND DISTANCE NORTHERLY 3.80 FEET, MEASURED AT RIGHT ANGLES FROM SAID NORTHERLY LINE; THENCE ALONG SAID PARALLEL LINE NORTH 89°41'59" EAST 15.97 FEET TO A POINT ON A LINE PARALLEL WITH AND DISTANCE WESTERLY 2.50 FEET, MEASURED AT RIGHT ANGLES FROM SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE ALONG SAID PARALLEL LINE NORTH 0°01'50" EAST 30.00 FEET; THENCE NORTH 44°58'10" WEST 6.36 FEET TO POINT ON A LINE PARALLEL WITH AND DISTANCE WESTERLY 7.00 FEET, MEASURE AT RIGHT ANGLES FOR SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE NORTH 0°01'50" WEST 41.68 FEET TO THE NORTHERLY

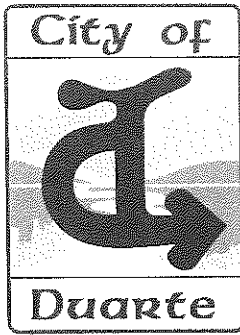
12

LINE OF SAID PARCEL 4; THENCE EASTERLY ALONG SAID NORTHERLY LINE OF SAID PARCEL 4, NORTH  $89^{\circ}41'59''$  EAST 7.00 FEET TO SAID WESTERLY LINE OF BUENA VISTA STREET; THENCE SOUTHERLY ALONG SAID WESTERLY LINE OF BUENA VISTA STREET SOUTH  $0^{\circ}01'50''$  EAST 80.00 FEET TO THE TRUE POINT OF BEGINNING

CONTAINS 458 SQUARE FEET, MORE OR LESS.

**PROPERTY**  
**CONVEYANCE PACKAGE**

**# 2403**



# City of Duarte

1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

## CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the deed or grant dated May 20, 2016, from Metro Gold Line Foothill Extension Construction Authority to the City of Duarte, a Municipal Corporation, is hereby accepted under authority of City of Duarte Resolution No. 58-61, adopted on June 9, 1958.

Property Conveyance Package #2403

Date \_\_\_\_\_

\_\_\_\_\_  
Marla Akana, City Clerk  
City of Duarte, California

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010

Attention: Jason Golding

---

Space Above Line for Recorder's Use

**GRANT DEED**

THIS DOCUMENT IS EXEMPT FROM DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11922 OF THE CALIFORNIA REVENUE AND TAXATION CODE; AND THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 6103 AND 27383.

Public Agency - No Tax Statement

For valuable consideration, receipt of which is hereby acknowledged, **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public agency existing under the authority of the laws of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999 ("Grantor"), hereby grants to the **CITY OF DUARTE**, a California municipal corporation ("Grantee"), the following described real property in the City of Duarte, County of Los Angeles, State of California for public street purposes:

SEE LEGAL DESCRIPTIONS IN EXHIBIT "A" ATTACHED HERETO AND PLAT OR MAP IN EXHIBIT "B" ATTACHED HERETO; EXHIBITS "A" AND "B" ARE INCORPORATED HEREIN BY THIS REFERENCE.

Executed this 20<sup>th</sup> day of May, 2016.

"Grantor" **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public agency existing under the authority of the laws of the State of California, as TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999

By: 

Name: Habib F. Balian

Title: CEO

ASSESSOR PARCEL NO(S): Portion of 8528-005-901



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

)

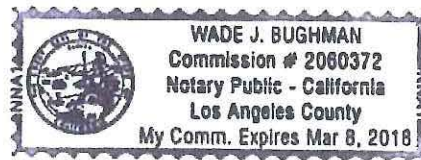
County of Los Angeles )

On May 20, 2016, before me, Wade J. Bughman Notary Public, personally appeared, Habib F. Balian, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Wade J. Bughman  
Signature



(Seal)

CERTIFICATE OF ACCEPTANCE

[attached]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California     )

)

County of Los Angeles )

On \_\_\_\_\_, 2016, before me, \_\_\_\_\_, Notary Public, personally appeared, \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(Seal)

EXHIBIT "A"

LEGAL DESCRIPTION

[attached]

**EXHIBIT 'A'**

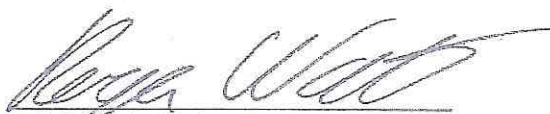
THAT PORTION OF PARCEL 3 DESCRIBED IN THE QUITCLAIM DEED RECORDED AUGUST 9, 2007, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS INSTRUMENT NO. 20071869526 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE NORTHERLY LINE OF ATCHISON, TOPEKA AND SANTA FE RAILROAD RIGHT-OF-WAY, 45.00 FEET WIDE, AS DESCRIBED IN THE GRANT DEED RECORDED IN INSTRUMENT NO. 99-1663754, PARCEL 42, OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, AND THE EASTERLY LINE OF BUENA VISTA STREET, 55.00 FEET WIDE, SAID BEGINNING ALSO BEING THE SOUTHWEST CORNER OF SAID PARCEL 3; THENCE NORTHERLY ALONG SAID EASTERLY LINE NORTH 0°00'47" WEST 80.00 FEET TO THE NORTHERLY LINE OF SAID PARCEL 3; THENCE EASTERLY ALONG SAID LINE NORTH 89°39'25" EAST 20.00 FEET; THENCE LEAVING SAID LINE SOUTH 0°00'47" WEST 76.66 FEET; THENCE NORTH 89°38'31" EAST 12.36 FEET; THENCE SOUTH 0°20'35" EAST 3.35 FEET TO SAID NORTHERLY LINE OF THE RAILROAD RIGHT-OF-WAY; THENCE WESTERLY ALONG SAID LINE SOUTH 89°39'25" WEST 32.38 FEET TO THE POINT OF BEGINNING.

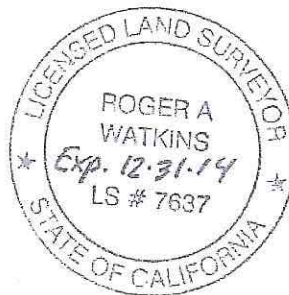
CONTAINS 1641 SQUARE FEET, MORE OR LESS.

EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART THEREOF.

PREPARED UNDER MY DIRECTION



ROGER A. WATKINS  
L.S. NO. 7637  
EXPIRATION DATE 12/31/14



01-15-13  
DATE

EXHIBIT "B"

PLAT OR MAP

[attached]

EXHIBIT 'B'  
IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA



0 40' 80'  
SCALE 1" = 40'

LOT 4 SEC. 31, T. 1N, R. 10W

QUITCLAIM DEED RECORDED  
AUGUST 9, 2007 AS INSTRUMENT  
NO. 20071869526, O.R.  
(PARCEL 3)

BUENA VISTA  
STREET

Existing LACFD Easement.  
Flood RW Map No. 181-30-RW3

N89° 39' 25" E 20.00'  
N89° 38' 31" E 12.36'  
S0° 20' 35" E 3.35'  
S0° 00' 47" E 76.66'  
N0° 00' 47" W 80.00'  
S89° 39' 25" W 32.38'  
P.O.B.

(PCL. 43 O.R. 99-1663754)

(PCL. 42 O.R. 99-1663754)

A.T. & S.F.

RAILROAD R/W

DUARTE

ROAD

GOLD LINE FOOTHILL EXTENSION PHASE 2  
PARCEL 2403

**THE CULVER GROUP**

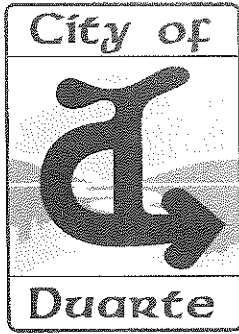
CONSULTING ENGINEERS • LAND SURVEYORS • CONSTRUCTION MANAGERS  
14841 Yorba Street, Suite 100, TUSTIN, CA 92780  
714/383-7330 Fax 714/383-7331

|                 |                           |                  |
|-----------------|---------------------------|------------------|
| DESIGNED BY: KT | APPROVED ON: 1/14/2013    | JOB NO.: FTC0101 |
| CHECKED BY: RW  | BY: ROGER WATKINS         | SHEET 1 OF 1     |
| DATE: 1/7/2013  | LS NO. 7637 EXP. 12/31/14 |                  |
| SCALE: 1"=40'   |                           |                  |

**PROPERTY**  
**CONVEYANCE PACKAGE**

**# 8621 A & B**





# City of Duarte

1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

## CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the deed or grant dated May 20, 2016, from Metro Gold Line Foothill Extension Construction Authority to the City of Duarte, a Municipal Corporation, is hereby accepted under authority of City of Duarte Resolution No. 58-61, adopted on June 9, 1958.

Property Conveyance Package #8621 A and B

Date \_\_\_\_\_

\_\_\_\_\_  
Marla Akana, City Clerk  
City of Duarte, California

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010  
Attention: Jason Golding

---

Space Above Line for Recorder's Use

**GRANT DEED**

THIS DOCUMENT IS EXEMPT FROM DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11922 OF THE CALIFORNIA REVENUE AND TAXATION CODE; AND THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 6103 AND 27383.

Public Agency - No Tax Statement

For valuable consideration, receipt of which is hereby acknowledged, **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public agency existing under the authority of the laws of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999 ("Grantor"), hereby grants to the **CITY OF DUARTE**, a California municipal corporation ("Grantee"), the following described real property in the City of Duarte, County of Los Angeles, State of California for public street purposes:

SEE LEGAL DESCRIPTIONS IN EXHIBIT A-1 AND EXHIBIT A-2, RESPECTIVELY, ATTACHED HERETO AND PLATS OR MAPS IN EXHIBIT B-1 AND EXHIBIT B-2, RESPECTIVELY, ATTACHED HERETO; EXHIBITS A-1, A-2, B-1 AND B-2 ARE INCORPORATED HEREIN BY THIS REFERENCE.

Executed this 20<sup>th</sup> day of May, 2016.

"Grantor" METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public agency existing under the authority of the laws of the State of California, as TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999

By: [Signature]

Name: Habib F. Balian

Title: CEO

ASSESSOR PARCEL NO(S): Portion of 8531-017-900 and 8531-017-901

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

)

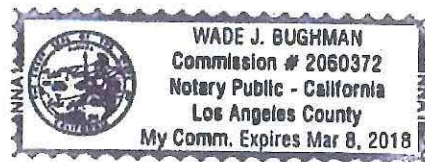
County of Los Angeles )

On May 20, 2016, before me, Wade J. Bughman Notary Public, personally appeared, Habib F. Balian, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Wade J. Bughman  
Signature



(Seal)

CERTIFICATE OF ACCEPTANCE

[to be inserted or attached]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California     )

)

County of Los Angeles )

On \_\_\_\_\_, 2016, before me, \_\_\_\_\_, Notary Public, personally appeared, \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(Seal)

EXHIBIT A-1

LEGAL DESCRIPTION

[attached]

EXHIBIT 'A'  
Legal description

SHEET 1 OF 1

THAT PORTION OF LOT 74 OF TRACT MAP NO. 13541, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 325 PAGES 367 AND 37 OF TRACT MAPS, IN THE OFFICE OF THE RECORDER OF SAID COUNTY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID LOT 74; THENCE ALONG THE WESTERLY LINE OF SAID LOT 74, NORTH 17°24'16" EAST, 45.00 FEET ; THENCE CONTINUING ALONG THE WESTERLY LINE OF SAID LOT 74, NORTH 53°31'50" EAST, 32.31 FEET TO THE NORTHWESTERLY CORNER OF SAID LOT 74; THENCE, ALONG THE NORTHERLY LINE OF SAID LOT 74, NORTH 89°39'23" EAST, 80.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 74; THENCE, ALONG THE EASTERLY LINE OF SAID LOT 74, SOUTH 06°53'52" WEST, 0.50 FEET; THENCE, LEAVING SAID EASTERLY LINE THE FOLLOWING COURSES:

SOUTH 89°39'23" WEST, 2.00 FEET,  
SOUTH 74°14'46" WEST, 7.53 FEET,  
SOUTH 89°39'23" WEST, 21.97 FEET,  
SOUTH 00°20'37" EAST, 1.30 FEET,  
SOUTH 89°39'23" WEST, 24.11 FEET,  
SOUTH 67°16'11" WEST, 3.68 FEET,  
SOUTH 20°48'52" EAST, 6.64 FEET,  
SOUTH 64°34'21" WEST, 18.55 FEET,  
NORTH 29°48'27" WEST, 6.77 FEET,  
SOUTH 86°23'22" WEST, 13.60 FEET,  
SOUTH 28°40'00" WEST, 55.59 FEET TO THE SOUTHERLY LINE OF SAID LOT 74;  
THENCE; ALONG SAID SOUTHERLY LINE, NORTH 72°36'04" WEST, 2.84 FEET TO THE POINT OF BEGINNING.

CONTAINS 1054 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "B" AND MADE A PART HEREOF.

PREPARED UNDER MY DIRECTION



IAN EASTON

LS 7016



DATE

5/6/16

EXHIBIT A-2

LEGAL DESCRIPTION

[attached]



**EXHIBIT 'A'**  
**Legal description**

**SHEET 1 OF 1**

THAT PORTION OF LOT 73 OF TRACT MAP NO. 13541, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 325 PAGES 367 AND 37 OF TRACT MAPS, IN THE OFFICE OF THE RECORDER OF SAID COUNTY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWESTERLY CORNER OF SAID LOT 73; THENCE ALONG THE NORTHERLYLINE OF SAID LOT 73, SOUTH 72°36'04" EAST, 2.84 FEET ; THENCE LEAVING SAID NORTHERLY LINE SOUTH 28°40'00" WEST, 14.45 FEET TO THE WESTERLY LINE OF SAID LOT 73; THENCE, ALONG SAID WESTERLY LINE, NORTH 17°24'16" EAST, 14.20 FEET TO THE POINT OF BEGINNING.

CONTAINS 20 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "B" AND MADE A PART HEREOF.

PREPARED UNDER MY DIRECTION

  
\_\_\_\_\_  
IAN EASTON      LS 7016



5/6/16  
\_\_\_\_\_  
DATE

EXHIBIT B-1

PLAT OR MAP

[attached]

# EXHIBIT 'B'

IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES,  
STATE OF CALIFORNIA.



= Area of roadway dedication.  
Area = 1054'±/-



MOUNTAIN AVE.  
CITY OF MONROVIA LIMIT  
CITY OF DUARTE LIMIT

DUARTE ROAD

N89°39'23"E

CITY OF MONROVIA LIMIT  
CITY OF DUARTE LIMIT

70.0'

S06°53'52"W 0.50'

N89°39'23"E 80.00'

S89°39'23"W 24.11'

S89°39'23"W 21.97'

S89°39'23"W 2.00'

S74°14'46"W 7.53'

S67°16'11"W 3.68'

S00°20'37"E 1.30'

S20°48'52"E 6.64'

S64°34'21"W 18.55'

S86°23'22"W 13.60'

N29°48'27"W 6.77'

LOT 74  
TRACT 13541  
M.M. 325/36-37

A.P.N. 8531-017-900

E'ly line of a 40.0' easement for  
water pipe lines and ditches to  
Duarte Mutual Water Company by  
deed recorded in book 14181,  
page 18 of Official Records.

N72°36'04"W 2.84'

LOT 73  
TRACT 13541  
M.M. 325/36-37

P.O.B

40.0'

N17°24'16"E 45.00'

S28°40'00"W 55.59'

N17°24'16"E

N17°24'16"E 45.00'

40.0'

N17°24'16"E

MOUNTAIN AVE.  
CITY OF MONROVIA LIMIT  
CITY OF DUARTE LIMIT

MOUNTAIN AVE.  
(Construction centerline)

Sketch to accompany EXHIBIT 'A' Legal Description for  
Dedication to the City of Duarte for roadway purposes.  
Portion of Lot 74, Tract 13541, M.M. 325/36-37.  
1806 Mountain Ave. Duarte, Ca. 91010  
A.P.N. 8531-017-900

**THE CULVER GROUP**

CONSULTING ENGINEERS LAND SURVEYORS CONSTRUCTION MANAGERS  
14841 Yorba Street, Suite 100 TUSTIN, CA 92780  
714/389-7330 Fax 714/389-7331

DESIGNED BY: IE  
CHECKED BY: \_\_\_\_\_  
DATE: 5/6/16  
SCALE: 1"=20'

APPROVED ON \_\_\_\_\_  
BY: \_\_\_\_\_  
LS NO. \_\_\_\_\_ EXP: \_\_\_\_\_

JOB NO.: FTC0101  
SHEET 1 OF 1



EXHIBIT B-2

PLAT OR MAP

[attached]



DUARTE ROAD

N89°39'23"E

CITY OF MONROVIA LIMIT

CITY OF DUARTE LIMIT

CITY OF DUARTE LIMIT  
MOUNTAIN AVE.

70.0'

CITY OF MONROVIA LIMIT  
CITY OF DUARTE LIMIT

MOUNTAIN AVE.  
(Construction centerline)

LOT 74  
TRACT 13541  
M.M. 325/36-37

E'ly line of a 40.0'  
easement for water  
pipe lines and ditches  
to Duarte Mutual  
Water Company by  
deed recorded in book  
14181, page 18 of  
Official Records.



= Area of roadway dedication.  
Area = 20'+/-

### EXHIBIT 'B'

IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES,  
STATE OF CALIFORNIA.

Sketch to accompany EXHIBIT 'A' Legal Description for  
Dedication to the City of Duarte for roadway purposes.  
Portion of Lot 73, Tract 13541, M.M. 325/36-37.  
1812 Mountain Ave. Duarte, Ca. 91010  
A.P.N. 8531-017-901

### THE CULVER GROUP

CONSULTING ENGINEERS LAND SURVEYORS CONSTRUCTION MANAGERS  
14841 Yorba Street, Suite 100 TUSTIN, CA. 92780  
714/389-7330 Fax 714/389-7331

DESIGNED BY: \_\_\_\_\_

APPROVED ON: \_\_\_\_\_

JOB NO.: FTCD0101

CHECKED BY: \_\_\_\_\_

BY: IAN EASTON

SHEET 1 OF 1

DATE: 3/22/16

LS NO. 7016 EXP. 6/30/16

SCALE: 1"=20'

MOUNTAIN AVE.

N17°24'16"E

N17°24'16"E  
14.20'

P.O.B.

S72°36'04"E  
2.84'

S28°40'00"W  
14.45'

LOT 73  
TRACT 13541  
M.M. 325/36-37

A.P.N. 8531-017-901

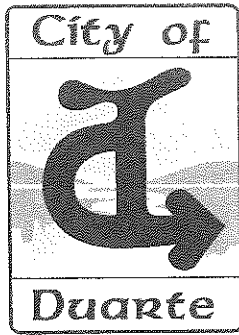
40.0'

20.0'

N17°24'16"E

**PROPERTY**  
**CONVEYANCE PACKAGE**

**# 8622**



# City of Duarte

1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

## CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the deed or grant dated May 20, 2016, from Metro Gold Line Foothill Extension Construction Authority to the City of Duarte, a Municipal Corporation, is hereby accepted under authority of City of Duarte Resolution No. 58-61, adopted on June 9, 1958.

Property Conveyance Package #8622

Date \_\_\_\_\_

\_\_\_\_\_  
Marla Akana, City Clerk  
City of Duarte, California



RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010  
Attention: Jason Golding

---

Space Above Line for Recorder's Use

**GRANT DEED**

THIS DOCUMENT IS EXEMPT FROM DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11922 OF THE CALIFORNIA REVENUE AND TAXATION CODE; AND THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 6103 AND 27383.

Public Agency - No Tax Statement

For valuable consideration, receipt of which is hereby acknowledged, **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public agency existing under the authority of the laws of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999 ("Grantor"), hereby grants to the **CITY OF DUARTE**, a California municipal corporation ("Grantee"), the following described real property in the City of Duarte, County of Los Angeles, State of California for public street purposes:

SEE LEGAL DESCRIPTIONS IN EXHIBIT "A" ATTACHED HERETO AND PLAT OR MAP IN EXHIBIT "B" ATTACHED HERETO; EXHIBITS "A" AND "B" ARE INCORPORATED HEREIN BY THIS REFERENCE.

Executed this 20<sup>th</sup> day of May, 2016.

"Grantor" METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public agency existing under the authority of the laws of the State of California, as TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999

By: [Signature]

Name: Habib F. Ballan

Title: CEO

ASSESSOR PARCEL NO(S): Portion of 8528-011-905



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

)

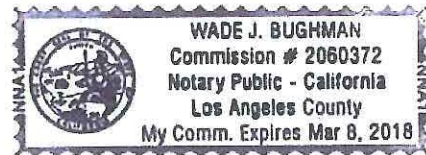
County of Los Angeles )

On May 20, 2016, before me, Wade J. Bughman Notary Public, personally appeared, Habib F. Bal'an, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Wade J. Bughman  
Signature



(Seal)

CERTIFICATE OF ACCEPTANCE

[to be inserted or attached]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California     )

)

County of Los Angeles )

On \_\_\_\_\_, 2016, before me, \_\_\_\_\_, Notary Public, personally appeared, \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(Seal)

EXHIBIT "A"

LEGAL DESCRIPTION

[attached]

**EXHIBIT "A"**

**LEGAL DESCRIPTION  
PARCEL GLFE-8622**

THAT PORTION OF PARCEL 1 OF A PARCEL MAP IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN ON MAP FILED IN BOOK 6, PAGE 1 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEASTERLY CORNER OF PARCEL GLFE-04 DESCRIBED IN DOCUMENT RECORDED JULY 1, 2014 AS INSTRUMENT 20140679354, IN OFFICIAL RECORDS, SAID CORNER BEING ON THE WESTERLY LINE OF HIGHLAND AVENUE, 80.00 FEET WIDE, AS SHOWN ON SAID PARCEL MAP; THENCE ALONG SAID WESTERLY LINE, N00°03'12"E 82.23 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING ALONG SAID WESTERLY LINE, N00°03'12"E 18.24 FEET; THENCE LEAVING SAID WESTERLY LINE, S48°50'03"W 8.50 FEET; THENCE S00°03'26"W 7.80 FEET; THENCE S52°48'40"E 8.02 FEET TO THE **TRUE POINT OF BEGINNING**.

CONTAINS: 83 SQUARE FEET, MORE OR LESS.

NOTE:

THIS LEGAL DESCRIPTION WAS NOT PREPARED FOR ANY PURPOSE THAT WOULD BE IN VIOLATION OF THE STATE OF CALIFORNIA SUBDIVISION MAP ACT OR LOCAL ORDINANCES OF THE GOVERNING BODY HAVING JURISDICTION.

PREPARED BY:

Stephanie A. Wagner  
STEPHANIE A. WAGNER, P.L.S. 5752

March 4, 2016  
DATE:



EXHIBIT "B"

PLAT OR MAP

[attached]

# EXHIBIT "B"

|                                              |                                                                                                 |              |
|----------------------------------------------|-------------------------------------------------------------------------------------------------|--------------|
| OWNER: METRO GOLD LINE<br>FOOTHILL EXTENSION | PORTION PARCEL 1<br>PARCEL MAP BOOK 6 PAGE 1<br>IN THE CITY OF DUARTE,<br>COUNTY OF LOS ANGELES | ACCEPTED BY: |
| A.P.N. 8528-011-905                          |                                                                                                 | DATE:        |

## BASIS OF BEARINGS:

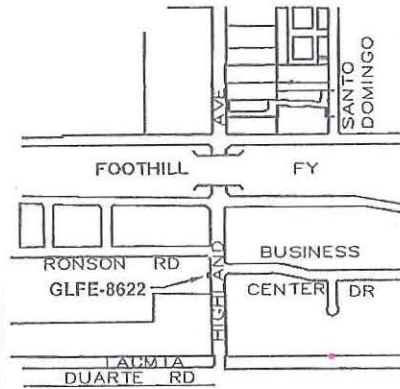
THE BEARING N89°39'25"E OF THE CENTERLINE OF E DUARTE AVE. DERIVED FROM THE COORDINATES OF FOUND MONUMENTS AT COORDINATE SYSTEM CCS, ZONE 5, NAD 83, EPOCH 1995, IS THE BASIS OF BEARINGS OF THIS PLAT.

## LEGEND:

GLFE—GOLD LINE FOOTHILL EXTENSION  
POC — POINT OF COMMENCEMENT  
TPOB — TRUE POINT OF BEGINNING  
LACMTA—LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION  
AUTHORITY

| LINE TABLE |             |        |
|------------|-------------|--------|
| LINE       | BEARING     | LENGTH |
| L1         | N00°03'12"E | 82.23' |
| L2         | N00°03'12"E | 18.24' |
| L3         | S48°50'03"W | 8.50'  |
| L4         | S00°03'26"W | 7.80'  |
| L5         | S52°48'40"E | 8.02'  |

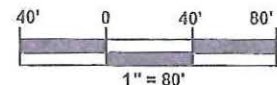
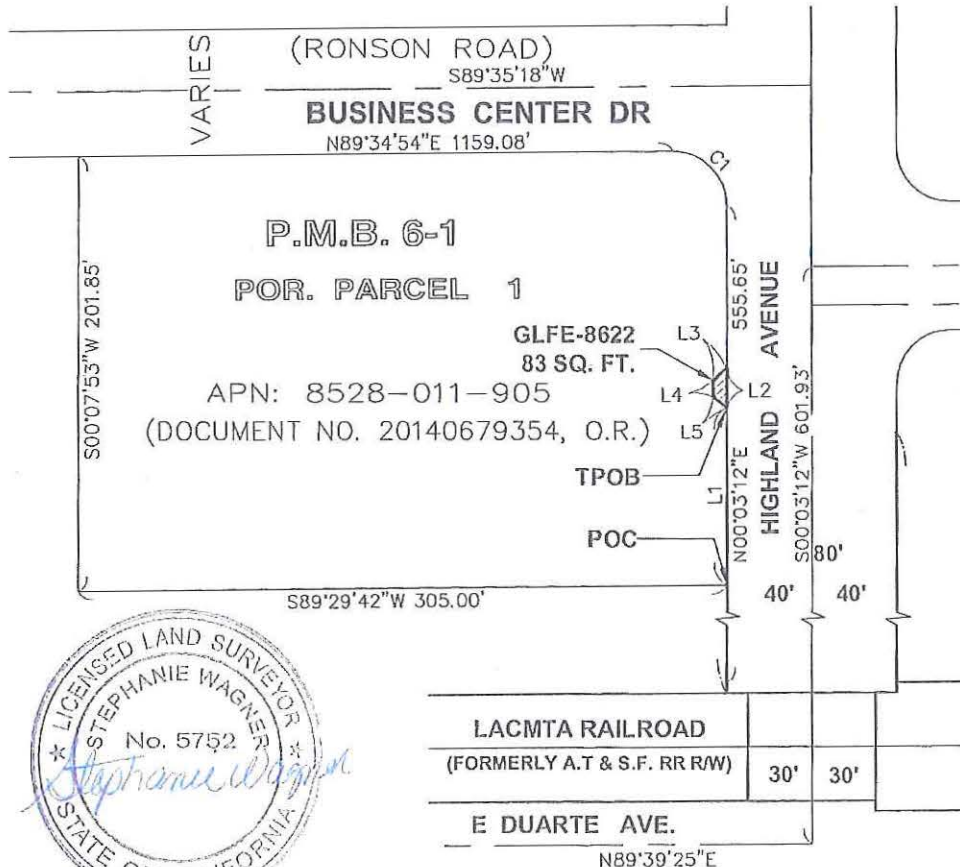
| CURVE TABLE |        |        |           |
|-------------|--------|--------|-----------|
| CURVE       | LENGTH | RADIUS | DELTA     |
| C1          | 39.48' | 25.00' | 90°28'53" |



VICINITY MAP  
NOT TO SCALE

## LEGEND:

THIS EXHIBIT IS MADE  
PART OF THE LEGAL  
DESCRIPTION.

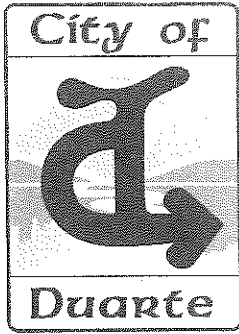


|                                                        |  |                                       |  |                             |
|--------------------------------------------------------|--|---------------------------------------|--|-----------------------------|
| GOLD LINE FOOTHILL EXTENSION<br>CONSTRUCTION AUTHORITY |  | METRO GOLD LINE<br>FOOTHILL EXTENSION |  | DATE: 04/04/2016            |
| WAGNER ENGINEERING &<br>SURVEY, INC.                   |  | PARCEL GLFE 8622                      |  | SCALE: 1" = 80'             |
| GOLD LINE FOOTHILL EXT.<br>RECOMMENDED BY:             |  | CITY OF DUARTE, CA                    |  | REV. No. DATE:              |
| CHECKED BY: L.S.:8445                                  |  | SHEET 1 OF 1                          |  | REV. No. DATE:              |
| PROJECT MANAGER DATE                                   |  |                                       |  | GLFE<br>PARCEL No GLFE-8622 |

**PROPERTY**  
**CONVEYANCE PACKAGE**

**# 6041, 6042, & 6031**





# City of Duarte

1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

## CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the deed or grant dated May 20, 2016, from Metro Gold Line Foothill Extension Construction Authority to the City of Duarte, a Municipal Corporation, is hereby accepted under authority of City of Duarte Resolution No. 58-61, adopted on June 9, 1958.

Property Conveyance Package #6041, 6042, and 6031

Date \_\_\_\_\_

\_\_\_\_\_  
Marla Akana, City Clerk  
City of Duarte, California

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010  
Attention: Jason Golding

---

Space Above Line for Recorder's Use

### QUITCLAIM DEED

THIS DOCUMENT IS EXEMPT FROM DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11922 OF THE CALIFORNIA REVENUE AND TAXATION CODE; AND THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 6103 AND 27383.

#### Public Agency - No Tax Statement

For valuable consideration, receipt of which is hereby acknowledged, **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public agency existing under the authority of the laws of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999 ("Grantor"), does hereby REMISE, RELEASE and forever QUITCLAIM to the **CITY OF DUARTE**, a California municipal corporation ("Grantee"), all of the right, title, and interest in the easements located in the City of Duarte, County of Los Angeles, State of California, as identified in those certain recorded instruments listed in EXHIBIT 1 attached hereto and incorporated herein by this reference, and further described as an easement in the copies of said instruments included in EXHIBIT 2-1, EXHIBIT 2-2, and EXHIBIT 2-3, respectively, attached hereto and incorporated herein by this reference. Prior to the execution and recording of this Quitclaim Deed, the easements were in favor of Grantor pursuant to those certain instruments dated and recorded in the Official Records of Los Angeles County, California as indicated on EXHIBIT 1.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed this 20<sup>th</sup> day of May, 2016.

"Grantor"

METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY,  
a public agency existing under the authority of the laws of the State of California,  
as TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE  
GOVERNMENTAL PURPOSE PROPERTY TRUST U/D/T DATED AUGUST 19, 1999

By: 

Name: Habib F. Baltan

Title: CEO

ASSESSOR PARCEL NO(s): Portion of 8533-005-008, 8533-005-029, and 8528-011-024

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

)

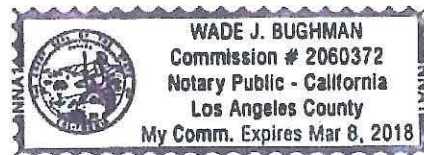
County of Los Angeles )

On May 20, 2016, before me, Wade J. Bughman Notary Public, personally appeared, Habib F. Balian, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Wade J. Bughman  
Signature



(Seal)

CERTIFICATE OF ACCEPTANCE

[to be inserted or attached]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California     )

)

County of Los Angeles )

On \_\_\_\_\_, 2016, before me, \_\_\_\_\_, Notary Public, personally appeared, \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(Seal)

EXHIBIT 1

PARCEL/DOCUMENT LISTING

[attached]

PARCEL/DOCUMENT LISTING

| Exhibit # | Gold Line Parcel # | APN          | Property Address                            | Recorded Document Number | Description |
|-----------|--------------------|--------------|---------------------------------------------|--------------------------|-------------|
| 2-1       | 6041               | 8533-005-029 | 1500 Duarte Road<br>Duarte, California      | 20141115458              | Easement    |
| 2-2       | 6042               | 8533-005-008 | 1500 Duarte Road<br>Duarte, California      | 20141115457              | Easement    |
| 2-3       | 6031               | 8528-011-024 | 1716 Evergreen Street<br>Duarte, California | 20131236447              | Easement    |



EXHIBIT 2-1

EASEMENT

[attached]

This page is part of your document - DO NOT DISCARD



20141115458

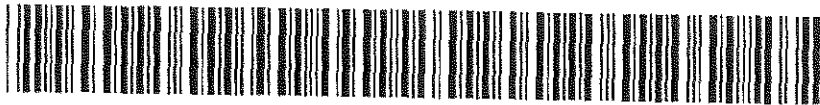


Pages:  
0016

Recorded/Filed in Official Records  
Recorder's Office, Los Angeles County,  
California

10/22/14 AT 08:00AM

|        |      |
|--------|------|
| FEES:  | 0.00 |
| TAXES: | 0.00 |
| OTHER: | 0.00 |
| PAID:  | 0.00 |



LEADSHEET



201410220120022

00009760335



006458431

SEQ:  
12

DAR - Title Company (Hard Copy)



THIS FORM IS NOT TO BE DUPLICATED

Recording Requested By:

Commonwealth Land Title Company

When Recorded Mail To:

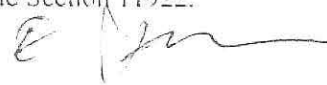
Metro Gold Line Foothill Extension Construction Authority  
406 E. Huntington Drive, Suite 202  
Monrovia, California 91016-3633  
Attn: Jerry Sims



9313886-10

A PORTION OF APN: 8533-005-029 SPACE ABOVE FOR RECORDER'S USE ONLY

The undersigned Grantor declares that this Easement is exempt from Recording Fees pursuant to California Government Code Section 27383 and exempt from Documentary Transfer Tax pursuant to Revenue and Taxation Code Section 11922.



#### EASEMENT

THIS EASEMENT is made on 8-1-14, 2014, by and between BECKMAN RESEARCH INSTITUTE OF THE CITY OF HOPE, a California nonprofit public benefit corporation ("Grantor"), and the METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public entity of the State of California, TRUSTEE OF THE LOS ANGELES - PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST ("Grantee") with regard to the following facts:

- A. Grantor is the owner of certain real property located in the City of Duarte, County of Los Angeles, State of California, generally located at 1500 East Duarte Road (the "Property").
- B. The Grantor agrees to grant to the Grantee a permanent non-exclusive easement over, along, upon, and through a portion of the Property (the "Easement Area") for ingress and egress access, traffic signal installation and at grade sidewalk reconfiguration purposes (the "Improvements"). The Easement Area is more particularly described on Exhibit "A" attached hereto.

## AGREEMENT

NOW, THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, it is agreed as follows:

1. Grantor hereby grants to Grantee a permanent, non-exclusive easement across the Easement Area for purposes of (a) ingress and egress of pedestrian traffic of Grantee and Grantee's Permittees (as defined below), and (b) installing and maintaining the Improvements (collectively, the "**Easement**") all on the terms and conditions set forth herein. As used herein, "**Grantee's Permittees**" shall mean all customers, employees, agents, contractors, subcontractors and other invitees of Grantee.
2. The Easement is located upon, under, over and across the Easement Area.
3. All of Grantee's work on the Property in installing and reconfiguring the Improvements shall be performed promptly and in a good and workmanlike manner and Grantor shall, at all times, maintain the Improvements in good and safe condition.
4. Grantee agrees that, except to the extent caused by Grantor's grossly negligent acts or omissions, Grantee shall indemnify and hold Grantor, and its employees, agents, officers, directors, subsidiaries, parents, affiliates, successors and assigns ("**Indemnified Parties**") harmless from and against any claims, demands, losses, damages or liability of any kind or nature which Grantor or the Indemnified Parties may sustain or incur or which may be imposed on any of them arising out of Grantee's activities on the Property, including Grantee's and/or Grantee's Permittees' use and maintenance of the Easement, the Easement Area, the Improvements, including, without limitation, for injury to or death of persons or damage to property.

5. Grantee agrees that it shall cause the Improvements to be constructed in compliance with all applicable laws, rules and regulations (including, without limitation, the Americans with Disabilities Act). At all times, Grantee shall maintain public liability insurance, third party property damage insurance and property or casualty insurance with respect to the Easement Area and the Improvements as may be required from Grantor from time to time and, in any event, as customarily carried or maintained under similar circumstances, in each case in such amounts, with such deductibles, covering such risks and otherwise on such terms and conditions as approved by Grantor. Each such policy of insurance shall (a) name Grantor as an additional insured thereunder (as applicable) as its interest may appear from time to time and (b) provide that the insurer will provide at least thirty (30) days' prior written notice to Grantor of any modification or cancellation of such policy.

6. The Easement is not exclusive. Without limiting the generality of the foregoing, Grantor and Grantor's Permittees (as defined below) may also use the Easement Area for ingress and egress to and from the Property, convey the same to any governmental agency, grant the same in gross to any public utility, for public or private purposes, and/or relocate or reconfigure the Improvements without necessity for further consent or documentation of any kind by Grantee; provided, that Grantor shall not unreasonably interfere with Grantor's use of the Easement Area. Grantee hereby consents to any such conveyance or grant by Grantor, and agrees to execute, acknowledge and deliver to and in favor of any governmental agency or public utility, any instrument reasonably necessary to implement the intentions expressed or implied herein. Grantee's use of the Easement Area shall not unreasonably interfere with Grantor's use of the Easement Area or the Property. As used herein, "Grantor's Permittees" means all

customers, employees, agents, contractors, subcontractors, vendors, guests and other invitees of Grantor.

7. Grantee shall bear the sole responsibility for the installation, reconfiguration, repair, replacement and maintenance of the Improvements.

8. Any use of the Easement Area by Grantee or Grantee's Permittees beyond that specified herein shall constitute an overburdening of the Easement Area not authorized by this Easement.

9. Unless otherwise specifically provided herein, all notices, demands and other communications given hereunder shall be in writing and shall be deemed to have been duly delivered upon personal delivery, or as of the second business day after mailing by United States mail, postage pre-paid, to the respective address of the recipient set forth below, or to such other address or person as any party may designate to the other for such purpose in the manner hereinabove set forth:

If to Grantor: Metro Gold Line Foothill Extension Construction  
Authority  
406 E. Huntington Drive, Suite 202  
Monrovia, California 91016-3633  
Attn: Jerry Sims  
Phone: (626) 305-7003  
Fax: (626) 471-9049  
email: jsims@foothillextension.org

Copy to: Richards, Watson & Gershon  
355 South Grand Avenue, 40th Floor  
Los Angeles, California 90071  
Attn.: Regina N. Danner, Esq.  
Phone: (213) 626-8484  
Fax: (213) 626-0078  
email: rdanner@rwglaw.com

If to Grantee: Beckman Research Institute of the City of Hope  
1500 Duarte Road  
Duarte, California 91010-3012

Attn.: Gary Schultz  
Phone: (626) 256-4673 ext. 67343  
Fax: 626-471-7350

Copy To: Cynthia Filippone, Esq.  
City of Hope  
1500 Duarte Road  
Duarte, California 91010-3012  
Phone: (626) 256-4673 ext. 60328  
email: cfilippone@coh.org

10. In the event of any controversy, claim or dispute relating to this instrument or the breach hereof, the prevailing party shall be entitled to recover from the losing party its reasonable costs, expenses and attorneys' fees.

11. This instrument shall be governed by and construed in accordance with the laws of the State of California.

12. This instrument constitutes the entire agreement between Grantor and Grantee respecting its subject matter and replaces and supersedes any prior agreements. Any agreement, understanding or representation respecting the subject matter of this instrument not expressly set forth in this instrument or a later writing signed by both parties, is null and void. Neither this instrument nor the Easement shall be modified or amended except in a writing signed by the parties or their successors in interest.

13. All provisions of this instrument (including, without limitation, the benefits and burdens hereof) shall run with the land and are binding upon, and shall inure to the benefit of, all parties having or acquiring any right, title or interest in or to any portion of, or interest or estate in, the Property or the Easement Area, as applicable.

14. Nothing contained in this instrument shall be deemed to be a gift or dedication of any portion of the Property or the Easement Area to or for the general public or for any public use or purpose whatsoever, it being the intention of the parties that the Easement granted in this instrument, as it may be amended or restated, shall be strictly

limited to and for the purposes herein expressed with respect to private property solely for the benefit of the parties and their respective successors and assigns.

15. Should any provision of this instrument be held, in a final and unappealable decision by a court of competent jurisdiction, to be either invalid, void or unenforceable, the remaining provisions of this instrument shall remain in full force and effect, unimpaired by the holding.

16. The relationship between Grantor and Grantee is that of grantor and grantee of the Easement only, and neither Grantor nor Grantee is, nor shall it hold itself out to be, the agent, employee, joint venturer or partner of the other.

17. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY LAW, ANY RIGHT TO TRIAL BY JURY IN ANY LITIGATION ARISING UNDER THIS INSTRUMENT.

18. The rights, powers, and obligations hereunder conferred upon each party shall not at any time be transferred or assigned except through a transfer of such party's interest in the real property burdened or benefited hereby.

19. This instrument shall bind and inure to the benefit of the respective heirs, personal representatives, successors and assigns of the parties hereto. This instrument may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

[Signature Pages Follow]



IN WITNESS WHEREOF, the parties hereto have executed this Easement  
on the day and year first above written.

GRANTOR:

BECKMAN RESEARCH INSTITUTE OF  
THE CITY OF HOPE, a California  
nonprofit public benefit corporation

By: William N. Sargent  
Name: William N. Sargent  
Its: Chief Operating Officer

# CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- ☒ See Attached Document (Notary to cross out lines 1-6 below)  
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

\_\_\_\_\_  
 Signature of Document Signer No. 1

\_\_\_\_\_  
 Signature of Document Signer No. 2 (if any)

State of California

County of Los Angeles

Subscribed and sworn to (or affirmed) before me

on this 01 day of August, 2014.  
Date Month Year

by (1) William Martin Sargent  
Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me (✓) (✓)

(and

(2) \_\_\_\_\_  
Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me.)

Signature \_\_\_\_\_  
Signature of Notary Public



Place Notary Seal Above

## OPTIONAL

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

Further Description of Any Attached Document

Title or Type of Document: Buyer's Agreement

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER #1  
Top of thumb here

RIGHT THUMBPRINT  
OF SIGNER #2  
Top of thumb here

STATE OF CALIFORNIA

COUNTY OF

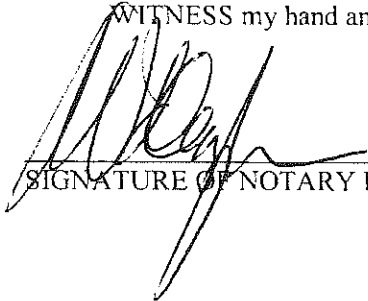
Los Angeles

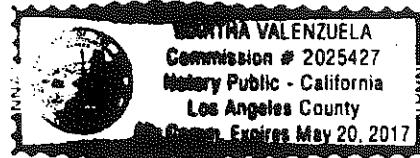
)  
) SS  
)

On 08/01, 2014 before me, Martha Valenzuela  
Notary Public, personally appeared William Martin Sargeant  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s)  
is/are subscribed to the within instrument and acknowledged to me that he/she/they  
executed the same in his/her/their authorized capacity(ies), and that by his/her/their  
signature(s) on the instrument the person(s), or the entity upon behalf of which the  
person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California  
that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

  
SIGNATURE OF NOTARY PUBLIC



**GOVERNMENT CODE SECTION 27361.7**

I CERTIFY UNDER PENALTY OF PERJURY THAT THE  
NOTARY SEAL ON THE DOCUMENT TO WHICH THIS  
STATEMENT IS ATTACHED READS AS FOLLOWS:

NAME OF NOTARY: Martha Valenzuela

DATE COMMISSION EXPIRES: May 20, 2017

COUNTY WHERE BOND IS FILED: Los Angeles

COMMISSION NO.: 2025427

VENDOR NO.: NNA1

PLACE OF EXECUTION: Newport Beach, CA

DATE: October 17, 2014

Commonwealth Land Title, California



---

Adriana Santillan

GRANTEE:

METRO GOLD LINE FOOTHILL  
EXTENSION CONSTRUCTION  
AUTHORITY, a public entity of the State of  
California, TRUSTEE OF THE LOS  
ANGELES - PASADENA METRO BLUE  
LINE GOVERNMENTAL PURPOSE  
PROPERTY TRUST

By:   
Name: Roberto Balboa  
Its: CEO

17

CERTIFICATE OF ACCEPTANCE

This is to certify that the Easement dated \_\_\_\_\_, 2014, from **THE BECKMAN RESEARCH INSTITUTE OF THE CITY OF HOPE** to the **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public entity of the State of California, **TRUSTEE OF THE LOS ANGELES – PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST**, is hereby accepted by the undersigned agent on behalf of the **THE METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public entity of the State of California, **TRUSTEE OF THE LOS ANGELES – PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST** pursuant to authority conferred by Resolution of the Board of Directors and Grantee hereby consents to recordation thereof by its duly authorized agent.

Dated this 1 day of 8, 2014.

GRANTEE:

**METRO GOLD LINE FOOTHILL  
EXTENSION CONSTRUCTION  
AUTHORITY**, a public entity of the State  
of California, **TRUSTEE OF THE LOS  
ANGELES – PASADENA METRO BLUE  
LINE GOVERNMENTAL PURPOSE  
PROPERTY TRUST**

By: 

\_\_\_\_\_  
Habib F. Balian, Chief Executive Officer

**Exhibit A**

[Description of Easement Area]

[See Attached]

15

**EXHIBIT 'A'**

**PARCEL 6041**

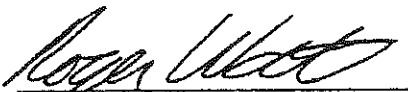
THAT PORTION OF PARCEL 1 OF PARCEL MAP NO. 71106, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 366, PAGES 36 TO 38 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

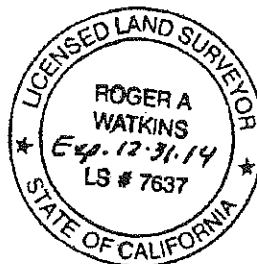
BEGINNING AT THE NORTHEASTERLY CORNER OF SAID PARCEL 1; THENCE SOUTHERLY ALONG THE EASTERLY LINE OF SAID PARCEL SOUTH 0°06'59" WEST 15.50 FEET; THENCE LEAVING SAID LINE SOUTH 88°47'59" WEST 33.46 FEET TO THE BEGINNING OF A NON TANGENT CURVE CONCAVE TO THE SOUTHWEST AND HAVING A RADIUS OF 18.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING BEARS NORTH 82°42'24" EAST; THENCE NORTHEASTERLY ALONG SAID CURVE 22.68 FEET THROUGH A CENTRAL ANGLE OF 72°11'55"; THENCE NORTH 0°27'18" WEST 0.50 FEET TO SAID NORTHERLY LINE OF SAID PARCEL; THENCE EASTERLY ALONG SAID LINE NORTH 89°39'25" EAST 48.06 FEET TO THE POINT OF BEGINNING.

CONTAINS 598 SQUARE FEET, MORE OR LESS.

EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART THEREOF.

PREPARED UNDER MY DIRECTION

  
ROGER WATKINS  
L.S. NO. 7637  
EXPIRATION DATE 12/31/14



03-28-13  
DATE



# EXHIBIT 'B'

IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA



A.T. & S.F. RAILROAD RW (PCL. 42 O.R. 99-1663754)

DUARTE

ROAD

SEE DETAIL

P.O.B.

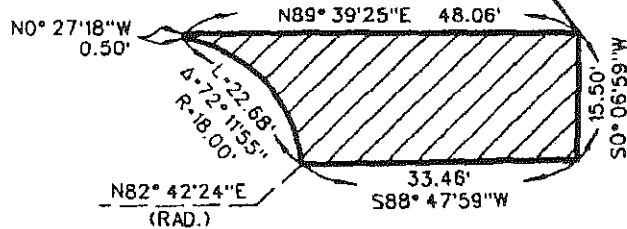
STREET R/W

PARCEL MAP NO. 71108  
P.M.B. 366 / 36-38  
POR. PARCEL 1

PARCEL MAP NO. 13322  
P.M.B. 133 / 18-23  
POR. PARCEL 1

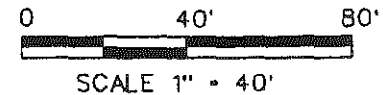
DETAIL  
(N.T.S.)

P.O.B.



E/LY LINE OF PARCEL 1 OF  
PM 71106 P.M.B. 336/36-38

HOPE DRIVE



GOLD LINE FOOTHILL EXTENSION PHASE 2  
PARCEL 6041- APN 8533-005-029

**THE CULVER GROUP**

CONSULTING ENGINEERS • LAND SURVEYORS • CONSTRUCTION MANAGERS  
14841 Van Ness Street, Suite 100, Van Nuys, CA 91411  
714/288-7230 Fax 714/288-7231

|                        |                               |                            |
|------------------------|-------------------------------|----------------------------|
| DESIGNED BY: <u>KY</u> | APPROVED ON: <u>3/22/2013</u> | JOB NO.: <u>FTC0101</u>    |
| CHECKED BY: <u>RY</u>  | BY: <u>ROGER WATKINS</u>      | SHEET <u>1</u> OF <u>1</u> |
| DATE: <u>3/20/2013</u> | LS NO. 7637 EXP. 12/31/16     |                            |
| SCALE: <u>1"=40'</u>   |                               |                            |

EXHIBIT 2-2

EASEMENT

[attached]

This page is part of your document - DO NOT DISCARD



20141115457



Pages:  
0017

Recorded/Filed in Official Records  
Recorder's Office, Los Angeles County,  
California

10/22/14 AT 08:00AM

|        |      |
|--------|------|
| FEES:  | 0.00 |
| TAXES: | 0.00 |
| OTHER: | 0.00 |
| PAID:  | 0.00 |



LEADSHEET



201410220120022

00009760334



006458431

SEQ:  
11

DAR - Title Company (Hard Copy)



THIS FORM IS NOT TO BE DUPLICATED

t94

Recording Requested By:

Commonwealth Land Title Company

When Recorded Mail To:

Metro Gold Line Foothill Extension Construction Authority  
406 E. Huntington Drive, Suite 202  
Monrovia, California 91016-3633  
Attn: Jerry Sims



9513884-10

A PORTION OF APN: 8533-005-008

SPACE ABOVE FOR RECORDER'S USE ONLY

The undersigned Grantor declares that this Easement is exempt from Recording Fees pursuant to California Government Code Section 27383 and exempt from Documentary Transfer Tax pursuant to Revenue and Taxation Code Section 11922.

*e R*

#### EASEMENT

THIS EASEMENT is made on 8-22, 2014, by and between CITY OF HOPE NATIONAL MEDICAL CENTER, a California nonprofit public benefit corporation ("Grantor"), and the METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public entity of the State of California, TRUSTEE OF THE LOS ANGELES -- PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST ("Grantee") with regard to the following facts:

- A. Grantor is the owner of certain real property located in the City of Duarte, County of Los Angeles, State of California, generally located at 1500 East Duarte Road (the "Property").
- B. The Grantor agrees to grant to the Grantee a permanent non-exclusive easement over, along, upon, and through a portion of the Property (the "Easement Area") for ingress and egress access, traffic signal installation and at grade sidewalk reconfiguration purposes (the "Improvements"). The Easement Area is more particularly described on Exhibit "A" attached hereto.

#### AGREEMENT

NOW, THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, it is agreed as follows:

- 3
1. Grantor hereby grants to Grantee a permanent, non-exclusive easement across the Easement Area for purposes of (a) ingress and egress of pedestrian traffic of Grantee and Grantee's Permittees (as defined below), and (b) installing and maintaining the Improvements (collectively, the "**Easement**") all on the terms and conditions set forth herein. As used herein, "**Grantee's Permittees**" shall mean all customers, employees, agents, contractors, subcontractors and other invitees of Grantee.
  2. The Easement is located upon, under, over and across the Easement Area.
  3. All of Grantee's work on the Property in installing and reconfiguring the Improvements shall be performed promptly and in a good and workmanlike manner and Grantor shall, at all times, maintain the Improvements in good and safe condition.
  4. Grantee agrees that, except to the extent caused by Grantor's grossly negligent acts or omissions, Grantee shall indemnify and hold Grantor, and its employees, agents, officers, directors, subsidiaries, parents, affiliates, successors and assigns ("**Indemnified Parties**") harmless from and against any claims, demands, losses, damages or liability of any kind or nature which Grantor or the Indemnified Parties may sustain or incur or which may be imposed on any of them arising out of Grantee's activities on the Property, including Grantee's and/or Grantee's Permittees' use and maintenance of the Easement, the Easement Area, the Improvements, including, without limitation, for injury to or death of persons or damage to property.
  5. Grantee agrees that it shall cause the Improvements to be constructed in compliance with all applicable laws, rules and regulations (including, without limitation, the Americans with Disabilities Act). At all times, Grantee shall maintain public liability insurance, third party property damage insurance and property or casualty insurance with respect to the Easement Area and the Improvements as may be

required from Grantor from time to time and, in any event, as customarily carried or maintained under similar circumstances, in each case in such amounts, with such deductibles, covering such risks and otherwise on such terms and conditions as approved by Grantor. Each such policy of insurance shall (a) name Grantor as an additional insured thereunder (as applicable) as its interest may appear from time to time and (b) provide that the insurer will provide at least thirty (30) days' prior written notice to Grantor of any modification or cancellation of such policy.

6. The Easement is not exclusive. Without limiting the generality of the foregoing, Grantor and Grantor's Permittees (as defined below) may also use the Easement Area for ingress and egress to and from the Property, convey the same to any governmental agency, grant the same in gross to any public utility, for public or private purposes, and/or relocate or reconfigure the Improvements without necessity for further consent or documentation of any kind by Grantee; provided, that Grantor shall not unreasonably interfere with Grantor's use of the Easement Area. Grantee hereby consents to any such conveyance or grant by Grantor, and agrees to execute, acknowledge and deliver to and in favor of any governmental agency or public utility, any instrument reasonably necessary to implement the intentions expressed or implied herein. Grantee's use of the Easement Area shall not unreasonably interfere with Grantor's use of the Easement Area or the Property. As used herein, "Grantor's Permittees" means all customers, employees, agents, contractors, subcontractors, vendors, guests and other invitees of Grantor.

7. Grantee shall bear the sole responsibility for the installation, reconfiguration, repair, replacement and maintenance of the Improvements.

8. Any use of the Easement Area by Grantee or Grantee's Permittees beyond that specified herein shall constitute an overburdening of the Easement Area not authorized by this Easement.

5

9. Unless otherwise specifically provided herein, all notices, demands and other communications given hereunder shall be in writing and shall be deemed to have been duly delivered upon personal delivery, or as of the second business day after mailing by United States mail, postage pre-paid, to the respective address of the recipient set forth below, or to such other address or person as any party may designate to the other for such purpose in the manner hereinabove set forth:

If to Grantor: Metro Gold Line Foothill Extension Construction  
Authority  
406 E. Huntington Drive, Suite 202  
Monrovia, California 91016-3633  
Attn: Jerry Sims  
Phone: (626) 305-7003  
Fax: (626) 471-9049  
email: jsims@foothillextension.org

Copy to: Richards, Watson & Gershon  
355 South Grand Avenue, 40th Floor  
Los Angeles, California 90071  
Attn.: Regina N. Danner, Esq.  
Phone: (213) 626-8484  
Fax: (213) 626-0078  
email: rdanner@rwglaw.com

If to Grantee: City of Hope National Medical Center  
1500 Duarte Road  
Duarte, California 91010-3012  
Attn.: Gary Schultz  
Phone: (626) 256-4673 ext. 67343  
Fax: 626-471-7350

Copy To: Cynthia Filippone, Esq.  
City of Hope  
1500 Duarte Road  
Duarte, California 91010-3012  
Phone: (626) 256-4673 ext. 60328  
email: cfilippone@coh.org

10. In the event of any controversy, claim or dispute relating to this instrument or the breach hereof, the prevailing party shall be entitled to recover from the losing party its reasonable costs, expenses and attorneys' fees.

11. This instrument shall be governed by and construed in accordance with the laws of the State of California.

12. This instrument constitutes the entire agreement between Grantor and Grantee respecting its subject matter and replaces and supersedes any prior agreements. Any agreement, understanding or representation respecting the subject matter of this instrument not expressly set forth in this instrument or a later writing signed by both parties, is null and void. Neither this instrument nor the Easement shall be modified or amended except in a writing signed by the parties or their successors in interest.

13. All provisions of this instrument (including, without limitation, the benefits and burdens hereof) shall run with the land and are binding upon, and shall inure to the benefit of, all parties having or acquiring any right, title or interest in or to any portion of, or interest or estate in, the Property or the Easement Area, as applicable.

14. Nothing contained in this instrument shall be deemed to be a gift or dedication of any portion of the Property or the Easement Area to or for the general public or for any public use or purpose whatsoever, it being the intention of the parties that the Easement granted in this instrument, as it may be amended or restated, shall be strictly limited to and for the purposes herein expressed with respect to private property solely for the benefit of the parties and their respective successors and assigns.

15. Should any provision of this instrument be held, in a final and unappealable decision by a court of competent jurisdiction, to be either invalid, void or unenforceable, the remaining provisions of this instrument shall remain in full force and effect, unimpaired by the holding.



7

16. The relationship between Grantor and Grantee is that of grantor and grantee of the Easement only, and neither Grantor nor Grantee is, nor shall it hold itself out to be, the agent, employee, joint venturer or partner of the other.

17. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY LAW, ANY RIGHT TO TRIAL BY JURY IN ANY LITIGATION ARISING UNDER THIS INSTRUMENT.

18. The rights, powers, and obligations hereunder conferred upon each party shall not at any time be transferred or assigned except through a transfer of such party's interest in the real property burdened or benefited hereby.

19. This instrument shall bind and inure to the benefit of the respective heirs, personal representatives, successors and assigns of the parties hereto. This instrument may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

[Signature Pages Follow]

6

IN WITNESS WHEREOF, the parties hereto have executed this Easement  
on the day and year first above written.

GRANTOR:

CITY OF HOPE NATIONAL MEDICAL  
CENTER, a California nonprofit public  
benefit corporation

By: William M. Sargeant  
Name: William M. Sargeant  
Its: Chief Operating Officer

## GOVERNMENT CODE § 8202

See Statement Below (Lines 1–6 to be completed only by document signer[s], *not* Notary)

Signature of Document Signer No. 2 (if any)

County of \_\_\_\_\_

on this 01 day of August, 2019  
Date Month Year

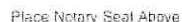
(1) William Martin Wright  
Name of Signer

(and

Name of Signer: \_\_\_\_\_

Signature

Signature of Notary Public



Further Description of Any Attached Document

Document Date:

Number of Pages

Signer(s) Other Than Named Above:

**RIGHT THUMBPRINT  
OF SIGNER #1**

Top of thumb here

**RIGHT THUMBPRINT  
OF SIGNER #2**

Top of thumb here

STATE OF CALIFORNIA

COUNTY OF

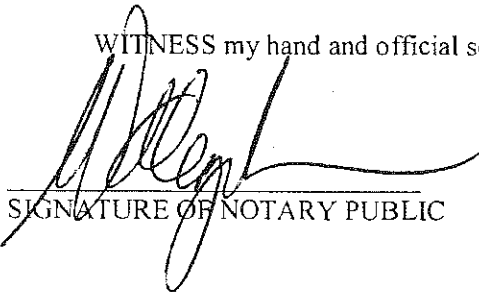
Los Angeles

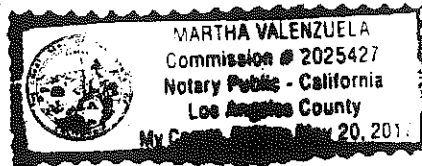
)  
) ss  
)

On 08/01, 2014 before me, Martha Valenzuela  
Notary Public, personally appeared William Martin Sargeant  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s)  
is/are subscribed to the within instrument and acknowledged to me that he/she/they  
executed the same in his/her/their authorized capacity(ies), and that by his/her/their  
signature(s) on the instrument the person(s), or the entity upon behalf of which the  
person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California  
that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

  
SIGNATURE OF NOTARY PUBLIC



GRANTEE:

METRO GOLD LINE FOOTHILL  
EXTENSION CONSTRUCTION  
AUTHORITY, a public entity of the State of  
California, TRUSTEE OF THE LOS  
ANGELES - PASADENA METRO BLUE  
LINE GOVERNMENTAL PURPOSE  
PROPERTY TRUST

By: 

Name: Herb Belin

Its: CEO

ACKNOWLEDGMENT

State of California

County of Los Angeles

On 10-6-2014 before me, S. Malicek

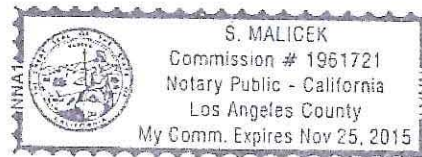
A Notary Public personally appeared Habib F. Balian

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature S. Malicek



(Seal)

12

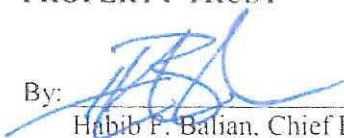
CERTIFICATE OF ACCEPTANCE

This is to certify that the Easement dated 8/22, 2014, from **THE CITY OF HOPE NATIONAL MEDICAL CENTER** to the **METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public entity of the State of California, **TRUSTEE OF THE LOS ANGELES – PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST**, is hereby accepted by the undersigned agent on behalf of the **THE METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY**, a public entity of the State of California, **TRUSTEE OF THE LOS ANGELES – PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST** pursuant to authority conferred by Resolution of the Board of Directors and Grantee hereby consents to recordation thereof by its duly authorized agent.

Dated this 6<sup>th</sup> day of October, 2014.

GRANTEE:

**METRO GOLD LINE FOOTHILL  
EXTENSION CONSTRUCTION  
AUTHORITY**, a public entity of the State  
of California, **TRUSTEE OF THE LOS  
ANGELES – PASADENA METRO BLUE  
LINE GOVERNMENTAL PURPOSE  
PROPERTY TRUST**

By: 

\_\_\_\_\_  
Habib P. Balian, Chief Executive Officer

Exhibit A

[Description of Easement Area]

[See Attached]



EXHIBIT 'A'

PARCEL 6042

THAT PORTION OF PARCEL 1 OF PARCEL MAP NO. 13322, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 133, PAGES 18 TO 23 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

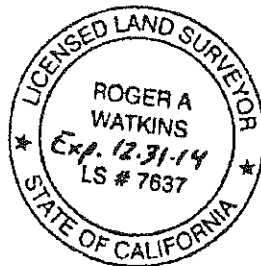
BEGINNING AT THE NORTHWESTERLY CORNER OF SAID PARCEL 1; THENCE EASTERLY ALONG THE NORTHERLY LINE OF SAID PARCEL NORTH 89°39'25" EAST 47.81 FEET; THENCE LEAVING SAID LINE SOUTH 0°25'48" WEST 0.94 FEET TO THE BEGINNING OF A NON TANGENT CURVE CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 18.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING BEARS NORTH 10°10'33" WEST; THENCE SOUTHWESTERLY ALONG SAID CURVE 21.48 FEET THROUGH A CENTRAL ANGLE OF 68°23'15"; THENCE SOUTH 88°47'59" WEST 33.38 FEET TO THE WESTERLY LINE OF SAID PARCEL; THENCE NORTHERLY ALONG SAID LINE NORTH 0°06'59" EAST 15.50 FEET TO THE POINT OF BEGINNING.

CONTAINS 581 SQUARE FEET, MORE OR LESS.

EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART THEREOF.

PREPARED UNDER MY DIRECTION

  
ROGER WATKINS  
L.S. NO. 7637  
EXPIRATION DATE 12/31/14



03.28.13  
DATE

0 40' 80'

SCALE 1" = 40'

# EXHIBIT 'B'

IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA



A.T. & S.F. RAILROAD R/W (PCL. 42 O.R. 99-1663754)

DUARTE

ROAD

SEE DETAIL

P.O.B.

PARCEL MAP NO. 71106

P.M.B. 386 / 38-38

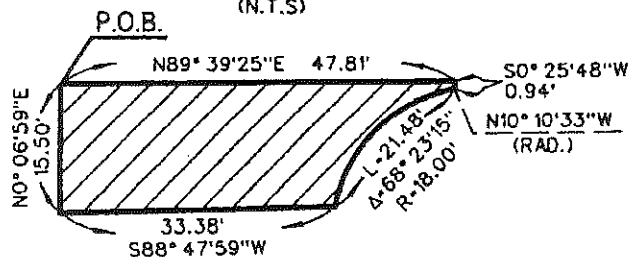
POR. PARCEL 1

PARCEL MAP NO. 13322

P.M.B. 133 / 18-23

POR. PARCEL 1

DETAIL  
(N.T.S)



HOPE DRIVE

W/LY LINE OF PARCEL 1 OF  
PM 13322 P.M.B. 133/18-23

GOLD LINE FOOTHILL EXTENSION PHASE 2  
PARCEL 6042- APN 8533-005-008

**THE CULVER GROUP**

CONSULTING ENGINEERS • LAND SURVEYORS • CONSTRUCTION MANAGERS  
14041 Yukon Street, Suite 100, Brea, CA 92789  
714/388-7330 Fax 714/388-7331

DESIGNED BY: KT  
CHECKED BY: RW  
DATE: 3/30/2013  
SCALE: 1"=40'

APPROVED ON 3/23/2013  
BY: ROGER WATSON  
LS NO. 7637 EXP. 12/31/14

JOB NO.: FTC0101  
SHEET 1 OF 1

**GOVERNMENT CODE SECTION 27361.7**

I CERTIFY UNDER PENALTY OF PERJURY THAT THE  
NOTARY SEAL ON THE DOCUMENT TO WHICH THIS  
STATEMENT IS ATTACHED READS AS FOLLOWS:

NAME OF NOTARY: Martha Valenzuela

DATE COMMISSION EXPIRES: May 20, 2017

COUNTY WHERE BOND IS FILED: Los Angeles

COMMISSION NO.: 2025427

VENDOR NO.: NNA1

PLACE OF EXECUTION: Newport Beach, CA

DATE: October 17, 2014

Commonwealth Land Title, California



---

Adriana Santillan

EXHIBIT 2-3

EASEMENT

[attached]

This page is part of your document - DO NOT DISCARD



20131236447



Pages:  
0012

Recorded/Filed in Official Records  
Recorder's Office, Los Angeles County,  
California

08/22/13 AT 08:00AM

|        |       |
|--------|-------|
| FEES:  | 49.00 |
| TAXES: | 0.00  |
| OTHER: | 0.00  |
| PAID:  | 49.00 |



LEADSHEET



201308220980004

00008203533



005724140

SEQ:  
06

DAR - Title Company (Hard Copy)



THIS FORM IS NOT TO BE DUPLICATED

RECEIVED

SEP 5 2013  
MGL FOOTHILL EXT.  
CONST. AUTHORITY

RECORDING REQUESTED BY

WHEN RECORDED MAIL TO:

Metro Gold Line Foothill  
Ext. Construction Authority  
406 E. Huntington Dr. #202  
Monrovia, CA 91016-3433



2

SPACE ABOVE THIS LINE IS RESERVED FOR RECORDER'S USE

TITLE

Easement Deed

Commonwealth Land Title Company

RECORDING REQUESTED BY

Lawyers Title Insurance Company

AND WHEN RECORDED RETURN TO:

Metro Gold Line Foothill Extension Construction Authority  
406 E. Huntington Drive, Suite 202  
Monrovia, California 91016-3633  
Attention: Jerry Sims

9513861-9

APN: 8528-011-022

[SPACE ABOVE FOR RECORDER'S USE ONLY]

**EASEMENT DEED**

THE UNDERSIGNED GRANTOR DECLARES AS FOLLOWS:

The undersigned declares that this Easement Deed is exempt from Recording Fees pursuant to California Government Code Section 27383 and exempt from Documentary Transfer Tax pursuant to California Revenue and Taxation Code Section 11922.

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged S.C. INVESTMENTS-DUARTE, A CALIFORNIA LIMITED PARTNERSHIP ("Grantor") hereby grants to the METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public entity of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST ("Grantee"), a non-exclusive Easement as follows:

- A. Grantor is the owner of certain real property located in the City of Duarte, County of Los Angeles, State of California, more particularly described in Exhibit A-1 and depicted on Exhibit A-2 attached hereto and incorporated herein by reference.
- B. The Grantor agrees to grant to the Grantee a permanent non-exclusive Easement over, along, upon, and through a portion of the Grantor's property in connection with the construction and operation of Phase 2A of the Metro Gold Line Foothill Extension Project, and all uses reasonably necessary or convenient thereto ("Easement"). The Easement is more particularly described in Exhibit A-3 and depicted on Exhibit A-4 which are attached hereto and incorporated herein by reference.
- C. The Easement is being acquired for sidewalk reconfiguration purposes and its use by Grantee shall not unreasonably interfere with vehicular or pedestrian access to Grantor's real property. No substantial improvements shall be erected on the Easement area.



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- D. Grantee, or its successors and assigns, shall be responsible for maintaining the Easement area in a neat, clean and safe condition.
- E. Grantee warrants that the construction of any and all improvements within the Easement area shall be made in a good and workmanlike manner, in compliance with all applicable laws. Grantee will not allow construction staging within the Easement area, and will take all precautions necessary to prevent injury resulting from any construction within the Easement area. Grantee will further cause any trash and construction debris to be cleaned up and removed from the Easement area. The Easement will be kept free of mechanics liens resulting from the construction on the Easement area.
- F. The Easement is subject to all conditions existing on the property as of the date of execution of this Deed.
- G. Grantee agrees to indemnify and hold Grantor harmless from any and all claims arising out of or relating to the use and/or occupancy of the Easement.
- H. Grantee further warrants the Easement shall be used for public purposes only. In the event the Easement is abandoned or no longer used for a public purpose, the Easement area shall revert back to the Grantor, its successors or assigns.

IN WITNESS WHEREOF, Grantor has executed this Easement Deed as of the date set forth below.

Dated: July 30, 2013

S.C. INVESTMENTS-DUARTE, A CALIFORNIA LIMITED PARTNERSHIP

By: [Signature]

Name: Howard Schumann

Title: General Partner

By: [Signature]

Name: ROBERT B. CARTER

Title: General Partner



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ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA )  
 ) ss  
COUNTY OF LOS ANGELES )

On July 24, 2013, before me, Judy Jones-Eschman, a Notary Public,  
Notary Public, personally appeared Howard Schimmer,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~  
subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same  
in his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument  
the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Signature]  
Notary Public

SEAL:



# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

State of California

County of LOS ANGELES

On July 30, 2013 before me, GREG BELL Notary Public

personally appeared ROBERT E CARTER



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: [Signature]  
Signature of Notary Public

Place Notary Seal Above

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: EASEMENT DEED

Document Date: JULY 30, 2013 Number of Pages: 9

Signer(s) Other Than Named Above: HOWARD SCHWIMMER

### Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_ Signer's Name: \_\_\_\_\_

- |                                                                                                      |                                                                                                      |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Corporate Officer — Title(s): _____                                         | <input type="checkbox"/> Corporate Officer — Title(s): _____                                         |
| <input type="checkbox"/> Individual                                                                  | <input type="checkbox"/> Individual                                                                  |
| <input type="checkbox"/> Partner — <input type="checkbox"/> Limited <input type="checkbox"/> General | <input type="checkbox"/> Partner — <input type="checkbox"/> Limited <input type="checkbox"/> General |
| <input type="checkbox"/> Attorney in Fact                                                            | <input type="checkbox"/> Attorney in Fact                                                            |
| <input type="checkbox"/> Trustee                                                                     | <input type="checkbox"/> Trustee                                                                     |
| <input type="checkbox"/> Guardian or Conservator                                                     | <input type="checkbox"/> Guardian or Conservator                                                     |
| <input type="checkbox"/> Other: _____                                                                | <input type="checkbox"/> Other: _____                                                                |

Signer Is Representing: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

7

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the permanent easement conveyed by Easement Deed dated 7-30-13 2013, from S.C. INVESTMENTS-DUARTE, A CALIFORNIA LIMITED PARTNERSHIP to the METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public entity of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST, is hereby accepted by the undersigned agent on behalf of the METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY, a public entity of the State of California, TRUSTEE OF THE LOS ANGELES-PASADENA METRO BLUE LINE GOVERNMENTAL PURPOSE PROPERTY TRUST, pursuant to authority conferred by Resolution of the Board of Directors and Grantee hereby consents to recordation thereof by its duly authorized agent.

Dated this 30 day of July, 2013.

GRANTEE:

**METRO GOLD LINE FOOTHILL  
EXTENSION CONSTRUCTION AUTHORITY,  
a public entity of the State of California,  
TRUSTEE OF THE LOS ANGELES-  
PASADENA METRO BLUE LINE  
GOVERNMENTAL PURPOSE PROPERTY  
TRUST**

By: 

Habib F. Balian, Chief Executive Officer



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**EXHIBIT A-1**

**LEGAL DESCRIPTION OF THE PROPERTY**

THE LAND REFERRED TO HEREIN IS SITUATED IN THE STATE OF CALIFORNIA,  
COUNTY OF LOS ANGELES, DESCRIBED AS FOLLOWS:

**PARCEL 1**

ALL THAT PORTION OF LOT "A" OF TRACT NO. 4365, IN THE CITY OF DUARTE,  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN  
BOOK 45, PAGE 30 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID  
COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF LOT "A" OF TRACT NO. 4365;  
THENCE ALONG THE WESTERLY LINE OF LOT "A" NORTH A DISTANCE OF 190.00  
FEET TO A POINT; THENCE EASTERLY PARALLEL WITH THE SOUTHERLY LINE OF  
SAID LOT "A", A DISTANCE OF 185.00 FEET TO A POINT; THENCE SOUTHERLY  
PARALLEL WITH THE WESTERLY LINE OF SAID LOT "A", A DISTANCE OF 80.00  
FEET TO A POINT; THENCE EASTERLY PARALLEL WITH THE SOUTHERLY LINE OF  
SAID LOT "A", A DISTANCE OF 120.00 FEET TO A POINT; THENCE SOUTHERLY  
PARALLEL WITH THE WESTERLY LINE OF SAID LOT "A", A DISTANCE OF 110.00  
FEET TO A POINT IN THE SOUTHERLY LINE OF SAID LOT "A"; THENCE WESTERLY  
ALONG THE SAID SOUTHERLY LINE, A DISTANCE OF 305.00 FEET TO THE POINT  
OF BEGINNING.

**PARCEL 2:**

THAT PORTION OF LOT "A" OF TRACT NO. 4365, IN THE CITY OF DUARTE, COUNTY  
OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 45,  
PAGE 30 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY,  
DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WESTERLY LINE OF SAID LOT "A" DISTANT  
THEREON NORTH 190 FEET FROM THE SOUTHWESTERLY CORNER OF SAID LOT  
"A"; THENCE ALONG SAID WESTERLY LINE, NORTH 100.66 FEET TO AN ANGLE  
POINT THEREIN; THENCE ALONG THE NORTHERLY LINE OF SAID LOT "A"; NORTH  
89° 32' EAST 246.7 FEET TO AN ANGLE POINT THEREIN; THENCE PARALLEL WITH  
THE MOST NORTHERLY LINE OF SAID LOT "A"; NORTH 89° 32' EAST 356.33 FEET TO  
THE EASTERLY LINE OF SAID LOT "A"; THENCE ALONG SAID EASTERLY LINE  
SOUTH 290.66 FEET TO THE SOUTHEASTERLY CORNER OF SAID LOT "A"; THENCE  
ALONG THE SOUTHERLY LINE THEREOF, SOUTH 89° 32' WEST 298.03 FEET TO A  
POINT DISTANT NORTH 89° 32' EAST THEREON, 305 FEET FROM THE  
SOUTHWESTERLY CORNER OF SAID LOT "A"; THENCE PARALLEL WITH THE  
WESTERLY LINE THEREOF, NORTH 110 FEET; THENCE PARALLEL WITH SAID  
SOUTHERLY LINE, SOUTH 89° 32' WEST 120 FEET; THENCE PARALLEL WITH SAID

9

WESTERLY LINE, NORTH 80 FEET; THENCE PARALLEL WITH SAID SOUTHERLY LINE, SOUTH 89° 32' WEST 185 FEET TO THE POINT OF BEGINNING.

EXCEPT THEREFROM THAT PORTION OF SAID LAND DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE EASTERLY LINE OF SAID LOT, DISTANT THEREON NORTH 0° 07' 50" WEST 219.75 FEET FROM THE SOUTHEASTERLY CORNER OF SAID LOT; THENCE SOUTH 89° 52' 10" WEST 10.01 FEET; THENCE NORTH 44° 58' 23" WEST 23.98 FEET; THENCE NORTH 89° 48' 56" WEST 565.96 FEET; THENCE SOUTH 30° 33' 58" WEST 19.77 FEET TO A POINT IN THE WESTERLY LINE OF SAID LOT, DISTANT THEREON, NORTH 0° 08' 39" WEST 227.82 FEET FROM THE SOUTHWESTERLY CORNER OF SAID LOT; THENCE ALONG SAID WESTERLY LINE, NORTH 0° 08' 39" WEST 62.84 FEET TO AN ANGLE POINT THEREIN; THENCE ALONG THE NORTHERLY LINE OF SAID LOT NORTH 89° 23' 53" EAST 246.70 FEET TO AN ANGLE POINT THEREIN; THENCE PARALLEL WITH THE MOST NORTHERLY LINE OF SAID LOT NORTH 89° 23' 53" EAST 356.36 FEET TO SAID EASTERLY LINE OF SAID LOT; THENCE ALONG SAID EASTERLY LINE, SOUTH 0° 07' 50" EAST 70.91 FEET TO THE POINT OF BEGINNING.

Assessor's Parcel Number: 8528-011-022

## 10

EXHIBIT A-3

LEGAL DESCRIPTION OF THE EASEMENT

THAT PORTION OF LOT "A" OF TRACT NO. 4365, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 45, PAGE 30 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

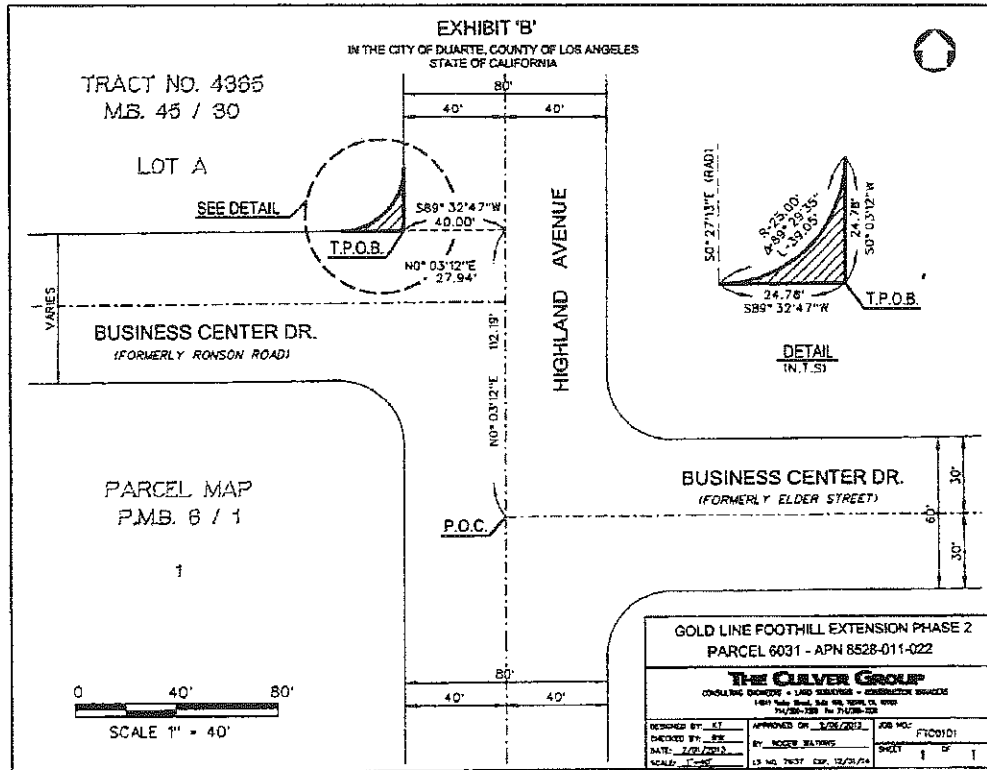
COMMENCING AT THE CENTERLINE INTERSECTION OF BUSINESS CENTER DRIVE, FORMERLY KNOWN AS ELDER STREET, 60.00 FEET WIDE, AND HIGHLAND AVENUE, 80.00 FEET WIDE, AS SHOWN ON THE PARCEL MAP RECORDED IN BOOK 6, PAGE 1 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY; THENCE NORTH 0° 03' 12" EAST 112.19 FEET TO THE EASTERLY PROLONGATION OF THE SOUTHERLY LINE OF SAID LOT "A"; THENCE WESTERLY ALONG SAID PROLONGATION LINE SOUTH 89° 32' 47" WEST 40.00 FEET TO THE WESTERLY LINE OF SAID HIGHLAND AVENUE, AND THE **TRUE POINT OF BEGINNING**; THENCE WESTERLY ALONG THE SOUTHERLY LINE OF SAID LOT "A" SOUTH 89° 32' 47" WEST 24.78 FEET TO THE BEGINNING OF A NON TANGENT CURVE CONCAVE TO NORTHWEST AND HAVING A RADIUS OF 25.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING BEARS SOUTH 0° 27' 13" EAST; THENCE NORTHEASTERLY ALONG SAID CURVE 39.05 FEET THROUGH A CENTRAL ANGLE OF 89° 29' 35" TO SAID WESTERLY LINE OF HIGHLAND AVENUE; THENCE SOUTHERLY ALONG SAID LINE SOUTH 0° 03' 12" WEST 24.78 FEET TO THE **TRUE POINT OF BEGINNING**.

CONTAINS 131 SQUARE FEET, MORE OR LESS.

Assessor's Parcel Number: 8528-011-022.

12

# EXHIBIT A-4 Easement Property Map





1 CITY OF DUARTE

2 RESOLUTION NO. 58-61

3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, DESIGNATING  
4 CERTAIN PERSONNEL OF THE CITY TO EXECUTE CERTIFICATES OF ACCEPTANCE  
5 OF DEEDS OR GRANTS, IN ACCORDANCE WITH THE PROVISIONS OF SECTION  
6 27281, OF THE GOVERNMENT CODE:

7 WHEREAS, Section 27281 of the Government Code of the State of  
8 California enables the City of Duarte by a general resolution  
9 to authorize personnel of the City to accept and consent to deeds  
10 or grants to the City.

11 NOW, THEREFORE, the City Council of the City of Duarte  
12 does RESOLVE as follows:

13 SECTION 1.

14 The City Clerk is authorized as an Agent of the City of  
15 Duarte to accept and consent to the recordation of any deed or  
16 grant conveying any interest in or easement upon real property to  
17 said City.

18 SECTION 2.

19 The accepting agent shall attach to the deed or grant so  
20 accepted and consented to, his certificate of acceptance, which  
21 shall be substantially in the following form:

22 "This is to certify that the interest in real property  
23 conveyed by the within deed or grant to the City of  
24 Duarte, a political corporation and/or governmental  
25 agency, is hereby accepted under authority of a resolution  
26 adopted by the City Council as Resolution No. 58-61 on  
27 June 9, 1958, and the Grantee consents to the recordation  
28 thereof by its duly authorized officer.

29 Dated \_\_\_\_\_.

CITY OF DUARTE

30 By \_\_\_\_\_ "

31 SECTION 3.

32 The City Clerk shall certify to the adoption of this resolution  
and deliver a certified copy to the office of the County Recorder.

Passed, approved and adopted this 9th day of June, 1958,  
by the following vote:

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YES: Kohler, Lindfors, Hacker, Bouchar, Hendrix

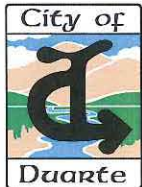
NOES: None

ABSENT: None

Arthur C. Hendrix  
Mayor, City of Duarte,  
California

ATTEST:

Robert L. Wilson  
Clerk



## MEMORANDUM

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**To:** Mayor and City Council

**From:** Rafael Casillas, P.E., Public Works Manager *RC*

**Date:** June 14, 2016

**Subject:** City Council Acceptance for the Las Lomas Road (Royal Oaks Drive to Huntington Drive) Rehabilitation Project No. 16-0

### RECOMMENDED ACTION

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Staff recommends that the City Council accept the project "Las Lomas Road (Royal Oaks Drive to Huntington Drive) Rehabilitation Project No. 16-0" and authorize the City Clerk to initiate the Notice of Completion.

### BACKGROUND

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On March 1, 2016, the City Clerk's Office publicly open bids for the above project. This project required the contractor to remove and replace concrete sidewalks, curb and gutters, and driveway approaches that have been damaged by tree roots or other factors throughout various locations citywide.

PALP, Inc. dba Excel Paving Company at 2230 Lemon Avenue, Long Beach, CA 90806 has satisfactorily completed the above project. The contract for the construction project was awarded to PALP, Ind. dba Excel Paving Company in the amount of \$207,093.74. Three change orders were issued to the Contractor resulting in a net increase of the contract in the amount of \$20,154.35. The change orders resulted from the extension of the project limits from Gardi Street to the southerly City limits south of Maynard Drive. The additional scope of work consisted of the removal and replacement of asphalt concrete pavement, striping modifications, additional loop detector and installation of Automatic Retractable Screens (ARS) and Connector Pipe Screen (CPS) on catch basins within the vicinity of the extended limits. The final project cost based on actual quantities measured in the field including the change orders is \$259,839.21. The project is funded through an exchange Federal Surface Transportation Program Local Funds (STP-L) for an equal amount of Los Angeles County Metropolitan Transportation Authority (LACMTA) funds authorized by the City Council on June 24, 2013.

**DISTRIBUTION:** Community Development Director  
City Clerk  
Staff



## MEMORANDUM

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**To:** Mayor and City Council

**From:** Alex Tachiki, Community Development Technician *AT*

**Date:** June 14, 2016

**Subject:** City Council Acceptance – Duarte Fitness Center Pool Improvements, City Project # 16-3

### RECOMMENDED ACTION

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Staff recommends that the City Council accept the project “Duarte Fitness Center Pool Improvements” and authorize the City Clerk to initiate the Notice of Completion.

### BACKGROUND

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On January 5, 2016, the City Clerk’s Office publicly open bids for the above project. The scope of work consisted of: re-plastering both pools, removal and replacement of all tile, repairs to the entire decking, repairs to both pool gutters, upgrade the existing pool lighting fixtures to LED technology, refurbish the existing one meter diving board, removal and replacement of the concrete stairs and spectators area. Due to unforeseen conditions, change orders were issued to Condor Inc. to remove an existing asbestos drainage pipe, additional repairs to the topside pool gutters, ADA pool improvements, starting blocks upgrade and Health Department requirements.

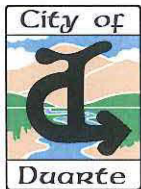
The City purchased the following additional ancillary pool equipment; pool covers, racing lane lines and lifeguard tower. The pool covers are eligible for an equipment reimbursement of material cost from the Gas Company Rebate Program up to a \$1.50 per square foot for each pool cover purchased.

On May 25, 2016, the City issued a letter of Substantial Completion to Condor Inc., verifying that all the work associated with the Construction Punch List provided by Aquatic Design Group, had been complete. On June 1, 2016, the City re-opened the pool to the public.

Condor Inc. of El Monte, CA has satisfactorily completed the above project. The cost for the project is \$480,712.00. The project is funded from the General Fund, Los Angeles County Maintenance and Servicing Proposition A Program and the Duarte Unified School District. The school district provided funding for installation of the starting blocks and anchors.

**DISTRIBUTION:** Community Development Director  
City Clerk  
Staff





## MEMORANDUM

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**To:** Mayor and City Council

**From:** Rafael Casillas, P.E., Public Works Manager *ROC*

**Date:** June 14, 2016

**Subject:** City Council Acceptance for the Bus Pad Relocation at Huntington Drive and Buena Vista Street Project No. 16-6

### RECOMMENDED ACTION

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Staff recommends that the City Council accept the project "Bus Pad Relocation at Huntington Drive and Buena Vista Street; Project No. 16-6" and authorize the City Clerk to initiate the Notice of Completion.

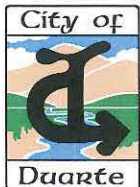
### BACKGROUND

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On March 1, 2016, the City Clerk's Office publicly open bids for the above project. This project required the contractor to remove existing asphalt concrete and base course pavement sections near the existing bus stop located on Huntington Drive east of Buena Vista Street and install a new concrete pavement bus pad section. Previously the bus zone was designated west of the intersection but was relocated by Foothill Transit.

S&H Civilworks at 1801 Hilltop Drive, Colton, CA 92324 has satisfactorily completed the above project. The final project cost is \$16,221.00. The project is funded through a Metro Local Return Program for Measure R which is funded with ½-cent sales tax.

**DISTRIBUTION:** Community Development Director  
City Clerk  
Staff



## MEMORANDUM

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**To:** Mayor and City Council

**From:** Rafael Casillas, P.E., Public Works Manager *POC*

**Date:** June 14, 2016

**Subject:** City Council Acceptance for the Concrete Repair Program FY 2015-16  
Project No. 16-7

### RECOMMENDED ACTION

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Staff recommends that the City Council accept the project "Concrete Repair Program FY 2015-16; Project No. 16-7" and authorize the City Clerk to initiate the Notice of Completion.

### BACKGROUND

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On March 1, 2016, the City Clerk's Office publicly open bids for the above project. This project required the contractor to remove and replace concrete sidewalks, curb and gutters, and driveway approaches that have been damaged by tree roots or other factors throughout various locations citywide.

FS Contractors, Inc. at 14838 Bledsoe Street, Sylmar CA 91342 has satisfactorily completed the above project. One change order was issued to the Contractor resulting in a net increase of the contract in the amount of \$5,320.00. The change order scope of work included the removal and replacement of a cast in place slough wall that was damaged by tree roots at 1336 Huntington Drive. The final project cost based on actual quantities measured in the field including the change order is \$79,786.00. The project is funded through a Metro Local Return Program for Measure R, Bicycle and Pedestrian Safety and General funds.

**DISTRIBUTION:** Community Development Director  
City Clerk  
Staff

# MEMORANDUM

**TO:** Darrell George, City Manager

**FROM:** Kristen Petersen, Assistant City Manager

**DATE:** June 14, 2016

**SUBJECT: RESOLUTION ESTABLISHING A SALARY SCHEDULE FOR  
UNREPRESENTED REGULAR EMPLOYEES**

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## Background

The City has five “groups” of employees: the Supervisory and Professional Unit (governed by an MOU), the General Unit (governed by an MOU), the City Manager (governed by a contract), part-time temporary employees (governed by one resolution), and Unrepresented Employees. The Unrepresented Employees are bound by the policies established by the City’s Personnel Rules & Regulations and the Compensation Resolution, which is typically adopted by the Council on an annual basis.

The compensation resolution for Unrepresented Employees serves to establish compensation, benefits, and any procedures, rights, or protections that are of particular interest and/or not already a part of the existing Personnel Rules & Regulations. Please note that the three-year MOU terms do not impact, or apply to, unrepresented employees and, as such, another resolution must be approved in order for changes to occur. As a result, the City Council is given the opportunity to consider compensation for unrepresented regular positions on an annual basis.

This year’s compensation includes a one percent base salary increase. This is consistent with the terms of the MOU negotiated with the other City employees.

Please note that besides the salary increase, the only other change from last year’s resolution is to include language that recognizes the most recent changes to sick leave as a result of the SB 579, which among other things restricts the City from requesting a doctor’s note until the use of sick leave exceeds one-half of the total accrued leave for the year.

## Recommendation

It is recommended that the City Council approve Resolution No. 16-11, rescinding Resolution No. 15-13 and establishing a salary schedule and compensation plan for unrepresented regular employees.

**RESOLUTION NO. 16-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA,  
RESCINDING RESOLUTION NO. 15-13 AND ESTABLISHING A  
SALARY SCHEDULE AND COMPENSATION PLAN FOR  
UNREPRESENTED REGULAR EMPLOYEES**

BE IT RESOLVED by the City Council of the City of Duarte, County of Los Angeles, State of California, as follows:

**SECTION 1. DEFINITIONS**

**Full-Time Regular Employees.** A full-time regular employee is one whose position is allocated in the budget and who regularly works a minimum of forty (40) hours per workweek on a continuing basis. Such employees are hired for an indefinite and unspecified duration.

**Three-Quarter (¾) Time Regular Employees.** A three-quarter (¾) time regular employee is one whose position is allocated in the budget and who regularly works between thirty (30) and thirty-nine (39) hours per workweek on a continuing basis. Such employees are hired for an indefinite and unspecified duration.

The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications contained herein. The following salary ranges are hereby established:

**A. Department Heads**

|                        |    | SALARY STEPS |           |           |           |           |           |           |
|------------------------|----|--------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                        |    | A            | B         | C         | D         | E         | F         | G         |
| Assistant City Manager | Mo | \$11,815     | \$12,236  | \$12,656  | \$13,074  | \$13,493  | \$13,912  | \$14,332  |
|                        | Yr | \$141,780    | \$146,834 | \$151,876 | \$156,893 | \$161,911 | \$166,941 | \$171,983 |
|                        | Hr | \$68.16      | \$70.59   | \$73.02   | \$75.43   | \$77.84   | \$80.26   | \$82.68   |

**B. Division Managers**

|                         |    | SALARY STEPS |          |          |          |          |          |          |
|-------------------------|----|--------------|----------|----------|----------|----------|----------|----------|
|                         |    | A            | B        | C        | D        | E        | F        | G        |
| Human Resources Manager | Mo | \$6,687      | \$6,939  | \$7,187  | \$7,437  | \$7,687  | \$7,937  | \$8,186  |
|                         | Yr | \$80,241     | \$83,264 | \$86,252 | \$89,239 | \$92,249 | \$95,237 | \$98,236 |
|                         | Hr | \$38.58      | \$40.03  | \$41.47  | \$42.90  | \$44.35  | \$45.78  | \$47.23  |

**SECTION 2. PERFORMANCE INCENTIVE PAY**

The City agrees that the unrepresented regular employees are authorized to develop an appropriate performance incentive program for inclusion in a future compensation resolution.

**SECTION 3. BILINGUAL PAY**

The City will compensate full and ¾ time regular employees at a monthly rate of \$100.00, for demonstrable fluency in a second language if they are regularly called upon to use this skill in the performance of City-related business. To be eligible for the benefit, employees must receive the recommendation of their respective department head and obtain City Manager approval. Department heads will not be eligible for bilingual pay.

**SECTION 4. AUTO ALLOWANCE AND/OR MILEAGE REIMBURSEMENT**

For employees required or allowed by their department head to use private automobiles for City business, mileage will be reimbursed at the IRS-approved mileage rate. Department Heads will be given an auto allowance of \$350 per month.



**SECTION 5. VACATION LEAVE**

- A. Regular employees will accrue vacation time in accordance with the following schedule:

| LENGTH OF SERVICE                    | FULL TIME EMPLOYEES | ¾ TIME EMPLOYEES |
|--------------------------------------|---------------------|------------------|
| Up to 60 Months (5 years of service) | 82 hours            | 61.5 hours       |
| 60 months – 120 months (10 years)    | 120 hours           | 90.0 hours       |
| 120 months – 132 months (11 years)   | 130 hours           | 97.5 hours       |
| 132 months – 144 months (12 years)   | 140 hours           | 105.0 hours      |
| 144 months – 156 months (13 years)   | 150 hours           | 112.5 hours      |
| 156 months – 168 months (14 years)   | 160 hours           | 120.0 hours      |
| 168 months – 180 months (15 years)   | 170 hours           | 127.5 hours      |
| 180 months – 192 months (16 years)   | 180 hours           | 135.0 hours      |

Vacation leave shall be credited to the employee per pay period. No employee shall be allowed to accumulate more than a total of 360 hours of earned vacation leave, except with the written authorization of the City Manager. Employees terminating from City employment will be paid in full for unused accrued vacation leave.

- B. Employees of the City will not be permitted, until after six months of continuous employment, to take paid vacation, unless otherwise approved in writing by the appropriate department head and the City Manager. The scheduling of vacation time is subject to the prior approval of the employee's direct supervisor and department head; however, no employee will be permitted to take a vacation in excess of accrued vacation time unless specifically authorized in writing by the City Manager.
- C. Employees with five (5) or more years of continuous service with the City will be allowed to sell accrued vacation leave back to the City at 100% of its full value. Employees will be given the opportunity to sell accrued vacation leave back to the City annually, on or before July 31<sup>st</sup> of each fiscal year. The maximum amount of the annual buyback is as follows:

| LENGTH OF SERVICE                                      | FULL TIME EMPLOYEES | ¾ TIME EMPLOYEES |
|--------------------------------------------------------|---------------------|------------------|
| After the completion of 60 Months (5 years of service) | 40 hours            | 30 hours         |
| After the completion of 132 months (11 or more years)  | 60 hours            | 45 hours         |

**SECTION 6. SICK LEAVE**

- A. Each full-time regular employee shall be entitled to receive up to ninety-six (96) hours of sick leave per year and each three-quarter time regular employee shall receive up to seventy-two (72) hours of sick leave per year. Employees shall be compensated for sick leave at their regular rate of pay. Sick leave shall be credited to the employee at the rate of 1/26<sup>th</sup> of an employee's annual sick leave allotment per pay period. There will be no limit to the amount of sick leave an employee may accrue. At the time of separation, employees will not be compensated for unused sick leave. However, upon voluntary retirement the employee may convert 100% of his/her accrued sick leave balance, less any amount used, to retirement service credit.
- B. Upon verbal or written request, sick leave may be used for the following purposes:
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. Family member shall include: a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child's age or dependency status; a biological, adoptive, or foster parent, stepparent, or legal

guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a State of California registered domestic partner; a grandparent; a grandchild; and a sibling.

- ii. For employees who are victims of domestic violence, sexual assault, or stalking, taking time off to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
- iii. For employees who are victims of domestic violence, sexual assault, or stalking, taking time off to seek medical attention for injuries caused by the domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; and to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

In cases where lost work time due to illness or injury exceeds one-half of accrued leave for the year, or when the employee has been frequently absent (more than four cumulative days in a calendar year), the City Manager or designee may require a written physician's confirmation of the nature of the illness or injury. Employees are not responsible for finding other employees to cover shifts due to their use of paid sick leave. Should work time lost due to illness or injury exceed the employee's accrued sick leave balance, then any available vacation, floating holidays, or compensated time off will be used as compensation.

- C. When utilizing sick leave, the employee will notify his/her direct supervisor at the earliest possible time as to the general nature and possible duration of the injury or illness. It will be the employee's responsibility to keep his/her supervisor informed on a daily basis of his or her condition as it relates to absence from employment.
- D. Employees may voluntarily donate sick leave to a donation bank, which is maintained for the use of qualified employees who have suffered a catastrophic illness or injury and have exhausted their paid leaves of absence. This program is set forth in an administrative policy.
- F. Up to 30 hours of unused sick leave at separation shall be reinstated upon return to active status with the City occurring within no more than 12 months of separation. For purposes of this provision, unused sick leave is leave that was accrued, but never taken by the employee, and that was not converted to service credit under section 6.A., or donated under section 6.D., above.
- G. Upon reasonable request, and within 21 calendar days after the request, the City shall afford current and former employees the right to inspect or copy records pertaining to their hours worked and paid sick days accrued and used.

## **SECTION 7. BEREAVEMENT LEAVE**

Each employee will be entitled to bereavement leave in an amount of forty (40) hours per incident. Bereavement leave will be granted only in those cases involving the death of a parent (including step-parents), parent-in-law, children (including step-children), spouse, sibling, grandparent, grandparent-in-law, or registered domestic partner.

## **SECTION 8. HOLIDAYS**

- A. **Holidays Observed.** The City provides regular and probationary employees with the following ten (10) paid holidays during the calendar year:

| <u>Holiday</u>         | <u>Date Observed</u>                                  |
|------------------------|-------------------------------------------------------|
| New Year's Day         | January 1 or January 2 if January 1 falls on a Sunday |
| Martin Luther King Day | third Monday in January                               |
| President's Day        | third Monday in February                              |

|                  |                             |
|------------------|-----------------------------|
| Memorial Day     | Last Monday in May          |
| Independence Day | July 4                      |
| Labor Day        | first Monday in September   |
| Thanksgiving Day | fourth Thursday in November |
| Christmas Eve    | December 24                 |
| Christmas Day    | December 25                 |
| New Year's Eve   | December 31                 |

If a holiday falls on an employee's regularly scheduled day off, the employee will receive a floating holiday, according to the provisions of Section 8.b, below. In such a case, the floating holiday will accrue on the date of the holiday.

- B. **Floating Holidays.** In addition to the scheduled holidays identified above, employees receive one (1) floating holiday granted on July 1<sup>st</sup> of each year. The employee may use all floating holiday time at any time before the end of the fiscal year, as long as the employee has obtained the advance permission of his/her department head for the scheduling of the holiday. Unused floating holidays will be automatically cashed out at the end of the fiscal year. In case an employee terminates employment with the City, he or she will be fully compensated for any accrued, but unused, floating holidays.
- C. **Amount of Holiday Pay.** Employees shall receive holiday pay, including floating holidays, in an amount equal to their regular schedule and rate of pay. For example, an employee who is assigned to a 4/10 schedule shall receive ten (10) hours of holiday pay, and an employee who is assigned to a 5/8 schedule shall receive eight (8) hours of holiday pay.
- D. **Work on Holidays.** An employee who is scheduled and required to work on a date that the City has observed as a holiday shall be compensated at twice (2x) the employee's regular salary for all time actually worked on the date the holiday is observed. The employee shall not be provided with an alternative day off to observe the holiday or with a floating holiday.

#### **SECTION 9. ADMINISTRATIVE LEAVE AND/OR OVERTIME**

In recognition of the long hours required to accomplish the requirements of the job, including attendance at numerous meetings outside normal working hours, department heads will be granted sixty (60) hours of administrative leave per fiscal year. The full sixty (60) hours shall be granted on July 1<sup>st</sup> of each year and shall not be allowed to carry over to the next fiscal year. This leave may be used to take time off, or sold back to the City at 100% of its monetary value. Department heads will not be eligible for overtime compensation.

Division managers shall receive either compensatory time or overtime pay (at the discretion of the department head) at their regular rate of pay ("straight" time) for the number of authorized hours worked over forty (40) per week. Vacation leave, sick leave, holidays, and other time not actually worked will not be counted towards the forty hours. If compensatory time is taken in lieu of paid overtime, no employee shall be permitted to accrue more than sixty (60) hours.

#### **SECTION 10. EMERGENCY CALL BACK**

Employees may be required to come to work outside of their regular working hours in case of an emergency. In such circumstances, all employees, with the exception of department heads, will be guaranteed at least two hours pay.

#### **SECTION 11. RETIREMENT**

The City offers a defined retirement benefit plan through the California Public Employees' Retirement System (CalPERS). An employee may be eligible for one of three (3) benefit tiers pursuant to the City's contract with CalPERS. Information provided here is a summary of the benefits that are fully set forth in the City's contract with CalPERS, and in the case of a conflict, either party may request to reopen Article 20 regarding Retirement to meet and confer over the conflict and/or changes to the retirement. The applicable benefit tier available to an individual employee depends on his/her date of hire and/or status as "new member", which determines the retirement formula, final compensation calculation and employee contribution/cost sharing, as follows:

- A. **Tier 1: Employees Hired Before March 19, 2012.** All full-time and three-quarter-time employees hired before March 19, 2012, including those who have a break in service and then later return to City employment, shall be provided with the CalPERS 2.5% @ 55 benefit formula. Final compensation is calculated as the highest average annual pensionable compensation earned during a period of twelve (12) consecutive months. The City will make all employer contributions required by CalPERS. The employee will be responsible for paying fifty percent (50%) of normal cost (currently eight percent (8%)). In the event employee contribution rates are adjusted by CalPERS during the term of this MOU, the member contribution will be recalculated based upon the updated required member contribution rate established by CalPERS to ensure the employee contributes fifty percent (50%) of normal cost. All employee paid contributions will be deducted from employees' salaries pre-tax.
- B. **Tier 2: Employees Hired On or After March 19, 2012.** All full-time and three-quarter-time employees hired on or after March 19, 2012, including those who have a break in service and then later return to City employment, shall be provided with the PERS 2% @ 60 benefit formula, with final compensation calculated using the average of three (3) highest years of pensionable compensation. The City will make all employer contributions required by CalPERS. The employee will be responsible for contributing fifty percent (50%) of the normal costs (currently seven percent (7%)). In the event employee contribution rates are adjusted by CalPERS during the term of this MOU, the member contribution will be recalculated based upon the updated required member contribution rate established by CalPERS to ensure the employee contributes fifty percent (50%) of normal cost. All employee paid contributions will be deducted from employees' salaries pre-tax.
- C. **Tier 3: Employees Hired On or After January 1, 2013.**
- i. Full-time and three-quarter-time employees hired on or after January 1, 2013, who, within six (6) months of employment with the City, were either employed by a public employer that contracted with CalPERS or with another public retirement system with which CalPERS has reciprocity, shall be provided with the CalPERS 2% @ 60 benefit formula, with final compensation calculated using the average of three (3) highest years of pensionable compensation. The City will make all employer contributions required by CalPERS. The employee will be responsible for contributing fifty percent (50%) of the normal costs (currently seven percent (7%)). In the event employee contribution rates are adjusted by CalPERS during the term of this MOU, the member contribution will be recalculated based upon the updated required member contribution rate established by CalPERS to ensure the employee contributes fifty percent (50%) of normal cost. All employee paid contributions will be deducted from employees' salaries pre-tax.
  - ii. Any other full-time and three-quarter-time employees hired on or after January 1, 2013, who do not meet the criteria set forth in Section 20.c.i, above, shall be provided with the CalPERS 2% @ 62 benefit formula, with final compensation calculated using the average of the highest consecutive 36 months of pensionable compensation. The City will make all employer contributions required by CalPERS. The employee will be responsible for contributing fifty percent (50%) of the normal costs (currently six point five percent (6.5%)). In the event employee contribution rates are adjusted by CalPERS during the term of this MOU, the member contribution will be recalculated based upon the updated required member contribution rate established by CalPERS to ensure the employee contributes fifty percent (50%) of normal cost. All employee paid contributions will be deducted from employees' salaries pre-tax.
- D. **Disability Retirement.** The City may request PERS to retire an employee who becomes physically or mentally unable to perform the duties of his or her position, or may be subject to further injury if employment is continued. The City may make every effort to transfer or reassign the partially disabled employee to another existing position within the classification plan before a request for disability retirement is made.

**SECTION 12. HEALTH INSURANCE**

- A. The City contracts with the California Public Employees Retirement System (CalPERS) to provide health insurance for all full and  $\frac{3}{4}$  time regular employees; employees may choose from HMO and PPO options. The City will contribute toward the cost of any insurance program for employees and dependents. The City agrees to pay the cost of medical insurance premiums up to the following monthly amounts:

|                        | Full Time Employees | $\frac{3}{4}$ Time Employees |
|------------------------|---------------------|------------------------------|
| Employee Only          | \$362.68            | \$272.01                     |
| Employee + One         | \$725.36            | \$544.02                     |
| Employee + Two or More | \$942.97            | \$707.22                     |

Employees will pay any excess premiums through payroll deduction on a pre-tax basis.

- B. Employees who waive medical insurance coverage for their eligible dependents will be reimbursed by the City in an amount equal to 60% of the cost of the applicable premium. With proof of other coverage, employees who waive medical insurance coverage for themselves will also be reimbursed by the City in an amount equal to 60% of the cost of the applicable premium. Retirees will also be eligible for this cash-out benefit.

**SECTION 13. DENTAL INSURANCE**

The City will contract for dental insurance for all full and three-quarter ( $\frac{3}{4}$ ) time regular employees. Enrollment in the plan is mandatory and no cash alternative will be provided. The City agrees to pay the full cost of the premium for employees plus any eligible dependents, with no cash-out option.

**SECTION 14. VISION INSURANCE**

The City will contract for vision insurance for all full and three-quarter ( $\frac{3}{4}$ ) time regular employees. Enrollment in the plan is mandatory and no cash alternative will be provided. The City agrees to pay the full cost of the premium for employees plus any eligible dependents, with no cash-out option.

**SECTION 15. LIFE INSURANCE**

The City will contract for life insurance for full and three-quarter ( $\frac{3}{4}$ ) time regular employees. For full time employees, the life insurance benefit is the equivalent of employee's annual salary, up to \$200,000. For three-quarter ( $\frac{3}{4}$ ) time employees, the calculation of annual salary will be based on their normal work schedule. The City agrees to pay the full cost of that basic life insurance premium. Full and three-quarter ( $\frac{3}{4}$ ) time employees will have the option to purchase, at their cost, voluntary supplemental life insurance.

**SECTION 16. SHORT AND LONG TERM DISABILITY INSURANCE**

The City will contract for short and long-term disability insurance for full and three-quarter ( $\frac{3}{4}$ ) time regular employees. The City agrees to pay the full cost of the disability insurance premium.

**SECTION 17. EMPLOYEE ASSISTANCE PROGRAM**

The City will contract for an Employee Assistance Program for full and three-quarter ( $\frac{3}{4}$ ) time regular employees, at no cost to the employee.

**SECTION 18. FITNESS CENTER MEMBERSHIP**

The City will provide a complimentary individual membership to the Duarte Fitness Center for each full and three-quarter ( $\frac{3}{4}$ ) time employee and retiree.

**SECTION 19. FLEXIBLE SPENDING ACCOUNTS**

The City agrees to offer and maintain Health Care and Dependent Care Flexible Spending Accounts for the optional participation of full and three-quarter (¾) time employees.

**SECTION 20. DEFERRED COMPENSATION PROGRAM**

The City will make a Section 457 deferred compensation program available to all full and three-quarter (¾) time regular employees that complies with the rules and regulations established by the Internal Revenue Service. Employees may voluntarily participate in the program through payroll deductions.

**SECTION 21. PROFESSIONAL MEMBERSHIP FEES**

Employees may maintain membership in appropriate professional organizations. The costs for memberships in these organizations are legitimate City expenditures if requested for a regular employee, provided for in the annual City Budget, and approved in advance by the department head and City Manager.

**SECTION 22. TUITION REIMBURSEMENT PROGRAM**

- A. Regular employees are eligible to be reimbursed for 75% of the cost of college accredited academic courses, not to exceed \$2,800 for full-time employees or \$2,100 for three-quarter (¾) time employees, during any fiscal year. Exceptions to these limits may be authorized at the discretion of the City Manager, contingent on the availability of funds.
- B. Courses must relate to the employee's job assignment or be job-oriented, and must be offered by a qualified training institution. In general, qualified training institutions are those colleges or universities that offer accredited course work transferable to other academic institutions. Courses must be taken on the employee's own time unless otherwise authorized by the department head and the City Manager.
- C. Prior to enrolling in each course, semester, or quarter, an employee must first secure department head approval that the coursework is job-related and then submit to the City Manager a memo request for approval, along with the proposed expenditure estimate. The City Manager, in conjunction with the department head, will provide written approval or rejection of the request.
- D. Within thirty (30) days of receipt of a passing grade, the employee must submit proof of a "C," "pass," or other appropriate notice of successful course completion, along with an expenditure claim and receipts for tuition, books, parking, or other required course materials.

**SECTION 23. COMPUTER LOAN PROGRAM**

The City will continue its present employee computer loan program. Generally, benefited employees may have two active loans, in a total amount not to exceed three-thousand dollars (\$3,000.00), for the purchase of new computer equipment. Loans will be interest-free and payable over a two-year period. The minimum loan payment will be 1/52 of the amount borrowed, and will be made through payroll deduction. The balances of any outstanding loans become due and payable upon termination, and will be deducted from an employee's final check. Continuation of the program is subject to annual budget appropriations by the City Council, and will be administered according to policies and procedures established by the City Manager.

**SECTION 24. SEVERANCE PAY**

When a regular full-time employee is laid off, and when that employee's service is deemed to have been satisfactory, that employee will be entitled to receive severance pay as follows:

| <u>Length of Service</u>         | <u>Amount</u>    |
|----------------------------------|------------------|
| Date of hire to 2 years          | None             |
| 2 years plus one day to 5 years  | 1 month's salary |
| 5 years plus one day to 10 years | 2 month's salary |

|                                   |                  |
|-----------------------------------|------------------|
| 10 years plus one day to 15 years | 3 month's salary |
| 15 years plus one day to 20 years | 4 month's salary |
| 20 years plus one day to 25 years | 5 month's salary |
| 25 years plus one day or more     | 6 month's salary |

Employees terminated from employment due to physical inability to perform their job and eligible for worker's compensation benefits will not be entitled to severance pay. Any additional years of service purchased by the City towards retirement will be deducted from severance pay.

**SECTION 25. SEVERABILITY**

All resolutions, or portions thereof, previously adopted by the City Council and found to be in conflict with the provisions of this resolution are hereby repealed.

**SECTION 26. EFFECTIVE DATE**

The effective date of this resolution shall be July 1, 2016. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 14<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Mayor Samuel Kang

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 16-11 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 14<sup>th</sup> day of June, 2016 by the following vote:

AYES:       Councilmembers:

NOES:       Councilmembers:

ABSENT:    Councilmembers:

\_\_\_\_\_  
City Clerk Marla Akana  
City of Duarte, California

## MEMORANDUM

**TO:** Mayor and Councilmembers

**FROM:** Darrell J. George, City Manager

**DATE:** June 9, 2016

**SUBJECT:** Conference Attendance – City Council Meeting of June 14, 2016



National League of Cities  
Small Cities Council Steering Committee Meeting  
July 13-16, 2016  
Hilton Garden Inn Greenbelt, Greenbelt, MD  
Hotel: \$129/night

Duarte Chamber of Commerce  
95<sup>th</sup> Installation Awards and Dinner  
June 24, 2016  
Duarte Senior Center, Duarte  
\$50 per person

Foothill Unity Center  
Golden Plate Awards Luncheon  
June 16, 2016  
L.A. County Arboretum, Arcadia  
\$45 per ticket



**National League of Cities Small Cities Council Steering Committee Summer Meeting Hosted by Silke Pope, Councilmember, Greenbelt, MD**

Date: July 13 – 16, 2016

Location: Hilton Garden Inn Greenbelt  
7810 Walker Drive  
Greenbelt, MD 20770  
Telephone: 301-474-7400  
Fax: 301-474-7411

Guest Room Block: Small Cities Room Block  
King - \$129.00 + 13% tax  
Queen/Queen: \$129.00 + 13% tax  
Buffet breakfast for up to two guests per room  
Reservation Cut-off date: 6/22/2016  
Check-in: 3:00 p.m.  
Check-out: 11:00 a.m.

**Airport:**

Baltimore/Washington International Airport  
Distance from Hotel: 25 mi.  
Drive Time: 25 min.  
Super Shuttle - \$33.00

Washington National Airport  
Distance from Hotel: 25 mi.  
Drive Time: 35 min.  
Super Shuttle - \$30.00

The hotel shuttle provides access to the Greenbelt area within a five mile radius of the hotel, including the Greenbelt Metro and Enterprise Rent-a-Car.

## 2016 Small Cities Council Steering Committee Roster

### Chair



Silke Pope  
Councilmember  
Greenbelt, MD

### First Vice Chair



Rusty Johnson  
Mayor  
Ocoee, FL

### Second Vice Chair



Marvin Johnson  
Mayor  
Independence, MN

## Members

### ALABAMA

Donna Thigpen, Council Member, Bessemer, AL  
Claude Kitchin, Mayor, Lincoln, AL

### ALASKA

Charles Davidson, Council Member, Kodiak, AK

### ARIZONA

Mike Zinkin, Council Member, Oro Valley, AZ  
Craig Barnes, Council Member, Queen Creek, AZ

### CALIFORNIA

Margaret Finlay, Mayor Pro Tem, Duarte, CA

### COLORADO

Joyce Downing, Mayor, Northglenn, CO

### FLORIDA

Scott Maxwell, Vice Mayor, Lake Worth, FL  
John Grogan, Commissioner, Ocoee, FL  
Thomas Barnhorn, Vice Mayor, Seminole, FL

### GEORGIA

Vince Williams, Mayor, Union City, GA

### IDAHO

Garret Nancolas, Mayor, Caldwell, ID

### KANSAS

Delores Dalke, Mayor, Hillsboro, KS  
David Morrison, Council Member, Prairie Village, KS

### KENTUCKY

Brian Dehner, City Administrator, Edgewood, KY

### MARYLAND

James Walls, Mayor, District Heights, MD  
\*Edward Putens, Council Member, Greenbelt, MD

### MICHIGAN

Ellen Ellenburg, Council Member, Burton, MI  
Steven Heffner, Council President, Burton, MI

### MINNESOTA

Mary McComber, Mayor, Oak Park Heights, MN

### NORTH CAROLINA

Martha Sue Hall, Councilmember, Albemarle, NC  
Darryl Moss, Mayor, Creedmoor, NC  
Ben Willis, Mayor Pro Tem, Lenoir, NC  
\*Leon Maynor, Councilman, Lumberton, NC  
\*A. Everette Clark, Council Member, Marion, NC  
Surluta Anthony, Councilmember, Monroe, NC

### NORTH DAKOTA

\*Clyde Schulz, Council Member, Beulah, ND

### NEW MEXICO

Steve Henderson, Councilor, Roswell, NM

### NEW YORK

\*Ellen Polimeni, Mayor, Canandaigua, NY

### Ohio

Patricia DeBerry, President Pro Tem, Highland Hills, OH  
Byran Burgess, Councilmember, Oberlin, OH

### OKLAHOMA

Michael Phillips, Council Member, Sand Springs, OK

### OREGON

\*Rod Hardin, Councilor, Hermiston, OR  
Lou Ogden, Mayor, Tualatin, OR  
Thomas Frank, Councilor, West Linn, OR  
Jenni Tan, Councilor, West Linn, OR

### PENNSYLVANIA

Salvatore Panto, Mayor, Easton, PA

### SOUTH CAROLINA

Alfred Mae Drakeford, Councilmember, Camden, SC

### TENNESSEE

\*Bo Perkinson, Vice-Mayor, Athens, TN  
Mary "Dot" LaMarche, Vice Mayor, Farragut, TN

### TEXAS

\*Stuart Gillaspie, Council Member, Burleson, TX  
Larry Kitchens, Council Member, Hurst, TX  
Henry Wilson, Council Member, Hurst, TX

### WASHINGTON

Cynthia Pratt, Deputy Mayor, Lacey, WA

### WEST VIRGINIA

Paul Thornton, Director of Community Development, Vienna, WV

### WYOMING

Bruce Jones, Mayor, Douglas, WY  
\*Joe Shumway, Council Member, Laramie, WY  
Randy Adams, Mayor Pro-tem, Torrington, WY

\*Past President



**Duarte Chamber Of Commerce**  
**Incoming Chairman Of The Board**  
**Tina Carey, Duarte Kinanis**  
**And**  
**The 2016 - 2017 Board Of Directors**

**Cordially Invite You To Attend**  
**The 95th Installation, Awards,**  
**And Annual Meeting Dinner**

**June 24, 2016**

**Duarte Senior Center**  
**1610 Huntington Drive, Duarte**  
**6:00 Silent Auction, No Host Bar**  
**6:45 Dinner**  
**7:30 Installation**  
**Groovy 60's Attire**



**Duarte Chamber Of Commerce**  
**The 95th Installation, Awards**  
**And Annual Meeting Dinner**  
**June 24, 2016**

**RESPONSE CARD**

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

RESERVE \_\_\_\_\_ PLACES \$50.00 PER PERSON OR SPONSOR A TABLE FOR 8 \$600.00

OUR CHECK IN THE AMOUNT OF \$ \_\_\_\_\_ IS ENCLOSED

CREDIT CARD # \_\_\_\_\_ EXP. \_\_\_\_\_ CVC# \_\_\_\_\_

I CANNOT ATTEND BUT WOULD LIKE TO DONATE \$ \_\_\_\_\_

DUARTECHAMBER.COM 626-357-3333 PLEASE RESPOND BY JUNE 17, 2016



**Foothill Unity Center, Inc.**  
*Helping People, Changing Lives*



*17<sup>th</sup> Annual Golden Plate Awards Luncheon*

*Los Angeles County Arboretum - Ayers Hall  
300 North Baldwin Avenue, Arcadia, 91007  
Thursday, June 16, 2016 from 11:30 a.m. to 1:30 p.m.*

*Honoring*

Arcadia Association of Realtors  
Pasadena-Foothill Association of Realtors  
Business Award

City of Duarte Public Safety Department, Local Harvest Program  
Community Service Award

Los Angeles County Arboretum  
Government Award

David Steinmeier – Foothill Unity Center Board Member  
2016 Heart In Hand Humanitarian Award

*Tickets*

*Individual*  
*Full Table (8 seats)*

*\$45*  
*\$360*



Legal Notice

Legal Notice

Legal Notice

Legal Notice

**CITY COUNCIL  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that pursuant to State Law, the City Council of the City of Duarte will hold a Public Hearing at 7:00 p.m., on Tuesday, June 14, 2016 in Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

**Municipal Code Amendment 16-02:** A city-initiated request to amend Section 19.30.050 of the Duarte Municipal Code, relating to inclusionary housing. The amendment will propose a temporary, five-year suspension of the enforcement of the City's Inclusionary Housing Program.

On May 16, 2016, the Planning Commission unanimously approved Planning Commission Resolution 16-08, recommending the City Council adopt proposed Municipal Code Amendment 16-02.

The proposed temporary suspension of the Inclusionary Housing Program would be exempt from review under the California Environmental Quality Act ("CEQA"), under both CEQA regulations section 15273, relating to "Rates, Tolls, Fares, and Charges," and section 15306, relating to "Information Collection". No further environmental review is necessary.

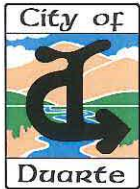
Any interested party may appear in person, or by agent, and be heard. If this matter is challenged in Court, there will be a limit to only those issues that were raised at the Public Hearing described in this Notice, or in written correspondence delivered to the City Council at, or prior to, the Public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

For further information regarding this application, please contact Jason Golding, City Planner in the Community Development Department, 1600 Huntington Drive, Duarte, CA., 91010, Monday through Thursday at (626) 357-7931, ext. 231, between the hours of 7:30 a.m. and 6:00 p.m.

Marla Akana  
City Clerk

PUBLISH: Duartean - Saturday, June 4, 2016  
POSTED: Duarte City Hall, Duarte Public Safety Office, Duarte  
Library - June 2, 2016

Para información en Español, favor de llamar a City Hall de Duarte,  
(626) 357-7931 AD#808515



## CITY COUNCIL STAFF REPORT

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Date: June 14, 2016

To: Mayor and City Council

Location: City-wide

Project: **Municipal Code Amendment 16-02**; Proposed Amendment to Municipal Code Section 19.30.050 – A Temporary, Five-Year Suspension of the Enforcement of the City's Inclusionary Housing Program

### SUMMARY

The City adopted an Inclusionary Housing Program (Program) in 2005 with the intentions of requiring a percentage of new residential housing units to be reserved for moderate, low and very-low income households. Affordable units were required to be dispersed throughout the development, in an effort to generate a mix of income levels within residential areas, regardless of economic status and income level. Alternatively, residential developers were given the ability to pay a fee, in-lieu of providing the units on-site, which is collected in an Inclusionary Housing Trust Fund.

Several impediments have occurred since the adoption of the Program, including the loss of Redevelopment Agencies and the elimination of the 20% affordable set-aside. Set-aside funds have been the key factor in producing affordable housing within the community, including assistance to several affordable senior housing projects and the use of silent second programs for homebuyers. The 2008-2009 recession and a relatively lackluster housing starts market has further stifled new residential development; which has led to no produced inclusionary housing units and a dearth of in-lieu fee deposits since the Program's creation.

Based primarily upon these circumstances, Staff is recommending that the City Council review, consider and approve a suspension of the City's Inclusionary Housing Program, as further described in Municipal Code Amendment 16-02. The Code Amendment proposes a temporary suspension of the City's Inclusionary Housing Program for a period of five years. The suspension will allow the City to monitor housing developments and trends in the City, surrounding areas, and State; determine whether the program is helping or hindering the development of affordable housing within the City; as well as allow Staff to focus first on its Regional Housing Needs Assessment (RHNA) allocations for moderate and above-moderate housing, in an effort to gain momentum for residential development in the City generally.

### BACKGROUND

In 2005, the City of Duarte enacted Chapter 19.68 of the Duarte Municipal Code, relating to inclusionary housing<sup>1</sup>. Those provisions called for a 15% set-aside of all residential housing

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<sup>1</sup> After adoption of the comprehensive Duarte Development Code in 2010, Chapter 19.68 of the Municipal Code was changed to Chapter 19.30 of the Development Code.



units constructed in the City for affordable housing, or for the payment of a \$6.50 per square foot in-lieu-fee, which was set by a resolution of the City Council.

The idea behind the in-lieu-fee option was to create an "Inclusionary Housing Trust Fund," to be used in conjunction with the Duarte Redevelopment Agency's low and moderate-income housing set-aside funds. As originally envisioned, the proceeds of this fund were to be applied in acquiring and rehabilitating apartments and other housing, rehabilitating them, and imposing restrictive covenants to maintain their long-term affordability.

A survey of adjacent communities was conducted prior to the consideration of a proposed code amendment. Arcadia, Glendora, Monrovia, and Temple City responded to our survey and all of these Cities never adopted an Inclusionary Housing Ordinance. In our conversations with these Cities, it was learned that all offer density bonuses to spur the production of affordable housing. The other non-respondent cities included Azusa, Baldwin Park and Covina. Research of their zoning codes reveals that none of these communities currently have an adopted inclusionary housing requirement. There are several Southern California cities that have inclusionary housing requirements, including but not limited to: Los Angeles, Pasadena, Culver City, West Hollywood and Santa Monica. These cities are larger in population, are more urban in nature, and have considerably more affordable housing demands than the suburban San Gabriel Valley cities surveyed.

On May 16, 2016, the Planning Commission held a public hearing to consider Municipal Code Amendment 16-02. At the meeting, the Planning Commission unanimously approved Resolution 16-08 (Exhibit C), recommending the City Council adopt proposed Municipal Code Amendment 16-02.

## **ANALYSIS**

Since this Program's inception, the City has experienced two major impediments to achieving the goals it originally envisioned. First, the broader collapse of the housing market that arose in 2008-2009 seriously impacted residential markets, and particularly the development and construction of new housing, region-wide. Second, the dissolution of redevelopment agencies, and elimination of the 20% affordable set-aside, deprived the Inclusionary Housing Trust Fund with the steady source of funding which was to operate synergistically with collected in-lieu-fees for inclusionary housing.

The result has been a scarcity of new residential development in the City. The consequence has been insufficient funding for the Inclusionary Housing Fund to meet its originally intended purposes. At present, and after some 10 years of existence, the fund's balance is just below \$502,000. This sum is insufficient to produce measurably effective results in providing additional affordable housing within the City.

Against this backdrop, the City is still working toward meeting regional housing needs. Duarte has been assigned various targets for achievement of additional housing by the Southern California Association of Governments (SCAG), as a part of its 2013-2021 Regional Housing



Needs Assessment. For Duarte, the need identified spans all income segments, and includes a substantial number of moderate and above-moderate income level housing. Duarte's RHNA targets for the 5th Cycle Planning Period (2013-2021) are as follows for SCAG's various identified income levels:

|                |                  |
|----------------|------------------|
| Extremely Low  | 44 units         |
| Very Low       | 87 units         |
| Low            | 53 units         |
| Moderate       | 55 units         |
| Above-Moderate | 142 units        |
| <b>Total</b>   | <b>381 units</b> |

*Since the SCAG's adoption of the 5th Cycle RHNA allocation targets, the City has permitted 41 Very-Low Income and one (1) Low Income dwelling unit, associated with the construction of the Andres Duarte II Senior Housing Project at the corner of Huntington Drive and Pops Road.*

As can be seen, the majority of the City's housing need target actually lies within the moderate and above-moderate categories. City staff has been looking at ways to spur residential housing development in the City generally. For new housing starts, the moderate and above-moderate segments appear to be leading the broader housing market recovery, particularly in multi-family segments.

City staff is concerned that under current prevailing housing market conditions, the Inclusionary Housing program may actually be impeding housing development in the City. For instance, using the current in-lieu fee (\$6.50 per gross square foot), a new 2,500 sq. ft. detached house with a three-car garage would pay approximately \$20,000 in fees; while a new 1,500 sq. ft. townhome/condominium with a two-car garage would contribute approximately \$12,000 towards the Inclusionary Trust Fund. These financial requirements discourage residential development in a period where the City has approved or is considering several major projects, including but not limited to: Duarte Station Specific Plan (up to 475 units), Town Center Specific Plan (potential for up to 1,075 units), and 3rd & Oak (potentially 18 units). In fact, analysis of the 3rd and Oak project show that the approximate in-lieu fee collected from this development, projected to be nearly \$250,000, would make the project unfeasible to the developer. Furthermore, many of these projects are in direct competition with similar transit-oriented/transit-adjacent, mixed-use, higher density developments that are being considered in adjacent cities that do not have an inclusionary housing program or in-lieu fees.

In addition, the City has experienced a number of commercial vacancies, particularly in commercial centers along its main thoroughfare, Huntington Drive. Spurring residential development, most notably in the moderate and above-moderate segments, may serve to produce additional units, which may improve the demographic profile of the City and its appeal to potential commercial tenants and/or developers.



As such, City staff is proposing a temporary suspension of the City's Inclusionary Housing Program, for a period of five years. The suspension will allow the City to monitor housing developments and trends in the City, surrounding areas, and State; and do so over a meaningful period of time. Other cities that have suspended their Inclusionary Housing program in the last several years include Whittier, Highland, Hercules, Ripon, and Scotts Valley. Data from this observation period will help City staff determine whether the program is helping or hindering the development of affordable housing within the City. Furthermore, the suspension period of five years coincides with the beginning of the next RHNA cycle, which would begin in 2021.

The proposed suspension will also permit City staff to focus first on its current RHNA allocations for moderate and above-moderate housing, in an effort to gain some momentum for residential development in the City generally. In addition, it will allow the City to monitor State law developments centering on potential replacements of the discontinued affordable housing set-aside, which was lost to the State-wide dissolution of redevelopment agencies.

Staff is suggesting suspension of the Inclusionary Housing Program, instead of a reduction or partial refunding of in-lieu-fees, in part because such actions could potentially raise issues triggering prevailing wage requirements on what would otherwise be private housing developments. (See, Cal. Labor Code § 1702(b)(4).) This would potentially create further burdens to the feasibility of new housing development within the City.

The recommendation for a temporary suspension of this program should not be mistaken for an abandonment of, or waning enthusiasm for, or commitment to accomplishing the goals of encouraging affordable housing in Duarte. The City has, and will continue to use, the State's density bonus law to provide incentives for developers to meet this segment of housing need throughout the proposed suspension period. In addition, City staff will continue to look for an impactful and strategic application of existing funds in the Inclusionary Housing Trust Fund during the suspension period. The City will continue to: promote public/private partnerships for the provision of affordable housing, provide regulatory incentives for affordable housing, and will continue to support regional first time buyer and rental assistance programs.

Mechanically, the means by which this temporary suspension will be accomplished is relatively simple. Staff proposes adding a fourth exemption to existing Municipal Code Section 19.30.050, exempting all residential developments within the defined time period from application of the Chapter. Once the period of suspension has expired, the existing provisions of the Inclusionary Housing Program would be fully applicable; or the City could elect to modify the existing Inclusionary Housing Chapter (through a separate Municipal Code Amendment) based upon changes to Inclusionary Housing laws at the State or regional governmental level.

The proposed temporary suspension of the Inclusionary Housing Program would be exempt from review under the California Environmental Quality Act ("CEQA"), under both CEQA regulations section 15273, relating to "Rates, Tolls, Fares, and Charges," and section 15306, relating to "Information Collection."

## **RECOMMENDATION**

Evidenced by the Planning Commission's unanimous approval of PC Resolution 16-08 (Exhibit B), recommending City Council approval of Municipal Code Amendment 16-02, it is recommended that the City Council hold the public hearing and approve proposed Ordinance 16-O-05 (Exhibit C); amending Chapter 19.30.050 (Inclusionary Housing) of the Duarte Development Code, which would thereby suspend the City's Inclusionary Housing Program for a period of five (5) years.

Respectfully Submitted,



David B. Cosgrove  
City Attorney

  
Jason Golding  
City Planner

## **ATTACHMENTS**

Exhibit A – Current Inclusionary Housing Chapter (DDC 19.30)  
Exhibit B – PC Resolution 16-08  
Exhibit C – Ordinance 16-O-05

## **Chapter 19.30 - INCLUSIONARY HOUSING**

### Sections:

#### 19.30.010 - General purpose.

The purpose of this Chapter is to:

- A. Encourage the development and availability of housing affordable to a broad range of households with varying income levels within the City, as mandated by State law, California Government Code Section 65580;
- B. Promote the City's goal to add affordable housing units to the City's housing stock to meet growing demands for affordable housing units;
- C. Offset the demand on housing that is created by, and associated with, new residential development by providing financial resources for the construction, redevelopment and protection of affordable housing within the City; and
- D. Facilitate implementation of the affordable housing goals as set forth in the City's General Plan housing element.

#### 19.30.020 - Findings.

The City Council finds and determines:

- A. The California Legislature has required each local government agency to develop a comprehensive, long-term General Plan establishing policies for future development. As specified in Government Code Sections 65300, 65302(c) and 65583(c), the plan must: (1) encourage the development of a variety of types of housing for all income levels, including multi-family rental housing; (2) assist in the development of adequate housing to meet the needs of low- and moderate-income households; and (3) conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action.
- B. Lack of access to affordable housing has a direct impact upon the health, safety, and welfare of the residents of the City. The City will not be able to contribute to the attainment of State and local housing goals without additional affordable housing. The housing problem has an impact upon a broad range of income groups, including many who are not impoverished by standards other than those applicable to California's and the City's housing markets, and no single housing program or fund will be sufficient to meet the City's housing need. Federal and State funds for the provision of affordable units, whether through rehabilitation of existing units or construction of new units, are insufficient to fully address the problem of affordable housing within the City. The private housing market also has not provided adequate housing opportunities affordable to moderate, low and very low-income households, as such terms are defined by California law.
- C. The City has determined that new residential developments, as that term is defined in Article 9 (Definitions), should endeavor to provide a fair-share percentage of all new or substantially rehabilitated dwelling units at an affordable housing cost to, and occupied by, persons and families of very low-, low-, or moderate income. The City has determined that a fair-share percentage of affordable units is 15 percent of all new or substantially rehabilitated residential units. Such inclusionary housing units, if ownership residential units (also known as owner-occupied residential units), shall be available at an affordable housing cost to, and occupied by, persons and families of moderate income. Such inclusionary units, if rental residential units, shall be available at an affordable housing cost to, and occupied by, persons and families of very low, low and moderate income, with not less than 40 percent of such inclusionary rental units to be available at an affordable housing cost to, and occupied by, persons and families of very low income.

- D. The City does not receive substantial proposals for new residential developments. In fact, the average size of new residential developments in the City between 2000 and 2005 was 15 units per development. These circumstances harm the ability of developers to provide the on-site affordable housing levels as set forth in Subsection C. Therefore, the City finds that these circumstances warrant the implementation of alternate methods for the provision of affordable housing in the City. Accordingly, the intent of the General Plan and this Chapter will be better served by permitting developers to choose the option of paying the in-lieu fee to be used by the City for the provision of affordable housing at a location different than that of the principal project.
- E. As part of the required housing element update process required by the State, the City endeavors to receive certification by the State of California Department of Housing and Community Development, of the housing element of its General Plan, which identifies unmet affordable housing needs in the community. Those unmet affordable housing needs can be met, in part, by requiring development of inclusionary housing or, in the alternative, payment of an in-lieu fee. By and through a qualified and independent consultant, the City undertook a study concerning the viability of including an in-lieu fee payment alternative and the maximum amount of such fee. The City's consultant issued its report which was presented to the City Council and was part of the public record of proceedings on the adoption of the ordinance which added this Chapter to Title 19 of this code. Based on the findings of the study, the City Council finds that it is necessary to adopt an in-lieu fee alternative in order to address the City's affordable housing needs.
- F. The purpose of the inclusionary housing requirements and the in-lieu fee alternative established by this Chapter is to offset the demand for affordable housing that is created by new residential development. Every new residential development creates a further demand for affordable housing to the extent that such development offers market-rate-only housing. The inclusionary housing requirements and the in-lieu fee are reasonably related to the mitigation of negative impacts upon the City's affordable housing supply. The in-lieu fee will be used only for the provision of affordable housing within the City. It has also been established that affordable housing ordinances applicable to new residential developments necessarily increase the supply of affordable housing. (*Homebuilders Assoc. v. City of Napa* (2001) 90 Cal. App. 4th, 199, 196). Therefore, there is a direct relationship between the in-lieu fee and the City's attainment of its affordable housing goals.

19.30.030 - Inclusionary unit requirements.

- A. Residential developments, defined for the purpose of inclusionary housing requirements as four or more single-family ownership units for which a discretionary or ministerial development approval is required, including condominiums, or multi-family residential rental projects of ten or more units, in the City shall make at least 15 percent of all new or substantially rehabilitated (as defined in Section 33413(b)(2)(iv) of the California Health and Safety Code) residential units available at an affordable housing cost to, and occupied by, persons and families of very low, low, or moderate income as follows:
  - 1. Inclusionary units that are ownership units shall be required to be available at an affordable housing cost to, and occupied by, persons and families of moderate income.
  - 2. Inclusionary units that are in multi-family rental projects shall be required to be available at an affordable housing cost to, and occupied by, persons and families of very low, low and moderate income with not less than 40 percent of such inclusionary rental units to be available at an affordable housing cost to, and occupied by, persons and families of very low income.
  - 3. For purposes of calculating the number of affordable units required by this Section, any additional units authorized as a "density bonus" pursuant to California Government Code Section 65915(b)(1) or (b)(2) shall not be counted in determining the required number of inclusionary units.
- B. The inclusionary unit requirement as set forth in this Section may be reduced as follows:

1. If very low-income units are provided in lieu of required moderate-income units, a credit of two units to every one unit shall be provided.
  2. If low-income units are provided in lieu of required moderate-income units, a credit of 1.5 units to every one unit shall be provided.
- C. If a change in the subdivision design results in a change in the total number of units, the number of inclusionary units required will be recalculated to coincide with the final approved project.

#### 19.30.040 - In-lieu fee.

In lieu of including the inclusionary units in the residential development pursuant to this Chapter, the requirements of this Chapter may be satisfied by payment of the in-lieu fee in accordance with procedures and standards as set forth in the regulations.

Payment of the in-lieu fee shall be made as follows:

- A. The amount of the fee shall be calculated using the fee schedule established by resolution of the City Council and reflected in the regulations.
- B. The in-lieu fee required by this Section shall be paid prior to issuance of the first ministerial permit, including but not limited to, a grading, demolition, or building permit, for all or any part of the residential development.
- C. The in-lieu fees collected shall be deposited in the inclusionary housing trust fund.

#### 19.30.050 - Exemptions from chapter.

The following residential developments are exempt from the requirements of this Chapter:

- A. Residential developments that are exempt from this Chapter pursuant to State law, including but not limited to: 1) those residential developments that have vested rights to develop, and 2) those residential developments that have vested rights to development standards pursuant to Development Agreement that was executed by the developer and City prior to the effective date of City Ordinance 778.
- B. Residential developments for which the Redevelopment Agency of the City of Duarte enters into a redevelopment agreement, as long as 1) the redevelopment agreement is in full force and effect at the time the residential development would otherwise be required to comply with this Chapter, 2) there is no uncured breach of the redevelopment agreement prior to issuance of a certificate of occupancy for the residential development, and 3) the redevelopment agreement expressly references or addresses the requirements of this Chapter.
- C. Any development that is not a "residential development" as that term is defined in Article 9 (Definitions).

#### 19.30.060 - Procedures.

- A. In accordance with the standards, procedures and times set forth in the regulations, developers shall:
  1. Submit an inclusionary housing plan for approval by the Director, setting forth in detail the manner in which the provisions of this Chapter will be implemented for the proposed residential development;
  2. Execute and cause to be recorded an inclusionary housing agreement, unless the developer is complying with this Chapter, pursuant to Section 19.30.040 (Payment of In-Lieu Fee) by payment of the in-lieu fee.
- B. No discretionary approval shall be issued for all or any portion of a residential development subject to this Chapter until the developer has submitted an inclusionary housing plan.



- C. No demolition, grading, building, or other ministerial permit shall be issued for all or any portion of a residential development subject to this Chapter, unless the Director has approved the inclusionary housing plan and the inclusionary housing agreement, if required.
- D. No certificate of occupancy shall be issued for all or any portion of a residential development subject to this Chapter unless the approved inclusionary housing plan has been fully implemented.

#### 19.30.070 - Standards.

- A. All inclusionary units shall be reasonably dispersed throughout the residential development; shall be proportional in number, bedroom size and location, to the market rate units; and shall be comparable with the market rate units in terms of the base design, appearance, materials and finished quality.
- B. All inclusionary units in a residential development shall be constructed concurrently with or prior to the construction of the market rate units. In the event the City approves a phased project, the inclusionary units required by this Chapter shall be provided within each phase of the residential development, unless otherwise approved by the Director in the inclusionary housing plan.
- C. Inclusionary units shall be reserved for very low, low and moderate-income households at the ratios established pursuant to Section 19.30.030 (Inclusionary Unit Requirements) of this Chapter, and shall be provided at the applicable affordable housing cost.
  - 1. An inclusionary unit that is for rent shall remain reserved for, and occupied by, the target income level group at the applicable affordable housing cost for a period of at least 55 years.
  - 2. An inclusionary unit that is an owner-occupied unit shall remain reserved for, and occupied by, the target income level group at the applicable affordable housing cost for a period of at least 45 years.

#### 19.30.080 - Enforcement.

- A. The provisions of this Chapter shall apply to all owners, developers, and/or their agents, successors and assigns proposing a residential development. All inclusionary units shall be sold or rented in accordance with this Chapter and the regulations.
- B. Any individual who sells or rents an inclusionary unit in violation of the provisions of this Chapter shall be required to forfeit all monetary amounts obtained in addition to any other relief available to the City. In addition to all other means legally available to the City to secure repayment, the City shall be permitted to place a lien on the applicable property for such sums due, plus costs of collection. Recovered funds shall be deposited into the inclusionary housing trust fund.
- C. The City may institute any appropriate legal actions or proceedings necessary to ensure compliance with this Chapter, including but not limited to: 1) actions to revoke, deny, or suspend any permit, including a building permit, certificate of occupancy, or discretionary approval, and 2) actions for injunctive relief or damages.
- D. In any action to enforce this Chapter or an inclusionary housing agreement recorded hereunder, the City shall be entitled to recover its costs, including but not limited to attorney's fees and litigation costs.

#### 19.30.090 - Adjustment to avoid unlawful exaction or taking regulations.

- A. A developer of any project subject to the requirements of this Chapter may appeal to the City Council for a reduction, adjustment, or waiver of the requirements of this Chapter based upon the absence of any reasonable relationship or nexus between the impact of the development and either the amount of the fee charged or the inclusionary requirement. The purpose of this Section is to ensure that no unlawful exactions or takings occur as a result of implementing the terms of this Chapter.
- B. A developer subject to the requirements of this Chapter who has received an approved tentative subdivision or parcel map, use permit, or other discretionary approval and who submits a new or revised tentative subdivision or parcel map, use permit, or similar discretionary approval for the same

property may appeal for a reduction, adjustment or waiver of the requirements of this Chapter with respect to the number of lots of square footage of construction previously approved. No waiver shall be approved by the Commission or Council, as applicable for a new tentative subdivision or parcel map, use permit, or other discretionary approval on property with an approved tentative subdivision or parcel map, use permit, or other discretionary approval or permit unless the Commission or Council finds that the new tentative subdivision or parcel map, use permit, or other discretionary approval or permit is superior to the approved project both in its design and its mitigation of environmental impacts. The decision of the Council, as applicable, shall be final. If a reduction, adjustment, or waiver is granted, any change in use within the project shall invalidate the waiver, adjustment, or reduction of the fee or inclusionary requirement.

C. Any such appeal shall be made pursuant to the provisions of Chapter 19.144 (Appeals).

#### 19.30.100 - Regulations.

The City Council shall by resolution establish regulations for the implementation of this Chapter.

#### 19.30.110 - Inclusionary housing trust fund.

There is hereby established a separate fund of the City, to be known as the inclusionary housing trust fund. All monies collected pursuant to this Chapter or the regulations, less the costs, if any, to collect such monies, shall be deposited in the inclusionary housing trust fund. All funds deposited in the inclusionary housing trust fund shall be used by the City to cause the construction of units for very low-, low-, and moderate-income households in furtherance of the affordable housing goals as set forth in the housing element of the City's General Plan. Funds in the inclusionary housing trust fund may be used in cooperation with the Redevelopment Agency of the City of Duarte to better facilitate the improvement of the City's affordable housing stock as well as the provision of new affordable units. The Council may include in the regulations provisions governing the administration of the inclusionary housing trust fund consistent with the provisions of this Section.

#### 19.30.120 - Administrative fees.

The Council may establish regulations allowing for the City's recovery of reasonable fees and deposits for the administration of this Chapter.

## **RESOLUTION PC 16-08**

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE RECOMMENDING THE DUARTE CITY COUNCIL ADOPT MUNICIPAL CODE AMENDMENT 16-02, AN AMENDMENT TO CHAPTER 19.30.050 OF THE DEVELOPMENT CODE RELATING TO A TEMPORARY SUSPENSION OF THE CITY OF DUARTE INCLUSIONARY HOUSING PROGRAM**

**WHEREAS**, in 2005, the City enacted what is now Chapter 19.30 of the Duarte Development Code, relating to Inclusionary Housing;

**WHEREAS**, over the 10-year history of the Inclusionary Housing program, the amount of in-lieu fees collected have amounted to only approximately \$502,000, which has been insufficient to produce materially effective results towards providing additional affordable housing within the City; and

**WHEREAS**, sharp downturns experienced in the real estate market beginning in 2008 affected the residential housing market in the City of Duarte negatively, and particularly slowed new housing development; and

**WHEREAS**, the dissolution of the Duarte Redevelopment Agency as part of the larger dismantling of redevelopment agencies statewide has resulted in the loss of the 20% set-aside funds, which were originally contemplated by the City in 2005 to supplement in-lieu fees to be collected under the Inclusionary Housing program; and

**WHEREAS**, the Inclusionary Housing set-aside or in-lieu fee requirements appear to be inhibiting residential development within the City, rather than encouraging it; and

**WHEREAS**, the City's Regional Housing Needs Assessment calls for encouragement of development of residential housing units affordable across the full economic spectrum of affordability, including moderate and above-moderate housing; and

**WHEREAS**, recent commercial vacancies in the City's Huntington Drive corridor area have negatively impacted the number and range of local businesses available to Duarte residents, and which contribute not only to available goods and services, but to the City's sales tax base; and

**WHEREAS**, measures that would encourage new housing development may likewise have positive impacts on the City's commercial corridor appeal to business tenants and commercial development; and

**WHEREAS**, the City remains committed to advancing the cause of providing affordable housing within the City and to the long-term goals of the Inclusionary Housing program, but



believes a short-term suspension of the obligations created by that program in the wake of present economic realities may help to serve as a catalyst for new residential development generally, which will provide momentum for ultimate provision of affordable housing; and

**WHEREAS**, a notice of the public hearing was provided pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

**WHEREAS**, on May 19, 2016, the Planning Commission of the City of Duarte conducted a public hearing; and

**WHEREAS**, the Planning Commission received and considered the analysis and recommendation provided in the staff report for the MCA 16-02, and all of the information, evidence, and testimony received at the public hearing held on May 16, 2016 at 7:00 p.m. in the City Council Chambers; and

**WHEREAS**, after careful study and the holding of a duly noticed public hearing, the Planning Commission recommends the City Council adopt and approve Municipal Code Amendment 16-02.

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF DUARTE RESOLVES AS FOLLOWS:**

**SECTION 1.                    RECITALS**

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

**SECTION 2.                    FINDINGS FOR DEVELOPMENT CODE AMENDMENTS**

The Planning Commission of the City of Duarte makes the following findings:

- (1) The proposed amendments to the Development Code are consistent with the General Plan and any applicable specific plan.
  - (A) Policy 2.1.2 of the Duarte Housing Element directs the City to provide regulatory incentives for affordable housing. The City has, and will continue to use, the State's density bonus law to provide incentives for developers to meet this segment of housing need throughout the proposed suspension period. In addition, City staff will continue to look for an impactful and strategic application of existing funds in the Inclusionary Housing Trust Fund during the suspension period.
  - (B) Policy 4.1.3 of the Duarte Housing Element directs the City to support public/private partnerships. The proposed ordinance will continue to

promote public/private partnerships for the provision of affordable housing, such as the partnership with the be.group, that produced 41 very-low income units associated with the Andres Duarte II affordable senior housing project built in 2015.

- (C) Policies 4.1.5 and 4.1.6 of the Duarte Housing Element direct the City to encourage the provision of financial assistance to low and moderate income first time homebuyers and to support and publicize available rental assistance programs. Municipal Code Amendment 16-02 will continue to encourage, support and publicize regional first time buyer programs through the County and State; and rental assistance programs through the LA County Housing Authority.
- (2) The proposed amendments to the Development Code will not be detrimental to the public interest, health, safety, convenience, or welfare of the City for each of the following reasons:
- (A) Goal 2 of the adopted Housing Element encourages the City to reduce governmental constraints to housing while maintaining community character. Municipal Code Amendment 16-02 will temporarily suspend the governmental constraints of an Inclusionary Housing Program. City staff is concerned that under current prevailing housing market conditions, the inclusionary housing program may actually be impeding housing development in the City. In addition, the City has experienced a number of commercial vacancies, particularly in commercial centers along its main thoroughfare, Huntington Drive. Spurring residential development in all income strata, including in the moderate and above-moderate segments, may serve to produce additional units, which may improve the demographic profile of the City and its appeal to potential commercial tenants and/or developers.
  - (B) Goal 5 of the 2014-2021 Duarte Housing Element seeks to provide adequate housing sites through appropriate land use, zoning and specific plan designations to accommodate Duarte's fair share of regional housing needs. The proposed suspension of the Inclusionary Housing Program will permit City staff to focus on its current Regional Housing Needs Assessment allocations for moderate and above-moderate housing, in an effort to gain momentum for residential development in the City generally. As per the table shown within the MCA 16-02 staff report, the majority of the City's housing need target actually lies within the moderate and above-moderate categories. City staff has been looking at ways to spur residential housing development in the City generally. For new housing starts, the moderate and above-moderate

segments appear to be leading the broader housing market recovery.

- (3) The proposed amendment to the Development Code is internally consistent with other applicable provisions of this Development Code.
  - (A) The amendment to Chapter 19.30.050 does not affect the internal consistency of the Development Code. The modification would pertain to all applicable projects equally.
  - (B) Municipal Code Amendment 16-02 maintains Chapter 19.64, which provides for density bonus for affordable housing.

### **SECTION 3.**                    **CEQA DETERMINATION**

In adopting this Resolution, the Planning Commission finds that the project is both statutorily and categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following exemptions and each of them independently: Section 15273, relating to "Rates, Tolls, Fares, and Charges", as the modification or restructuring of charges by public agencies is statutorily exempt from CEQA; and Section 15306, relating to "Information Collection", as the collection of data, resource evaluation and research which do not result in serious or major disturbance to an environmental resource is categorically exempt from CEQA. Therefore, no further environmental review is necessary. A notice of exemption will be prepared for this project.

### **SECTION 4.**                    **RECOMMENDATION**

The Planning Commission approves this Resolution and recommends to the City Council that Chapter 19.30.050 of the Duarte Development Code be amended to add Subsection D, to read as follows:

- D. Any residential development, which secures certificates of occupancy at any time between July 31, 2016, and July 31, 2021.

**APPROVED AND ADOPTED** by the Planning Commission of the City of Duarte at a regular meeting held on the 16th day of May 2016.

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Shauna Pierce, Chairperson,  
City of Duarte Planning Commission

ATTEST:

\_\_\_\_\_  
Craig Hensley, Community Development Director

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

I, Craig Hensley, Secretary of the Planning Commission of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on \_\_\_\_\_, 2016, by the following vote:

AYES:                      \_\_\_\_\_  
NOES:                     \_\_\_\_\_  
ABSTAIN:                \_\_\_\_\_  
ABSENT:                 \_\_\_\_\_

\_\_\_\_\_  
Craig Hensley, Secretary

**ORDINANCE NO.****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA ADOPTING MUNICIPAL CODE AMENDMENT 16-02, WHICH WOULD AMEND CHAPTER 19.30.050 OF THE DEVELOPMENT CODE RELATING TO A TEMPORARY SUSPENSION OF THE CITY OF DUARTE INCLUSIONARY HOUSING PROGRAM**

**WHEREAS**, in 2005, the City enacted what is now Chapter 19.30 of the Duarte Development Code, relating to Inclusionary Housing; and

**WHEREAS**, over the 10-year history of the Inclusionary Housing program, the amount of in-lieu fees collected have amounted to only approximately \$502,000, which has been insufficient to produce materially effective results towards providing additional affordable housing within the City; and

**WHEREAS**, sharp downturns experienced in the real estate market beginning in 2008 affected the residential housing market in the City of Duarte negatively, and particularly slowed new housing development; and

**WHEREAS**, the dissolution of the Duarte Redevelopment Agency as part of the larger dismantling of redevelopment agencies statewide has resulted in the loss of the 20% set-aside funds, which were originally contemplated by the City in 2005 to supplement in-lieu fees to be collected under the Inclusionary Housing program; and

**WHEREAS**, the Inclusionary Housing set-aside or in-lieu fee requirements appear to be inhibiting residential development within the City, rather than encouraging it; and

**WHEREAS**, the City's Regional Housing Needs Assessment calls for encouragement of development of residential housing units affordable across the full economic spectrum of affordability, including moderate and above-moderate housing; and

**WHEREAS**, recent commercial vacancies in the City's Huntington Drive corridor area have negatively impacted the number and range of local businesses available to Duarte residents, and which contribute not only to available goods and services, but to the City's sales tax base; and

**WHEREAS**, measures that would encourage new housing development may likewise have positive impacts on the City's commercial corridor appeal to business tenants and commercial development; and

**WHEREAS**, the City remains committed to advancing the cause of providing affordable housing within the City and to the long-term goals of the Inclusionary Housing program, but believes a short-term suspension of the obligations created by that program in the wake of present economic realities may help to serve as a catalyst for new residential development generally, which will provide momentum for ultimate provision of affordable housing; and

**WHEREAS**, the Planning Commission of the City of Duarte conducted a duly-noticed public hearing on May 16, 2016, pursuant to Development Code Section 19.142.040 to consider MCA 16-02, a city-initiated request to amend Section 19.30.050 of the Duarte Municipal Code, relating to a proposed temporary, five-year suspension of the enforcement of the City's Inclusionary Housing Program; and

**WHEREAS**, after careful study and the completion of the duly noticed public hearings, the Planning Commission adopted Resolution No. PC 16-08, recommending the City Council approve the proposed Municipal Code Amendment 16-02; and

**WHEREAS**, notice of a public hearing of the City Council on the proposed Municipal Code Amendment 16-02 was given in accordance with applicable law; and

**WHEREAS**, on June 14, 2016, the City Council of the City of Duarte held a duly noticed public hearing on the proposed Municipal Code Amendment 16-02, and related environmental review. At the public hearing the City Council received and independently considered the staff report and all of the information, evidence, and testimony presented in connection with the foregoing.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ORDAINS AS FOLLOWS:**

**SECTION 1.                    CHAPTER 19.30.050 AMENDED**

Amend Chapter 19.30.050, "Inclusionary Housing", of Article 3, "Regulations Applicable to All Zones", to Title 19 of the Duarte Development Code by adding Subsection D, to read as follows:

- D. Any residential development, which secures certificates of occupancy at any time between July 31, 2016, and July 31, 2021.

**SECTION 2.                    CEQA DETERMINATION.**

In adopting this Resolution, the Planning Commission finds that the project is both statutorily and categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following exemptions and each of them independently: Section 15273, relating to "Rates, Tolls, Fares, and Charges", as the modification or restructuring of charges by public agencies is statutorily exempt from CEQA; and Section 15306, relating to "Information Collection", as the collection of data, resource evaluation and research which do not result in serious or major disturbance to an environmental resource is categorically exempt from CEQA. Therefore, no further environmental review is necessary. A notice of exemption will be prepared for this project.

**SECTION 3.                    SEVERABILITY.**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this Ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court

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

**SECTION 4. POSTING OF ORDINANCE.**

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

**SECTION 5. EFFECTIVE DATE.**

This Ordinance shall take effect thirty (30) days following its second reading.

PASSED, APPROVED, AND ADOPTED after second reading at a regular meeting of the City Council of the City of Duarte this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Samuel Kang

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

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

AYES:       Councilmembers:

NOES:       Councilmembers:

ABSENT:   Councilmembers:

\_\_\_\_\_  
City Clerk Marla Akana  
City of Duarte, California