

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: June 6, 2019
SUBJECT: Comments on Agenda Items, Meeting of June 11, 2019

A workshop will be held at 5:00 p.m. to hear presentations from Climatec on their proposed infrastructure modernization program, and Big Belly on their proposed trash bin recycling/refuse system.

ITEM 7.A. New District 7 Councilmember Toney Lewis will be introduced to the community.

ITEM 7.B. The Council will recognize Congressmember Grace Napolitano's selection of Aranzasu Caballero and Daniel Yrigoyen as her 2019 Volunteers of the Year.

ITEM 7.C. The City Council recently requested an update on the San Gabriel Mountains National Recreation Area. A representative from Congressmember Napolitano's office will supply the latest information on this regional Federal project.

ITEM 11.D (Consent). This is to accept the Bus Stop Enhancement Project as complete. As part of our agreement with Foothill Transit, they required that several bus stop locations be upgraded for ADA accessibility. In light of this, a contract was awarded to Martinez Landscape Company, Inc., for the Bus Stop Enhancement Project. The scope of the work included the removal and replacement of concrete sidewalks, construction of new concrete sidewalks and concrete retaining curbs, relocation of bench and trash receptacles, adjustment of existing utility covers, removal and relocation of signs, and all appurtenant work.

ITEM 11.E (Consent). This is to accept the City Hall Concrete Repair Project as complete. A contract was awarded to CT&T Concrete Paving for this work. The project consisted of the repair of the decorative stamped concrete located in the City Hall parking lot. As part of this repair project, staff identified six sections of the broken concrete that required removal and replacement. This project's scope of work was to remove and construct the colored stamped concrete at the two City Hall driveway entrances. The smaller four concrete bands were removed and reconstructed to match the existing parking lot's concrete finish.

ITEM 11.F (Consent). In April of this year, the City officially transitioned from an in-house diesel bus transit operation to an all-electric bus contract with Foothill Transit. As a result, this transition has changed staff's responsibilities from being focused on day-to-day part-time staff supervision and maintenance related transit operations, to a more macro level contract management role. In order to reflect this broader focus, staff is recommending that Council change the division's name from the Transit Division to the Transportation Division, and the title of the supervisor to the Transportation Supervisor.

ITEM 11.G (Consent). This is to authorize the City to enter into an agreement with Cerrell Associates to undertake a public education program regarding a potential sales tax revenue measure.

ITEM 13. This is a Public Hearing (TEFRA) to consider a resolution which would approve the issuance of revenue bonds for the purpose of financing and refinancing the acquisition, construction,

furnishing, and equipping of Westminster Gardens at 1420 Santo Domingo Avenue. The proceeds of the bonds will be used to (a) refund all or a portion of the outstanding \$77,805,000 original principal amount California Statewide Communities Development Authority Senior Living Revenue Bonds; (b) refund all or a portion of the outstanding \$106,580,000 original principal amount California Statewide Communities Development Authority Revenue Bonds; (c) finance or reimburse the cost of remodeling, renovating, furnishing, and equipping certain of the Corporation's continuing care communities located in several jurisdictions throughout the State of California; (d) to pay a portion of the interest on the bonds; (e) to provide working capital to the borrower; (f) to fund a debt service reserve fund; and (g) to pay certain expenses incurred in connection with the issuance of the bonds.

The bonds for the project will be the sole responsibility of the borrower, and the City will have no financial, legal, moral obligation, liability, or responsibility for the project or the repayment of the bonds for the financing of the project.

ITEM 14. This is a resolution adopting a Complete Streets Policy. Complete streets policies seek to improve street networks by increasing safety for drivers, transit users, pedestrians, and bicyclists, regardless of age, ability, or mode of transportation. The policy is intended to provide the framework to encourage and support multiple modes of transportation on the City's street network. The Duarte Complete Streets Policy will provide overarching guidance for the City's transportation-related planning efforts, and will guide future developments and improvements.

ITEM 15.A. Continued from the May 28, 2019, City Council meeting, the Council will make appointments to the Ad Hoc Citizens Finance Advisory Committee.

ITEM 15.B. The City Council will make designations of the intergovernmental organizations held by the former District 7 Councilmember.

ITEM 15.C. The City Council will consider for approval the City's and Housing Authority's fiscal year 2019/20 budget.

Respectfully submitted,



Darrell J. George
City Manager

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 28, 2019

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 Paras-Caracci called the meeting to order at 5:06 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Kang, Reilly, Paras-Caracci ABSENT: Finlay, Urias VACANCY: District 7 ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Reilly moved, Kang seconded to adopt the Agenda, as amended to also adjourn in memory of Ann Luong, Jaylene Moseley, and Judy Francis, and carried unanimously by the members present.
CLOSED SESSION – Decision on whether to initiate litigation	There was no public input. Cosgrove announced the Closed Session was pursuant to Government Code Sections 54956.9(a) and (d)(4); Decision on whether to initiate litigation. The Closed Session concluded at 5:25 p.m.
WORKSHOP – FM3 Research Survey Results	A Workshop was presented by Richard Bernard, FM3 Research, to provide results of a survey of voters conducted 4/23/19-5/5/19 pertaining to community priorities and budget. The Workshop concluded at 7:11 p.m. City Council reconvened at 7:23 p.m., with four members present, two absent, and one vacancy.
PLEDGE TO THE FLAG	Congressmember Grace Napolitano led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Fasana provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Reilly provided the fitness warm-up.
REPORT – CLOSED SESSION	Cosgrove stated the City Council met in Closed Session to discuss whether to initiate litigation, and did not authorize that litigation be filed, however, did authorize a communication to the California Public Utilities Commission in connection with a water system transaction being contemplated by Cal-Am Water.
SPECIAL ITEMS 2019 Green Home Awards	Manuel Enriquez described the Green Home Awards Program and selection process, and thanked sponsors, judges, and Recreation Supervisor Lupe Valerio. Winners were introduced and presented with certificates, lawn signs, gift cards, and water conservation/landscaping books.

RECESS

Mayor Paras-Caracci called at Recess at 7:40 p.m. City Council reconvened at 7:43 p.m., with four members present, two absent, and one vacancy.

Interviews for City Council Vacancy in District #7

Mayor Paras-Caracci drew names to determine the order of the interviews for the City Council vacancy in District #7, and asked if anyone in the audience wished to speak on the item. There were none.

The applicants interviewed were Mike Sharble, Joseph Hoover, Steve Hernandez, Toney Lewis, Jack Chang, and Carlyn Lee. Each applicant presented an opening statement, and answered questions from Councilmembers relating to issues, qualifications, qualities, residents' concerns, the City's challenges, homelessness, financial suggestions, self-description, revenues/expenses, vision for Duarte, sales tax measure, and technology. Each applicant presented closing remarks.

City Councilmembers thanked all the applicants for attending the meeting and participating in the interview process, and invited them to attend the Adjourned Regular Meeting on Tuesday, June 4, 2019, at 8:00 a.m. where the District #7 City Councilmember will be appointed.

RECESS

Mayor Paras-Caracci called a Recess at 9:15 p.m. City Council reconvened at 9:27 p.m., with four members present, two absent, and one vacancy.

Proclamation – Older Americans Month

Manuel Enriquez introduced and congratulated Steve Hernandez on being selected as the Duarte Senior Center Volunteer of the Year. Mayor Paras-Caracci read and presented the Proclamation for Older Americans Month to Mr. Hernandez.

ANNOUNCEMENTS

Joanna Gee, Duarte Library, announced upcoming programs and events in June and July.

Tina Heany, Duarte Chamber, announced upcoming installation, meetings, and events in June.

Karen Herrera announced upcoming community events, activities, classes, and programs in June and July.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.
Andrew Raubitschek – Neighborhood Watch, wildfires.

CONSENT CALENDAR

Reilly moved, Kang seconded to approve the Consent Calendar as follows, and carried unanimously by the members present.
Approve Items A, B, C, D, E, H, I.
Receive and File Item G.
Remove Item F.

Item D – RESOLUTION 19-09 Intent to Levy – Landscape/Ltg. Sets Public Hearing 7/9/19

Council Bill 19-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 2019-2020 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

Item E – RESOLUTION 19-10
Appropriations Limit FY 19/20

Council Bill 19-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 F – Agreement – All City
Management – Crossing Guards

Brian Villalobos presented a staff report about the proposed agreement, and answered questions from Councilmembers. Cosgrove noted language refinements to the agreement.

ITEM F – APPROVED

Reilly moved, Fasana seconded to authorize the City Manager to execute an agreement with All City Management Services, Inc., for crossing guard services from 7/1/19-6/30/20, subject to technical revisions as approved by the City Attorney, and carried unanimously by the members present.

BUSINESS ITEM

Appointments – Ad Hoc Citizens
Advisory Committee

There was discussion about possibly continuing this item until the new Councilmember was appointed, and to allow time for more to apply.

Continued to 6/11/19

Reilly moved, Paras-Caracci seconded to continue the item to the meeting of June 11, 2019, and to allow more to apply, and carried unanimously by the members present.

REPORTS/COMMUNICATIONS
FROM COUNCIL/MANAGER/
ATTORNEY

FASANA: Asked for a report on the latest development of the stormwater case. Cosgrove responded.

PARAS-CARACCI: Suggested the “Reports” items be combined, and stated she met with Director Valerie Munoz from the Water Quality Authority, and she would like to invite her or her representative to speak at a Council Meeting.

MEETINGS ATTENDED

In addition to the meetings reported on the Agenda, the following attendance reports were provided:

Fasana: Supervisor Barger’s event for veterans, Live Oak Memorial Park event, recognition for employees and Commissioners.

Reilly: Contract Cities seminar, SGV COG Energy, Environment, and Natural Resources Committee meeting, Chamber luncheon, Historical Society event.

Paras-Caracci: Older Americans Month recognition program, Memorial tribute at Live Oak Park.

ADJOURNMENT

The meeting was adjourned at 10:08 p.m. in memory of Pam Albers, Ann Luong, Jaylene Moseley, and Judy Francis.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk

5/28/19

MINUTES

CITY COUNCIL OF THE CITY OF DUARTE ADJOURNED REGULAR MEETING – JUNE 4, 2019

CALL TO ORDER	The City Council of the City of Duarte met in an adjourned regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Paras-Caracci called the meeting to order at 8:02 a.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Finlay, Kang (arrived at 8:31 a.m.), Reilly, Urias, Paras-Caracci ABSENT: None VACANCY: District 7 ADMINISTRATIVE STAFF: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Finlay moved, Reilly seconded to adopt the Agenda, and carried with Kang not present.
PUBLIC COMMENT	There was no public comment.
BUSINESS ITEMS Discussion/Deliberation	Each applicant for the District 7 vacancy presented a brief statement, and answered questions from Councilmembers Finlay and Urias pertaining to a sales tax measure, representing the entire City, and running in the 2020 election. Lino Paras discussed previous appointments to City Council, attendance, and promptness, and expressed his opinion on who should be selected. City Councilmembers thanked all applicants, encouraged them to stay involved with the community and to continue communicating with residents, and deliberated about experience, districting, qualifications, commitment, backgrounds, stability, and understanding, with each Councilmember suggesting their preferred candidate. After further discussion, Fasana moved, Reilly seconded to appoint Toney Lewis to fill the vacancy in District 7, and to adopt Resolution No. 19-12 as stated below, and carried by the following Roll Call vote: AYES: Fasana, Finlay, Urias, Reilly, Kang, Paras-Caracci NOES: None VACANCY: District 7
RESOLUTION 19-12 Appointment to District 7 Toney Lewis	RESOLUTION NO. 19-12 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, APPOINTING TONEY LEWIS TO FILL THE VACANCY ON THE CITY COUNCIL IN DISTRICT 7 FOR THE REMAINDER OF THE UNEXPIRED TERM OF THE FORMER INCUMBENT, WHICH TERM EXPIRES ON DECEMBER 8, 2020

Oath of Office

The Oath of Office was administered to Toney Lewis.

City Councilmembers and the City Manager congratulated Mr. Lewis on his appointment, and stated they looked forward to working with him.

ADJOURNMENT

The meeting was adjourned at 9:01 a.m. to the Regular City Council Meeting, June 11, 2019.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 05/29/2019 - 06/11/2019

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
Payment Number	Payable Number	Description				Item Amount
192	6/11/2019	4286	MAXTREME INC			13,275.56
	13402	IT Helpdesk 5/2019		100-1815-7965		8,700.00
	13402	Crash Plan Recovery 5/2019		100-1815-7980		200.00
	13403	iPhone Screen Protectors/Cases/Clea		100-1815-7980		296.71
	13404	Apple USB Cable & Adapter		100-1815-7980		95.37
	13405	Gsuite Accessduarte.com 3/1/19 - 3/		100-1815-7632		763.52
	13405	Gsuite Accessduarte.com 2/17/19 - 2		100-1815-7632		233.20
	13405	Gsuite Accessduarte.com 4/1/19 - 4/		100-1815-7632		790.00
	13406	Office 365 Licenses 1/1/19 - 5/31/19		100-1815-7632		1,815.00
	13407	GSuite Maxhaven.com Test Account 1		100-1815-7632		381.76
212630	6/11/2019	3655	ALL AMERICAN ASPHALT			20,936.63
	184817	Retention 2018 Street Rehab Project		225-2250-8100	201919- 225 Cap Improv - 2018 Streets Rehab Pr	20,936.63
212636	6/11/2019	3889	BRIGHTVIEW LANDSCAPE SERVICES INC			24,495.26
	6281351	Hearthstone Brush Clearance		240-2425-7660		1,900.00
	6281351	Hearthstone Brush Clearance		240-2425-7913		330.85
	6297831	Landscape Maintenance 5/2019		100-1020-7724		115.00
	6297831	Landscape Maintenance 5/2019		100-1415-7916		1,430.00
	6297831	Landscape Maintenance 5/2019		100-1825-7945	250016-Oper of Acq Prop-1229 Pops Road	41.67
	6297831	Landscape Maintenance 5/2019		100-1825-7945	990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
	6297831	Landscape Maintenance 5/2019		240-2410-7915		7,500.00
	6297831	Landscape Maintenance 5/2019		240-2410-7917		4,845.00
	6297831	Landscape Maintenance 5/2019		240-2410-7917		485.00
	6297831	Landscape Maintenance 5/2019		240-2420-7914		345.16
	6297831	Landscape Maintenance 5/2019		240-2421-7914		1,300.00
	6297831	Landscape Maintenance 5/2019		240-2422-7914		480.58
	6297831	Landscape Maintenance 5/2019		240-2423-7914		900.00
	6297831	Landscape Maintenance 5/2019		240-2424-7914		550.00
	6297831	Landscape Maintenance 5/2019		240-2425-7914		400.00
	6297831	Landscape Maintenance 5/2019		240-2426-7914		180.00
	6297831	Landscape Maintenance 5/2019		240-2427-7914		630.33
	6297831	Landscape Maintenance 5/2019		240-2431-7914		800.00
	6297831	Landscape Maintenance 5/2019		240-2432-7914		835.00
	6297831	Landscape Maintenance 5/2019		240-2433-7914		530.00
	6297831	Landscape Maintenance 5/2019		240-2434-7914		355.00
	6297831	Landscape Maintenance 5/2019		240-2435-7914		500.00
212646	6/11/2019	2028	COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS			21,795.00
	REPW-19050605192	Industrial Waste Inspections 4/2019		100-1405-7801		2,599.71
	REPW-19050605276	Traffic Signal Maintenance 4/2019		240-2405-7890		64.86
	REPW-19050605280	Traffic Signal Maintenance 4/2019		240-2405-7890		55.12
	REPW-19050605305	Royal Oaks Signs & Markings 4/2019		220-2210-7813		9,731.81
	REPW-19050605310	Traffic Signal Maint (Highland/Bus Ctr		240-2405-7890		597.90
	REPW-19050605316	Royal Oaks Traffic Signal Improvemen		220-2225-8070		8,187.37
	REPW-19050605326	Traffic Signal Maintenance 4/2019		240-2405-7890		558.23
212647	6/11/2019	6053	CT&T CONCRETE PAVING INC			45,934.40
	CT5447	City Hall Concrete Repair		100-1410-8100		45,934.40
212648	6/11/2019	5501	DATA TICKET INC			5,260.95
	100874	Admin Citation Processing 4/2019		100-1205-7761		2,724.62
	100999	Parking Citation Processing 4/2019		100-1205-7761		2,536.33

Council Warrant Register Over \$5000

Payment Dates: 05/29/2019 - 06/11/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
212669	6/11/2019 500194	6054 Bus Stop Improvements	MARTINEZ LANDSCAPE CO INC	440-4405-8100		47,440.62 47,440.62
212686	6/11/2019	0196	RUTAN & TUCKER LLP			12,774.28
	835965	General City Litigation 3/2019		100-1015-7686		24.00
	835966	Telecommunications Legal 3/2019		100-1015-7686		344.00
	835967	Environmental/Stormwater (NPDES) L		100-1015-7686		5,540.28
	836393	General City Attorney (Retainer) 3/20		100-1015-7680		6,442.81
	836393	General City Attorney (Retainer) 3/20		100-2121	201921-Pass Through-Tipping CC&R's	423.19
212694	6/11/2019	5074	STATE OF CALIFORNIA ENERGY RESOURCES CONSERVATION			10,109.21
	10429	CEC Payment 14 of 27		100-1805-7764	201023-Annual Prin Pmts-EECBG	8,212.50
	10429	CEC Payment 14 of 27		100-1805-7765	201023-Annual Int Pmt-EECBG	1,896.71
212696	6/11/2019	4674	TYLER TECHNOLOGIES INC			11,684.25
	025-252452	Finance System Support 4/1/19 - 6/3		100-1815-7820		11,684.25
Payment Total:						213,706.16

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	103,266.70
220 - GAS TAX FUN	17,919.18
225 - SB-1, Road Maintenance/Rehab Fund	20,936.63
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	24,143.03
440 - PROPOSITION A TRANSIT FUND	47,440.62
Grand Total:	213,706.16

Account Summary

Account Number	Account Name	Payment Amount
100-1015-7680	City Attorney Legal	6,442.81
100-1015-7686	Other Legal Services	5,908.28
100-1020-7724	Post Office Parking	115.00
100-1205-7761	Parking Ticket Collect	5,260.95
100-1405-7801	Industrial Waste Inspecti	2,599.71
100-1410-8100	K Rail/Other Capital Imp	45,934.40
100-1415-7916	Landscape-Sport Park	1,430.00
100-1805-7764	CA CEC Annual Principal	8,212.50
100-1805-7765	CA CEC Annual Interest	1,896.71
100-1815-7632	Software Maintenance	3,983.48
100-1815-7820	Finance System Support	11,684.25
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	592.08
100-1825-7945	Operation Of Acq Prop	83.34
100-2121	Pass Through Deposits	423.19
220-2210-7813	Regulatory Signs	9,731.81
220-2225-8070	Street Improvements (C	8,187.37
225-2250-8100	Other Capital Improvem	20,936.63
240-2405-7890	Repairs-Traffic Signal	1,276.11
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	5,330.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7660	Other Services	1,900.00
240-2425-7913	Brush Clearance	330.85
240-2425-7914	Landscape Maintenance	400.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
440-4405-8100	Other Capital Improvem	47,440.62
Grand Total:		213,706.16

Project Account Summary

Project Account Key	Payment Amount
None	182,153.79
201023-Annual Int Pmt-EECBG	1,896.71
201023-Annual Prin Pmts-EECBG	8,212.50
201919- 225 Cap Improv - 2018 Streets Rehab Proj	20,936.63
201921-Pass Through-Tipping CC&R's	423.19
250016-Oper of Acq Prop-1229 Pops Road	41.67

Project Account Summary

Project Account Key	Payment Amount
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
Grand Total:	<u>213,706.16</u>



City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1010-7003	GOVERNMENT STAFFING SERVICES	Part Time Receptionist 5/13/19 - 5/20/19	212656		1,805.00
100-1010-7610	VICTORIA ROCHA	CAI Am CPUC Hearing	212622		28.07
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	212693		128.08
100-1010-7650	ADVANTAGE FORD LINCOLN	Veh 37 PM Service	212629		62.67
100-1010-7965	BECKER BOARDS SMALL LLC	210/605 Fwy Billboard Ads 5/6/19 - 6/2/19	212633		1,500.00
100-1010-7980	SHAFFER AWARDS	Dave Rendon Engraved Plaque	212689		19.71
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 3/2019	212686		6,442.81
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 3/2019	212686		24.00
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 3/2019	212686		344.00
100-1015-7686	RUTAN & TUCKER LLP	Environmental/Stormwater (NPDES) Litigation 3/2019	212686		5,540.28
100-1020-7711	SMART & FINAL	EE Appreciation Event Tablecovers	191		21.89
100-1020-7715	THE SAUCE CREATIVE SERVICES CO	2019 Green Home Lawn Signs	212688		582.50
100-1020-7715	SMART & FINAL	2019 Green Home Awards Refreshments	191		114.75
100-1020-7722	ARCHIVESOCIAL INC	Social Media Archive (1 Yr)	212632		2,388.00
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		115.00
100-1205-7636	MONOGRAPHS	D Vaillancourt City Uniform Embroidery	212674		80.00
100-1205-7655	GLOBALSTAR USA	Emergency Satellite Phones	212654		1,828.31
100-1205-7761	DATA TICKET INC	Admin Citation Processing 4/2019	212648		2,724.62
100-1205-7761	DATA TICKET INC	Parking Citation Processing 4/2019	212648		2,536.33
100-1205-7761	STATE CONTROLLER	FTB Citation Processing 1/1/18 - 12/31/18	212623		200.41
100-1205-7779	OLGALIVIER GARCIA	PS Intern Stipend	212652		100.00
100-1205-7779	OLGALIVIER GARCIA	PS Intern Stipend	212652		100.00
100-1205-7779	THIPPHAVANH NORASINGH	Beardslee Park Movie Night Sound	212679		300.00
100-1205-7779	ALMA CASILLAS	DART Scholarship	212641	201331-PS Youth Programs	50.00
100-1205-7779	JALEEN COLLINS	DART Scholarship	212644	201331-PS Youth Programs	58.00
100-1205-7779	ALONDRA LOPEZ	DART Scholarship	212665	201331-PS Youth Programs	250.00
100-1205-7779	ALEXANDER L REED	DART Scholarship	212681	201331-PS Youth Programs	140.00
100-1205-7779	ARANZASU CABALLERO	DART Scholarship	212638	201331-PS Youth Programs	550.00
100-1205-7779	NATALIE VAZQUEZ	DART Scholarship	212697	201331-PS Youth Programs	200.00
100-1205-7780	COUNTY OF LOS ANGELES - ANIMA	Animal Shelter Services 4/2019	212645		1,002.99
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	212693		128.25
100-1405-7801	COUNTY OF LOS ANGELES DEPART	Industrial Waste Inspections 4/2019	212646		2,599.71
100-1405-7965	LDM ASSOCIATES INC	FY18-19 Federal Grant Administration 4/2019	212664		550.00
100-1410-7656	SOUTH COAST AQMD	Emergency Generator Hot Spots FY18-19	212692		132.98
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Street Sweeping 5/2019	212628		58.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Street Sweeping 5/2019	212628		58.00
100-1410-7980	MOUNTAIN VIEW TIRE & SERVICE I	Tire Disposal	212677		42.71
100-1410-8100	CT&T CONCRETE PAVING INC	City Hall Concrete Repair	212647		45,934.40
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		1,430.00
100-1500	GEORGE DANG	Advance-Nature Camp Session I & II	212601		500.00
100-1605-7002	PAMELA ROMERO	CPR Stipend	212684		76.92
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps Senior Breakfast Ticket	212618	201909- Duarte's Promise - America's Pro	25.00
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps Mother's Day Tea Supplies	212618	201909- Duarte's Promise - America's Pro	16.41
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps Little Library Books	212618	201909- Duarte's Promise - America's Pro	118.26
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps Mother's Day Tea Gifts	212618	201909- Duarte's Promise - America's Pro	31.26
100-1605-7730	WALMART COMMUNITY/RFCSLC	2019 Easter Supplies	212613		35.82
100-1605-7730	THE SAUCE CREATIVE SERVICES CO	Beardslee Park Easter Banner	212688		104.03
100-1605-7730	THE SAUCE CREATIVE SERVICES CO	Easter 2019 Yard Signs	212688		329.23
100-1605-7733	WALMART COMMUNITY/RFCSLC	Senior Ctr Batteries	212613		16.36
100-1605-7733	WALMART COMMUNITY/RFCSLC	Senior Ctr Supplies	212613		17.44
100-1605-7733	STAPLES ADVANTAGE	SC Office Supplies	212693		34.67
100-1605-7733	SMART & FINAL	Adult Africa Excursion Meeting Supplies	191		46.17
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	191		62.76

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Certified Mailing	212618		4.05
100-1605-7733	THEODORE SIEGEL	SC 'Touch of Evil' Screening/Presentation	212690		150.00
100-1605-7733	BEN RUSHING	SC Father's Day Entertainment	212685		125.00
100-1605-7733	KELLY PAPER	SC Volunteer Dinner Invites	212661		65.16
100-1605-7735	MARIAH MACMURPHY	Youthworks Internship Program	212606		100.00
100-1605-7735	ALEXANDRA TAPIA	Youthworks Internship Program	212612		100.00
100-1605-7735	SOPHIE ROCHA	Youthworks Internship Program	212608		100.00
100-1605-7735	DAVID CARRILLO	Youthworks Internship Program	212600		100.00
100-1605-7735	CHANCE GENTRY	Youthworks Internship Program	212605		100.00
100-1605-7735	MIGUEL VEGA	TC Summer Kick Off DJ	212625		75.00
100-1605-7735	SMART & FINAL	TC Summer BBQ Supplies	191		168.28
100-1605-7736	AGI ACADEMY	Instructor Fee-SC Intro to Computers	212614		182.00
100-1605-7736	GIBBON CONSERVATION CENTER	Nature Camp Excursion	212653		145.00
100-1605-7736	HANGAR 18 UPLAND	Nature Camp Trip	212658		368.00
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Summer Activities Book Flyer	212688		777.25
100-1605-7741	WALMART COMMUNITY/RFCSLLC	Soccer Supplies	212613		42.57
100-1605-7741	WALMART COMMUNITY/RFCSLLC	Youth Sports Supplies	212613		26.55
100-1605-7741	WALMART COMMUNITY/RFCSLLC	Soccer Party Supplies	212613		22.05
100-1605-7741	STAPLES ADVANTAGE	Summer Playground/Camp Supplies	212693		90.41
100-1605-7741	STAPLES ADVANTAGE	Summer Park Supplies	212693		4.14
100-1605-7741	SMART & FINAL	Meeting Supplies	191		30.10
100-1605-7741	MINUTEMAN PRESS OF RANCHO C	P & R Flags w/Spike Base/Deisgn	212672		518.82
100-1605-7744	ELAYSSA AQUINO	Teen Nutrition Council	212598		100.00
100-1605-7744	OLGALIVIER GARCIA	Teen Nutrition Council	212604		100.00
100-1605-7744	YVETTE RODRIGUEZ	Teen Nutrition Council	212610		100.00
100-1605-7744	PEDRO RODRIGUEZ	Teen Nutrition Council	212609		100.00
100-1605-7744	SARAH DOWIRI	Teen Nutrition Council	212602		100.00
100-1605-7744	ARANZASU CABALLERO	Youthworks Internship Program	212599		100.00
100-1605-7744	DALYLAH SANDOVAL	Teen Nutrition Council	212611		100.00
100-1605-7744	BRYAN GARCIA	Teen Nutrition Council	212603		100.00
100-1605-7744	SAMANTHA MARTINEZ	Teen Nutrition Council	212607		100.00
100-1605-7745	RANCHO DUARTE GOLF COURSE	TC Boxing Tournament	212621		2,504.00
100-1605-7980	THE SAUCE CREATIVE SERVICES CO	Track T-Shirts	212688		833.80
100-1605-7980	SMART & FINAL	Staff Training Food Supplies	191		120.95
100-1605-7980	SHAFFER AWARDS	Recreation Name Badges	212689		62.14
100-1605-7980	DUARTE RECREATION PETTY CASH	CPR Donuts	212618		18.00
100-1610-7618	MONROVIA LOCK SHOP	Keys for Parks	212675		25.73
100-1610-7618	STAPLES ADVANTAGE	Facility Maint Office Supplies	212693		34.68
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	191		196.22
100-1610-7618	SMART & FINAL	Return (SC Coffee Supplies)	191		-2.40
100-1610-7618	SHAFFER AWARDS	Name Plate Holders	212689		117.77
100-1610-7618	SMART & FINAL	Council Meeting Supplies	191		160.01
100-1610-7618	MAINTEX INC	Janitorial Supplies	212667		521.34
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	212643		35.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	212643		33.95
100-1610-7652	CINTAS CORPORATION #693	City Logo Mats	212643		21.68
100-1805-7614	STAPLES ADVANTAGE	File Folders/Labels	212693		274.49
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	212693		37.93
100-1805-7614	STAPLES ADVANTAGE	Correction Tape	212693		4.38
100-1805-7764	STATE OF CALIFORNIA ENERGY RES	CEC Payment 14 of 27	212694	201023-Annual Prin Pmts-EECBG	8,212.50
100-1805-7765	STATE OF CALIFORNIA ENERGY RES	CEC Payment 14 of 27	212694	201023-Annual Int Pmt-EECBG	1,896.71
100-1805-7965	HINDERLITER, DE LLAMAS & ASSOC	Audit Srvc-Sales Tax Q2 2019	212660		1,811.68
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 5/2019	212678		65.00
100-1810-7980	SMART & FINAL	Office Candy	191		12.99
100-1815-7632	CHAD GRENAWALT	Gsuite Maxhaven Testing 7/18 - 12/18	212619		226.55
100-1815-7632	MAXTREME INC	Gsuite Accessduarte.com 3/1/19 - 3/31/19	192		763.52
100-1815-7632	MAXTREME INC	Gsuite Accessduarte.com 2/17/19 - 2/28/19	192		233.20
100-1815-7632	MAXTREME INC	Gsuite Accessduarte.com 4/1/19 - 4/30/19	192		790.00
100-1815-7632	MAXTREME INC	Office 365 Licenses 1/1/19 - 5/31/19	192		1,815.00
100-1815-7632	MAXTREME INC	GSuite Maxhaven.com Test Account 1/1/19 - 5/24/19	192		381.76

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 4/1/19 - 6/30/19	212696		11,684.25
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 6/2019	212695		553.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Srvcs 6/2019	212695		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 6/2019	212695		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 6/2019	212695		567.60
100-1815-7965	MAXTREME INC	IT Helpdesk 5/2019	192		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 5/2019	192		200.00
100-1815-7980	MAXTREME INC	iPhone Screen Protectors/Cases/Cleaning Kit	192		296.71
100-1815-7980	MAXTREME INC	Apple USB Cable & Adapter	192		95.37
100-1825-7613	GRAND PRINTING INC	Nick Baldwin Business Cards	212657		100.99
100-1825-7613	GRAND PRINTING INC	Craig Hensley Business Cards	212657		100.99
100-1825-7613	GRAND PRINTING INC	Luz Yesenia Business Cards	212657		100.99
100-1825-7613	GRAND PRINTING INC	Amanda Hamilton Business Cards	212657		100.99
100-1825-7613	GRAND PRINTING INC	Jason Golding Business Cards	212657		100.99
100-1825-7613	GRAND PRINTING INC	Business Card Masters (Qty 5000)	212657		1,806.78
100-1825-7613	CANON SOLUTIONS AMERICA INC	Copier Paper	212639		85.70
100-1825-7631	CANON SOLUTIONS AMERICA INC	Copier Paper	212639		205.31
100-1825-7674	GINNY JOYCE BELBA	Health Insurance Reimbursement	212634		218.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	212637		218.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	212650		218.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	212662		435.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	212659		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	212635		435.00
100-1825-7747	ANNA LANDEROS	Recycling Worker	212663	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	SAMANTHA MARTINEZ	Recycling Worker	212671	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	ALONDRA LOPEZ	Recycling Worker	212666	201803-Beverage Container Recycle Progr	53.00
100-1825-7747	FABIANA MARCE	Recycling Worker	212668	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	SUSANA OLIVER	Recycling Worker	212680	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	SOPHIA ROCHA	Recycling Worker	212682	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	ERNESTO MARTINEZ	Recycling Worker	212670	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 3/23/19	212655	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 5/8/19	212655	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	CASEY CARRILLO	Recycling Worker 4/13/19	212640	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	ANDY MIRANDA	Recycling Worker 3/23/19	212673	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	CASEY CARRILLO	Recycling Worker 4/26/19	212640	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 4/13/19	212655	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	ANDY MIRANDA	Recycling Worker 5/8/19	212673	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	YESSANIA FLORES	Recycling Worker 5/8/19	212651	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	DYLAN RODRIGUEZ	Recycling Worker 4/13/19	212683	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	EVELYN SALMERON	Recycling Worker 5/8/19	212687	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	BRYANNA MORALES	Recycling Worker 2/19/19	212676	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	EVELYN SALMERON	Recycling Worker 4/26/19	212687	201803-Beverage Container Recycle Progr	26.50
100-1825-7747	BRYANNA MORALES	Recycling Worker 3/23/19	212676	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	YESSANIA FLORES	Recycling Worker 4/26/19	212651	201803-Beverage Container Recycle Progr	26.50
100-1825-7747	BRYANNA MORALES	Recycling Worker 4/13/19	212676	201803-Beverage Container Recycle Progr	53.00
100-1825-7747	YESSANIA FLORES	Recycling Worker 4/4/19	212651	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	EVELYN SALMERON	Recycling Worker 4/4/19	212687	201803-Beverage Container Recycle Progr	26.50
100-1825-7747	DYLAN RODRIGUEZ	Recycling Worker 5/8/19	212683	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	OLGALIVIER GARCIA	Recycling Worker 5/8/19	212652	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	OLGALIVIER GARCIA	Recycling Worker 2/28/19	212652	201803-Beverage Container Recycle Progr	13.25
100-1825-7747	OLGALIVIER GARCIA	Recycling Worker 4/4/19	212652	201803-Beverage Container Recycle Progr	26.50
100-1825-7747	YESENIA CHAVEZ	Recycling Worker	212642	201803-Beverage Container Recycle Progr	53.00
100-1825-7747	MAINTEX INC	Trash Bags (Recycle Grant)	212667	201803-Beverage Container Recycle Progr	231.25
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636	250016-Oper of Acq Prop-1229 Pops Roa	41.67
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636	990002 - Oper of Acq Prop - Duarte Traile	41.67
100-2120	CAROLYNNE ALCARZ	CC Rent Depoist Refund	212615		500.00
100-2120	ROSIE BANUELOS	CC Rent Deposit Refund	212617		500.00
100-2120	GARRY YEE	ROP Bldg Rent Deposit Refund	212627		150.00
100-2120	DENNYS VACA	ROP Bldg Rent Deposit Refund	212624		150.00
100-2120	LOIS WESTMORLAND	ROP Bldg Rent Deposit Refund	212626		150.00

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-2120	LETICIA AVILA	ROP Bldg Rent Deposit Refund	212616		150.00
100-2121	THE SAUCE CREATIVE SERVICES CO	Military Banner Replacements (11)	212688		1,361.09
100-2121	RUTAN & TUCKER LLP	General City Attorney (Retainer) 3/2019	212686	201921-Pass Through-Tipping CC&R's	423.19
100-4302	STEVE LOYA	Citation Overpayment	212620		231.00
100-4402	CAROLYNNE ALCARZ	Overtime/Carpet Cleaning	212615		-92.00
100-4404	LETICIA AVILA	Switched From Gazebo to ROP Bldg	212616		-100.00
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 6/2019	212649	250004 - Property Rent - Nextel Rent (Oti	1,645.10
Fund 100 - GENERAL FUND Total:					141,394.40

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2210-7813	COUNTY OF LOS ANGELES DEPART	Royal Oaks Signs & Markings 4/2019	212646		9,731.81
220-2225-7811	ALL AMERICAN ASPHALT	Street Maintenance Highland & Greenbank	212631		4,680.00
220-2225-8070	COUNTY OF LOS ANGELES DEPART	Royal Oaks Traffic Signal Improvements 4/2019	212646		8,187.37
Fund 220 - GAS TAX FUN Total:					22,599.18

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 225 - SB-1, Road Maintenance/Rehab Fund					
225-2250-8100	ALL AMERICAN ASPHALT	Retention 2018 Street Rehab Project	212630	201919- 225 Cap Improv - 2018 Streets R	20,936.63
Fund 225 - SB-1, Road Maintenance/Rehab Fund Total:					20,936.63

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Maintenance 4/2019	212646		64.86
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Maintenance 4/2019	212646		55.12
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Maint (Highland/Bus Ctr Dr) 4/2019	212646		597.90
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Maintenance 4/2019	212646		558.23
240-2410-7662	SITEONE LANDSCAPE SUPPLY HOLD	Citywide Irrigation Supplies	212691		440.99
240-2410-7891	SITEONE LANDSCAPE SUPPLY HOLD	Huntington Dr Median Irrigation Repair	212691		129.62
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		4,845.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		485.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		550.00
240-2425-7660	BRIGHTVIEW LANDSCAPE SERVICES	Hearthstone Brush Clearance	212636		1,900.00
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVICES	Hearthstone Brush Clearance	212636		330.85
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		400.00
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Outlet Parking Lot Sweeping 5/2019	212628		747.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 5/2019	212636		500.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					25,460.64

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8060	LDM ASSOCIATES INC	FY18-19 CDBG ADA Curb Ramp Admin 4/2019	212664	201912-Sidewalk Imprv-CDBG ADA Ramp	250.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					250.00

Council Warrant Register by Account**Payment Dates: 05/29/2019 - 06/11/2019**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-8100	MARTINEZ LANDSCAPE CO INC	Bus Stop Improvements	212669		47,440.62
Fund 440 - PROPOSITION A TRANSIT FUND Total:					47,440.62

Council Warrant Register by Account

Payment Dates: 05/29/2019 - 06/11/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 520 - TOWN CENTER DEBT SERVICE FUND					
520-5205-8314	U.S. BANK CORPORATE TRUST SERV	2013 COP Trustee Fees 4/1/19 - 3/31/20	193		1,650.00
Fund 520 - TOWN CENTER DEBT SERVICE FUND Total:					1,650.00
Grand Total:					259,731.47

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	141,394.40
220 - GAS TAX FUN	22,599.18
225 - SB-1, Road Maintenance/Rehab Fund	20,936.63
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	25,460.64
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	250.00
440 - PROPOSITION A TRANSIT FUND	47,440.62
520 - TOWN CENTER DEBT SERVICE FUND	1,650.00
Grand Total:	259,731.47

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7003	Part-Time/Temp Salaries	1,805.00
100-1010-7610	Travel, Mtgs & Conf	28.07
100-1010-7614	Office Supplies	128.08
100-1010-7650	Vehicle Maintenance	62.67
100-1010-7965	Professional Services	1,500.00
100-1010-7980	Other Expenses	19.71
100-1015-7680	City Attorney Legal	6,442.81
100-1015-7686	Other Legal Services	5,908.28
100-1020-7711	Employee Recognition C	21.89
100-1020-7715	Green Home Awards	697.25
100-1020-7722	City Web Site	2,388.00
100-1020-7724	Post Office Parking	115.00
100-1205-7636	Uniforms	80.00
100-1205-7655	Emergency Services	1,828.31
100-1205-7761	Parking Ticket Collect	5,461.36
100-1205-7779	Youth Programs	1,748.00
100-1205-7780	Animal Control	1,002.99
100-1405-7614	Office Supplies	128.25
100-1405-7801	Industrial Waste Inspecti	2,599.71
100-1405-7965	Professional Services	550.00
100-1410-7656	Emergency Generator	132.98
100-1410-7810	Street Sweeping	116.00
100-1410-7980	Other Expenses	42.71
100-1410-8100	K Rail/Other Capital Imp	45,934.40
100-1415-7916	Landscape-Sport Park	1,430.00
100-1500	Advances	500.00
100-1605-7002	Regular Salaries	76.92
100-1605-7728	Americorp's VIP Progra	190.93
100-1605-7730	Special Events	469.08
100-1605-7733	Senior Center	521.61
100-1605-7735	Teen Center	743.28
100-1605-7736	Recreation Classes	695.00
100-1605-7739	Publicity	777.25
100-1605-7741	Sports/Playground Progr	734.64
100-1605-7744	Nutrition Program Costs	900.00
100-1605-7745	Boxing Program	2,504.00
100-1605-7980	Other Expenses	1,034.89
100-1610-7618	Building Supplies	1,053.35
100-1610-7636	Uniforms	68.95
100-1610-7652	Building Maint Services	21.68
100-1805-7614	Office Supplies	316.80
100-1805-7764	CA CEC Annual Principal	8,212.50
100-1805-7765	CA CEC Annual Interest	1,896.71
100-1805-7965	Professional Services	1,811.68
100-1810-7980	Other Expenses	77.99
100-1815-7632	Software Maintenance	4,210.03

Account Summary

Account Number	Account Name	Payment Amount
100-1815-7820	Finance System Support	11,684.25
100-1815-7821	Personal Computer Supp	553.00
100-1815-7830	Telephones	1,553.60
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	592.08
100-1825-7613	Duplications And Photos	2,397.43
100-1825-7631	Equipment Maintenance	205.31
100-1825-7674	Retiree Health Insurance	1,959.00
100-1825-7747	Beverage Cont Recycling	1,609.25
100-1825-7945	Operation Of Acq Prop	83.34
100-2120	Refundable Deposits	1,600.00
100-2121	Pass Through Deposits	1,784.28
100-4302	Parking Citations	231.00
100-4402	Community Center Rent	-92.00
100-4404	Other Building Rentals	-100.00
100-4408	Property Rental	1,645.10
220-2210-7813	Regulatory Signs	9,731.81
220-2225-7811	Street Maintenance	4,680.00
220-2225-8070	Street Improvements (C	8,187.37
225-2250-8100	Other Capital Improvem	20,936.63
240-2405-7890	Repairs-Traffic Signal	1,276.11
240-2410-7662	Other Serv-Citywide	440.99
240-2410-7891	Repairs-Medians	129.62
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	5,330.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7660	Other Services	1,900.00
240-2425-7913	Brush Clearance	330.85
240-2425-7914	Landscape Maintenance	400.00
240-2426-7810	Street Sweeping	747.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
260-2605-8060	Sidewalk Improvements	250.00
440-4405-8100	Other Capital Improvem	47,440.62
520-5205-8314	Trustee Services	1,650.00
Grand Total:		259,731.47

Project Account Summary

Project Account Key	Payment Amount
None	223,235.82
201023-Annual Int Pmt-EECBG	1,896.71
201023-Annual Prin Pmts-EECBG	8,212.50
201331-PS Youth Programs	1,248.00
201803-Beverage Container Recycle Program	1,609.25
201909- Duarte's Promise - America's Promise Exp	190.93
201912-Sidewalk Imprv-CDBG ADA Ramp Proj	250.00
201919- 225 Cap Improv - 2018 Streets Rehab Proj	20,936.63
201921-Pass Through-Tipping CC&R's	423.19
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,645.10

Project Account Summary

Project Account Key	Payment Amount
250016-Oper of Acq Prop-1229 Pops Road	41.67
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
Grand Total:	<u>259,731.47</u>



MEMORANDUM

To: Mayor and City Council

From: Amanda Hamilton, Public Works Manager

Date: June 11, 2019

Subject: Notice of Completion – Bus Stop Enhancement Project

RECOMMENDED ACTION

Staff recommends that the City Council authorize the Notice of Completion for the Bus Stop Enhancement Project in the amount of \$49,937.50.

BACKGROUND

The City of Duarte signed a Memorandum of Understanding (MOU) with Foothill Transit that implemented a partnership that included the purchase of three (3) 35 foot electric buses. In addition to the purchase of the new buses, Foothill Transit will operate and maintain the City owned buses on the existing Duarte Transit Routes.

As part of this agreement Foothill Transit required several bus stop locations be upgraded for ADA accessibility. A list of needed improvements was created and prioritized by ADA accessibility and requirements set by Foothill Transit's operating procedures.

On February 26, 2019, the Duarte City Council Awarded a contract to Martinez Landscape Co. Inc. for the Bus Stop Enhancement Project. The scope of the work for the project included the removal and replacement of concrete sidewalks, construction of new concrete sidewalks and concrete retaining curbs, relocation of bench and trash receptacles, adjustment of existing utility covers, removing and relocating signs, and all appurtenant work.

The eight (8) Bus Stop Enhancement Project locations include:

1. South East Corner of Royal Oaks Dr. & Bradbourne Ave.
2. Encanto Pkwy. at Encanto Park
3. North East Corner of Galen St. at Newington St.
4. South East Corner of Mountain Ave. at Newington St.

5. South East Corner of Hurlock Ave. at Broach Ave.
6. North West Corner of Royal Oaks Dr. at Encanto Pkwy.
7. North East Corner of Royal Oaks Dr. at Mountaincrest Rd.
8. North West Corner of Royal Oaks Dr. at Mt. Olive Dr.

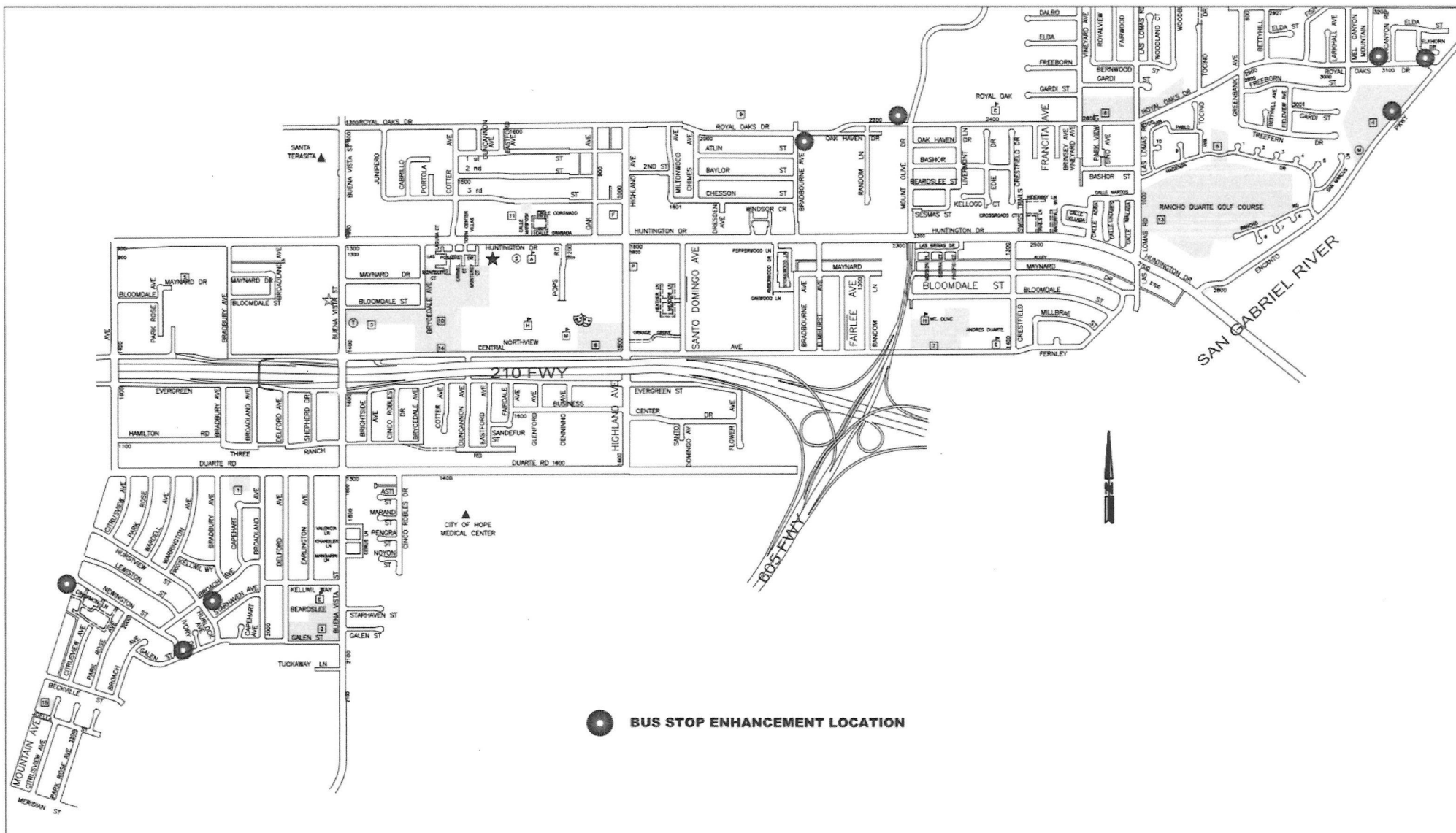
Funding for the Bus Stop Enhancement Project is appropriated through the Foothill Transit Bus Stop Enhancement Program and Proposition A funds.

CONCLUSION

Martinez Landscape Co. Inc. has completed the Bus Stop Enhancement Project. The final cost for the project is \$49,937.50. Staff recommends that the City Council motion to approve the Notice of Completion for the Bus Stop Enhancement Project in the amount of \$49,937.50.

ATTACHMENTS:

- Attachment A – Project Map
- Attachment B – Completed Project Pictures



BUS STOP ENHANCEMENT PROJECT

Completed Project Pictures



Mt. Olive Dr. & Royal Oaks Dr.



Royal Oaks Dr. & Bradbourne Ave.

Royal Oaks Dr. & Mountaincrest Rd.



Royal Oaks Dr. & Encanto Pkwy.



Encanto Pkwy. at Encanto Park



Mountain Ave. & Newington St.



Hurlock Ave. & Broach Ave.



Galen St. & Newington





MEMORANDUM

To: Mayor and City Council

From: Amanda Hamilton, Public Works Manager

Date: June 11, 2019

Subject: Notice of Completion – City Hall Concrete Repair Project

RECOMMENDED ACTION

Staff recommends that City Council authorize the Notice of Completion for the City Hall Concrete Repair Project in the amount of \$48,352.00.

BACKGROUND

On April 23, 2019, the City Council awarded the City Hall Concrete Repair Project to CT&T Concrete Paving. The project consisted of the repair of the decorative stamped concrete located in the City Hall Parking Lot. As part of this repair project, staff identified six sections of the broken concrete that required removal and replacement. This project's scope of work was to remove and construct the colored stamped concrete at the two City Hall driveway entrances. The smaller four concrete bands were to be removed and reconstructed to match the existing parking lot's concrete finish. All work was required to be constructed in accordance with the requirements of the Standard Specifications for Public Works Construction.

The City Hall Concrete Repair Project was completed in one weekend. CT&T Concrete Paving started work on Friday, May 17, 2019 and reopened the parking lot for use on Sunday, May 19, 2019. Staff worked with other departments to ensure the least amount of conflict with events held at the Community Center and the daily operations of the Fitness Center.

CONCLUSION

CT&T Concrete Paving, Inc. has completed the City Hall Concrete Repair Project. The final cost for the project is \$48,352.00 with no change orders. Staff recommends that the City Council motion to approve the Notice of Completion for the City Hall Concrete Project in the amount of \$48,352.00.

ATTACHMENTS:

- Attachment A – Before & After Pictures

CITY HALL CONCRETE REPAIR

1600 Huntington Drive, Duarte, CA

BEFORE

&

AFTER



BEFORE



AFTER



BEFORE



AFTER



MEMORANDUM

TO: Darrell George
FROM: Kristen Petersen, Assistant City Manager
DATE: June 4, 2019
SUBJECT: Job Description for Transportation Supervisor

Background

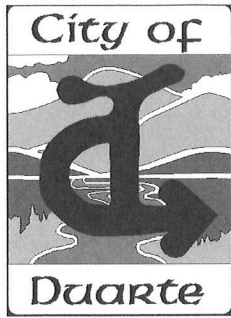
In April of this year, the City of Duarte officially transitioned from an in house diesel bus transit operation to an all electric bus contract with Foothill Transit. As a result, this transition has expectedly changed staff's responsibilities from being focused on day to day part time staff supervision and maintenance related to transit operations to a more macro level contract management role. This should allow staff more time to broaden their scope beyond just transit and strengthen our City's fleet services, alternative fuel options and research the many grant opportunities that are out there.

In order to reflect this broader focus we are recommending that Council change the division's name from the Transit Division to the Transportation Division and the title of the supervisor to the Transportation Supervisor.

Attached please find the official job description that will be designated for the position. Please note that we are not recommending a change to the position's salary range.

Recommendation

It is recommended that the City Council approve the job description for the position of Transportation Supervisor.



TRANSPORTATION SUPERVISOR

Definition:

Under the administrative direction of the Assistant City Manager, manages the transit and fleet service functions in order to provide transportation services to the community of Duarte.

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. Oversees the operations of the City's fixed route transit system contractor.
2. Supervises the transit service contractor including any redesign of routes and schedules, addressing public concerns, coordinating with other City departments on education and promotional programs and adherence to budgetary constraints.
3. Leads efforts for identifying and writing grant proposals related to transportation, fleet vehicles and electric charging stations.
4. Prepares the Transit Division budget and assists in the preparation of budget estimates for all expenses related to vehicle maintenance in other City Departments.
5. Oversees the maintenance program for all city vehicles, supervises safety and maintenance inspections, maintains records, and arranges for procurement, service, and repair of vehicles.
6. Maintains and updates the City's vehicle capital asset list and makes recommendations for replacements and new purchases based on vehicle age, mileage, usage, repair history, etc.
7. Investigates complaints and accidents, determines appropriate course of action, and resolves problems.
8. Performs pre-trip inspection of fleet vehicles in accordance with the city's preventative maintenance program and common safety practices.
9. Shuttles vehicles to and from shop for service and repair.
10. Performs cleaning of fleet vehicles.
11. Provides general City information and specific transit information to passengers and other members of the general public.
12. Trains new drivers of fleet vehicles as needed.
13. Attends a variety of meetings related to transportation programs and coordinates activities with a variety of county, state, and federal agencies.
14. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Planning and management of transit systems operations and vehicle fleet maintenance.

- The requirements and limitations of county, state, and federal funding sources.
- Two-way radio systems, including installation, operation, and maintenance.
- Methods, techniques, industry standard practices, and City procedures governing municipal transit and fleet service practices.
- Principles of report preparation.
- Relevant mathematical principles and functions and professional writing techniques.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

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

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an excellent driving record (current H-6 DMV printout required with application), graduation from high school, and two years supervisory experience with transit system operations. One year of experience with fleet vehicle maintenance.

Licenses and Certificates:

Must be in possession of and submit photocopies with application for:

A valid California Class A or B (unrestricted) Drivers License, with an unrestricted passenger endorsement, and a current valid California Medical Examiners Certificate.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 75 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.

Agenda Memo City Manager's Office

To: Mayor and Members of the Duarte City Council
From: Darrell George, City Manager
Date: June 5, 2019
Re: Consideration of entering into an Agreement with Cerrell Associates to provide a ballot education program to support a sales tax measure

BACKGROUND: The City Council has been considering a potential revenue measure for the March 2020 ballot. This measure is in the form of an added .75% sales tax to the current 9.50% sales tax in Duarte. A comprehensive "Community Priorities and Budget Survey" was recently conducted by the company FM3 Research, and presented to the City Council in a workshop held on May 28, 2019. In essence, the survey showed that nearly two-thirds of voters support a measure before hearing any information about it other than the ballot language. While this can be encouraging, the FM3 team felt strongly that the city should undertake a full educational outreach program to educate the public about the City's fiscal outlook, and specific messages to communicate what the measure was all about.

Staff met with and discussed such a program with three different professional firms who do this kind of work, namely Cerrell Associates, Tripeppi Smith and Associates, and TBWB Strategies. Each firm brought expertise and specific programs to assist the City in its education outreach. Ultimately, after careful consideration of background, expertise, experience, and track record of success, staff is recommending that Cerrell be retained to assist with the sales tax measure education.

DISCUSSION: In identifying Cerrell, they already have the ballot measure, communications, and community engagement expertise, coupled with the local knowledge needed to run the City's ballot measure public education program. They can immediately jump in and partner with the City to create and launch a customized, effective, integrated, and multilingual education program to ensure that voters understand all aspects of a revenue measure – why the Council is considering the measure, the City's strengths and challenges, the justification for declaring a fiscal emergency, and most importantly, the effects on current and future residents if the measure is approved or rejected by voters.

Cerrell has worked with municipalities on strategic communications and public education programs for more than 50 years, with a focus on funding measures. They create compelling messages and will use innovative delivery methods to authentically connect with our residents. They have worked on a number of revenue measures, including recent ones for Glendale, Burbank, Culver City, El Monte, Los Angeles County, Westminster, and Anaheim Union High School District, along with communications programs in Claremont, Huntington Beach, Montebello, and Monrovia, among others. These cities can attest to the effectiveness of Cerrell's programs and the ease of integration they had with their teams.

Their proposal is attached for a more detailed review of the comprehensive program they are recommending.

FISCAL IMPACT: Cerrell's fee for this program is \$7,000 per month, running from the time of Council's approval to March 2020. Cerrell has discounted their standard hourly fees by 15% for the City. This fee would not include hard costs, such as the printing of materials to place at City facilities or to distribute at community events. This cost also does not include the cost of professional translation services (roughly \$1,000), the cost for purchasing direct mail lists (roughly \$600), or the cost for the design, printing, and distribution of mail (approximately \$12,000 for three rounds of mail to 6,011 households).

Attachment – Cerrell proposal



320 North Larchmont Boulevard
Los Angeles, California 90004
Phone: 323-466-3445
Fax: 323-466-8653
www.cerrell.com

May 20, 2019

Darrell George, City Manager
Karen Herrera, Deputy City Manager/Public Information Officer
City of Duarte
Sent via email

Dear Mr. George and Ms. Herrera,

Thank you for speaking with us recently about a potential revenue measure for the March 2020 ballot. As Karen saw from our February 2019 presentation at the League of California Cities' *Ballot Measure Academy Training* session and in our subsequent conversations, Cerrell has the ballot measure, communications and community engagement expertise, coupled with the local knowledge needed, to run the City's ballot measure public education program.

We can immediately jump in and partner with your team to create and launch a customized, effective, integrated and multilingual education program to ensure Duarte's voters understand all aspects of a revenue measure – why the Council is considering the measure, the City's strengths and challenges, the justification for declaring a fiscal emergency, and most importantly the effects on current and future residents if the measure is approved or rejected by voters.

Cerrell has worked with municipalities on strategic communications and public education programs for more than 50 years, with a focus on funding measures. We create compelling messages and use innovative delivery methods to authentically connect with diverse communities.

Our programs build an understanding among residents about why City leaders explore revenue measures and how the respective funding generated would be used. In short, we understand cities.

We've worked on a number of revenues measures, including recent ones for Glendale, Burbank, Culver City, El Monte, Los Angeles County, Westminster and Anaheim Union High School District, along with communications programs in Claremont, Huntington Beach, Montebello and Monrovia, among others. These cities can attest to the effectiveness of our programs and the ease of integration we had with their teams.

We hope we're ultimately selected by the City as your communications partner, and we can't wait to get started on a comprehensive, research-driven education and engagement program around the potential and urgently needed expansion of the City's sales tax.

Consistent, Compelling and Creative

The City's survey research vendor will identify critical information about voters' perceptions of the City and awareness of challenges that will serve as the foundation for all external messages.

What is clear even before reviewing polling is the need for a robust communications program to ensure Duarte's residents and businesses understand the purpose of the measure and why additional revenue is needed.

A multilingual communications and education program will create a baseline of understanding about the importance of City services and what it means for the community's quality of life, setting the stage for the City Council to consider placing a measure on the March 2020 ballot. Cerrell's program will ensure that the broader Duarte community is engaged from the outset and receives compelling messages consistently through different avenues and using different voices.

We have built this calendar off of the assumption that a March 2020 ballot measure would be the City's preferred timing. If the City ultimately decides to hire us and proceeds with a November 2020 ballot measure, we would adjust this schedule accordingly.

We pride ourselves on following the letter and spirit of communications regulations. This includes following the rules that govern the type of messages that can be communicated by a government entity for an education program. Our messages and activities will be educational only, without any advocacy or spin. We believe that all activities and messages should be reviewed by the City Attorney to ensure we maintain the highest ethical standards.

The Roadmap

Duarte's partnership with Cerrell will take the City through every step of a ballot measure's public education lifecycle. From Day 1, we'll be by your side providing the expert counsel cities have come to expect from us.

We'll translate the information from the City's polling into compelling messages and meaningful actions, as we launch a program to educate the public about the City Council's consideration of a ballot measure. And we'll keep our integrated and innovative communications going through Election Day if the Council decides that placing a measure before voters is in the City's best interests.

If a measure is before voters, they must understand the reasons why the Council made this decision, the measure's accountability measures, and the tangible impacts the measure will have on their community. More importantly, they must understand the effects of the proposed measure on them, their families and businesses, and their quality of life.

Not all cities are the same – strengths, challenges, budgets all differ. The same public education program won't work in every city. That's why Cerrell customizes our municipal education programs for each client.

The Program

Cerrell designs its ballot measure education programs to raise awareness among residents and businesses about the City's strengths and challenges, surrounding the community with factual and compelling messages.

Our robust, integrated communications program proactively engages the public to provide our educational messages and materials, creating touchpoints to surround constituents with our messages to ensure the maximum education levels possible.

- **Strategic Counsel:** In good times and bad, Duarte needs an experienced and responsive consultant that can adapt their approach based on changes on the ground. We'll be that guide directing which tools to use and when from our kickoff meeting and throughout the duration of the program.
- **Message and Theme Development:** We'll quickly develop the themes and messages that will serve as the cornerstone for all public outreach and external communication activities. These messages will rely heavily on those tested in the survey research, and will incorporate existing messages the City uses to communicate with its constituents. We will create a key messages/talking points document from which all written and verbal communications will be based.
- **Materials Development:** Based on our theme and messages, we will develop a set of bilingual collateral materials to communicate with residents. These materials would have the look and feel of other City materials and would be our primary tool to disseminate messages to external audiences. Materials could include, but are not limited to the following and we can provide examples of public education materials if requested:
 - Fact sheet
 - Frequently Asked Questions (FAQ) sheet
 - PowerPoint presentation
- **Message Dissemination:** We will work with the City to disseminate educational messages through its existing electronic and printed newsletters to reach a broader audience and enhance our educational efforts. Additionally, we recommend that our materials be placed in all City facilities and explore utilizing other City communications platforms to distribute our messages/materials.
- **City Staff Presentation:** Cerrell will organize and conduct a presentation for City staff to give an overview of our outreach efforts and strategy, brief them on our messaging, share our collateral materials, and train staff on best practices for conducting community engagement; including tactics for speaking directly with constituents and staying on message.
- **Media Relations:** One of the quickest ways for a public communications program to spin out of control is for the media to misinterpret the City's intentions or the potential community impact of a revenue-generating measure. To prevent any misunderstanding, we will support the City and its team in engaging with key reporters and editors, mainly from the *San Gabriel Valley Tribune* and local publications. These efforts will help us further frame the public dialogue.
- **Online/Social Media:** We will complement our traditional outreach methods with a robust online presence to reach the broadest audience of Duarte's residents. The City's existing channels already have established audiences among residents and business owners, and distributing our messages through these trusted channels will ensure a greater acceptance of the messages and wider distribution.
 - **Website:** We will work with the City to populate its existing website with our approved messages and information. We recommend the development of a simple

landing page to host our collateral materials and to serve as a clearinghouse of information and messaging.

- **Social Media:** A vital avenue to further educate the public and share links to outreach materials and other resources, Cerrell will create a social media calendar and content for the City's existing social media channels. Whenever possible, we will ensure that social media content is visually interesting, incorporating graphic elements and multimedia content.
- **Community/Stakeholder Outreach:** Any successful public education campaign involves consistent stakeholder engagement. These efforts also play a critical role in gaining valuable community feedback. Working closely with the City, we will help identify stakeholders in the community to engage, who will hopefully help amplify the City's messages to a wide array of audiences. We believe the City already possesses a robust communications network of community stakeholders. We would work with the City to augment this network with organizations such as:
 - Homeowners associations
 - Civic associations
 - Business groups
 - Ecumenical entities
 - Large businesses

We'll reach out to these stakeholder organizations with our materials, and encourage them to share our information with their respective networks, allowing our messages to organically spread throughout the community.

- **Mail:** Mail is the most effective way to directly engage Duarte's residents and deliver the City's messages. We recommend distributing at least three bilingual educational pieces – one before the Council's vote to build awareness about why the Council is considering a revenue measure, and two after the Council vote in advance of Election Day. With slightly more than a third of all registered voters being of Latino-descent, having bilingual mail pieces is critical.

And timing will be key. Of the roughly 12,104 registered voters (in 6,011 households), more than half of them are registered as permanent vote by mail. This means early engagement in the run-up to Election Day is imperative.

- **Community Town Hall/Council Meetings:** To further engage the broader community, we might recommend the City host a community forum prior to Election Day. We've used this type of event in the past for staff to convey what a city budget might look like with the new revenue and what it could look like without it. We envision this meeting being hosted by the City in partnership with key community organizations and led by City personnel, with Cerrell assisting in the development of the meetings' program and logistics management.
- **Information Booths:** We will work with City staff to identify highly attended community events and meetings in Duarte, and create a calendar of events where we would plan to have a presence. These events allow residents to connect face-to-face with City staff.

- **Video Series:** Innovative content speaks to constituents. We'll conceptualize, develop and produce a series of short videos that share information about the City's path to fiscal sustainability and the importance of a possible local sales tax ballot measure. The purpose of the videos will be to personalize the issue, clearly showing what's at stake for the City and featuring content that will resonate emotionally with residents.

Each video will be short – about 15-30 seconds – and will feature text overlays in every shot so that it could be viewed on a mobile device, even with the sound turned off.

Staying On The Same Page

Through regular team meetings and conference calls, the Cerrell team will provide continuing status updates on the program's components, ensuring the timely completion of individual benchmarks and the delivery of the final report. We will not move forward with any steps without the explicit approval of the City's project lead(s).

We will also develop a task list to drive our activities and provide the City and Cerrell teams a firm understanding of the deliverables in the days and weeks ahead. Cerrell is able to attend any City Board or Council meeting to present and receive direction on our approach and progress to date at the discretion of the City.

An Integrated Team

We firmly believe that City personnel are the most authentic voices for this public education effort. As such, we recommend that City staff conduct any requested presentations and lead any community meetings.

Residents value personal interactions with their City's leaders, and these meetings will strengthen the City's position as responsive and accessible to constituents – a necessary component to effectively communicate new policies and ideas.

The Only Team You Need

Duarte's public education program will be managed by Chief Strategic Officer Brandon Stephenson and Vice President Tori Chica, who collectively bring over two decades of experience in managing every aspect of a public education, political or issue-based campaign. Senior Account Executive John Anderson will run day-to-day activities and coordinate all program facets with Brandon and Tori.

Public Affairs Manager Anthony Chica will manage engagement of the City's Latino community, and Senior Account Coordinator Josh Yeager will provide day-to-day support. Vice President Marc Mitchell will provide strategic counsel based on his decades of combined local government and political experience. We're happy to provide bios of the team, and the rest of Cerrell's multidisciplinary experts stand ready to assist on this program as needed.

What It Will Cost

Cerrell's fee for this program is \$7,000 per month, running from the time of Council's approval to March 13, 2020. As is our normal practice, Cerrell has discounted our standard hourly fees by 15% for municipal clients.

This proposed fee does not include hard costs, such as the printing of materials to place at City facilities or to distribute at community events. This cost also does not include the cost of professional translation services (roughly \$1,000), the cost for purchasing direct mail lists (roughly \$600) or the cost for the design, print and distribution of mail (approximately \$12,000 for three rounds of mail to 6,011 households).

We're happy to work with you to arrive at a not-to-exceed amount for this program that fits with your budget.

We're Ready to Begin!

Thank you again for the opportunity to present our qualifications, experience and vision for a successful program to educate Duarte's residents on the potential revenue-generating measure.

We look forward to discussing this proposal with you in greater detail at your convenience. In the meantime, please don't hesitate to contact Brandon, Tori, or Marc at (323) 466-3445, or by email at brandon@cerrell.com, tori@cerrell.com, or marc@cerrell.com.

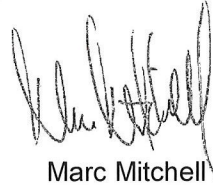
Best,



Brandon Stephenson
Chief Strategic Officer



Tori Chica
Vice President



Marc Mitchell
Vice President

MEMORANDUM

TO: Mayor and Councilmembers

FROM: Darrell J. George, City Manager

DATE: June 6, 2019

SUBJECT: Conference Attendance – City Council Meeting of June 11, 2019

National League of Cities
City Summit
San Antonio, Texas
November 20-23, 2019

Registration: \$560 (by 6/30/19)
Hotel: \$219–\$234 per night
Travel expenses

National League of Cities
Small Cities Council Meeting
Camden, South Carolina
July 10-13, 2019

Registration: No registration fee
Hotel: \$109 per night
Travel expenses

Jul 10 - Jul 13, 2019
Camden, South Carolina

REGISTER



Comments or Questions?

Sarah Lindsay (Minneapolis, MN)
Program Manager, Midwest Region
Member Services and Engagement
Center for Member and Partner
Engagement
202-626-3067
lindsay@nlc.org

EVENT /

Small Cities Council Meeting

NLC will convene its annual Small Cities Council meeting July 10-13, hosted by the City of Camden, South Carolina.

The Small Cities Council aims:

- ▶ To be recognized as the voice and advocate for small cities
- ▶ To serve as a resource for municipal officials from small cities
- ▶ To recruit more small cities to become NLC members
- ▶ To ensure that Council members are well-informed about the NLC and can be effective spokespersons about the role of small cities in NLC
- ▶ To connect small cities to key NLC advocacy and policy development efforts



CITY SUMMIT

SAN ANTONIO • NOVEMBER 20-23, 2019

An Unmatched Event For Local Leaders

Here's the thing about local government: with so many daily challenges, it can be easy to put your head down and just dig in. But we believe that leaders govern better when they have access to creative ideas, people, and places.

SCHEDULE AT-A-GLANCE

WEDNESDAY, NOVEMBER 20, 2019

- Registration & Ask NLC Open (All Day)
- New Member and First Time Attendee Breakfast (Early Morning)
- NLC University Seminars (All Day)
- Host City Mobile Workshops (Morning and Afternoon)
- Federal Advocacy Committee Meetings (Afternoon)
- Expo Hall Welcome Reception (Early Evening)
- Constituency Group Meetings and Events (Evening)

THURSDAY, NOVEMBER 21, 2019

- Registration & Ask NLC Open (All Day)
- NLC Board of Directors Meeting (Early Morning)
- NLC Advisory Council Meeting (Morning)
- Solution Sessions (Morning)
- NLC University Seminars (Morning)
- Host City Mobile Workshops (Morning)
- Expo Hall (All Day)
- Attendee Lunch in Expo Hall (Lunchtime)*
- NLC Spotlight Theater Open (All Day)
- Opening General Session (Afternoon)
- Conference Workshops (Afternoon)
- State League and Additional Events (Evening)
- Constituency Group Events (Evening)

FRIDAY, NOVEMBER 22, 2019

- Registration & Ask NLC Open (All Day)
- General Session (Morning)
- Expo Hall (All Day)
- Attendee Lunch in Expo Hall (Lunchtime)*
- Conference Workshops (All Day)
- NLC Spotlight Theater Open (All Day)
- Member Council Meetings (Afternoon)
- General Session (Afternoon)
- State League and Additional Events (Evening)

SATURDAY, NOVEMBER 23, 2019

- Registration & Ask NLC Open (Morning)
- Conference Workshops (Morning)
- Closing General Session and Delegates Luncheon (Lunchtime)*
- Annual Business Meeting (Afternoon)
- Host City Closing Event (Evening)

REGISTRATION RATES

	Congressional City Conference Attendees: Valid Until 04/30/19	Early Bird 03/11/19 - 06/30/19	Advance 07/01/19 - 09/30/19	Regular 10/01/19 - 11/19/19
NLC Member (<i>Direct Member Cities, SML Executive Directors and Staff</i>)	\$465	\$560	\$650	\$760
SML Member (<i>Direct Members of a SML, but not of NLC</i>)	\$555	\$660	\$770	\$880
Non-Member	\$595	\$710	\$845	\$1020
First Time Attendee	-	\$475	\$475	\$475
Family (<i>Spouses, Significant Others, Children Age 18+</i>)	-	\$170	\$170	\$170
Children (<i>Age 2-17 Attending the Conference with Parent or Legal Guardian</i>)	-	Free	Free	Free
Youth Chaperone (<i>May Not be Elected Officials</i>)*	-	\$185	\$185	\$185
Youth Delegate (<i>High School Students Attending Youth Delegate Program</i>)*	-	\$190	\$190	\$190
University Student	-	\$175	\$175	\$175

*Registration is limited for Youth Delegates and Chaperones to the Congressional City and City Summit Conferences and is welcome on a first-come, first-served basis.

What's included with your conference registration fee?

The general registration fees for member and non-member delegates include a badge, admittance to all general sessions, conference workshops and Mobile Workshops*, the Exposition Hall, access to hotel shuttles, the Wednesday evening Welcome Reception, lunch in the Exposition Hall on Thursday and Friday, the Delegates Luncheon on Saturday and the Closing Event on Saturday evening. NLC University Seminars are not included in the registration fee; they may be added to an individual's registration for an additional fee.

*Please note that while Mobile Workshops are included in your registration fee, they do require a separate registration to guarantee your spot as space is limited. You may add mobile workshops to your registration through the registration portal.

GROUP REGISTRATION OPTION

With so many sessions, seminars, meetings, networking events and other opportunities, it is nearly impossible to take in all the conference has to offer just on your own. Consider attending with a group from your city to cover all areas and get the best return on your conference experience for your city. Groups of five or more will receive a **complimentary sixth registration**, provided the registrations are paid in full. To receive the group incentive, all individuals must register at the same time. *The group incentive does not apply to Youth Delegate registration.*

Pasadena Star-News

Affiliated with SGV Newspaper Group
911 E. Colorado Blvd.
Pasadena, CA 91109
626-962-8811 ext. 40885

5007700

CITY OF DUARTE
1600 E. HUNTINGTON DRIVE
DUARTE, CA 91010

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA County of Los Angeles

I am a citizen of the United States, and a resident of the county aforesaid. I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of PASADENA STAR-NEWS, a newspaper of general circulation for the City of Pasadena, by the Superior Court of the County of Los Angeles, State of California, on the date of June 22, 1927, Case Number 225647. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

05/27/2019

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Monrovia, LA Co. California
On this 28th day of May, 2019.



Signature

(Space below for use of County Clerk Only)

Legal No. 0011274334

CITY OF DUARTE CITY COUNCIL NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Duarte will conduct a public hearing, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), on June 11, 2019 at 7:00 p.m., in the City Hall Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

The proposed issuance by the California Municipal Finance Authority (the "Authority") of its revenue bonds in one or more series in an aggregate principal amount not to exceed \$180,000,000 (the "Series 2019 Bonds"). The proceeds of the Series 2019 Bonds will be loaned to HumanGood, HumanGood NorCal (formerly known as American Baptist Homes of the West), HumanGood SoCal (formerly known as Southern California Presbyterian Homes), HumanGood Fresno (formerly known as The Terraces at San Joaquin Gardens), Redwood Senior Homes and Services or Westminster Gardens, each a California nonprofit public benefit corporation and an organization described in Section 501(c)(3) of the Code, or a tax-exempt affiliate thereof (collectively, the "Borrower"). The proceeds of the Series 2019 Bonds will be applied, together with other available funds, (a) in a principal amount not to exceed \$65,000,000, to refund all or a portion of the outstanding \$77,805,000 original principal amount California Statewide Communities Development Authority Senior Living Revenue Bonds, Series 2009 (Southern California Presbyterian Homes) (the "Series 2009 Bonds"), (b) in a principal amount not to exceed \$95,000,000, to refund all or a portion of the outstanding \$106,580,000 original principal amount California Statewide Communities Development Authority Revenue Bonds, Series 2010 (American Baptist Homes of the West) (the "Series 2010 Bonds"), (c) in a principal amount not to exceed \$35,000,000, to finance or reimburse the cost of remodeling, renovating, furnishing and equipping certain of the Borrower's continuing care communities located in several jurisdictions throughout the state of California, including in the City of Duarte, (d) to pay a portion of the interest on the Series 2019 Bonds, if deemed necessary or advisable by the Authority or the Borrower, (e) to provide working capital to the Borrower, if deemed necessary or advisable by the Authority or the Borrower, (f) to fund a debt service reserve fund, if deemed necessary or advisable by the Authority or the Borrower, and (g) to pay certain expenses incurred in connection with the issuance of the Series 2019 Bonds (collectively, the "Financing Purposes").

Public approval by each local jurisdiction has been or will be obtained following a public notice and public hearing regarding the Series 2019 Bonds and the facilities financed and/or refinanced in that local jurisdiction. A portion of the proceeds of the Series 2019 Bonds in a principal amount not to exceed \$18,000,000 will be used to finance or refinance expenditures at the continuing care community owned by the Borrower and located in the City of Duarte, California, known as Westminster Gardens, located at 1420 Santa Domingo Avenue, Duarte, California 91010 ("Westminster").

The proceeds of the Series 2009 Bonds were used, among other things, to (a) refund the California Health Facilities Financing Authority Insured Revenue Bonds (Southern California Presbyterian Homes), Series 1998, (b) refund the California Statewide Communities Development Authority Senior Living Variable Rate Demand Revenue Bonds, Series 2006B (Southern California Presbyterian Homes), and (c) pay or reimburse the Borrower for its prior payment of capital expenditures at one or more continuing care communities owned and operated by the Borrower, including at Westminster described above.

The proceeds of the Series 2010 Bonds were used, among other things, to (a) finance, refinance indebtedness used to finance, or reimburse the cost of the acquisition, construction, expansion, remodeling, renovation, furnishing and equipping of continuing care communities owned and operated by the Borrower and (b) refund Revenue Refunding Certificates of Participation Series 1997A (American Baptist Homes of the West Facilities Project), Revenue Refunding Certificates of Participation Series 1998A (American Baptist Homes of the West Facilities Project), Variable Rate Demand Revenue Refunding Certificates of Participation (American Baptist Homes of the West Facilities Project) Series 1998B, and Variable Rate Demand Revenue Refunding Certificates of Participation (American Baptist Homes of the West Facilities Project) Series 2002A.

All property and facilities to be financed or refinanced with the proceeds of the Series 2019 Bonds have been and will be owned and operated by the Borrower.

The Series 2019 Bonds and the obligation to pay principal of and interest thereon and any redemption premium with respect thereto do not constitute indebtedness or an obligation of the City of Duarte, California, the Authority, the State of California or any political subdivision thereof, within the meaning of any constitutional or statutory debt limitation, or a charge against the general credit or taxing powers of any of them. The Series 2019 Bonds shall be a limited obligation of the Authority, payable

solely from certain revenues duly pledged therefor and generally representing amounts paid by the Borrower.

Any interested party wishing to express their views on the issuance of the Series 2019 Bonds or on the nature and location of the continuing care community in the City of Duarte proposed to be financed or refinanced may appear in person or by agent and be heard. If you challenge this matter in court, you may be limited to raising only the issues you or someone else 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, Community Development Department, at 1600 Huntington Drive, Duarte, CA 91010. Following the public hearing, the Duarte City Council will meet to consider approval of the execution and delivery of the Series 2019 Bonds. For further information regarding this application, please contact David F. Eoff IV, Associate Planner in the Community Development Department, Monday through Thursday at (626) 357-7931, ext. 239, between the hours of 7:30 a.m. and 6:00 p.m.

MARLA AKANA
CITY CLERK

PUBLISH: May 27, 2019 Pasadena Star News Ad#11274334



CITY COUNCIL STAFF REPORT

Date: June 11, 2019

Project: Public Hearing on Issuance of Tax Exempt Bonds for the Westminster Gardens Continuing Care Facility

Location: 1420 Santo Domingo Avenue

SUMMARY

The City Council is requested to conduct a public hearing in compliance with the Tax and Equity Fiscal Responsibility Act (TEFRA) and the Internal Revenue Code of 1986, as amended (Code) for the proposed issuance of revenue bonds by the California Municipal Finance Authority (CMFA), a joint exercise of powers authority and public entity of the State of California, in the amount not to exceed \$180,000,000.00 (the Bonds), of which, an amount not to exceed \$18,000,000.00 will be used to finance the acquisition, construction, furnishings, and equipping of Westminster Gardens, located at 1420 Santo Domingo Avenue (Project).

Following the public hearing, the City Council is requested to adopt Resolution 19-R-11 (Exhibit A) to approve the financing of the Project. A notice on the Public Hearing was published in the local newspaper on Monday May, 27, 2019 and posted at Duarte City Hall, Duarte Library, and the Duarte Public Safety Office.

BACKGROUND

HumanGood (Borrower) requested that the California Municipal Finance Authority (CMFA) serve as the municipal issuer of the Bonds in an aggregate principal amount not to exceed \$180,000,000 of tax-exempt revenue bonds. The proceeds of the Bonds will be used to (a) refund all or a portion of the outstanding \$77,805,000 original principal amount California Statewide Communities Development Authority Senior Living Revenue Bonds, Series 2009 (Southern California Presbyterian Homes) (the "Series 2009 Bonds"), (b) refund all or a portion of the outstanding \$106,580,000 original principal amount California Statewide Communities Development Authority Revenue Bonds, Series 2010 (American Baptist Homes of the West) (the "Series 2010 Bonds"), (c) finance or reimburse the cost of remodeling, renovating, furnishing and equipping certain of the Corporation's continuing care communities located in several jurisdictions throughout the state of California, (d) to pay a portion of the interest on the Bonds, (e) to provide working capital to the Borrower, (f) to fund a debt service reserve fund, and (g) to pay certain expenses incurred in connection with the issuance of the Bonds.

A portion of the proceeds of the Bonds in a principal amount not to exceed \$18,000,000 will be used to finance or refinance expenditures at the Westminster Gardens Continuing Care Community located at 1420 Santo Domingo Avenue, which is owned and operated by the Borrower. In order for all or a portion of the Bonds to qualify as tax-exempt bonds, the City Council must conduct a public hearing (the "TEFRA Hearing") providing for the members of the community an opportunity to speak in favor of or against the use of tax-exempt bonds for the financing of the Project. Prior to such TEFRA Hearing, reasonable notice must be provided to the members of the community. Following the close of the TEFRA Hearing, an "applicable elected representative" of the governmental unit hosting the

Project must provide its approval of the issuance of the Bonds for the financing of the Project. That requirement is met through adoption of the Resolution.

California Municipal Finance Authority

The CMFA was created on January 1, 2004 pursuant to a joint exercise of powers agreement to promote economic, cultural and community development, through the financing of economic development and charitable activities throughout California. To date, over 310 municipalities, including the City of Duarte, have become members of CMFA.

The CMFA was formed to assist local governments, non-profit organizations and businesses with the issuance of taxable and tax-exempt bonds aimed at improving the standard of living in California. The CMFA's representatives and its Board of Directors have considerable experience in bond financings.

Fiscal Impact

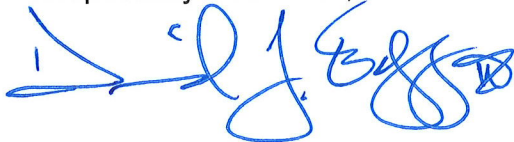
The Bonds to be issued by the CMFA for the Project will be the sole responsibility of the Borrower, and the City will have no financial, legal, moral obligation, liability or responsibility for the Project or the repayment of the Bonds for the financing of the Project. All financing documents with respect to the issuance of the Bonds will contain clear disclaimers that the Bonds are not obligations of the City or the State of California but are to be paid for solely from funds provided by the Borrower.

The Board of Directors of the California Foundation for Stronger Communities, a California non-profit public benefit corporation (the "Foundation"), acts as the Board of Directors for the CMFA. Through its conduit issuance activities, the CMFA shares a portion of the issuance fees it receives with its member communities and donates a portion of these issuance fees to the Foundation for the support of local charities. With respect to the City of Duarte, it is expected that a portion of the issuance fee attributable to the City will be granted by the CMFA to the general fund of the City. Such grant may be used for any lawful purpose of the City.

RECOMMENDATION

Considering the foregoing, and to support affordable housing, Staff recommends that the City Council adopt Resolution 19-R-11 (Exhibit A) approving the issuance of the Bonds by the CMFA for the benefit of HumanGood to provide for the financing or refinancing of expenditures at Westminster Gardens located at 1420 Santo Domingo. Such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and California Government Code Section 6500 (and following).

Respectfully Submitted,



David F. Eoff IV
Associate Planner

ATTACHMENTS

Exhibit A Resolution 19-R-11

RESOLUTION NO. 19-R-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING THE ISSUANCE OF THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY REVENUE BONDS, SERIES 2019 (HUMANGOOD) IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$180,000,000 FOR THE PURPOSE OF FINANCING AND REFINANCING THE ACQUISITION, CONSTRUCTION, FURNISHING AND EQUIPPING OF WESTMINSTER GARDENS AND CERTAIN OTHER MATTERS RELATING THERETO LOCATED AT 1420 SANTO DOMINGO AVENUE

WHEREAS, HumanGood, HumanGood NorCal (formerly known as American Baptist Homes of the West), HumanGood SoCal (formerly known as Southern California Presbyterian Homes), HumanGood Fresno (formerly known as The Terraces at San Joaquin Gardens), Redwood Senior Homes and Services and Westminster Gardens, each a California nonprofit public benefit corporation (collectively, the "*Corporation*"), has requested that the California Municipal Finance Authority (the "*Authority*") issue bonds in one or more series in an aggregate principal amount not to exceed \$180,000,000 (the "*Bonds*"), the proceeds of which will be used, among other things, (a) in a principal amount not to exceed \$65,000,000, to refund all or a portion of the outstanding \$77,805,000 original principal amount California Statewide Communities Development Authority Senior Living Revenue Bonds, Series 2009 (Southern California Presbyterian Homes) (the "*Series 2009 Bonds*"), (b) in a principal amount not to exceed \$95,000,000, to refund all or a portion of the outstanding \$106,580,000 original principal amount California Statewide Communities Development Authority Revenue Bonds, Series 2010 (American Baptist Homes of the West) (the "*Series 2010 Bonds*"), (c) in a principal amount not to exceed \$35,000,000, to finance or reimburse the cost of remodeling, renovating, furnishing and equipping certain of the Corporation's continuing care communities located in several jurisdictions throughout the state of California, including in the City of Duarte, (d) to pay a portion of the interest on the Bonds, if deemed necessary or advisable by the Authority or the Corporation, (e) to provide working capital to the Corporation, if deemed necessary or advisable by the Authority or the Corporation, (f) to fund a debt service reserve fund, if deemed necessary or advisable by the Authority or the Corporation, and (g) to pay certain expenses incurred in connection with the issuance of the Bonds; and

WHEREAS, a portion of the proceeds of the Bonds in a principal amount not to exceed \$18,000,000 will be used to finance or refinance expenditures at Westminster Gardens located at 1420 Santo Domingo Avenue (the "*Community*"), which is owned and operated by the Corporation; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986 (the "*Code*"), the issuance of the Bonds by the Authority must be approved by the City because the Community is located within the territorial limits of the City; and

WHEREAS, the City Council is the elected legislative body of the City and is one of the applicable elected representatives required to approve the issuance of the Bonds under Section 147(f) of the Code; and

WHEREAS, the City Council understands that its actions in holding the public hearing and in adopting this Resolution do not obligate the City in any manner for payment of the principal, interest, fees or any other costs associated with the issuance of the Bonds, and the City Council expressly conditions its approval of the issuance of the Bonds by the Authority by the adoption of this Resolution on this understanding; and

WHEREAS, the Authority has requested that the City Council approve the issuance of the Bonds by the Authority in order to satisfy the public approval requirement of Section 147(f) of the Code and the requirements of Section 4 of the Joint Exercise of Powers Agreement relating to the California Municipal Finance Authority, dated as of January 1, 2004 (the "*Agreement*"), among certain local agencies, including the City, and

WHEREAS, pursuant to Section 147(f) of the Code, the City Council has, following notice duly given, held a public hearing regarding the issuance of the Bonds, and now desires to approve the issuance of the Bonds by the Authority.

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

SECTION 1. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2: The City Council hereby approves the issuance of the Bonds by the Authority. It is the purpose and intent of the City Council that this Resolution constitute approval of the issuance of the Bonds by the Authority for the purposes of (a) Section 147(f) of the Code by the applicable elected representative of the governmental unit having jurisdiction over the area in which the Community is located, in accordance with said Section 147(f) and (b) Section 4 of the Agreement.

SECTION 3. The officers and employees of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this Resolution and the financing transaction approved hereby.

SECTION 4. The City Council expressly conditions its approval of this Resolution on its understanding that the City shall have no obligation whatsoever to pay any principal, interest, fees or other costs associated with the Authority's issuance of the Bonds.

SECTION 5. This Resolution shall take effect immediately upon its adoption

PASSED, APPROVED, AND ADOPTED this 11th day of June, 2019.

Mayor Tzeitel Paras-Caracci

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF DUARTE

} ss.

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. 19-R-11 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 11th day of June, 2019, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSTAIN: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



MEMORANDUM

To: Mayor and City Council

From: Yesenia Paez, Community Development Technician

Date: June 11, 2019

Subject: Resolution 19-R-08 – Adoption of Resolution for the City of Duarte Complete Streets Policy

RECOMMENDED ACTION

Staff recommends that the City Council adopt Resolution No. 19-R-08, which adopts a Complete Streets Policy. Complete Streets policies seek to improve street networks by increasing safety for drivers, transit users, pedestrians and bicyclists, regardless of age, ability, or mode of transportation. The Policy is intended to provide the framework to encourage and support multiple modes of transportation on the City's street network. The Duarte Complete Streets Policy will provide overarching guidance for the City's transportation related planning efforts and will guide future developments and improvements.

BACKGROUND

What are Complete Streets?

Conventional transportation planning and roadway design has typically focused on drivers and their vehicles, often overlooking other users of roadway systems, such as pedestrians and bicyclists. The term "Complete Streets" promotes advancing the roadway into a facility which serves more than just motorists. Complete Streets accommodate all modes of transportation: passenger and commercial vehicles, pedestrians, bicyclists, and mass transit users, regardless of age or ability. Complete Streets make it easy to cross the streets, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations.

Complete Streets is unique within each community. A Complete Streets policy may include improvements such as sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, landscaping, and more.

Why adopt a Complete Streets Policy?

The California Complete Streets Act of 2008 (AB 1358, Chapter 657, Statutes of 2008) requires that any substantial revision of a General Plan Circulation Element commencing on or after January 1, 2011 must “plan for a balanced multimodal transportation network that meets the needs of all users of streets, roads, and highways for safe and convenient travel in a manner that is suitable to the rural, suburban, or urban context of the general plan.”

The Los Angeles County Metropolitan Transportation Authority (Metro), which manages several transportation related grants within the county, adopted a Complete Streets policy in 2014. Metro previously required local agencies to implement one of the following:

- Adoption of a Complete Streets Policy;
- Adoption of a Complete Streets Resolution; or
- Update the General Plan Circulation Element to conform with AB 1358.

Metro issued a Memo granting flexibility with meeting their required January 1, 2017 deadline, allowing agencies to maintain eligibility for Metro’s grant programs if compliance with the Complete Streets policy is achieved prior to submission of future grant applications. For the City of Duarte to comply with the Metro Complete Streets Policy, as well as the California Complete Streets Act, the City of Duarte is moving forward with the preparation of a Duarte Complete Streets Policy. If a policy or other form of Complete Streets implementation is not adopted by the City Council, the City will not be eligible for any future Federal or State grants managed through Metro.

ANALYSIS

The City of Duarte has already embraced the concept of Complete Streets. The City’s Bike and Pedestrian Master Plan was the initial blue print to ensure that we develop a transportation network that meets the needs of all users. The accommodation of alternative modes of travel such as new bike lanes can be seen around Central Avenue, Highland Avenue, and Duarte Road. The Public Works Department continues to repair sidewalks and ADA ramps on an annual basis and keeps a log of repairs.

A few elements are to be considered when preparing a Complete Streets Policy:

Principles: The City must state the commitment to providing Complete Streets to serve all users. The Policy must maintain sensitivity to the adjacent land uses, create a “sense of place” and consider the surrounding environment. The Policy should establish a procedure for involvement from all City departments, City Commissions as appropriate, and will define the types of projects for which it applies.

Implement: A Complete Streets Policy will outline design standards use for implementation and state how it can provide connectivity throughout the City and across jurisdictional boundaries. It will also explain what the next steps for implementation are and define performance measures.

Exceptions: Key components of the Policy are defining the process for allowing exceptions to Complete Streets Policy, the definition of those projects that are exempt, and the decision makers involved in the process.

Survey and Research

Staff researched local cities who have a Complete Streets Policy in place, including: Azusa, Baldwin Park, Claremont, La Verne, Hermosa Beach, and Rancho Cucamonga. A primary factor for surveying other cities was to understand the framework of their policy, and then create a resolution that is customized for Duarte.

Policy Summary

The draft policy statement reads “To enable our streets to provide a network of safe, convenient, and comfortable routes for all users” the City of Duarte will abide by the principles set forth in this policy. Duarte’s Policy encourages increased use of multi-modal transportation while continuing to maintain an effective transportation system for the community. This may be achieved through single projects or incrementally through a series of smaller improvements or maintenance and operation activities over time. Through implementation of these principles, the transportation network in the City of Duarte will be safe, accessible, comfortable and convenient for all transportation modes and users.

The policy would apply to all City or state sponsored improvements and privately funded projects within the public right-of-way. All newly constructed streets would be required to implement, where appropriate, those improvements that would promote Complete Streets.

Policy Implications

Implementing the Complete Streets Policy will require incorporating improvements that promote walking and bicycling, such as street improvements, bike lanes (or wide paved shoulders), bus shelters, comfortable and accessible public transportation stops, frequent and safe crossing opportunities, parkways, median islands, accessible pedestrian signals, curb extensions, roundabouts, landscaping, signage, lighting, striping and other amenities. Costs for such improvements must therefore be included within the City’s Capital Improvement Program and some operational budgets.

Financial Review

Formalizing the Complete Streets Policy will increase the City of Duarte's ability to leverage additional resources, including funding, and will make the City more competitive when pursuing funding opportunities.

Furthermore, it is difficult to estimate how much more it will cost per project, but staff estimates that implementation of this Complete Streets policy could add approximately 10% to the cost of design and street improvement capital projects work.

STAFF RECOMMENDATION

Staff recommends City Council approve Resolution No. 19-R-08 (Exhibit A) adopting a Complete Streets Policy (Exhibit B)

ATTACHMENT:

Exhibit A: Resolution No. 19-R-08 with Attachment A
Exhibit B: Complete Streets Policy Brochure

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, ADOPTING A COMPLETE STREETS POLICY**

WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families; and

WHEREAS, the planning and coordinated development of Complete Streets infrastructure provides benefits in the areas of infrastructure cost savings, public health, and environmental sustainability; and

WHEREAS, a Complete Streets policy has benefits and value for the public health and welfare through encouraging a reduction in vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation; and

WHEREAS, the California Complete Streets Act of 2008 (AB 1358, Chapter 657, Statutes of 2008) requires that any substantial revision of a general plan circulation element commencing on or after January 1, 2011 must plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways, and accommodates safe and convenient travel in a manner suitable to the rural, suburban, or urban context of the general plan; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (Metro) adopted a Complete Streets Policy in October 2014, which requires local agencies to adopt a Complete Streets policy, a resolution in support of Complete Streets, or a General Plan consistent with the state’s Complete Streets Act of 2008 by January 1, 2017 to maintain grant funding eligibility through Metro; and

WHEREAS, Metro subsequently amended the policy to require that a Complete Streets policy, resolution, or updated General Plan be in place prior to submitting a funding application; and

WHEREAS, adopting and implementing a Complete Streets Policy is necessary to comply with State Law and maintain eligibility for Metro grant funding; and

WHEREAS, the City of Duarte wishes to commit to a Complete Streets policy and desires that its streets form a comprehensive and integrated transportation network promoting safe and convenient travel for all users while preserving flexibility, recognizing community context, and using design guidelines and standards that support best practices;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, RESOLVES AS FOLLOWS:**

SECTION 1. The City Council approves and adopts the “Complete Streets Policy” set forth in Attachment “A” to this Resolution, which shall guide future transportation network development, maintain compliance with state law, and ensure the City’s eligibility for grant funding through Metro.

SECTION 2. The approval and adoption of the Complete Streets Policy set forth in Attachment “A” is exempt from the California Environmental Quality Act pursuant to Section 15061 (b)(3).

Mayor Tzeitel Paras-Caracci

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. 19-08 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 11th day of June, 2019, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

COMPLETE STREETS POLICY

PURPOSE

The goals of Duarte's Complete Streets Policy is to provide a street network that is safe, convenient, and comfortable for all users. Duarte's Policy encourages increased use of multi-modal transportation while continuing to maintain an effective transportation system for the community. This may be achieved through single projects or incrementally through a series of smaller improvements or maintenance and operation activities over time.

DEFINITIONS

The following words and phrases, whenever used in this Policy, shall have the meanings defined in this section unless stated otherwise:

- A. "Complete Streets" means design features that contribute to a safe, convenient and comfortable travel for all users, including but not limited to features such as: sidewalks; shared use paths; bicycle facilities; automobile lanes; paved shoulders; street trees, landscaping, and planting strips; curbs; accessible curb ramps; crosswalks; street lighting; pedestrian and traffic signals (including countdown and accessible signals), signage, including pedestrian-oriented signs; public transportation stops and facilities; and traffic calming devices.
- B. "Street" means any right of way, public or private, including arterials, connectors, alleys, lanes, and roadways by any other designation, as well as any other portions of the transportation network.
- C. "Street Project" means the construction, reconstruction, retrofit, and/or maintenance of any street, and includes planning, design, approval, and construction.
- D. "Users" means individuals that use streets, including bicyclists (commuter, recreational, utility), pedestrians (children, younger adults, seniors, families, and persons with disabilities), motorists including public safety vehicles, movers of commercial goods, and users of public transportation.
- E. "Amenities" are components for populating and enhancing complete streets, such as furnishing elements including benches, trash receptacles, transit shelters, and bicycle parking.

DESIGN

Whenever modifications are made to streets, Complete Streets features will be considered. Street improvements shall include:

- A. Street improvements (Repaving and/or Street maintenance)
- B. Street and sidewalk lighting
- C. Sidewalk and pedestrian improvements such as;
 - a. Wider sidewalks
 - b. Parkways, median islands, curb extensions, roundabouts
 - c. Crosswalk improvements
 - d. ADA compliant accessibility improvements
 - e. Accessible pedestrian signals
 - f. Signage
 - g. Transit accommodations and access at train stations
 - h. Shared use lanes and bike lanes
 - i. Landscaping
 - j. Street Furniture Amenities
 - k. Drainage facilities

STREET NETWORK/CONNECTIVITY

It shall be the City of Duarte's policy that the following are considered for implementation during a project review:

- A. Design, operate, and maintain a transportation network that provides a connected network of facilities accommodating all modes of travel.
- B. Actively look for opportunities to repurpose right-of-ways to enhance connectivity for pedestrians, bicyclists, and transit.
- C. Focus on non-motorized connectivity improvements for access to services, schools, parks, civic uses, amenities, transit facilities, regional connections, and commercial uses (retail and office).
- D. Require new developments and renovation projects to implement, maintain, and/or enhance Complete Streets, as described in this policy, including but not limited to interconnected street networks with small blocks and/or non-motorized connections, shared use paths, bicycle facilities, sidewalks, ADA ramps, etc.

JURISDICTION

This Complete Streets Policy is intended to cover all development and renovations in the public domain and all street improvement assessment districts within Duarte, but will also focus on regional connectivity.

- A. Every City Department including Administration, Community Development, Finance, Parks & Recreation, Public Safety, and Public Works will follow the policy.
- B. The City requires all developers and builders to comply with the City's standards.
- C. The City requires agencies that Duarte has permitting authority over, including, but not limited to, the water company, electrical utilities, gas company, communication utilities, and service contractor to comply with this policy.
- D. The City will work closely with Los Angeles County, Caltrans, and the Los Angeles County Metropolitan Transportation Authority, to promote compliance.
- E. The City encourages agencies not under Duarte jurisdiction, including, but not limited to, the Duarte Unified School District, to comply with this policy.

EXCEPTIONS

Complete Streets principles and practices will be included in street construction, reconstruction, repaving, and rehabilitation projects, as well as other plans and manuals, except under one or more of the following conditions:

- A. A project involves only ordinary or emergency maintenance activities designed to keep assets in serviceable condition such as mowing, cleaning, sweeping, spot repair, concrete joint repair or pothole filling.
- B. The Director of Community Development exempts a project due to excessive and disproportionate cost of establishing a bikeway, walkway, or transit enhancement as part of a project.
- C. The Director of Community Development and project team will jointly determine if the construction is not practically feasible or cost effective because of significant or adverse environmental impacts, on neighboring land uses.

CONTEXT SENSITIVITY

It shall be the City of Duarte's policy to implement the following, unless exceptions apply:

- A. Plan its streets in harmony with the adjacent land uses and neighborhoods.
- B. Plan for regional and local connectivity.
- C. Solicit input from local interested parties during the planning process.
- D. Design streets with a strong sense of place using architecture, landscaping, public art, and signage, etc. to reflect the community and individual neighborhood identities.
- E. Coordinate Street Projects, along retail, commercial, and mixed-use corridors, with local small business to develop vibrant and livable districts.
- F. Practice sustainable storm water management strategies and incorporate best management practices into street design.

PERFORMANCE MEASURES

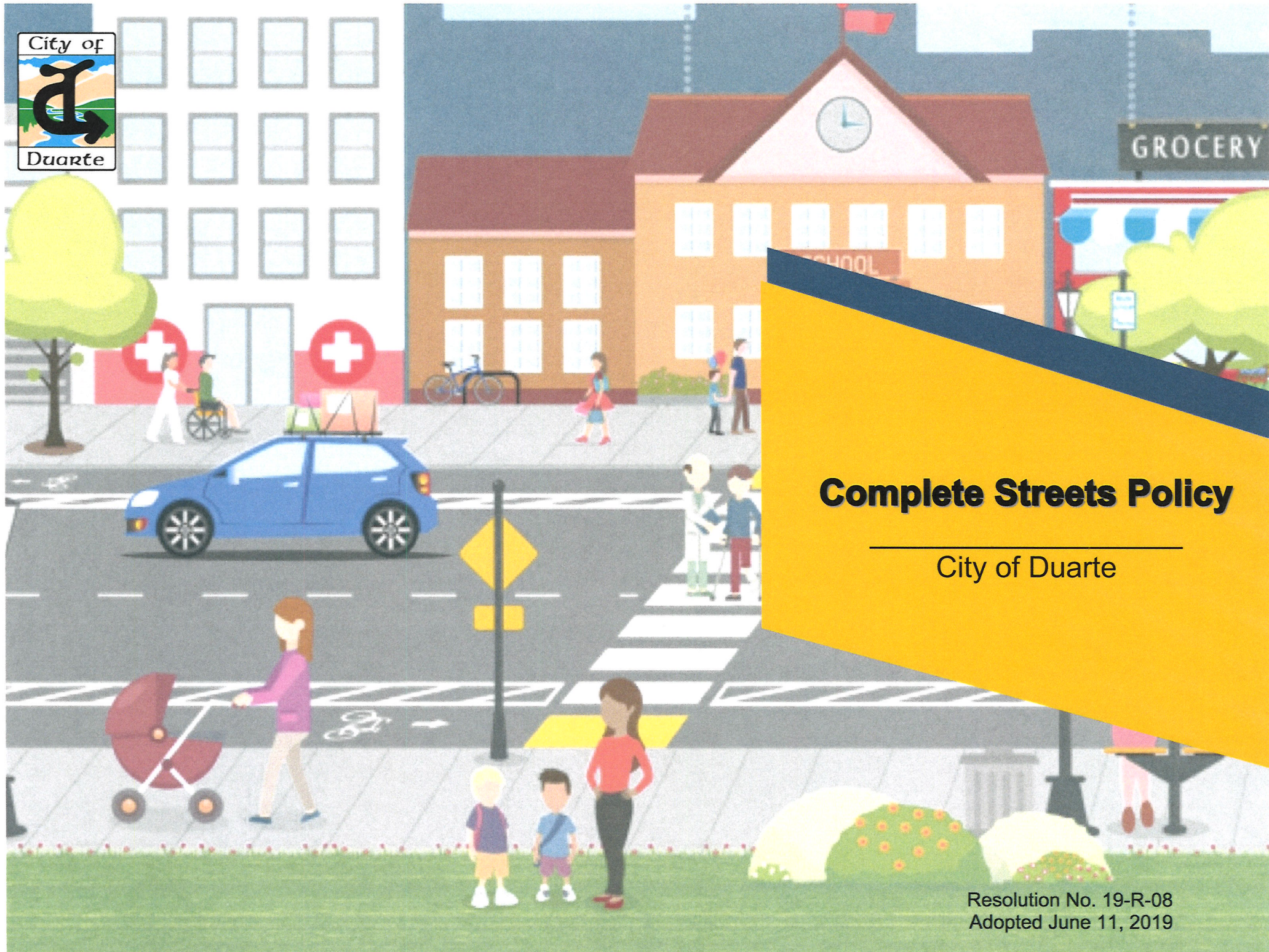
City staff will evaluate the effectiveness of the Policy using the following performance measures when feasible:

- A. Total new miles of on-street bicycle infrastructure defined by streets with clearly marked or signed bicycle accommodations.
- B. Total miles of streets with pedestrian accommodation.
- C. Number of missing non-compliant curb ramps along City streets.
- D. Number of new street trees planted.
- E. Percentage of new street projects that serve all users.
- F. Number and severity of pedestrian-vehicle and bicycle-vehicle traffic accidents or accidents.
- G. Number of pedestrian-vehicle and bicycle-vehicle fatalities.
- H. Percentage of storm water capture, infiltration, and treatment following National Pollutant Discharge Elimination System (NPDES) and MS4 Permit standards.

IMPLEMENTATION

- 1. Project Team: The Community Development Director, City Engineer, and Public Works Manager will jointly oversee the implementation of this policy.
- 2. Inventory: City Staff will maintain a comprehensive inventory of the performance measures.
- 3. Capital Improvement Project Prioritization: As a part of the budget process the City Manager and staff, in concurrence with the City Council, will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian, and transit improvements.
- 4. Revisions to Existing Plans and Policies: The Community Development Department will incorporate Complete Streets principles into: the City's General Plan, Bike and Pedestrian Master Plan, and any other applicable plans, manuals, and programs.
- 5. Staff Training: City Staff will receive training on the content of the Complete Streets principles and best practices for implementing the policy.

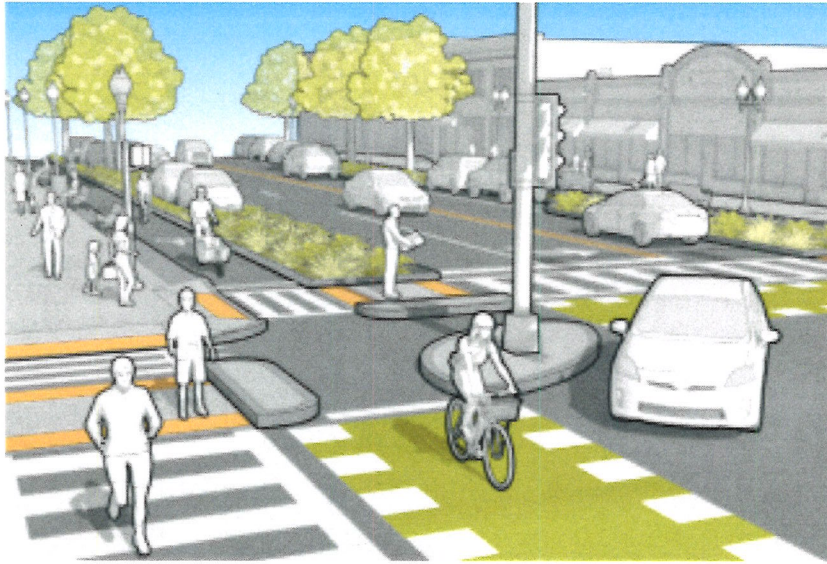
EXHIBIT B



Complete Streets Policy

City of Duarte

Resolution No. 19-R-08
Adopted June 11, 2019



PURPOSE

The goals of Duarte's Complete Streets Policy is to provide a street network that is safe, convenient, and comfortable for all users. Duarte's Policy encourages increased use of multi-modal transportation while continuing to maintain an effective transportation system for the community. This may be achieved through single projects or incrementally through a series of smaller improvements or maintenance and operation activities over time.

DEFINITIONS

The following words and phrases, whenever used in this Policy, shall have the meanings defined in this section unless stated otherwise:

- A. "Complete Streets" means design features that contribute to a safe, convenient and comfortable travel for all users, including but not limited to features such as: sidewalks; shared use paths; bicycle facilities; automobile lanes; paved shoulders; street trees, landscaping, and planting strips; curbs; accessible curb ramps; crosswalks; street lighting; pedestrian and traffic signals (including countdown and accessible signals), signage, including pedestrian-oriented signs; public transportation stops and facilities; and traffic calming devices.
- B. "Street" means any right of way, public or private, including arterials, connectors, alleys, lanes, and roadways by any other designation, as well as any other portions of the transportation network.
- C. "Street Project" means the construction, reconstruction, retrofit, and/or maintenance of any street, and includes planning, design, approval, and construction.
- D. "Users" means individuals that use streets, including bicyclists (commuter, recreational, utility), pedestrians (children, younger adults, seniors, families, and persons with disabilities), motorists including public safety vehicles, movers of commercial goods, and users of public transportation.
- E. "Amenities" are components for populating and enhancing complete streets, such as furnishing elements including benches, trash receptacles, transit shelters, and bicycle parking.



COMPLETE STREETS

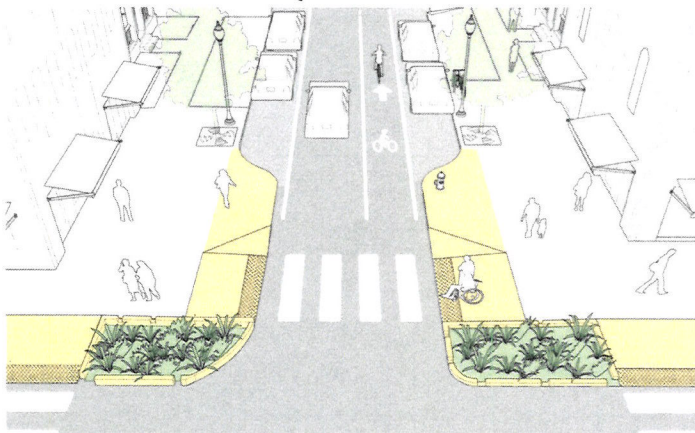


DESIGN

Whenever modifications are made to streets, Complete Streets features will be considered. Street improvements shall include:

- A. Street improvements (Repaving and/or Street maintenance)
- B. Street and sidewalk lighting
- C. Sidewalk and pedestrian improvements such as;
 - a. Wider sidewalks
 - b. Parkways, median islands, curb extensions, roundabouts
 - c. Crosswalk improvements
 - d. ADA compliant accessibility improvements
 - e. Accessible pedestrian signals
 - f. Signage
 - g. Transit accommodations and access at train stations
 - h. Shared use lanes and bike lanes
 - i. Landscaping
 - j. Street Furniture Amenities
 - k. Drainage facilities

Curb Extensions



Accessible Pedestrian Signal



Shared use Lanes and Bike Lanes



STREET NETWORK/CONNECTIVITY

It shall be the City of Duarte's policy that the following are considered for implementation during a project review:

- A. Design, operate, and maintain a transportation network that provides a connected network of facilities accommodating all modes of travel.
- B. Actively look for opportunities to repurpose right-of-ways to enhance connectivity for pedestrians, bicyclists, and transit.
- C. Focus on non-motorized connectivity improvements for access to services, schools, parks, civic uses, amenities, transit facilities, regional connections, and commercial uses (retail and office).
- D. Require new developments and renovation projects to implement, maintain, and/or enhance Complete Streets, as described in this policy, including but not limited to interconnected street networks with small blocks and/or non-motorized connections, shared use paths, bicycle facilities, sidewalks, ADA ramps, etc.

JURISDICTION

This Complete Streets Policy is intended to cover all development and renovations in the public domain and all street improvement assessment districts within Duarte, but will also focus on regional connectivity.

- A. Every City Department including Administration, Community Development, Finance, Parks & Recreation, Public Safety, and Public Works will follow the policy.
- B. The City requires all developers and builders to comply with the City's standards.

- C. The City requires agencies that Duarte has permitting authority over, including, but not limited to, the water company, electrical utilities, gas company, communication utilities, and service contractor to comply with this policy.
- D. The City will work closely with Los Angeles County, Caltrans, and the Los Angeles County Metropolitan Transportation Authority, to promote compliance.
- E. The City encourages agencies not under Duarte jurisdiction, including, but not limited to, the Duarte Unified School District, to comply with this policy.

EXCEPTIONS

Complete Streets principles and practices will be included in street construction, reconstruction, repaving, and rehabilitation projects, as well as other plans and manuals, except under one or more of the following conditions:

- A. A project involves only ordinary or emergency maintenance activities designed to keep assets in serviceable condition such as mowing, cleaning, sweeping, spot repair, concrete joint repair or pothole filling.
- B. The Director of Community Development exempts a project due to excessive and disproportionate cost of establishing a bikeway, walkway, or transit enhancement as part of a project.
- C. The Director of Community Development and project team will jointly determine if the construction is not practically feasible or cost effective because of significant or adverse environmental impacts, on neighboring land uses.

CONTEXT SENSITIVITY

It shall be the City of Duarte's policy to implement the following, unless exceptions apply:

- A. Plan its streets in harmony with the adjacent land uses and neighborhoods.
- B. Plan for regional and local connectivity.
- C. Solicit input from local interested parties during the planning process.
- D. Design streets with a strong sense of place using architecture, landscaping, public art, and signage, etc. to reflect the community and individual neighborhood identities.
- E. Coordinate Street Projects, along retail, commercial, and mixed-use corridors, with local small business to develop vibrant and livable districts.
- F. Practice sustainable storm water management strategies and incorporate best management practices into street design.

PERFORMANCE MEASURES

City staff will evaluate the effectiveness of the Policy using the following performance measures when feasible:

- A. Total new miles of on-street bicycle infrastructure defined by streets with clearly marked or signed bicycle accommodations.
- B. Total miles of streets with pedestrian accommodation.
- C. Number of missing non-compliant curb ramps along City streets.
- D. Number of new street trees planted.
- E. Percentage of new street projects that serve all users.

- F. Number and severity of pedestrian-vehicle and bicycle-vehicle traffic accidents or accidents.
- G. Number of pedestrian-vehicle and bicycle-vehicle fatalities.
- H. Percentage of storm water capture, infiltration, and treatment following National Pollutant Discharge Elimination System (NPDES) and MS4 Permit standards.

IMPLEMENTATION

1. Project Team: The Community Development Director, City Engineer, and Public Works Manager will jointly oversee the implementation of this policy.
2. Inventory: City Staff will maintain a comprehensive inventory of the performance measures.
3. Capital Improvement Project Prioritization: As a part of the budget process the City Manager and staff, in concurrence with the City Council, will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian, and transit improvements.
4. Revisions to Existing Plans and Policies: The Community Development Department will incorporate Complete Streets principles into: City's General Plan, Bike and Pedestrian Master Plan, and any other applicable plans, manuals, and programs.
5. Staff Training: City Staff will receive training on the content of the Complete Streets principles and best practices for implementing the policy.



Agenda Memo City Manager's Office

To: Mayor and Members of the Duarte City Council
From: Darrell George, City Manager
Date: June 6, 2019
Re: Selection of Ad Hoc Citizens Finance Advisory Committee Members

This item was continued from the May 28, 2019, City Council meeting. I have attached the original staff report.

No further applications were received by staff. You have already received the applications and backup information from the twelve potential candidates, and you may have received others directly.

Attachment – 5/28/19 Staff Report

Agenda Memo City Manager's Office

To: Mayor Paras-Caracci and Members of the Duarte City Council
From: Karen A. Herrera, Deputy City Manager 
Date: May 28, 2019
Re: Selection of Ad Hoc Citizens Finance Advisory Committee Members

RECOMENDATION: It is recommended that the City Council, based on the applications submitted and City Council direct appointees, appoint members to the recently formed Ad Hoc Citizens Finance Advisory Committee that will meet from June to September of 2019 presenting a final report to the City Council and Community on October 8, 2019 with a sunset date of October 22nd.

BACKGROUND: At the City Council meeting on April 9, 2019, the City Council requested that the City Manager's office present a proposal to create the Ad Hoc Citizens Finance Advisory Committee. With full access to necessary City staff, the mission of the Committee would be to assess the City's long-term financial outlook and provide recommendations to the City Council for revenue enhancements and cost containment. At the April 23 meeting, staff presented both a proposed application and process which was approved with some additional inclusions, including adding a member of labor and the business community, not requiring Duarte residency, and having the Assistant City Manager head up the effort. The final structure and timeline for the group was as follows:

Ad Hoc Citizens Finance Advisory Committee Structure and Timeline

- The Committee shall be comprised of a minimum of seven (7) persons including residents, members of the business community, labor and/or current City commissioners appointed by the Council. Prospective members would ideally have some knowledge of municipalities and/or finance;
- Appointments would be made at the May 28, 2019 City Council meeting;
- The Committee would be tasked with reviewing the City's long-range financial forecast and providing recommendations to the City Council for revenue enhancements and cost containment, to include input on the proposed tax measure;
- The Committee shall select a Chairperson and Vice Chairperson from among its membership at its first meeting;
- The Committee will meet one to two times per month for the months of June through September. A final report shall be made by the Committee to the City Council on October 8, 2019. City staff will work on and bring forward any subsequent work regarding the final report as directed by the City Council to the October 22, 2019 City Council meeting. Upon conclusion of the October 22nd meeting, the Committee's term shall expire, and the Committee shall no longer be in effect;
- The Assistant City Manager shall staff the Committee and provide background information, including input regarding municipal finance, fund accounting, revenues and expenditures, service delivery, legal limitations, and other related issues.

Upon approval from the City Council, staff reached out to the various candidate pools and Councilmembers, providing committee background and applications to potential candidates from April 24, 2019 to May 22, 2019.

DISCUSSION: A total of twelve potential candidates have been submitted for Council consideration including eleven applications received at City Hall from the various candidate pools including labor, commissioners, business community members, and one from direct Council input. The names of the applicants are George Farra, Pattie Dalessandro, Wallace Wolff, Thomas Tsui, Tina Heany, Sheryl Lefmann, Scott Moses, Andrew Raubitschek, Steve Hernandez, Robert Cruz, Lupe Valerio, and Lydia Carswell.

As previously mentioned, the Ad Hoc Citizens Finance Advisory Committee will explore options regarding the City's long-term financial outlook, which would include the proposed revenue enhancement measure and information from the extensive public opinion survey completed by FM3 on the need for additional revenue, where the revenue would be best spent, and to gauge the overall support for a measure of this nature. Although Duarte has been financially solvent in recent years through local taxes, grants, and large land sale proceeds, in addition to prudent spending, the City is projecting rapidly increasing financial stress. Future land sales will not be an available revenue source for the City, and recent policy changes from CalPERS are impacting the financial health of cities statewide, including Duarte.

FISCAL IMPACT: The costs associated with the formation of the Citizens Finance Advisory Committee include staff and consultant time, supplies, and materials. Total costs are expected to be minimal.

DUARTE CITY COUNCIL – INTERGOVERNMENTAL ORGANIZATIONS

AREA “D” EMERGENCY SERVICES

City Manager *Representative*
Full Council *Alternates*

CALIFORNIA CONTRACT CITIES

Liz Reilly *Delegate*
Full Council *Alternates*
3rd Wednesday - 7:00 p.m.

CITY SELECTION COMMITTEE (COUNTY)

Tzeitel Paras-Caracci *Delegate*
Full Council *Alternates*
3 or 4 times a year, at the call of the Chairman

COMMUNITY EDUCATION COUNCIL

Tzeitel Paras-Caracci *Representative*
Jocelyn Nunez *Alternate*

DUARTE COMMUNITY COORDINATING COUNCIL

Bryan Urias *Representative*
Jocelyn Nunez *Alternate*
4th Monday – 7:00 p.m.

DUARTE COMMUNITY SERVICE COUNCIL

Samuel Kang *Representative*
Bryan Urias *Alternate*

DUARTE EDUCATION FOUNDATION

Margaret Finlay *Representative*
Liz Reilly *Alternate*
1st Monday - 5:30 p.m.

FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM

John Fasana *Delegate*
Samuel Kang *Alternate*

FOOTHILL TRANSIT – \$150/mtg (4/yr)

Tzeitel Paras-Caracci *Delegate*
Jocelyn Nunez *Alternate*

GOLD LINE PHASE II JPA – \$100/mtg (1/mo)

Tzeitel Paras-Caracci *Delegate*
Bryan Urias *Alternate*
2nd Thursday/month – 11:30 a.m.

JOINT POWERS INSURANCE AUTHORITY

Margaret Finlay *Director*
City Manager/Full Council *Alternates*
Annual Meeting – July

LEAGUE OF CALIFORNIA CITIES

Samuel Kang *Delegate*
Full Council *Alternates*
1st Thursday - 7:00 p.m.

SGV COUNCIL OF GOVERNMENTS - \$50/mo

John Fasana *Governing Board Rep.*
Margaret Finlay *Alt. Governing Board Rep.*
3rd Thursday - 6:00 p.m.

SGV ECONOMIC PARTNERSHIP

Bryan Urias *Representative*
Jocelyn Nunez *Alternate*
2nd Tuesday of odd months – 12:00 noon

SGV VECTOR CONTROL DISTRICT - \$100/mo

Margaret Finlay *Representative*
(Appointments made upon occurrence of a vacancy)
2nd Friday – 7:00 a.m.

SANITATION DISTRICTS #15 AND #22 - \$250/mo

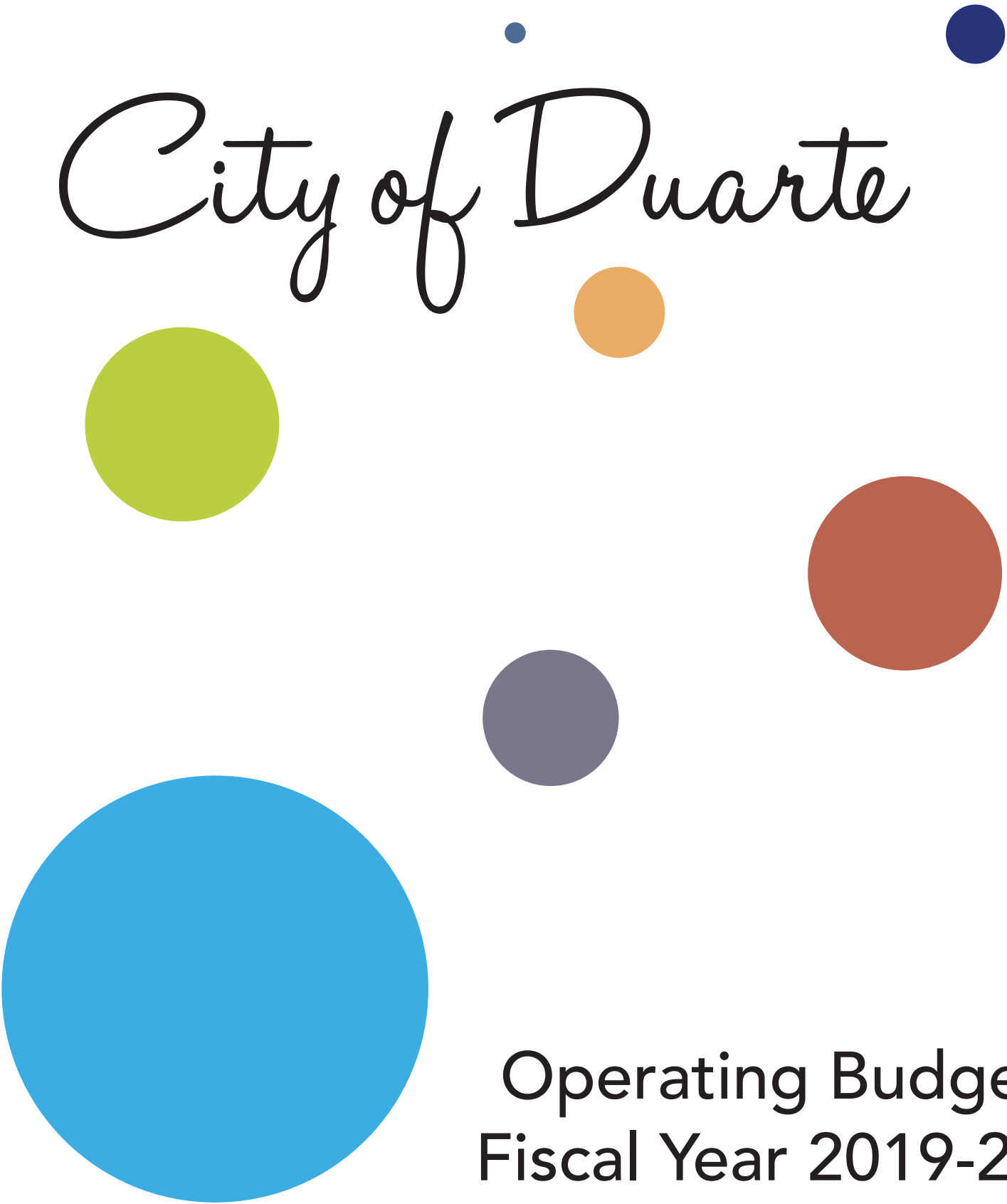
Tzeitel Paras-Caracci *Director*
Margaret Finlay *Alternate*
4th Wednesday - 1:30 p.m.

SO. CAL. ASSOCIATION OF GOVERNMENTS

Margaret Finlay *Representative*
Full Council *Alternates*
Annual Meeting - April

*Note: Compensated positions
are shown in boxes

Updated: January 8, 2019

A decorative graphic featuring several colored circles of varying sizes. A large blue circle is in the bottom left. A medium green circle is to its right. A small orange circle is above the green one. A medium red circle is to the right of the orange one. A small grey circle is below the orange one. A small dark blue circle is in the top right. A very small dark blue circle is at the top center.

City of Duarte

Operating Budget
Fiscal Year 2019-20

City Manager's Message

June 11, 2019

To the Honorable Mayor, City Council, and Housing Authority Board of the City of Duarte

Ladies and Gentlemen:

FISCAL YEAR 2019/20 OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM

It is my pleasure to present to you the City of Duarte's operating budget and capital improvement program for fiscal year 2019/20. This document addresses the financial activities of the City and the Housing Authority. The Council and Authority discussed the budget and certain changes at a workshop held on May 6, 2019. 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.

<u>City of Duarte:</u>	<u>Prior Year Amended Budget</u>	<u>FY 2019/20 Budget</u>
General Fund:		
City Council	\$ 144,800	\$ 152,300
City Manager/City Clerk	1,161,000	1,195,100
Legal Services	447,000	300,000
Promotions & Memberships	425,900	375,100
Public Safety	5,671,600	6,317,200
Community Development	3,145,500	3,359,600
Parks and Recreation	3,102,400	3,145,800
Administrative Services	2,570,700	2,769,500
Transfers Out	<u>871,100</u>	<u>605,700</u>
Total General Fund	\$ 17,540,000	\$ 18,220,300
Special Revenue Funds	\$ 4,825,800	\$ 3,741,500
Community Improvement Fund	81,000	\$ 100,000
LA Co Metro (STPL Exchange)	385,000	0
Debt Service Funds	<u>152,900</u>	<u>152,700</u>
Total Other City	\$ 5,444,700	\$ 3,994,200
Duarte Housing Authority:		
Total Housing Authority	\$ <u>28,100</u>	\$ <u>5,000</u>
Total Authorized Expenditures	\$ 23,012,800	\$ 22,219,500

City Manager's Message

BUDGET PREPARATION

The process used for the preparation of the fiscal year 2019/20 budget was similar to that used in previous years. We conducted a workshop to discuss budget related items on May 6th, and it was open to the public. At this meeting, the Council and Authority reviewed the recommended budget prepared by staff, heard testimony from the public on budget related matters, and considered various revenue and expenditure alternatives. The resulting budget is set forth in this document.

OVERALL BUDGET PERSPECTIVE

Overall the Citywide budget is in a deficit. Total revenues of \$21.5 million are projected to come in and total expenditures of \$22 million are projected to go out. More specifically, the General Fund budget includes a deficit of \$1.2 million and the Other Fund budgets include a surplus of \$501,400.

REVENUES AND RESOURCES

Total revenues and other resources received by the City and the Housing Authority during fiscal year 2019/20 are estimated to be \$21.5 million. This amount is substantially less when compared to the 2018/19 amended budget, largely due to one-time land sale proceeds that were received in 2018/19 in the General Fund and the Housing Authority Fund. The following items summarize significant revenue highlights for the City.

General Fund

- Total General Fund revenues are projected to be \$17 million, with a decrease of \$2.7 million, or 14%, compared to the 2018/19 amended budget.
- When comparing the 2019/20 revenues to 2018/19, the largest reduction in revenues is the \$2.1 million in one-time land sale proceeds from the Oliva Project and the Huntington Project, \$400,000 in one-time development fees, and a drop in the former RDA's annual loan repayment from \$1.8 million to \$700,000. Please note that these annual payments vary greatly, but there is still \$3.4 million in remaining loan balance to be paid off over future years.
- Sales Tax is not growing at the same rate that it has in past years. More than 42% of our sales tax revenue is generated by the auto industry. While growing wages and a positive job market have continued to provide a positive foundation and help maintain favorable sales for new motor vehicles, industry experts see a slowdown ahead given recent interest rate hikes and trade war impacts. The next largest category for our sales tax revenue at 26% is general consumer goods. Today's retail landscape continues to change to smaller brick and mortar formats and online sales. With the additional uncertainty around international trade and an overall cooling of the global economy, growth in this area is expected to taper off throughout 2019/20. Our local sales tax revenue is expected to be \$5.48 million by the end of 2018/19. The good news is that we are not projecting a reduction, but only a very modest growth of 1%, which results in a total projected sales tax revenues of \$5.5 million in 2019/20.
- Property tax revenue is projected at \$1.9 million, which includes an assumption of 5% growth in the general property tax value. We do anticipate receiving some additional revenue from Successor

City Manager's Message

Agency property tax residual, but the County has been so inconsistent in the timing and calculations used, that we have not included those amounts at this time.

- Motor Vehicle License fees are projected to continue to modestly increase by 5%, which represents \$111,000 in increased revenues.
- Building permit revenue is projected to increase to \$1.1 million in 2019/20. This is a change from the budget workshop, because we were recently informed that the Huntington Project will not be pulling building permits until after July 1, 2019, thus increasing 2019/20 revenues accordingly.

EXPENDITURES AND USES

In total, expenditures and other uses for fiscal year 2019/20 are budgeted to be \$22 million. This represents a decrease of \$793,300 as compared to the 2018/19 budget. Significant expenditure highlights are discussed below.

General Fund

Total General Fund expenditures are projected to be \$18.2 million, which is \$680,300 more than the amended 2018/19 budget. Noteworthy General Fund expenditures issues are as follows:

Non-Negotiable General Fund Increases

- The 2019/20 Los Angeles County Sheriff's contract includes a 5% CPI increase and a .5% increase to the liability trust fund charge. The resulting total increase to expenses is approximately \$274,000.
- There is also a 4% increase in the required PERS contribution for the primary tier that resulted in a \$163,000 increase to expenses. Please note that we are also recommending that the City Council consider pre-paying the annual PERS pension amounts for 2019/20 in July 2020. This would result in a \$30,000 savings that will be transferred into the City's Pension Stabilization Irrevocable Trust Fund that was recently set up with PARS. Every contribution to this fund reduces the City's unfunded pension liability.
- As part of the Memorandums of Understanding, full-time salaries will increase in 2019/20 by the change in annual CPI, which is 3.2%. This increases expenses by approximately \$130,000.
- The contribution towards future retiree healthcare has increased by \$110,000 in light of the most recent GASB 75 report, which incorporates the new life expectancy and healthcare cost assumptions. These contributions are made to the City's retiree healthcare Irrevocable Trust Fund and directly reduce the unfunded liability.

Other General Fund Expense Items

- The Community Development budget includes \$50,000 to hire a consultant to develop a design plan for the City Hall Courtyard. It also includes \$25,000 for a contract with Kosmont Associates if City Council decides to move forward and implement a CFD/EFID at the Duarte Station Specific Plan, \$25,000 for a traffic study of the Buena Vista/Kellwill intersection, and \$40,000 for a street lighting project related to the Huntington mixed-use development, which will be funded with Town Center Community Benefit funds.

City Managers Message

- As discussed at the Budget workshop, the Community Promotions budget has been increased by \$30,000 for a website redesign and update.
- The Parks and Recreation budget includes \$10,000 for one additional part-time employee at the Senior Center. Based on feedback from the Budget workshop, the Promise Fellow program will include up to two in-house promise fellows, instead of three and staff will reach out to partner sites, such as Foothill Unity Center, City of Hope and the Boys and Girls Club in 2019/20 to offer promise fellow partnerships for their locations.
- The Personnel budget includes approximately \$29,000 for hiring a professional recruitment consultant for recruiting a new City Manager for 2020.
- The 2019/20 budget includes \$60,000 for the purchase of two vehicles from the Vehicle Replacement Fund; a new Field Services Manager truck and a new van for the Parks and Recreation Department's Teen Center programming.
- In 2019/20 the Facilities Maintenance budget includes \$50,000 for an annual ADA project, which will include new public counters in City Hall, \$20,000 for new pool deck shading, \$9,000 for City Hall interior painting and signage, and \$8,000 to paint the Teen Center exterior and rafters.
- Please note that Legal Services are projected to be less in 2019/20, due to the completion of the NPDES litigation. In the event that future expenses are approved by Council for defending an appeal or any other costs related to this case, that would need to be approved by City Council and would increase expenses accordingly.

Other City Funds

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

- Expenditures in the Gas Tax Fund are substantially lower than 2018/19, because we completed many of the gas tax projects that were delayed from prior years and larger projects are being funded by other funds in 2019/20.
- With estimated SB1/RMRA revenues of \$363,800 in 2019/20, we have budgeted approximately \$300,000 towards the 2019/20 Street Rehabilitation project list. The list of streets to be rehabilitated was approved by City Council in March 2019 and will begin in January 2020. The remainder of the project costs will come from Measure R funds and another \$75,000 will be used for administration costs.
- \$25,000 in AQMD funds will be used for the replacement of the Parks and Recreation Department Director vehicle with a new hybrid vehicle.
- Expenditures have been adjusted in the Proposition A and C Funds to reflect the elimination of one full-time position and the overall reorganization of the Transportation Division through the implementation of the new Foothill Transit contract. You will note that the Proposition A Fund balance is substantially less than the prior year. This is due to the fact that we have finally completed the purchase of the new 35 foot electric buses, which we have been saving this balance for over the years. Given that we are only two months into the contract operations of the new electric bus system with Foothill Transit, our budgeted revenues and expenses for 2019/20 are rough projections and estimates. We expect to have a much clearer picture of operational costs and revenues to report to City Council by Mid-Year 2019/20.

City Manager's Message

- At the Budget workshop, staff reported that the initial assessment of the bike trail rehabilitation reflected a preliminary cost of \$500,000 for repaving and general ADA compliance and repairs. Council directed staff to include \$50,000 in the 2019/20 budget to hire a consultant that would further study other options for the bike trail which include solar lighting, widening the existing width of the paved portion, and removal of sod and landscape along the bike trail. Measure R funds will be used to study these areas and develop alternative designs that will allow staff to assess additional costs and research grants, partners, and alternative funding solutions.
- In the Capital Improvement fund, \$100,000 of the revenues collected from the City of Hope project for circulation improvements will be used to implement the findings of the Huntington Drive Peak hour study findings. This will include, but not be limited to north/south turning lanes at Highland and Las Lomas.

RESERVES

It is projected that altogether the City and Housing Authority Funds will end the year with at \$19.2 million reserve. Of these amounts the General Fund will end the fiscal year with a reserve of \$8.8 million, or 48%, of the General Fund budget. The Housing Authority is projected to end the fiscal year with a reserve of \$4.2 million and all Other Special Funds are projected to end the year with \$6.2 million.

ORGANIZATION AND STAFFING

The fiscal year 2019/20 budget includes one less full-time position compared to the prior year with the recent reorganization of Transportation Division and less part-time positions due to the transition to contract services for bus drivers and crossing guards. In total, the City's authorized staffing for the upcoming year includes 45 full-time positions and enough part-time positions to be equivalent to another 30.75 full-time employees.

CONCLUSION

In closing, I am pleased and proud to submit to the Mayor and City Council the 2019/20 budget with a General Fund reserve of \$8.8 million, or 48%, of the General Fund budget. Through the hard work and continual efforts of staff, the 2018/19 fiscal year included substantial proceeds from the sale of several properties, and with those sales, the City will realize a number of new and exciting development projects throughout the City. With the current year being our City's best ever economically, the downside is that there are no City-owned properties of any consequence that will generate substantial land sale proceeds in the future.

Looking ahead to the 2019/20 fiscal year, the City will begin a new budget era having to address ongoing structural deficits. Like all cities, Duarte will have to grapple with the ever-increasing costs associated with retirement pensions, health care costs, and public safety expenses (Sheriff contract and liability surcharge). In beginning to address this, the City Council has created an Ad Hoc Citizens Finance Advisory Committee to assess the City's long-term financial outlook and provide recommendations to the Council for revenue enhancements and cost containment/reduction measures. Staff is looking forward to working with this group during the early months of the 2019/20 fiscal year.

City Manager's Message

Even with the budget challenges that lie ahead, the City is in a strong position to address its financial needs and continue to provide the exemplary services and programs for which it is known. Efforts to combat homelessness, along with established goals and objectives to actively pursue and promote economic development, public safety, and parks and recreation programs, continue to be critical elements of this City.

I thank the Mayor and Council for your guidance throughout the budget process and throughout the year. Your advice, support, and direction is instrumental for staff to be able to provide this comprehensive budget. I know we collectively look forward to another year of exciting and successful projects and programs, and are pleased to know that Duarte is a City whose reputation continues to be among the best.

Respectfully submitted,

A handwritten signature in brown ink, appearing to read 'Darrell J. George', is positioned above the printed name. The signature is fluid and cursive.

Darrell J. George
City Manager

City of Duarte

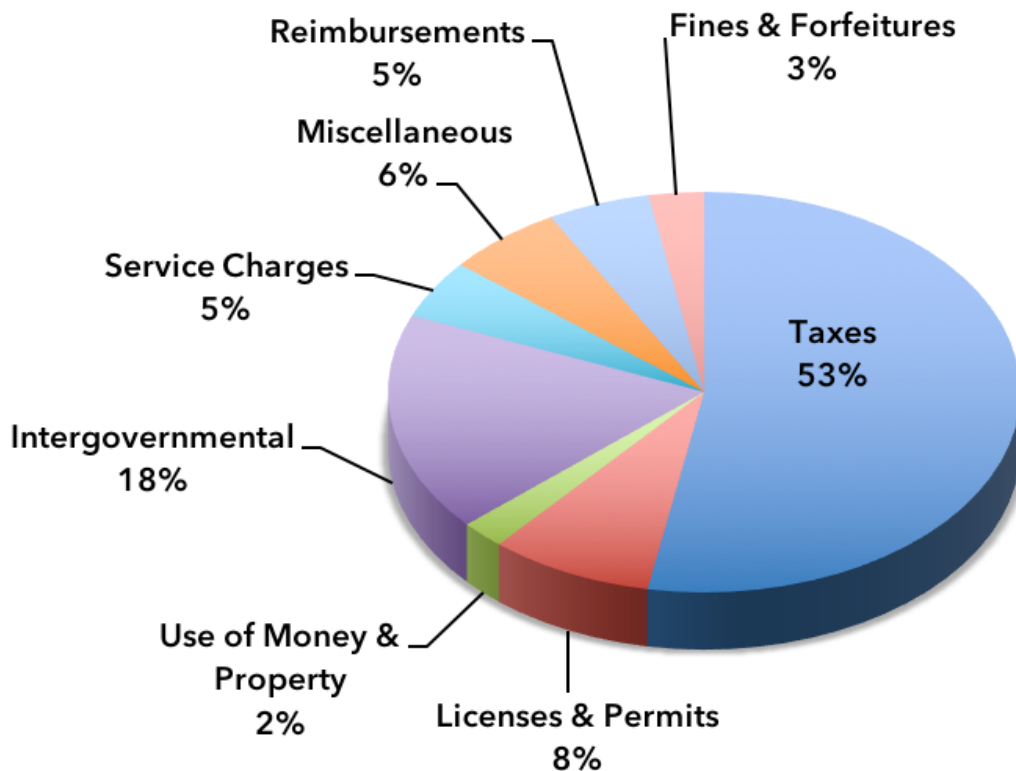
Summary of Revenues, Expenditures, Transfers and Fund Balances

ATTACHMENT 1

Summary of Revenues, Expenditures, Transfer and Fund Balances

	<u>Fund Balance June 30, 2019</u>	<u>Revenues</u>	<u>Transfers In</u>	<u>Total Available</u>	<u>Expenditures</u>	<u>Transfers Out</u>	<u>Total Deductions</u>	<u>Fund Balance June 30, 2020</u>
GENERAL FUND	10,008,900	16,990,000	0	26,998,900	17,614,600	605,700	18,220,300	8,778,600
SPECIAL REVENUE FUNDS								
State Gasoline Tax	1,565,572	608,400	0	2,173,972	302,500	0	302,500	1,871,472
SB1/RMRA	304,394	363,800	0	668,194	375,000	0	375,000	293,194
Landscaping & Lighting	107,352	982,100	464,900	1,554,352	1,487,300	0	1,487,300	67,052
Community Dev. Block Grant	0	151,700	0	151,700	50,000	0	50,000	101,700
Public Access Government Fee	(27,457)	33,600	0	6,143	0	0	0	6,143
Supplemental Law Enf.	0	151,000	0	151,000	151,000	0	151,000	0
Bicycle & Ped. Safety	0	15,900	0	15,900	15,900	0	15,900	0
Air Quality Mgmt.	69,437	30,800	0	100,237	31,300	0	31,300	68,937
Quimby Act	52,021	1,000	0	53,021	3,000	0	3,000	50,021
Proposition A	671,996	489,300	0	1,161,296	488,200	0	488,200	673,096
Proposition C	256,134	374,800	0	630,934	399,800	0	399,800	231,134
Measure R	1,078,664	287,400	0	1,366,064	437,500	0	437,500	928,564
Measure M	289,950	317,300	0	607,250	0	0	0	607,250
Subtotal	4,368,063	3,807,100	464,900	8,640,063	3,741,500	0	3,741,500	4,898,563
CAPITAL PROJECT FUNDS								
Community Improvement	444,482	3,000	0	447,482	100,000	0	100,000	347,482
Inclusionary Housing	518,502	7,000	0	525,502	0	0	0	525,502
Housing Authority	4,053,944	27,500	140,800	4,222,244	5,000	0	5,000	4,217,244
Subtotal	5,016,928	37,500	140,800	5,195,228	105,000	0	105,000	5,090,228
DEBT SERVICE FUNDS								
Town Center Debt Services	559,566	10,000	0	569,566	152,700	0	152,700	416,866
Subtotal	559,566	10,000	0	569,566	152,700	0	152,700	416,866
TOTAL ALL FUNDS	19,953,457	20,844,600	605,700	41,403,757	21,613,800	605,700	22,219,500	19,184,257

General Fund Operating Budget
Fiscal Year 2019/20

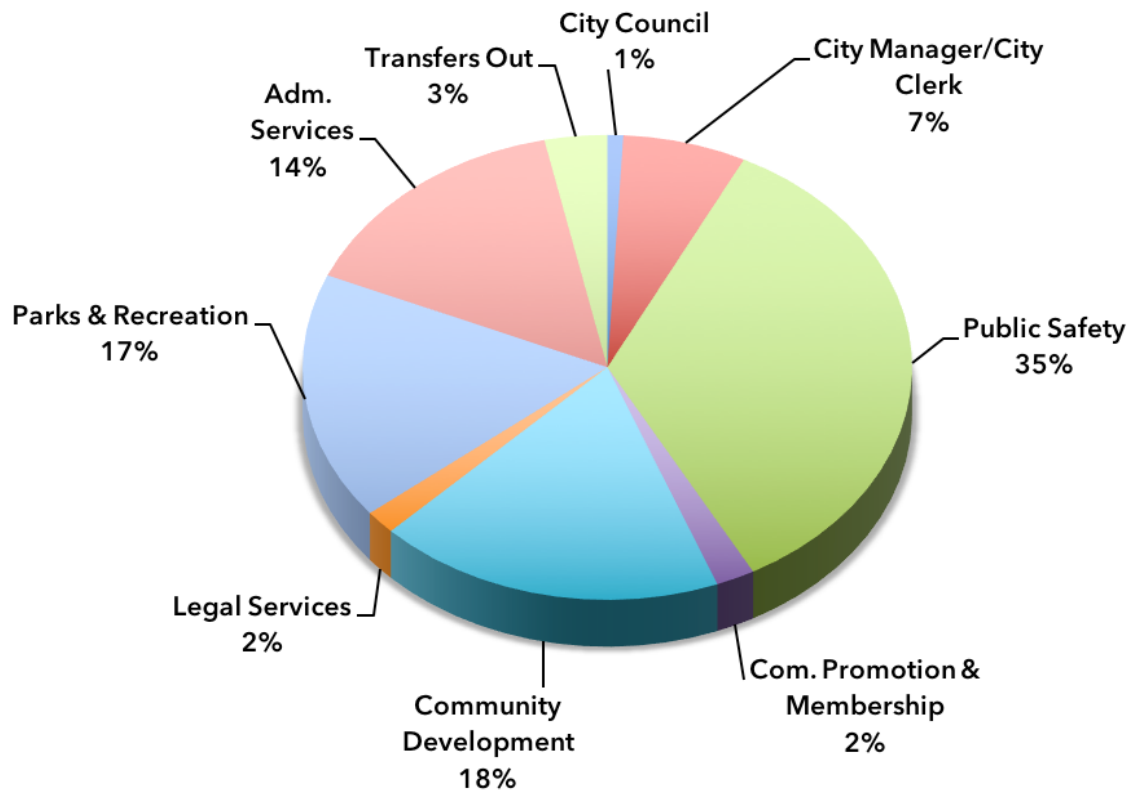


General Fund - Revenue Comparison By Source
Total General Fund Revenues = \$16,990,000

Summary of Revenues and Other Financing Sources

	FY 2018-19	ESTIMATED	FY 2019-20
	BUDGET	ACTUAL	BUDGET
GENERAL FUND			
Taxes	8,776,000	8,775,000	8,982,000
Licenses and Permits	1,058,000	1,065,000	1,423,000
Fines and Forfeitures	360,000	360,000	480,000
Use of Money and Property	264,300	371,500	383,300
Intergovernmental - State	2,933,700	2,946,600	3,014,900
Service Charges - Parks and Rec.	424,000	408,200	375,600
Service Charges - Other	423,500	426,900	429,300
Miscellaneous	4,461,200	4,505,400	1,011,000
Reimbursements	1,000,900	1,025,300	890,900
Transfers In	0	0	0
Subtotal	19,701,600	19,883,900	16,990,000
SPECIAL REVENUE FUNDS			
State Gasoline Tax	492,700	495,900	608,400
SB1/RMRA	371,200	352,100	363,800
Landscaping & Lighting	1,476,900	1,449,200	1,447,000
Community Dev. Block Grant	220,000	220,000	151,700
PAEG Fees	32,000	32,000	33,600
Supplemental Law Enforcement	200,000	200,600	151,000
Bicycle and Pedestrian Safety	14,500	14,500	15,900
Air Quality Management	30,200	30,200	30,800
Park Development Grant	16,700	0	0
Quimby Act	0	1,000	1,000
Transportation - Prop A	818,700	827,900	489,300
Transportation - Prop C	354,400	377,000	374,800
Measure R	278,800	290,000	287,400
Measure M	292,400	295,900	317,300
Subtotal	4,598,500	4,586,300	4,272,000
CAPITAL PROJECT FUNDS			
Community Improvement	81,000	483,500	3,000
Inclusionary Housing	4,000	9,000	7,000
LA Co Metro (STPL)	381,600	385,000	0
Housing Authority	1,503,500	1,569,800	168,300
Subtotal	1,970,100	2,447,300	178,300
DEBT SERVICE FUNDS			
Town Center Debt Service	5,000	10,000	10,000
Subtotal	5,000	10,000	10,000
Total All Funds	26,275,200	26,927,500	21,450,300

General Fund Operating Budget
Fiscal Year 2019/20



General Fund - Expenditure Comparison by Department
Total General Fund Expenditures = \$18,220,300

Summary of Expenditures and Other Financing Uses

	FY 2018-19 BUDGET	ESTIMATED ACTUAL	FY 2019-20 BUDGET
GENERAL FUND			
City Council	144,800	146,400	152,300
City Manager/City Clerk	1,161,000	1,144,900	1,195,100
Legal Services	447,000	455,000	300,000
Comm. Promotions & Memberships	425,900	429,900	375,100
Public Safety	5,671,600	5,942,800	6,317,200
Community Development	2,248,600	2,250,100	2,444,300
Field Services	896,900	895,700	915,300
Parks and Recreation	2,101,500	2,103,200	2,169,500
Facilities Maintenance	1,000,900	1,001,700	976,300
Administrative Services	2,570,700	2,535,900	2,769,500
Transfers Out	871,100	857,400	605,700
Subtotal	17,540,000	17,763,000	18,220,300
SPECIAL REVENUE FUNDS			
State Gasoline Tax	888,000	877,500	302,500
SB1/RMRA	177,100	177,100	375,000
Landscaping & Lighting	1,502,600	1,497,100	1,487,300
CDBG	220,000	220,000	50,000
PAEG Fees	0	0	0
Supplemental Law Enforcement	200,000	200,600	151,000
Bicycle and Pedestrian Safety	14,400	14,500	15,900
Air Quality Management	27,500	25,100	31,300
Park Development Grant	16,000	0	0
Quimby Act	3,000	3,000	3,000
Transportation - Prop A	831,700	2,376,900	488,200
Transportation - Prop C	340,700	321,900	399,800
Measure R	373,500	373,300	437,500
Measure M	231,300	240,000	0
Subtotal	4,825,800	6,327,000	3,741,500
CAPITAL PROJECTS FUND			
Community Improvement	81,000	81,000	100,000
LA Co Metro (STPL)	385,000	385,000	0
Inclusionary Housing	0	0	0
Housing Authority	28,100	29,800	5,000
Subtotal	494,100	495,800	105,000
DEBT SERVICE FUNDS			
Town Center Debt Service	152,900	152,900	152,700
Subtotal	152,900	152,900	152,700
Total All Funds	23,012,800	24,738,700	22,219,500

City of Duarte

Personnel Summary

	FY 2018-19		FY 2019-20	
	Full-Time	Part-Time	Full-Time	Part-Time
CITY MANAGER/CITY CLERK				
City Manager	1.00	0.00	1.00	0.00
City Clerk	1.00	0.00	1.00	0.00
Deputy City Manager	1.00	0.00	1.00	0.00
Management Analyst	1.00	0.00	1.00	0.00
City Council Aide	1.00	0.00	1.00	0.00
City Hall Receptionist	1.00	0.00	1.00	0.00
Department Total	6.00	0.00	6.00	0.00
PUBLIC SAFETY				
Director of Public Safety Services	1.00	0.00	1.00	0.00
Public Safety Manager	1.00	0.00	1.00	0.00
Code Compliance/Animal Control Off.	2.00	0.00	2.00	0.00
Crime Prevention Specialist	1.00	0.00	1.00	0.00
Public Safety Outreach Coordinator	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Clerk/Typist Receptionist	1.00	0.00	1.00	0.00
Community Services Officer	0.00	3.00	0.00	3.00
Crossing Guard	0.00	0.90	0.00	0.00
Animal Control Officer	0.00	1.00	0.00	1.00
College Intern	0.00	0.50	0.00	0.50
Department Total	8.00	5.40	8.00	4.50
PARKS & RECREATION				
Director of Parks & Recreation	1.00	0.00	1.00	0.00
Recreation Supervisor	5.00	0.00	5.00	0.00
Recreation Coordinator	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Recreation Specialist	0.00	1.00	0.00	1.00
Recreation Leader/Cashier	0.00	10.25	0.00	10.75
Aerobic Instructor	0.00	0.50	0.00	0.50
Pool Manager	0.00	0.50	0.00	0.50
Lifeguard/Instructor	0.00	3.00	0.00	3.00
Computer Lab Instructor	0.00	0.50	0.00	0.50
Boxing Trainer	0.00	0.50	0.00	0.50
Assistant Boxing Trainer	0.00	1.25	0.00	1.25
Department Total	8.00	17.50	8.00	18.00
FACILITY MAINTENANCE				
Facilities Maintenance Supervisor	1.00	0.00	1.00	0.00
Senior Custodian	0.00	0.50	0.00	0.50
Custodian	0.00	6.75	0.00	6.75
Department Total	1.00	7.25	1.00	7.25

2.06

Personnel Summary, Continued

	FY 2018-19		FY 2019-20	
	Full-Time	Part-Time	Full-Time	Part-Time
COMMUNITY DEVELOPMENT				
Director of Community Development	1.00	0.00	1.00	0.00
City Planner	1.00	0.00	1.00	0.00
Community Development Technician	1.00	0.00	1.00	0.00
Senior Planner	0.00	0.00	0.00	0.00
Associate Planner	2.00	0.00	2.00	0.00
Assistant Planner	0.00	0.00	0.00	0.00
Public Works Manager	1.00	0.00	1.00	0.00
Assistant Civil Engineer	1.00	0.00	1.00	0.00
Administrative Secretary	2.00	0.00	2.00	0.00
College Intern	0.00	0.50	0.00	0.50
Department Total	9.00	0.50	9.00	0.50
FIELD SERVICES				
Field Services Manager	1.00	0.00	1.00	0.00
Senior Maintenance Tech/Electrician	1.00	0.00	1.00	0.00
Senior Maintenance Technician	3.00	0.00	3.00	0.00
Irrigation Control Technician	1.00	0.00	1.00	0.00
Department Total	6.00	0.00	6.00	0.00
ADMINISTRATIVE SERVICES				
Assistant City Manager	1.00	0.00	1.00	0.00
Financial Services Manager	1.00	0.00	1.00	0.00
Accountant	1.00	0.00	1.00	0.00
Accounting Specialist	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Human Resources Manager	0.00	0.00	0.00	0.00
Human Resources Specialist	1.00	0.00	1.00	0.00
College Intern	0.00	0.50	0.00	0.50
Department Total	6.00	0.50	6.00	0.50
TRANSIT				
Transit Supervisor	1.00	0.00	1.00	0.00
Lead Driver	1.00	0.00	0.00	0.00
Bus Driver	0.00	3.30	0.00	0.00
Department Total	2.00	3.30	1.00	0.00
CITY TOTAL	46.00	34.45	45.00	30.75

City of Duarte

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Taxes				
100-4001	General Property Tax	1,810,000	1,810,000	1,900,000
100-4002	Sales and Use Tax	5,452,000	5,480,000	5,511,000
100-4003	Franchise Tax	980,000	990,000	1,046,000
100-4004	Business License Tax	320,000	320,000	330,000
100-4005	Transient Occupancy Tax	120,000	110,000	125,000
100-4006	Real Property Transfer Tax	94,000	65,000	70,000
	Total Taxes	8,776,000	8,775,000	8,982,000
Licenses and Permits				
100-4201	Building Permits	700,000	700,000	1,050,000
100-4202	Engineering Permits	175,000	175,000	150,000
100-4203	Industrial Waste Permits	50,000	50,000	60,000
100-4204	Animal Licenses	70,000	70,000	70,000
100-4205	Parking Permits	60,000	68,000	90,000
100-4206	Sign Permits	3,000	2,000	3,000
	Total Licenses and Permits	1,058,000	1,065,000	1,423,000
Fines and Forfeitures				
100-4301	Traffic Fines	45,000	45,000	45,000
100-4302	Parking Citations	280,000	280,000	400,000
100-4303	Other Fines	35,000	35,000	35,000
	Total Fines and Forfeitures	360,000	360,000	480,000
Use of Money & Property				
100-4401	Interest Earnings	26,000	114,000	150,000
100-4402	Community Center Rentals	28,000	28,000	26,000
100-4403	Swimming Pool Rentals	8,000	29,300	8,000
100-4404	Other Building Rentals	22,000	26,000	25,000
100-4405	Chamber Building Rental	4,800	4,800	5,200
100-4406	Restroom & Gazebo Rentals	6,000	4,000	6,000
100-4407	Sports Field Rentals	70,000	65,000	60,000
100-4408	Property Rental	99,500	99,500	103,100
100-4409	Sale of Property	0	900	0
	Total Use of Money & Property	264,300	371,500	383,300

City of Duarte

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Intergovernmental - State				
100-4601	Motor Vehicle License Fees	2,225,000	2,224,500	2,336,000
100-4604	Public Safety Augmentation	123,600	132,000	138,600
100-4611	Grant Programs	435,900	436,300	370,000
100-4613	Other State Grants	6,200	6,100	6,100
100-4615	Recycling Grant	6,000	10,500	6,000
100-4616	America's Promise Grant	78,000	78,000	89,500
100-4618	Local Grants	59,000	59,200	68,700
	Total Intergovernmental - State	2,933,700	2,946,600	3,014,900
Service Charges - Parks and Recreation				
100-4801	Recreation Class Fees	90,000	90,000	90,000
100-4802	Racquetball Court Fees	3,500	3,500	4,000
100-4803	Open Swim Fees	26,000	26,000	21,000
100-4804	Swim Team Fees	12,000	12,000	10,000
100-4805	Fitness Center Fees	6,000	7,000	6,500
100-4806	Adult Excursion Fees	22,000	22,000	22,000
100-4807	Health Membership Fees	67,000	50,000	45,000
100-4808	Swim Lesson Fees	108,000	108,000	105,000
100-4809	Sports Program Fees	26,000	17,000	15,000
100-4810	Teen Center Fees	5,000	2,500	2,500
100-4811	Boxing Fees	12,000	27,800	12,000
100-4812	Senior Center Fees	25,000	20,000	20,000
100-4813	Other Park & Recreation Fees	6,500	6,500	6,000
100-4814	Teen Excursion Fees	4,000	4,900	4,000
100-4815	Youth Excursion Fees	11,000	11,000	12,600
	Total Service Charges - P&R	424,000	408,200	375,600
Service Charges - Other				
100-4901	Plan Check Fees	300,000	300,000	300,000
100-4902	Waste Management Fees	67,000	67,600	68,300
100-4903	Business Lic Application Fees	11,000	14,000	15,000
100-4904	Zoning Fees	30,000	30,000	30,000
100-4905	DUI Fees	1,500	1,000	1,000
100-4907	Auto Impound Fees	14,000	14,000	15,000
100-4909	Building Inspection Fees	0	300	0
	Total Service Charges - Other	423,500	426,900	429,300

City of Duarte

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Miscellaneous				
100-5004	Other Revenue	498,000	500,000	300,000
100-5005	Taxable Sales	1,000	1,000	1,000
100-5006	Concerts in the Park	6,200	6,200	6,000
100-5007	Gain on Sale of Land	2,114,000	2,114,200	0
100-5010	Reimbursements - COH EIR	0	42,000	0
100-5011	SA Repayment of RDA loans	1,842,000	1,842,000	704,000
	Total Miscellaneous	4,461,200	4,505,400	1,011,000
Reimbursements				
100-5101	Reimbursements - SA	250,000	250,000	250,000
100-5102	Reimbursements - Gas Tax	179,400	175,500	60,500
100-5103	Reimbursements - Prop. A & C	114,000	114,000	68,400
100-5105	Reimb. - Landscaping & Lighting	343,200	343,200	343,200
100-5106	Reimbursements - Measure R	62,500	62,200	87,500
100-5107	Reimbursements - AQMD	5,500	5,000	6,300
100-5108	Reimbursements - Measure M	46,300	40,000	0
100-5109	Reimbursements - RMRA	0	35,400	75,000
	Total Reimbursements	1,000,900	1,025,300	890,900
Other Financing Sources				
100-6911	Transfers In - Other	0	0	0
	Total Other Financing Sources	0	0	0
	Total Gen. Fund Rev. & Reimb.	19,701,600	19,883,900	16,990,000

City of Duarte

City Council

City Council

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1005-7002	Regular Salaries	53,800	53,800	63,400
	Total Salaries	53,800	53,800	63,400
Fringe Benefits				
1005-7071	Health Insurance	39,500	40,400	38,100
1005-7072	Retirement	11,400	12,200	10,900
1005-7073	Disability Insurance	600	600	600
1005-7074	Life Insurance	100	100	100
1005-7075	Vision	1,300	1,100	1,100
1005-7077	Medicare	800	800	700
1005-7078	Dental	6,400	6,000	6,000
	Total Fringe Benefits	60,100	61,200	57,500
	Total Personnel	113,900	115,000	120,900
Services and Supplies				
1005-7614	Office Supplies	1,400	1,400	1,400
1005-7641	Council Expenses - Fasana	3,500	3,500	3,500
1005-7642	Council Expenses - Finlay	3,500	3,500	3,500
1005-7646	Council Expenses - Paras-Caracci	3,500	4,000	4,000
1005-7647	Council Expenses - Reilly	3,500	3,500	3,500
1005-7648	Council Expenses - Kang	3,500	3,500	3,500
1005-7649	Council Expenses - Urias	3,500	3,500	3,500
1005-7650	Council Expenses - Lewis	3,500	3,500	3,500
1005-7980	Other Expenses	5,000	5,000	5,000
	Total Services and Supplies	30,900	31,400	31,400
	Total City Council	144,800	146,400	152,300

City of Duarte

City Manager/City Clerk

City Manager/City Clerk

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1010-7002	Regular Salaries	647,300	606,000	690,000
1010-7003	Part-Time/Temp Salaries	0	38,100	0
1010-7030	Overtime	0	200	1,000
	Total Salaries	647,300	644,300	691,000
Fringe Benefits				
1010-7071	Health Insurance	88,500	79,700	89,600
1010-7072	Retirement	164,700	153,300	196,500
1010-7073	Disability Insurance	9,100	8,500	8,900
1010-7074	Life Insurance	1,200	1,100	1,100
1010-7075	Vision	1,300	1,100	1,300
1010-7076	Tuition Reimbursement	0	0	3,000
1010-7077	Medicare	8,900	8,400	9,500
1010-7078	Dental	7,700	6,200	7,400
	Total Fringe Benefits	281,400	258,300	317,300
	Total Personnel	928,700	902,600	1,008,300
Services and Supplies				
1010-7610	Travel, Meetings and Conferences	11,000	11,000	11,000
1010-7612	Publications	6,500	4,000	5,000
1010-7614	Office Supplies	2,000	2,000	2,000
1010-7650	Vehicle Maintenance	6,000	4,500	5,000
1010-7651	Election Services	60,000	60,000	80,000
1010-7670	Legal Notices	20,000	30,000	30,000
1010-7685	Granicus	10,800	10,800	10,800
1010-7965	Professional Expenses	90,000	90,000	18,000
1010-7980	Other Expenses	26,000	30,000	25,000
	Total Services and Supplies	232,300	242,300	186,800
	Total City Manager/City Clerk	1,161,000	1,144,900	1,195,100

City of Duarte

Legal Services

The City Attorney, appointed by the City Council, represents the City Council, Housing Authority, and staff in all matters of law pertaining to their offices. Activities include the representation of elected officials and staff in civil actions and proceedings, attendance at meetings of the City Council and Housing Authority, and the preparation or review of legal documents such as contracts, deeds, ordinances, and resolutions.

Legal Services

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
1015-7680	City Attorney	180,000	180,000	150,000
1015-7682	Labor Counsel	20,000	15,000	50,000
1015-7684	Code Enforcement	140,000	160,000	50,000
1015-7686	Other Legal Services	107,000	100,000	50,000
Total Services and Supplies		447,000	455,000	300,000
Total Legal Services		447,000	455,000	300,000

Community Promotions and Memberships

Community Promotions

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
1020-7710	Chamber of Commerce	74,300	74,300	64,300
1020-7711	Employee Recognition Committee	7,000	8,000	8,000
1020-7712	Community Information	12,500	12,500	12,500
1020-7713	Duarte Historical Museum	7,000	7,000	6,000
1020-7715	Green Home Award	2,000	2,000	2,000
1020-7716	Special Community Events	160,000	160,000	90,000
1020-7717	Route 66 Parade	7,000	7,000	4,000
1020-7719	Volunteer Recognition	2,000	2,000	2,000
1020-7720	DCTV	62,600	62,600	63,000
1020-7722	City Website	22,000	22,000	53,000
1020-7724	Post Office Parking	13,000	14,000	12,000
1020-7726	Council Cablecasting	13,700	12,700	12,700
1020-7980	Other Expenses	6,000	8,000	8,000
Total Services and Supplies		389,100	392,100	337,500
Total Community Promotions		389,100	392,100	337,500

Memberships

Services and Supplies				
1025-7696	SGV Council of Government	12,700	13,100	13,100
1025-7697	PERS Coalition	300	300	300
1025-7698	SCAG	2,200	2,300	2,300
1025-7699	League of California Cities	9,500	9,500	9,500
1025-7700	SGV Economic Partnership	5,300	5,300	5,300
1025-7701	Area D Civil Defense	1,100	1,100	1,100
1025-7702	National League of Cities	1,900	1,900	1,900
1025-7703	Contract Cities Association	3,300	3,300	3,300
1025-7705	LAFCO Membership	500	500	500
1025-7706	MADIA	0	500	300
Total Services and Supplies		36,800	37,800	37,600
Total Memberships		36,800	37,800	37,600
Total Community Prom. & Member.		425,900	429,900	375,100

City of Duarte

Public Safety Department

Public Safety

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1205-7002	Regular Salaries	698,300	695,000	722,000
1205-7003	Part-Time/Temp Salaries	194,500	188,000	169,700
1205-7030	Overtime	36,700	29,000	36,000
	Total Salaries	929,500	912,000	927,700
Fringe Benefits				
1205-7071	Health Insurance	68,000	72,700	77,600
1205-7072	Retirement	186,700	186,300	222,400
1205-7073	Disability Insurance	9,700	8,500	9,200
1205-7074	Life Insurance	1,200	1,200	1,100
1205-7075	Vision	1,600	1,600	1,600
1205-7076	Tuition Reimbursement	0	0	0
1205-7077	Medicare	12,200	12,200	12,300
1205-7078	Dental	8,800	8,900	8,900
	Total Fringe Benefits	288,200	291,400	333,100
	Total Personnel	1,217,700	1,203,400	1,260,800

City of Duarte

Public Safety Department

Public Safety, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
1205-7610	Travel, Meetings and Conferences	5,000	5,000	5,000
1205-7612	Publications	2,000	2,000	3,000
1205-7613	Duplication and Photos	8,000	8,000	8,000
1205-7614	Office Supplies	2,500	2,500	3,000
1205-7615	Emergency Supplies	20,000	20,000	20,000
1205-7636	Uniforms	2,500	2,500	3,500
1205-7650	Vehicle Maintenance	42,000	52,000	52,000
1205-7655	Emergency Services	19,000	19,000	20,000
1205-7694	Public Safety Commission	200	200	200
1205-7760	Homeless Outreach Program	47,000	47,300	72,000
1205-7761	Parking Ticket Collections	110,000	110,000	125,000
1205-7762	Parking Pass Kiosk	2,000	2,000	5,000
1205-7779	Youth Programs	42,000	41,700	38,000
1205-7780	Animal Control	46,000	46,000	90,000
1205-7781	Contract Law Enforcement	3,839,400	3,829,400	4,113,000
1205-7782	Crossing Guard Contract	0	0	45,000
1205-7783	GAPP Program	110,500	110,000	100,000
1205-7784	Prisoner Maintenance	2,000	2,000	2,000
1205-7787	Public Safety Center Lease	123,500	125,000	120,000
1205-7823	Code/Animal Control Data System	7,300	7,300	7,700
1205-7887	Repairs and Maintenance	1,000	2,000	2,000
1205-7980	Other Expenses	0	283,000	220,000
	Total Services and Supplies	4,431,900	4,716,900	5,054,400
Capital Outlay				
1205-8030	Other Equipment	1,000	1,000	1,000
1205-8100	Other Capital Improvements	21,000	21,500	1,000
	Total Capital Outlay	22,000	22,500	2,000
	Total Public Safety	5,671,600	5,942,800	6,317,200

City of Duarte

Community Development Department

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1405-7002	Regular Salaries	934,500	935,000	969,000
1405-7003	Part-Time/Temp Salaries	15,500	15,500	15,500
1405-7030	Overtime	0	100	0
	Total Salaries	950,000	950,600	984,500
Fringe Benefits				
1405-7071	Health Insurance	85,000	81,600	94,000
1405-7072	Retirement	219,800	223,600	262,100
1405-7073	Disability Insurance	13,000	12,000	12,400
1405-7074	Life Insurance	1,600	1,600	1,500
1405-7075	Vision	2,600	2,600	2,600
1405-7076	Tuition Reimbursement	0	0	3,000
1405-7077	Medicare	12,700	12,700	13,300
1405-7078	Dental	14,900	14,900	14,900
	Total Fringe Benefits	349,600	349,000	403,800
	Total Personnel	1,299,600	1,299,600	1,388,300
Services and Supplies				
1405-7610	Travel, Meetings and Conferences	8,000	8,000	8,000
1405-7612	Publications	7,000	7,000	7,000
1405-7613	Duplication and Photos	3,000	3,000	3,000
1405-7614	Office Supplies	5,000	8,500	7,000
1405-7650	Vehicle Maintenance	6,000	4,000	4,000
1405-7690	Planning Commission	6,000	6,000	6,000
1405-7800	Building Department Services	373,000	373,000	400,000
1405-7801	Industrial Waste Inspections	20,000	20,000	20,000
1405-7802	NPDES Requirements	150,000	150,000	150,000
1405-7965	Professional Services	100,000	100,000	130,000
1405-7967	Public Works Inspections	20,000	20,000	30,000
1405-7969	City Engineer	80,000	80,000	80,000
1405-7975	Economic Development Expenses	65,000	65,000	65,000
1405-7980	Other Expenses	56,000	56,000	56,000
1405-8100	Other Capital Improvements	50,000	50,000	90,000
	Total Services and Supplies	949,000	950,500	1,056,000
	Total Community Development	2,248,600	2,250,100	2,444,300

City of Duarte

Community Development Department

Field Services

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1410-7002	Regular Salaries	362,000	382,700	439,400
1410-7030	Overtime	2,000	3,000	3,000
	Total Salaries	364,000	385,700	442,400
Fringe Benefits				
1410-7071	Health Insurance	64,800	62,100	62,400
1410-7072	Retirement	109,700	87,400	123,100
1410-7073	Disability Insurance	6,200	4,700	5,700
1410-7074	Life Insurance	800	600	600
1410-7075	Vision	1,600	1,600	1,600
1410-7076	Tuition Reimbursement	0	0	0
1410-7077	Medicare	5,800	4,800	5,900
1410-7078	Dental	8,900	8,900	8,900
	Total Fringe Benefits	197,800	170,100	208,200
	Total Personnel	561,800	555,800	650,600
Services and Supplies				
1410-7610	Travel, Meetings and Conferences	4,000	4,000	4,000
1410-7612	Publications	3,000	3,000	3,000
1410-7614	Office Supplies	1,000	1,500	1,500
1410-7621	Other Supplies	3,000	300	500
1410-7630	Equipment Rentals	3,000	3,000	3,000
1410-7636	Uniforms	3,500	3,500	3,500
1410-7650	Vehicle Maintenance	44,000	44,000	44,000
1410-7656	Emergency Generator	10,000	40,000	10,000
1410-7810	Street Sweeping	1,600	2,600	2,600
1410-7814	Graffiti Removal	15,000	15,000	15,000
1410-7815	Brush Clearance	10,000	10,000	15,000
1410-7887	Repairs and Maintenance	3,000	3,000	3,000
1410-7900	Emergency Cleanup/Maintenance	20,000	20,000	20,000
1410-7980	Other Expenses	10,000	15,000	20,000
1410-8030	Other Equipment	0	0	3,000
1410-8100	Emergency Capital Projects	80,000	55,000	20,000
	Total Services and Supplies	211,100	219,900	168,100

City of Duarte

Community Development Department

Sports Park

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-020 Budget
Services and Supplies				
1415-7661	Sports Park - Other Services	1,000	1,000	1,000
1415-7843	Sports Park - Water	75,000	75,000	60,000
1415-7875	Sports Park - Lighting	16,000	12,000	12,000
1415-7889	Sports Park - Repairs	1,000	3,000	3,000
1415-7907	Sports Park - Tree Trimming	1,000	3,000	3,000
1415-7916	Sports Park - Landscape	30,000	26,000	17,600
Total Services and Supplies		124,000	120,000	96,600
Total Field Svcs. & Sports Park		896,900	895,700	915,300

City of Duarte

Parks and Recreation Department

Parks and Recreation

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1605-7002	Regular Salaries	426,200	441,400	411,200
1605-7003	Part-Time/Temp Salaries	33,000	6,000	34,000
1605-7010	Playground Supervisor Salaries	120,000	112,000	121,600
1605-7011	Fitness Center Salaries	175,200	175,200	181,600
1605-7012	Aquatics Salaries	112,000	112,000	106,000
1605-7013	Boxing Salaries	58,000	58,000	60,000
1605-7014	Teen Center Salaries	140,200	140,200	155,500
1605-7016	Senior Center Salaries	157,600	157,600	179,300
1605-7030	Overtime	1,500	1,600	1,500
	Total Salaries	1,223,700	1,204,000	1,250,700
Fringe Benefits				
1605-7071	Health Insurance	126,500	115,000	109,600
1605-7072	Retirement	230,500	232,000	228,300
1605-7073	Disability Insurance	10,600	10,400	9,800
1605-7074	Life Insurance	1,300	1,300	1,200
1605-7075	Vision	2,300	2,300	2,300
1605-7076	Tuition Reimbursement	0	0	0
1605-7077	Medicare	16,500	16,300	18,200
1605-7078	Dental	12,400	12,400	12,400
	Total Fringe Benefits	400,100	389,700	381,800
	Total Personnel	1,623,800	1,593,700	1,632,500

City of Duarte

Parks and Recreation Department

Parks and Recreation, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
1605-7610	Travel, Meetings and Conferences	3,000	6,000	4,500
1605-7612	Publications	2,000	2,000	2,000
1605-7614	Office Supplies	3,000	3,000	3,000
1605-7636	Uniforms	2,500	2,500	2,500
1605-7650	Vehicle Maintenance	13,000	13,000	13,000
1605-7653	ActiveNet Fees	17,000	17,000	18,000
1605-7691	Parks and Recreation Commission	1,200	1,200	1,200
1605-7693	Youth Council	3,000	3,000	3,000
1605-7728	AmeriCorps VIP Program	89,000	89,000	117,500
1605-7729	Concerts in the Park	10,500	10,500	8,800
1605-7730	Special Events	18,000	18,000	22,000
1605-7732	City Picnic	16,000	21,000	21,000
1605-7733	Senior Center	39,000	39,000	40,000
1605-7735	Teen Center	37,500	37,500	33,500
1605-7736	Recreation Classes	74,000	85,000	95,000
1605-7737	Adult Excursions	14,000	14,800	14,500
1605-7738	Teen Excursions	14,000	14,000	12,000
1605-7739	Publicity	23,000	23,000	25,000
1605-7740	Youth Excursions	11,000	11,000	11,000
1605-7741	Sports/Playground Program	25,000	25,000	24,000
1605-7744	Nutrition Program	10,000	10,000	10,000
1605-7745	Boxing Program	17,000	20,500	20,000
1605-7750	Bus Rentals	5,000	13,500	14,500
1605-7753	Sports Grant	20,000	20,000	10,000
1605-7980	Other Expenses	10,000	10,000	11,000
Total Services and Supplies		477,700	509,500	537,000
Total Parks and Recreation		2,101,500	2,103,200	2,169,500

City of Duarte

Parks and Recreation Department

Facilities Maintenance

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1610-7002	Regular Salaries	88,800	88,800	91,400
1610-7003	Part-Time/Temp Salaries	350,000	350,000	324,500
1610-7030	Overtime	0	0	0
	Total Salaries	438,800	438,800	415,900
Fringe Benefits				
1610-7071	Health Insurance	20,600	19,700	19,800
1610-7072	Retirement	27,800	28,300	33,300
1610-7073	Disability Insurance	1,300	1,300	1,200
1610-7074	Life Insurance	200	200	200
1610-7075	Vision	300	300	300
1610-7077	Medicare	5,900	5,900	6,000
1610-7078	Dental	1,800	1,800	1,800
	Total Fringe Benefits	57,900	57,500	62,600
	Total Personnel	496,700	496,300	478,500
Services and Supplies				
1610-7616	Pool Supplies	8,000	8,000	12,000
1610-7617	Pool Chemicals	16,000	16,000	16,000
1610-7618	Building Supplies	77,000	77,000	84,000
1610-7633	Cable Access	1,000	1,400	1,400
1610-7636	Uniforms	2,200	2,700	3,000
1610-7650	Vehicle Maintenance	12,500	10,000	10,000
1610-7652	Building Maintenance Services	105,000	105,000	122,000
	Subtotal	221,700	220,100	248,400
1610-7836	Water - City Hall	900	1,100	1,000
1610-7837	Water - Community Center	800	1,100	1,000
1610-7838	Water - Fitness Center	16,000	20,000	22,500
1610-7839	Water - Public Safety Center	700	900	900
	Total Water	18,400	23,100	25,400

City of Duarte

Parks and Recreation Department

Facilities Maintenance, *Continued*

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies, Continued				
1610-7851	Gas - City Hall	300	300	600
1610-7852	Gas - Community Center	1,200	1,200	1,200
1610-7853	Gas - Fitness Center	10,000	9,000	17,000
1610-7854	Gas - Public Safety Center	400	200	300
1610-7855	Gas - Senior Center	600	600	700
1610-7856	Gas - Teen Center	400	300	500
1610-7858	Gas - Royal Oaks Park Building	200	200	400
1610-7859	Gas - Duarte Park Building	300	300	400
1610-7860	Gas - Duarte Snack Bar	600	400	400
	Total Gas	14,000	12,500	21,500
1610-7867	Electric - Town Center	60,000	60,000	65,000
1610-7868	Electric - Public Safety Center	7,000	7,500	8,000
1610-7869	Electric - Senior Center	22,000	22,000	24,500
1610-7870	Electric - Teen Center	14,000	15,000	17,500
1610-7872	Electric - Duarte Park Building	1,000	1,200	1,200
1610-7873	Electric - Maintenance Yard	4,000	4,000	4,300
	Total Electric	108,000	109,700	120,500
1610-7980	Other Expenses	100	0	0
1610-8100	Other Capital Improvements	142,000	140,000	82,000
	Total Other	142,100	140,000	82,000
	Total Services and Supplies	504,200	505,400	497,800
	Total Facilities Maintenance	1,000,900	1,001,700	976,300

City of Duarte

Administrative Services Department

Finance

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1805-7002	Regular Salaries	533,700	506,500	535,000
1805-7003	Part-Time/Temp Salaries	0	9,000	0
	Total Salaries	533,700	515,500	535,000
Fringe Benefits				
1805-7071	Health Insurance	72,700	89,200	89,800
1805-7072	Retirement	163,100	160,000	194,600
1805-7073	Disability Insurance	7,500	7,200	7,100
1805-7074	Life Insurance	9,000	1,000	900
1805-7075	Vision	1,300	1,300	1,300
1805-7076	Tuition Reimbursement	0	0	0
1805-7077	Medicare	7,600	7,300	7,700
1805-7078	Dental	7,600	7,600	7,600
	Total Fringe Benefits	268,800	273,600	309,000
	Total Personnel	802,500	789,100	844,000
Services and Supplies				
1805-7610	Travel, Meetings and Conferences	6,000	6,000	6,000
1805-7612	Publications	3,000	3,000	3,000
1805-7614	Office Supplies	4,000	4,000	4,000
1805-7653	Bank Charges	12,000	12,000	12,000
1805-7654	Audit Services	27,300	31,000	31,000
1805-7762	Property Tax Collections	18,000	18,000	18,500
1805-7764	CEC Loan Principal	16,500	16,500	16,800
1805-7765	CEC Loan Interest	4,000	4,000	3,500
1805-7924	Bad Debts	10,000	10,000	15,000
1805-7965	Professional Services	16,000	26,000	16,000
1805-7980	Other Expenses	2,000	2,000	2,000
	Total Services and Supplies	118,800	132,500	127,800
	Total Finance	921,300	921,600	971,800

City of Duarte

Administrative Services Department

Personnel

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
1810-7002	Regular Salaries	75,400	75,400	76,400
1810-7003	Part-Time/Temp Salaries	15,500	0	15,700
	Total Salaries	90,900	75,400	92,100
Fringe Benefits				
1810-7071	Health Insurance	7,900	7,600	7,600
1810-7072	Retirement	23,000	23,500	28,600
1810-7073	Disability Insurance	1,100	1,100	1,000
1810-7074	Life Insurance	100	100	100
1810-7075	Vision	100	100	100
1810-7076	Tuition Reimbursement	0	0	0
1810-7077	Medicare	1,100	1,100	1,100
1810-7078	Dental	600	600	600
	Total Fringe Benefits	33,900	34,100	39,100
	Total Personnel	124,800	109,500	131,200
Services and Supplies				
1810-7610	Travel, Meetings and Conferences	3,000	3,000	3,000
1810-7611	Trainings	4,000	4,000	4,000
1810-7612	Publications	1,200	1,200	1,200
1810-7614	Office Supplies	1,500	1,500	1,500
1810-7660	Other Services	4,000	4,000	4,000
1810-7671	Recruiting Advertisements	25,000	25,000	31,000
1810-7672	NeoGov	4,000	4,400	4,400
1810-7673	Physical Exams	1,400	1,400	1,000
1810-7774	Unemployment Insurance	5,000	5,000	5,000
1810-7980	Other Expenses	5,000	6,000	6,000
	Total Services and Supplies	54,100	55,500	61,100
	Total Personnel	178,900	165,000	192,300

City of Duarte

Administrative Services Department

Information Technology

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
1815-7630	Equipment Lease	12,000	12,000	12,000
1815-7631	Equipment Maintenance	6,500	6,500	9,500
1815-7632	Software Maintenance	41,000	41,000	34,200
1815-7820	Finance System Support	46,000	46,000	47,200
1815-7821	Personal Computer Support	20,000	20,000	23,500
1815-7830	Telephones	45,000	45,000	40,000
1815-7965	Professional Services	104,400	104,400	104,400
1815-7980	Other Expenses	29,000	29,500	22,900
Total Services and Supplies		303,900	304,400	293,700
Capital Outlay				
1815-8011	Computer Equipment	15,000	15,000	10,000
Total Capital Outlay		15,000	15,000	10,000
Total Information Technology		318,900	319,400	303,700

Risk Management

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
1820-7771	Repair of City Property	15,000	15,000	15,000
1820-7772	Liability Coverage	276,700	276,700	269,300
1820-7773	Worker's Compensation Coverage	127,100	101,100	158,900
1820-7775	Property Coverage	56,200	55,400	55,800
1820-7776	Faithful Performance Bond	1,000	1,000	1,000
Total Services and Supplies		476,000	449,200	500,000
Total Risk Management		476,000	449,200	500,000

City of Duarte

Administrative Services Department

General Services

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
1825-7613	Duplication and Photos	19,000	19,000	14,000
1825-7614	Office Supplies	1,000	1,000	1,800
1825-7626	Postage	19,500	26,000	26,000
1825-7630	Equipment Rental	15,000	15,000	16,000
1825-7631	Equipment Maintenance	12,500	12,500	13,000
1825-7674	Retiree Health Insurance	540,000	540,000	650,000
1825-7687	Waste Management Services	3,000	3,800	3,800
1825-7688	Oil Recycling Grant	6,200	6,200	6,200
1825-7747	Beverage Container Recycling	5,900	5,900	5,900
1825-7782	Admin Support of SA	2,500	2,500	2,500
1825-7945	Operation of Acq Prop	2,500	300	500
1825-7980	Other Expenses	2,500	2,500	2,000
	Total Services and Supplies	629,600	634,700	741,700
	Total General Services	629,600	634,700	741,700
1830-8100	Vehicle Replacement	46,000	46,000	60,000
	Total Vehicle Replacement	46,000	46,000	60,000
	Total Administrative Services	2,570,700	2,535,900	2,769,500

City of Duarte

Transfers Out and Reimbursements

Transfers Out and Reimbursements

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
1905-9020	Transfers Out - Landscaping/Lighting	502,700	489,000	464,900
1905-9055	Transfers Out - Housing Authority	368,400	368,400	140,800
	Total Other Financing Uses	871,100	857,400	605,700
	Total Transfers Out & Reimb.	871,100	857,400	605,700

City of Duarte

State Gasoline Tax Fund

The State Gasoline Tax fund is used to account for the City's share of tax revenues collected by the State on the sale of fuel for motor vehicles. The use of these funds is restricted to the construction, improvement, and maintenance of public streets.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
220-4401	Interest Earnings	10,000	25,400	30,000
	Total Use of Money and Property	10,000	25,400	30,000
Intergovernmental - State				
220-4606	Gasoline Tax - 2105	128,900	123,200	122,300
220-4607	Gasoline Tax - 2106	79,500	77,600	77,000
220-4608	Gasoline Tax - 2107	160,000	161,800	159,700
220-4609	Gasoline Tax - 2107.5	5,000	5,000	5,000
220-4614	Gasoline Tax - 2103 (Prop 42)	84,300	78,100	189,600
220-4619	Gasoline Tax - HUTA Loan Repay	25,000	24,800	24,800
	Total Intergovernmental - State	482,700	470,500	578,400
	Total Revenues	492,700	495,900	608,400

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Gas Tax 2105				
Capital Outlay				
2205-8060	Sidewalk Improvements	10,000	10,000	10,000
2205-8070	Street Improvements	10,000	10,000	10,000
2205-8100	Other Capital Improvements	60,000	60,000	60,000
	Total Capital Outlay	80,000	80,000	80,000
	Total Gas Tax 2105	80,000	80,000	80,000

City of Duarte

State Gasoline Tax Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Gas Tax 2106				
Capital Outlay				
2210-7811	Street Maintenance	40,000	50,000	20,000
2210-7812	Street Striping and Marking	100,000	100,000	20,000
2210-7813	Regulatory Signs	40,000	20,000	10,000
2210-7890	Repairs - Traffic Signals	0	0	0
2210-8070	Street Improvements	20,000	20,000	10,000
2210-8100	Other Capital Improvements	0	0	0
	Total Capital Outlay	200,000	190,000	60,000
	Total Gas Tax 2106	200,000	190,000	60,000
Gas Tax 2107				
Reimbursements				
2215-8610	Reimbursements - General Fund	176,000	175,500	60,500
	Total Reimbursements	176,000	175,500	60,500
	Total Gas Tax 2107	176,000	175,500	60,500
Gas Tax 2107.5				
Services and Supplies				
2220-7980	Other Expenses	7,000	7,000	7,000
	Total Services and Supplies	7,000	7,000	7,000
	Total Gas Tax 2107.5	7,000	7,000	7,000

City of Duarte

State Gasoline Tax Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Gas Tax - 2103				
Capital Outlay				
2225-7811	Street Maintenance	10,000	10,000	10,000
2225-7980	Other Expenses	5,000	5,000	50,000
2225-8070	Street Improvements	10,000	10,000	10,000
2225-8100	Other Capital Improvements	400,000	400,000	25,000
	Total Capital Outlay	425,000	425,000	95,000
	Total Gas Tax - 2103	425,000	425,000	95,000
Gas Tax - HUTA Loan Repay				
Capital Outlay				
2230-8070	Street Improvements	0	0	0
	Total Capital Outlay	0	0	0
	Total Gas Tax - HUTA Loan Repay	0	0	0
	Total Expenditures	888,000	877,500	302,500

City of Duarte

SB1/RMRA Fund

The SB1/RMRA fund is used to account for the City's share of tax revenues collected by the State on the sale of fuel for motor vehicles pursuant to the road repair and accountability act of 2017. The use of these funds is restricted for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money & Property				
225-4401	Interest Earnings	2,500	3,000	2,000
225-4620	SB1/RMRA	368,700	349,100	361,800
Total Use of Money & Property		371,200	352,100	363,800
Total Revenues		371,200	352,100	363,800

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
225-2250-8100	Other Capital Improvements	141,700	141,700	300,000
225-2250-8610	Reimbursements - General Fund	35,400	35,400	75,000
Total Capital Outlay		177,100	177,100	375,000
Total Expenditures		177,100	177,100	375,000

City of Duarte

Landscaping and Lighting District Fund

The Landscaping and Lighting District Fund is used to account for costs associated with the provision of streetlights, landscaping services, and certain recreational facilities. The revenues collected come from assessments levied against property owners. These assessments are based on an estimate of the benefit each property owner receives from the services provided.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Special Assessments				
240-4101	Landscaping and Lighting Assess.	973,100	959,100	981,000
	Total Special Assessments	973,100	959,100	981,000
Miscellaneous				
240-5004	Other Revenue	1,100	1,100	1,100
	Total Miscellaneous	1,100	1,100	1,100
Other Financing Sources				
240-6901	Transfers In - General Fund	502,700	489,000	464,900
	Total Other Financing Sources	502,700	489,000	464,900
	Total Revenues	1,476,900	1,449,200	1,447,000

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Citywide Lighting				
Services and Supplies				
2405-7662	Other Services - Citywide	5,000	5,000	5,000
2405-7876	Electric - Citywide	168,000	168,000	168,000
2405-7877	Electric - Traffic Signal	19,000	19,000	19,000
	Total Electric	192,000	192,000	192,000

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
2405-7888	Repairs - Citywide	7,000	4,000	4,000
2405-7890	Repairs - Traffic Signal	50,000	50,000	50,000
	Total Repairs and Replacements	57,000	54,000	54,000
	Total Services and Supplies	249,000	246,000	246,000
Reimbursements				
2405-8610	Reimbursements - General Fund	94,900	94,900	94,900
	Total Reimbursements	94,900	94,900	94,900
	Total Citywide Lighting	343,900	340,900	340,900
Citywide Landscaping				
Services and Supplies				
2410-7662	Other Services - Citywide	5,000	3,000	5,000
2410-7663	Other Services - Medians	5,000	5,000	8,000
	Total Other Services	10,000	8,000	13,000
2410-7842	Water - Medians	70,000	56,000	45,000
2410-7844	Water - Citywide	225,000	235,000	215,000
	Total Water	295,000	291,000	260,000
2410-7874	Electric - Medians	12,000	12,000	9,000
2410-7876	Electric - Citywide	24,000	24,000	20,000
	Total Electric	36,000	36,000	29,000
2410-7888	Repairs - Citywide	3,000	6,000	6,000
2410-7891	Repairs - Medians	5,000	500	2,000
	Total Repairs and Replacements	8,000	6,500	8,000
2410-7896	Tree Planting - Citywide	7,500	7,500	7,500
2410-7898	Tree Planting - Medians	1,000	2,000	1,000
	Total Tree Plant	8,500	9,500	8,500
2410-7906	Tree Trimming - Citywide	60,000	60,000	60,000
2410-7909	Tree Trimming - Residential	85,000	85,000	85,000
	Total Tree Trimming	145,000	145,000	145,000
2410-7915	Landscape Maint. - Citywide	90,000	90,000	90,000
2410-7917	Landscape Maintenance - Medians	56,000	56,000	64,400
	Total Landscape Maintenance	146,000	146,000	154,400
	Total Services and Supplies	648,500	642,000	617,900

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Reimbursements and Transfers				
2410-8610	Reimbursements - General Fund	193,000	193,000	193,000
2410-9030	Transfers Out - Town Center	0	0	0
	Total Reimbursements	193,000	193,000	193,000
	Total Citywide Landscaping	841,500	835,000	810,900
Kendrick Tract				
Services and Supplies				
2420-7835	Water	3,000	3,000	3,000
2420-7887	Repairs and Replacements	500	500	500
2420-7914	Landscape Maintenance	4,100	4,200	4,200
	Total Services and Supplies	7,600	7,700	7,700
Reimbursements				
2420-8610	Reimbursements - General Fund	2,200	2,200	2,200
	Total Reimbursements	2,200	2,200	2,200
	Total Kendrick Tract	9,800	9,900	9,900
Las Lomas Villas				
Services and Supplies				
2421-7835	Water	20,000	20,000	20,000
2421-7866	Electric	500	600	600
2421-7887	Repairs and Replacements	5,000	5,000	5,000
2421-7914	Landscape Maintenance	15,600	15,600	15,600
	Total Services and Supplies	41,100	41,200	41,200

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Reimbursements				
2421-8610	Reimbursements - General Fund	10,000	10,000	10,000
	Total Reimbursements	10,000	10,000	10,000
	Total Las Lomas Villas	51,100	51,200	51,200
Encanto Parkway				
Services and Supplies				
2422-7835	Water	2,000	2,000	2,000
2422-7866	Electric	1,100	1,100	1,000
2422-7887	Repairs and Replacements	2,500	2,500	2,500
2422-7914	Landscape Maintenance	5,500	5,800	5,500
	Total Services and Supplies	11,100	11,400	11,000
Reimbursements				
2422-8610	Reimbursements - General Fund	3,400	3,400	3,400
	Total Reimbursements	3,400	3,400	3,400
	Total Encanto Parkway	14,500	14,800	14,400
Amberwood Homes				
Services and Supplies				
2423-7835	Water	9,000	9,000	7,500
2423-7866	Electric	300	300	300
2423-7887	Repairs and Replacements	1,500	1,500	1,500
2423-7914	Landscape Maintenance	10,500	10,800	10,800
	Total Services and Supplies	21,300	21,600	20,100
Reimbursements				
2423-8610	Reimbursements - General Fund	2,200	2,200	2,200
	Total Reimbursements	2,200	2,200	2,200
	Total Amberwood Homes	23,500	23,800	22,300

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Village and Windsor Homes				
Services and Supplies				
2424-7835	Water	4,000	4,000	4,000
2424-7866	Electric	300	300	300
2424-7887	Repairs and Replacements	1,600	1,600	1,600
2424-7914	Landscape Maintenance	6,600	6,600	6,600
	Total Services and Supplies	12,500	12,500	12,500
Reimbursements				
2424-8610	Reimbursements - General Fund	2,800	2,800	2,800
	Total Reimbursements	2,800	2,800	2,800
	Total Village and Windsor Homes	15,300	15,300	15,300
Hearthstone Del Norte				
Services and Supplies				
2425-7660	Other Services	5,300	5,300	5,300
2425-7835	Water	7,500	8,300	8,500
2425-7866	Electric	3,600	3,600	3,600
2425-7887	Repairs and Replacements	500	500	500
2425-7913	Brush Clearance	5,000	5,000	5,000
2425-7914	Landscape Maintenance	4,800	4,800	4,800
	Total Services and Supplies	26,700	27,500	27,700
Reimbursements				
2425-8610	Reimbursements - General Fund	3,200	3,200	3,200
	Total Reimbursements	3,200	3,200	3,200
	Total Hearthstone Del Norte	29,900	30,700	30,900

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Grocery Outlet (Mike's Center)				
Services and Supplies				
2426-7810	Street Sweeping	9,000	9,000	9,000
2426-7835	Water	700	700	700
2426-7866	Electric	5,600	5,600	4,500
2426-7887	Repairs and Replacements	700	700	700
2426-7914	Landscape Maintenance	2,200	2,200	2,200
	Total Services and Supplies	18,200	18,200	17,100
Reimbursements				
2426-8610	Reimbursements - General Fund	2,600	2,600	2,600
	Total Reimbursements	2,600	2,600	2,600
	Total Grocery Outlet (Mike's Center)	20,800	20,800	19,700
Rancho Verde Homes				
Services and Supplies				
2427-7835	Water	12,000	12,000	12,000
2427-7866	Electric	600	600	600
2427-7887	Repairs and Replacements	1,300	2,500	2,500
2427-7914	Landscape Maintenance	8,600	7,600	7,600
	Total Services and Supplies	22,500	22,700	22,700
Reimbursements				
2427-8610	Reimbursements - General Fund	5,900	5,900	5,900
	Total Reimbursements	5,900	5,900	5,900
	Total Rancho Verde Homes	28,400	28,600	28,600

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Emblem Homes				
Services and Supplies				
2429-7835	Water	2,000	2,000	2,000
2429-7866	Electric	300	300	300
2429-7887	Repairs and Replacements	1,000	1,000	1,000
	Total Services and Supplies	3,300	3,300	3,300
Reimbursements				
2429-8610	Reimbursements - General Fund	1,100	1,100	1,100
	Total Reimbursements	1,100	1,100	1,100
	Total Emblem Homes	4,400	4,400	4,400
Mesa Gas Lights				
Services and Supplies				
2430-7850	Gas	6,000	6,000	6,600
2430-7887	Repairs and Replacements	12,000	12,000	16,000
	Total Services and Supplies	18,000	18,000	22,600
Reimbursements				
2430-8610	Reimbursements - General Fund	3,800	3,800	3,800
	Total Reimbursements	3,800	3,800	3,800
	Total Mesa Gas Lights	21,800	21,800	26,400

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Las Brisas Homes				
Services and Supplies				
2431-7835	Water	5,000	6,000	6,000
2431-7866	Electric	400	300	300
2431-7887	Repairs and Replacements	2,700	2,700	12,700
2431-7914	Landscape Maintenance	9,600	9,600	9,600
Total Services and Supplies		17,700	18,600	28,600
Reimbursements				
2431-8610	Reimbursements - General Fund	3,500	3,500	3,500
Total Reimbursements		3,500	3,500	3,500
Total Las Brisas Homes		21,200	22,100	32,100
Las Posadas Homes				
Services and Supplies				
2432-7835	Water	3,400	4,600	4,600
2432-7866	Electric	300	300	300
2432-7887	Repairs and Replacements	1,400	1,400	1,400
2432-7914	Landscape Maintenance	10,000	10,200	10,200
Total Services and Supplies		15,100	16,500	16,500
Reimbursements				
2432-8610	Reimbursements - General Fund	6,500	6,500	6,500
Total Reimbursements		6,500	6,500	6,500
Total Las Posadas Homes		21,600	23,000	23,000

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Buena Vista Villas				
Services and Supplies				
2433-7835	Water	7,400	7,400	7,400
2433-7866	Electric	300	300	300
2433-7887	Repairs and Replacements	1,100	1,100	6,100
2433-7914	Landscape Maintenance	6,400	6,400	6,400
	Total Services and Supplies	15,200	15,200	20,200
Reimbursements				
2433-8610	Reimbursements - General Fund	3,700	3,700	3,700
	Total Reimbursements	3,700	3,700	3,700
	Total Buena Vista Villas	18,900	18,900	23,900
Citrus Villas				
Services and Supplies				
2434-7835	Water	5,000	5,000	4,500
2434-7866	Electric	300	300	300
2434-7887	Repairs and Replacements	500	500	500
2434-7914	Landscape Maintenance	4,400	4,300	4,300
	Total Services and Supplies	10,200	10,100	9,600
Reimbursements				
2434-8610	Reimbursements - General Fund	2,900	2,900	2,900
	Total Reimbursements	2,900	2,900	2,900
	Total Citrus Villas	13,100	13,000	12,500

City of Duarte

Landscaping and Lighting District Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Ridgecrest				
Services and Supplies				
2435-7835	Water	8,000	8,000	6,000
2435-7866	Electric	400	400	400
2435-7887	Repairs and Replacements	500	500	500
2435-7914	Landscape Maintenance	6,000	6,000	6,000
2435-7918	Fuel Modification	4,500	4,500	4,500
2435-7920	Debris/Storm Drain System	2,000	2,000	2,000
	Total Services and Supplies	21,400	21,400	19,400
Reimbursements				
2434-8610	Reimbursements - General Fund	1,500	1,500	1,500
	Total Reimbursements	1,500	1,500	1,500
	Total Ridgecrest	22,900	22,900	20,900
	Total Expenditures	1,502,600	1,497,100	1,487,300

City of Duarte

Community Development Block Grant

The Community Development Block Grant Fund is used to account for money received from the U.S. Department of Housing and Urban Development.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Intergovernmental - Federal				
260-4501	Community Development Block Grant	220,000	220,000	151,700
	Total Intergovernmental - Federal	220,000	220,000	151,700
	Total Revenues	220,000	220,000	151,700

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
2605-8060	Sidewalk Improvements	0	1,400	0
2605-8061	ADA Curb Ramps	50,000	28,600	50,000
2605-8070	Street Improvements	170,000	190,000	0
2605-8100	Other Capital Improvements	0	0	0
	Total Capital Outlay	220,000	220,000	50,000
	Total Expenditures	220,000	220,000	50,000

City of Duarte

PAEG Fund

The PAEG is funded with the Public Access, Education and Government fees paid for by cable providers who operate in the City of Duarte under the State's Digital Infrastructure and Video Competition Act of 2006. At this time, Charter Communications is the only cable provider paying for these fees. These funds can only be used for government, public access, or education related capital projects.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money & Property				
270-4401	Interest Earnings	0	0	0
	Total Use of Money & Property	0	0	0
Intergovernmental - State				
270-4617	PAEG Fees	32,000	32,000	33,600
	Total Intergovernmental - State	32,000	32,000	33,600
	Total Revenues	32,000	32,000	33,600

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
2705-8100	Other Capital Improvements	0	0	0
	Total Capital Outlay	0	0	0
Reimbursements				
2705-8610	Reimbursement - General Fund	0	0	0
	Total Reimbursements	0	0	0
	Total Expenditures	0	0	0

City of Duarte

Supplemental Law Enforcement Fund

Since the 1996-97 fiscal year, the City has received State Funding (administered by the County) for front-line police services (AB 3229). The City is currently using this money to pay for a portion of a Sheriff's Department Motorcycle Officer for traffic enforcement and a School Resource Deputy.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
290-4401	Interest Earnings	300	600	1,000
	Total Use of Money and Property	300	600	1,000
Intergovernmental - State				
290-4605	Supplemental Law Enforcement	199,700	200,000	150,000
	Total Intergovernmental - State	199,700	200,000	150,000
	Total Revenues	200,000	200,600	151,000

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
2905-7781	Contract Law Enforcement	180,000	180,600	131,000
2905-7785	Special Events Patrol	20,000	20,000	20,000
	Total Services and Supplies	200,000	200,600	151,000
	Total Expenditures	200,000	200,600	151,000

City of Duarte

Bicycle and Pedestrian Safety Fund

Monies for the Bicycle and Pedestrian Safety Fund are generated from sales tax revenues and are administered by the County of Los Angeles. State law requires that 2% of these monies be used to maintain and enhance bicycle and pedestrian facilities. The City uses the funds to support the bike trail that runs just north of Royal Oaks Drive, and for the repair of sidewalks located throughout the City.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Intergovernmental - State				
300-4612	Bicycle and Pedestrian Grant	14,500	14,500	15,900
	Total Intergovernmental - State	14,500	14,500	15,900
	Total Revenues	14,500	14,500	15,900

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
3005-8060	Sidewalk Improvements	14,400	14,500	15,900
	Total Capital Outlay	14,400	14,500	15,900
	Total Expenditures	14,400	14,500	15,900

City of Duarte

Air Quality Management Fund

The Air Quality Management Fund (AB 2766) is used to account for revenues received from the State and collected as part of Department of Motor Vehicle Registration fees. Their use is restricted to activities that serve to improve air quality.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
320-4401	Interest Earnings	700	700	700
	Total Use of Money and Property	700	700	700
Intergovernmental - Local				
320-4701	AB 2766 Subvention	29,500	29,500	30,100
	Total Intergovernmental - Local	29,500	29,500	30,100
	Total Revenues	30,200	30,200	30,800

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
3205-7980	Other Expenses	0	0	0
	Total Services and Supplies	0	0	0
Capital Outlay				
3205-8013	Vehicles	22,000	20,100	25,000
	Total Capital Outlay	22,000	20,100	25,000
Reimbursements				
3205-8610	Reimbursements - General Fund	5,500	5,000	6,300
	Total Reimbursements	5,500	5,000	6,300
	Total Expenditures	27,500	25,100	31,300

City of Duarte

Park Development Grant Fund

The Park Development Grant Fund is used to account for various State and County grants restricted for park development and rehabilitation.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Intergovernmental - Local				
400-4702	Safe Neighborhood Parks Grant	0	0	0
	Total Intergovernmental - Local	0	0	0
Other Financing Sources				
400-4401	Interest Earnings	700	0	0
400-4611	Grant Programs Revenue	16,000	0	0
400-6901	Transfers In - General Fund	0	0	0
	Total Other Financing Sources	16,700	0	0
	Total Revenues	16,700	0	0

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
4005-7965	Professional Services	0	0	0
4005-8040	Building Improvements	16,000	0	0
4005-8041	Park Improvements	0	0	0
4005-8100	Other Capital Improvements	0	0	0
	Total Capital Outlay	16,000	0	0
Reimbursements				
4005-9040	Transfers Out - Gen Fund	0	0	0
	Total Reimbursements	0	0	0
	Total Expenditures	16,000	0	0

City of Duarte

Quimby Act Fund

The Quimby Act Fund is used to account for fees charged to developers upon issuance of building permits for the construction of new housing units. The monies collected are restricted for use in the development of park and recreation facilities.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Special Assessments				
420-4103	Quimby Act	0	0	0
420-4401	Interest Earnings	0	1000	1000
	Total Special Assessments	0	1,000	1,000
	Total Revenues	0	1,000	1,000

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
4205-8041	Park Improvements	3,000	3,000	3,000
	Total Capital Outlay	3,000	3,000	3,000
	Total Expenditures	3,000	3,000	3,000

City of Duarte

Proposition A Transit Fund

The Proposition A Transit Fund is used to account for sales tax revenue designated by voters for local transportation programs. These funds are received through the Los Angeles County Metropolitan Transit Authority (MTA).

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
440-4401	Interest Earnings	15,000	30,000	15,000
	Total Use of Money and Property	15,000	30,000	15,000
Intergovernmental - Local				
440-4703	Transit - Proposition A	435,000	448,000	445,800
	Total Intergovernmental - Local	435,000	448,000	445,800
Reimbursements				
440-5104	Reimbursements - Proposition C	330,700	311,900	0
440-5106	NTD Grant Revenue	38,000	38,000	28,500
	Total Reimbursements	368,700	349,900	28,500
	Total Revenues	818,700	827,900	489,300

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
4405-7002	Regular Salaries	172,900	177,600	46,400
4405-7003	Part-Time/Temp Salaries	170,000	177,700	0
4405-7030	Overtime	500	1,000	0
	Total Salaries	343,400	356,300	46,400

City of Duarte

Proposition A Transit Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Fringe Benefits				
4405-7071	Health Insurance	28,500	27,300	10,900
4405-7072	Retirement	54,600	59,900	16,600
4405-7073	Disability Insurance	2,500	2,500	600
4405-7074	Life Insurance	300	300	100
4405-7075	Vision	400	400	200
4405-7077	Medicare	5,000	5,000	700
4405-7078	Dental	2,400	2,400	1,000
	Total Fringe Benefits	93,700	97,800	30,100
	Total Personnel	437,100	454,100	76,500
Services and Supplies				
4405-7610	Travel, Meetings and Conferences	500	0	300
4405-7613	Duplication and Photos	6,000	4,000	300
4405-7614	Office Supplies	1,000	1,000	300
4405-7619	Fuel and Oil	110,000	110,000	0
4405-7620	Tires	15,000	15,000	0
4405-7621	Other Supplies	500	0	100
4405-7636	Uniforms	0	300	0
4405-7650	Vehicle Maintenance	2,500	2,000	1,100
4405-7673	Physical Exams	1,000	400	0
4405-7674	Retiree Health Insurance	25,000	25,000	5,500
4405-7814	Graffiti Removal	0	6,000	0
4405-7821	Personal Computer Support	1,000	1,000	600
4405-7887	Repairs, Replacements, and Maint.	115,000	90,000	0
4405-7960	Foothill Transit Operations	0	2,000	319,000
4405-7965	Professional Services	0	0	0
	Total Services and Supplies	277,500	256,700	327,200
Capital Outlay				
4405-7980	Other Expenses	100	100	100
4405-8100	Other Capital Improvements	13,000	13,000	0
4405-8013	Vehicle Purchase (Capital)	0	1,549,000	46,800
	Total Capital Outlay	13,100	1,562,100	46,900

City of Duarte

Proposition A Transit Fund

Expenditures, *Continued*

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Reimbursements				
4405-8610	Reimbursements - General Fund	104,000	104,000	37,600
	Total Reimbursements	104,000	104,000	37,600
	Total Expenditures	831,700	2,376,900	488,200

City of Duarte

Proposition C Transit Fund

The Proposition C Transit Fund is used to account for sales tax revenue designated by voters for local transportation programs. These funds are received through the Los Angeles County Metropolitan Transit Authority (MTA).

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
460-4401	Interest Earnings	2,400	5,000	5,000
	Total Use of Money and Property	2,400	5,000	5,000
Intergovernmental - Local				
460-4704	Transit - Proposition C	352,000	372,000	369,800
	Total Intergovernmental - Local	352,000	372,000	369,800
	Total Revenues	354,400	377,000	374,800

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Salaries				
4605-7002	Regular Salaries	0	0	37,900
4605-7003	Part-Time/Temp Salaries	0	0	0
4605-7030	Overtime	0	0	0
	Total Salaries	0	0	37,900
Fringe Benefits				
4605-7071	Health Insurance	0	0	8,900
4605-7072	Retirement	0	0	13,500
4605-7073	Disability Insurance	0	0	500
4605-7074	Life Insurance	0	0	0
4605-7075	Vision	0	0	100
4605-7076	Medicare	0	0	500
4605-7077	Dental	0	0	800
	Total Salaries	0	0	24,300

City of Duarte

Proposition C Transit Fund

Expenditures, Continued

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
4605-7610	Travel, Meetings and Conferences	0	0	200
4605-7613	Duplication and Photos	0	0	200
4605-7614	Office Supplies	0	0	200
4605-7621	Other Supplies	0	0	100
4605-7650	Vehicle Maintenance	0	0	900
4605-7674	Retiree Health Insurance	0	0	4,500
4605-7821	Personal Computer Support	0	0	500
4605-7960	Foothill Transit Operations	0	0	261,000
4605-7980	Other Expenses	0	0	900
Total Services and Supplies		0	0	268,500
Capital Outlay				
4605-8013	Vehicle Purchase	0	0	38,300
4605-8070	Street Improvements	0	0	0
Total Capital Outlay		0	0	38,300
Reimbursements				
4605-8610	Reimbursements - General Fund	10,000	10,000	30,800
4605-8620	Reimbursements - Proposition A	330,700	311,900	0
Total Reimbursements		340,700	321,900	30,800
Total Expenditures		340,700	321,900	399,800

City of Duarte

Measure R Local Fund

Measure R is funded with 1/2-cent sales tax revenues that Los Angeles County voters approved in November 2008 to meet the transportation needs of Los Angeles County. Fifteen percent (15%) of the Measure R tax is designated for the Local Return ("LR") Program to be used by cities and the County of Los Angeles. The Los Angeles County Metropolitan Transportation Authority allocates and distributes LR funds monthly on a per capita basis. Measure R LR funds can be used for specific types of transportation purposes only.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money & Property				
470-4401	Interest Earnings	10,000	10,000	10,000
	Total Use of Money & Property	10,000	10,000	10,000
Intergovernmental - Local				
470-4706	Transit - Measure R LR	268,800	280,000	277,400
	Total Intergovernmental - Local	268,800	280,000	277,400
	Total Revenues	278,800	290,000	287,400

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
4705-8060	Sidewalk Improvements	311,000	311,000	150,000
4705-8070	Street Improvements	0	0	150,000
4705-8100	Other Capital Improvements	0	100	50,000
	Total Capital Outlay	311,000	311,100	350,000
Reimbursements				
4705-8610	Reimbursements - General Fund	62,500	62,200	87,500
	Total Reimbursements	62,500	62,200	87,500
	Total Expenditures	373,500	373,300	437,500

City of Duarte

Measure M Local Fund

Measure M is funded with 1/2-cent sales tax revenues that Los Angeles County voters approved in November 2016 to meet the transportation needs of Los Angeles County. Seventeen percent (17%) of the Measure M tax is designated for the Local Return ("LR") Program to be used by cities and the County of Los Angeles. The Los Angeles County Metropolitan Transportation Authority allocates and distributes LR funds monthly on a per capita basis. Measure M LR funds can be used for specific types of transportation purposes only.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money & Property				
475-4401	Interest Earnings	2,000	5,500	3,000
	Total Use of Money & Property	2,000	5,500	3,000
Intergovernmental - Local				
475-4707	Transit - Measure M LR	290,400	290,400	314,300
	Total Intergovernmental - Local	290,400	290,400	314,300
	Total Revenues	292,400	295,900	317,300

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
4750-7965	Professional Services	15,000	30,000	0
4750-8060	Sidewalk Improvements	0	0	0
4750-8070	Street Improvements	0	0	0
4750-8100	Other Capital Improvements	170,000	170,000	0
	Total Capital Outlay	185,000	200,000	0
4750-8610	Reimbursements - General Fund	46,300	40,000	0
	Total Capital Outlay	46,300	40,000	0
	Total Expenditures	231,300	240,000	0

City of Duarte

Town Center Debt Service Fund

The Town Center Debt Service Fund has been established to accumulate resources and make debt service payments on Certificates of Participation issued for the purpose of funding the construction of facilities at the City's Town Center. The final debt service payment will be made in 2023.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
520-4401	Interest Earnings	5,000	10,000	10,000
	Total Use of Money and Property	5,000	10,000	10,000
	Total Revenues	5,000	10,000	10,000

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Financing Services				
5205-8314	Trustee Services	1,700	1,700	1,700
	Total Financing Services	1,700	1,700	1,700
Debt Service				
5205-8340	Principal Payments	138,800	138,800	141,500
5205-8350	Interest Expenses	12,400	12,400	9,500
	Total Debt Service	151,200	151,200	151,000
	Total Expenditures	152,900	152,900	152,700

City of Duarte

Inclusionary Housing Fund

The Inclusionary Housing Fund was established by the City in fiscal year 2005-06 to track fees collected from residential housing projects and set aside for the provision of affordable housing.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
610-4401	Interest Earnings	4,000	9,000	7,000
	Total Use of Money and Property	4,000	9,000	7,000
	Total Revenues	4,000	9,000	7,000

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Capital Outlay				
6105-8100	Other Capital Improvements	0	0	0
	Total Capital Outlay	0	0	0
	Total Expenditures	0	0	0

City of Duarte

Community Improvement Fund

The Community Improvement Fund accounts for capital improvement projects that are paid through special funds.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
620-4401	Interest Earnings	0	2,500	3,000
620-4910	Circulation Impact Fee	0	400,000	0
	Total Use of Money and Property	0	402,500	3,000
Intergovernmental - Local				
620-4611	Grant Programs	39,000	39,000	0
620-4613	Other State Grants	42,000	42,000	0
	Total Intergovernmental - Local	81,000	81,000	0
	Total Revenues	81,000	483,500	3,000

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Services and Supplies				
6205-7965	Professional Services	0	0	0
	Total Services and Supplies	0	0	0
Capital Outlay				
6205-8041	Park Improvements	0	0	0
6205-8100	Other Capital Improvements	39,000	39,000	100,000
	Total Capital Outlay	39,000	39,000	100,000
Capital Outlay				
6220-8070	Street Improvements	42,000	42,000	0
	Total Capital Outlay	42,000	42,000	0
	Total Expenditures	81,000	81,000	100,000

City of Duarte

LACMTA Fund

The LACMTA funds are STPL monies that have been traded by the City of Duarte for LAMTC monies. The LAMTC monies may be spent on any STPL eligible projects. The Los Angeles County Metropolitan Transportation Authority (LACMTA) Fund accounts for projects that include public roads or highway improvements, carpool projects, fringe and corridor parking facilities and programs, bicycle transportation, pedestrian walkways and ADA sidewalk modifications, and traffic enhancements.

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money & Property				
625-4401	Interest Earnings	2,000	5,000	0
625-4501	LACMTA Exchange/STPL	379,600	380,000	0
	Total Use of Money & Property	381,600	385,000	0
Other Financing Sources				
625-6905	Transfers In	0	0	0
	Total Other Financing Sources	0	0	0
	Total Revenues	381,600	385,000	0
Expenditures				
Capital Outlay				
6255-8100	Other Capital Improvements	385,000	385,000	0
	Total Capital Outlay	385,000	385,000	0
	Total Expenditures	385,000	385,000	0

City of Duarte

Housing Authority Fund

The Housing Authority was activated by the City Council in March 2011 by Resolution 11-08 for the purpose of implementing the City and former Redevelopment Agency's affordable housing efforts.

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
680-4401	Interest Earnings	1,000	7,600	7,500
680-4410	Sale of Land	28,000	28,000	0
680-5004	Other Revenue	500	500	0
680-5007	Gain on Sale of Land	564,000	564,000	0
Total Use of Money and Property		593,500	600,100	7,500
Other Financing Sources				
680-6904	Transfers In - Affordable Housing	368,400	368,400	140,800
Total Other Financing Sources		368,400	368,400	140,800
Total Revenues		961,900	968,500	148,300

City of Duarte

Housing Authority Fund

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Administration Services				
6805-7310	Meeting Stipends	4,400	4,100	5,000
6805-7311	Administrative Services	0	0	0
6805-7312	Legal Counsel	0	0	0
6805-7316	RDA Other Expenses	0	0	0
	Total Administration Services	4,400	4,100	5,000
Services and Supplies				
6805-7940	Acquisition Expenses	0	0	0
6805-7945	Operation of Acquired Property	0	0	0
6805-7965	Professional Services	20,000	20,000	0
6805-7971	Cost of Land Sold	0	2,000	0
6805-7980	Other Expenses	0	0	0
	Total Services and Supplies	20,000	22,000	0
Capital Outlay				
6805-8080	Site Clearance Costs	0	0	0
6805-8090	Project Construction Cost	0	0	0
6805-8100	Other Capital Improvements	0	0	0
	Total Capital Outlay	0	0	0
	Total Expenditures	24,400	26,100	5,000

City of Duarte

Housing Authority Fund

Revenues

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Use of Money and Property				
681-4401	Interest Earnings	0	59,000	20,000
681-4410	Sale of Land	25,600	25,600	0
681-5004	Other Revenue	0	0	0
681-5007	Gain on Sale of Land	516,000	516,700	0
Total Use of Money and Property		541,600	601,300	20,000
Other Financing Sources				
681-6904	Transfers In - Affordable Housing	0	0	0
Total Other Financing Sources		0	0	0
Total Revenues		541,600	601,300	20,000

Expenditures

Account Number	Account Description	FY 2018-19 Budget	Estimated Actual	FY 2019-20 Budget
Administration Services				
6815-7310	Meeting Stipends	0	0	0
6815-7311	Administrative Services	0	0	0
6815-7312	Legal Counsel	0	0	0
Total Administration Services		0	0	0
Services and Supplies				
6815-7965	Professional Services	0	0	0
6815-7971	Cost of Land Sold	3,700	3,700	0
6815-7980	Other Expenses	0	0	0
Total Services and Supplies		3,700	3,700	0
Total Expenditures		3,700	3,700	0

Duarte City Councilmember Meeting Attendance Report

Per Government Code Section 53232.3 (d): Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

City Council Agenda dated June 11, 2019

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Tzeitel Paras-Caracci	None reported as of June 6, 2019		
Sam Kang	None reported as of June 6, 2019		
John Fasana	None reported as of June 6, 2019		
Liz Reilly	San Gabriel Mountains Monument Collaborative Duarte High School Senior Breakfast LA County Sheriffs Academy (Session 3)	5/23/19 5/24/19 6/1/19	Mileage Breakfast Mileage
Margaret Finlay	None reported as of June 6, 2019		
Bryan Urias	None reported as of June 6, 2019		
Toney Lewis	None reported as of June 6, 2019		

Meetings attended that did not require financial support from the City.

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Tzeitel Paras-Caracci	None reported as of June 6, 2019		
Sam Kang	None reported as of June 6, 2019		
John Fasana	None reported as of June 6, 2019		
Liz Reilly	Duarte Chamber Lunch – Seidner’s Collision Senior Center In-N-Out event Duarte Historical Museum – Gone With the Wind Exhibit Meeting with Wilderness Society – Fish Canyon Trail rebuild Mayor’s Youth Council meeting Traffic Safety Commission meeting	5/28/19 5/30/19 5/31/19 6/3/19 6/3/19 6/4/19	
Margaret Finlay	None reported as of June 6, 2019		
Bryan Urias	None reported as of June 6, 2019		
Toney Lewis	None reported as of June 6, 2019		