MEMORANDUM

TO: City Council

FROM: City Manager

DATE: May 19, 2016

SUBJECT: Comments on Agenda Items, Meeting of May 24, 2016

At 5:00 p.m., the City Council will hold interviews of candidates for the Mayor's Youth Council.

ITEM 7.A. Kathy Kirchner will be recognized as Duarte Senior Center's Volunteer of the Year. Kathy has served the City of Duarte and neighboring communities for many years in many roles, and as a volunteer. Kathy has been volunteering for eight years, doing computer data entry at the Foothill Unity Center, a regional non-profit center that offers food, temporary shelter, case management, transportation, referrals, and a variety of health services for low-income and homeless people in 11 communities in Los Angeles County. Kathy has also volunteered extensively as a member of the Duarte Reading Circle and at the Duarte Historical Society. She served on the Board of Directors for the Community Service Council for 10 years. She was a volunteer with the Duarte Education Foundation and with the Duarte PTA for years. Kathy has been a long-time dedicated volunteer at the Duarte Senior Center, where she does data entry and any computer-related work. Most recently, Kathy has extended her civic dedication by being appointed to serve on the City of Duarte's Public Services Commission.

ITEM 7.B. The City Council will recognize Sonja Tanner, who has been a volunteer at the Public Safety Department since January 1992. Sonja's attention to detail made her invaluable as the Department's statistician. Whenever she noticed a particular trend in crime, she would immediately make a map for the deputies and staff detailing the locations and times of the occurrences. This helped to best utilize resources and to deploy to those areas with the best chance to eliminate or stop those crimes from happening. For the past 24 years, Sonja has been arriving to work almost every Wednesday. She has been a resident of Duarte for over 55 years, and she felt that this was the best way to give back to her community. The City will really miss Sonja.

ITEM 7.C. The Public Safety Director will provide an update on the past month's public safety activities.

ITEM 11.D (Consent). A resolution will be considered by the City Council declaring its intention to levy and collect assessments for fiscal year 2016/17 within the Citywide Landscape and Lighting Maintenance District, and fixing a time and place for the Public Hearing. Annually, City Council holds a Public Hearing to establish property assessments for the Citywide Landscape and Lighting Assessment District and for the City's Neighborhood Districts, which will be held on June 28, 2016. This process is part of the annual requirement to continue property assessments. The Engineer's Report is available for review at City Hall at any time between now and the Public Hearing, and indicates the amounts of the proposed assessment, district boundaries, assessment zones, descriptions of improvements, and method of assessment.

ITEM 11.E (Consent). The City Council will consider a resolution establishing an appropriations limit (Gann Appropriation Limit) pursuant to the California Constitution. On November 6, 1979, California voters approved the Gann Spending Limitation Initiative (Proposition 4) establishing Article XIIIB of the State Constitution. Article XIIIB sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year.

ITEM 11.F (Consent). The City Council is being asked to approve the use of the 2016/17 State Supplemental Law Enforcement Services (SLESF) grant funds to pay for a motorcycle traffic enforcement deputy position and special event overtime patrols. The 2016/17 budget account for the SLESF is expected to receive $100,000 this fiscal year from the State of California. Therefore, the SLESF grant fund will be budgeted at $100,000 for the fiscal year 2016/17.

ITEM 13. This is the first reading of an Ordinance amending the Municipal Code related to the purchase of supplies, equipment, and services. The current Section 2.36 of the Code (Purchase of Supplies, Equipment, and Services) was adopted in 1999. Although it was adequate in 1999, rising prices, technology, and operating methods have changed such that it is outdated. In 1999-2000, the General Fund expenditures were approximately $7 million. In 2015-16, our General Fund expenses are approximately $15 million. It is time to update the policy with revised cost thresholds, processes, and authorities covering the purchases of supplies, equipment, and services for the City.

Staff reviewed the current purchasing policies of most cities in the San Gabriel Valley, comparing and contrasting them to our current policy. Consideration was given to the annual budget, staff size, layout of the entity, and operating style of the entities surveyed. Staff assembled suggested revisions to our policy, giving consideration to our operating structure and approval levels, as well as incorporating requirements of the Federal Government.

ITEM 14.A. The City Council will make appointments to the Mayor's Youth Council.

ITEM 14.B. This item recommends that the City Council agree to send a letter of support to Supervisor Antonovich regarding the proposed parks ballot measure. The letter would also address the San Gabriel Valley Council of Governments' (SGVCOG) efforts to ensure that SGVCOG cities receive their fair share of funds that would come if the new ballot measure is approved in November.

The San Gabriel Valley City Manager's Technical Advisory Committee and the SGVCOG were recently given an overview of the results from the L.A. County Parks Needs Assessment. Most of the San Gabriel Valley cities participated in the community outreach effort, and the findings consistently indicate the important role that parks, recreational facilities, and open space play in the quality of life for our communities. While the results of the assessment showed needs in all our communities, the County's proposed allocation distribution raises issues over fiscal equity to our communities where the tax would be levied. The SGVCOG is requesting that the following issues be considered for the new proposed ballot measure: increase local return, increase flexibility and ease access to local return funds, clarify the process for allocation of future excess funds, and reduce the set-aside for planning and administration.

Respectfully submitted,

Darrell J. George
City Manager

MAYOR'S YOUTH COUNCIL – INTERVIEWS
TUESDAY, MAY 24, 2016
5:00 p.m.

Duarte Community Center
1600 Huntington Drive
Duarte, CA 91010

Ashley Rosal
Samantha Martinez
Lexi Possehl
Danielle Campos-Martel
Daniel Chavez
Marisol Ramirez
Anais Campugan
Ceth Clark
Betzaira Soto
Marivel Rosal
Lauryn Higginsin
Vanessa Briceno
Felipe Valdez
Cynthia Sierra
Deja Stamps

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

SUBJECT: RECOGNITION OF DUARTE SENIOR CENTER'S VOLUNTEER OF THE YEAR – KATHY KIRCHNER

DATE: 5/12/16

The Duarte Senior Center is very happy to announce that Kathy Kirchner has been selected to be this year's Senior Volunteer of the Year. On May 12, 2016, the Los Angeles County Board of Supervisors recognized Kathy at the annual Older Americans Recognition Day for her dedication and commitment to the City of Duarte. The Duarte Senior Center will further honor Kathy at the Duarte Senior Center Volunteer Recognition Dinner on June 17 at an invitation only function.

Long time City of Duarte volunteer Kathy Kirchner was born in Santa Monica, California, but grew up and went to school in Montebello, California. In 1968, Kathy married Jim Kirchner and while Jim was serving in the US Army they moved to Fayetteville, North Carolina, and lived there from 1968 to 1969. In 1969, Jim and Kathy moved to Heidelberg, Germany, and it was there that their first son, Dennis was born. The Kirchners returned to the United States and moved back to Montebello in late 1969 and lived there until 1974, the same year their second son Jeremy was born, before moving to Norco, California. It was in Norco where they lived a pleasant life on a half-acre "ranch" where the family raised their own beef cattle, pigs, and chickens, and had a vegetable garden. Attracted by the prospect of living in a new housing development, the Kirchners moved to Duarte in 1982. It was there that the family finally settled, and both of their sons attended and graduated from Duarte Unified School District schools and Duarte High School. During that time, Kathy worked for Kaiser Permanente and, after 20 years of hard work and dedication, she retired in 2004. During her many years in Duarte, Kathy has been a dedicated member of the Duarte Women's Club, serving since 1986 in many capacities including Auditor and Treasurer, and because of her hard work and dedication, she was named the 1991 Duarte Women's Club Woman of the Year.

Kathy has served the City of Duarte and neighboring communities for many years in many roles and as a volunteer. Kathy has been volunteering for 8 years, doing computer data entry at the Foothill Unity Center, a regional non-profit center that offers food, temporary shelter, case management, transportation, referrals, and a variety of health services for low-income and homeless people in eleven communities in Los Angeles County. Kathy has also volunteered

extensively as a member of the Duarte Reading Circle and at the Duarte Historical Society. She served on the Board of Directors for the Community Service Council for 10 years. She was a volunteer with the Duarte Education Foundation, and with the Duarte PTA for years. Kathy has been a long-time dedicated volunteer at the Duarte Senior Center where she does data entry and any computer related work. Most recently, Kathy has extended her civic dedication by being appointed this year to serve on the City of Duarte's Public Services Commission.

Kathy enjoys crocheting, and she often donates Afghans and lap blankets for area organization fundraising. Kathy is an avid Dodger fan and attends as many games as possible. She also is a fan of the Green Bay Packers football team and owns a share of the franchise. Kathy and her husband Jim, a former long-time Duarte City Council member and current CEO of the Duarte Chamber of Commerce, enjoy travelling, especially cruise ship tours that she enjoys as her favorite way to see as much of the world as she can. Kathy is a Duarte treasure, and the City is proud to recognize her for her commitment to the Duarte community.

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 10, 2016

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Kang called the meeting to order at 7:05 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Finlay, Paras-Caracci, Reilly, Kang ABSENT: None ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Finlay moved, Fasana seconded to adopt the Agenda, and carried unanimously.
PLEDGE TO THE FLAG	Hector Elizalde led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	A moment of reflection was observed.
FITNESS/MENTAL WARM-UP	Fasana and Finlay provided the warm-up.
SPECIAL ITEMS Mayor's Youth Council update	Felipe Valdez announced upcoming events and activities at the Duarte Teen Center.
ANNOUNCEMENTS	Susan Nock stated Friends of the Duarte Library provides services and materials for citizens to supplement County services, and discussed fundraisers, book sales, and membership. Hector Elizalde, from Congressmember Napolitano's office, announced Veterans Forum on June 25. Fasana suggested a Proclamation be issued at the first meeting in June for Veterans Appreciation Day to make everyone aware of the forum. Karen Herrera presented community announcements about City events, fundraisers, and activities in May and June. Sheryl Lefmann announced upcoming Chamber events and programs in May. Joanna Gee, Duarte Library, announced story times, programs, and teen events in May. Reilly announced Duarte Woman's Club scholarship fundraiser on June 17.
CONSENT CALENDAR	Finlay moved, Reilly seconded to approve the Consent Calendar as follows, and carried unanimously.

	Approve Items A, B, C, F. Remove Items D, E.
ITEMS REMOVED Item D – LA Co. Agreement Trash Excluder Maintenance	Rafael Casillas presented a staff report on the item, and answered questions from Councilmembers about the trash excluders and the County agreement.
ITEM D – APPROVED	Reilly moved, Finlay seconded to authorize the City Manager to execute an agreement with L.A. County Flood Control District for Trash Excluder Maintenance, and carried unanimously.
Item E – Proclamation – CalFresh	George read the Proclamation.
ITEM E – APPROVED	Reilly moved, Paras-Caracci seconded to approve the Proclamation for CalFresh Awareness Month, and carried unanimously.
PUBLIC HEARING Council Bill 16-R-08 Street Sweeping – Parking	Mayor Kang announced this was the time and place set for a Public Hearing to consider Council Bill 16-R-08. Notice of the hearing was given, the affidavit is on file, and no written communications were received about the matter. George read by title Council Bill 16-R-08: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE ESTABLISHING A PILOT PARKING RESTRICTION PROGRAM FOR THE PURPOSE OF STREET SWEEPING ON ALL STREETS IN THE DESIGNATED PILOT AREA Brian Villalobos presented the staff report about the proposed Resolution, showed maps of the designated area for the restricted parking pilot program, and answered questions from Council. There was discussion about raising awareness, possibility of not citing someone parked if the street has already been swept, GPS technology to know where the sweeper has been, communication, education, social media, and specific sign wording. Paras-Caracci inquired if there could be a regular update about warnings and citations. Villalobos stated that would be included in the monthly Public Safety report. Mayor Kang asked if there was anyone in the audience who wished to speak on the matter. There were none. Mayor Kang closed the Public Hearing.
RESOLUTION NO. 16-08	Finlay moved, Paras-Caracci seconded to adopt Resolution No. 16-08, and carried unanimously.
BUSINESS ITEMS Duarte Transit hours	Kristen Petersen presented a staff report about increased hours of operation for Duarte Transit, and estimated cost for extending the service to 8:00 p.m. and 9:00 p.m., as well as a nominal cost for brochure printing. There was discussion about funding, costs, and increased ridership.

Paras-Caracci moved, Fasana seconded to approve the extension of Duarte Transit hours to 9:00 p.m. for the benefit of Gold Line station users connecting with our local Duarte Transit buses, and to approve a budget amendment of $2,000 for the remainder of the fiscal year, using Prop A reserves, and carried unanimously.

Fasana suggested if we need more transit funds, we should seek to purchase those from other cities. Kang inquired about the possibility of eventually getting more parking spaces.

Agreement – Superior Pavement Regulatory Sign Installation

George presented the staff report about the agreement for new regulatory sign installation.

Finlay moved, Paras-Caracci seconded to authorize the City Manager to execute an agreement with Superior Pavement Markings in the amount of $73,123.56 for new regulatory sign installation, and carried unanimously.

ITEMS FROM CITY COUNCIL/ CITY MANAGER

GEORGE: Stated 43 bus benches and trash cans were installed by the Field Services crew, assisted by Transit Department staff, and responded to Kang's inquiry about park benches.

PARAS-CARACCI: Stated the new benches and trash cans look great, noted the Duarte Community Coordinating Council meets at the same time as the Youth and Family Committee so one cannot attend both meetings, the Mother's Day Tea at the Senior Center was fabulous, she appreciates staff's work for the budget workshop, noted there has been no movement on a Chair within the Route 66 Parade Committee, she is not sure if a parade is happening, and we may want to share that information with those running booths at the picnic, stated she appreciates that her colleagues worked hard to keep the City coffers filled and that we are able to provide services to our residents, congratulated the ACT-SO participants, she appreciates Jan Wight's diligence and commitment, and stated Mrs. Wight will be missed.

REILLY: Stated a postal notice she received said it was from the Monrovia/Duarte post office, the Duarte Post Office mailbox was locked during business hours and asked staff to look into that, the Mother's Day Tea was wonderful, inquired if the bill signed by the Governor raising the legal age for tobacco affected our ordinances (George responded), she received complaints about homeless persons relieving themselves near Buena Vista and Huntington, she notices homeless persons around the Teen Center, inquired if we could step up our patrol (Villalobos responded), and she is a member of a community collaborative for the San Gabriel Mountains National Monument, and she spoke at a SCAG workshop about its local impact regarding trails, education, and a jurisdictional MOU.

FASANA: Acknowledged Jan Wight's' extensive contributions to the community and stated she will be missed, noted Gold Line ridership is up to 50,000 per day, attended SCAG annual seminar coordinated by Finlay where there were many excellent presen-

tations, attended economic outlook conference and provided information about recovery expectations, he is the new appointee to the Foothill Workforce Board, stated the PUC will vote on the Charter/Time Warner merger, it will offer low-cost broadband, and stated we should contact Charter/Time Warner to make it easier to meet those requirements.

FINLAY: Stated there are a number of canopies south of the bridge in Irwindale being used by homeless persons (George indicated this topic can be included in the monthly Public Safety update), Pasadena has a requirement that before a house is sold, the sidewalk must be inspected and repaired, she feels it would be interesting to check out that program, the swimming pool looks amazing, thanked City Manager and Fasana for attending SCAG conference, the budget workshop went well, regarding bicycle parking on Encanto, inquired if we can have a three or four-hour parking limit to allow a greater turnover (Monsalve responded about discussion of this topic at the Parks/Recreation Commission meeting), and stated she missed the Mother's Day Tea this year, but will be at the next one.

Fasana requested a copy of the presentation provided to the Commission, and stated he could contact Supervisor Solis' office about making improvements to the parking area on the other side of the river. George stated this could be an Agenda item.

KANG: Suggested that the key stakeholders of the bicycle clubs could have a discussion with the City about parking at Encanto, staff did a great job on the swimming pool, inquired about starting blocks (Monsalve responded), stated high speed rail has been talked about for 40 years, there is a systemic issue with the 210 freeway that impacts us, inquired about the possibility of someone from Caltrans coming to talk to us about its vision and mitigation plan (Fasana stated we are part of the 210 corridor, this might be a point of discussion, and suggested we get a report on the 210 connected corridor and then, if we need to bring Caltrans in, we can do that), stated he wants to do an entrepreneurship workshop about how to make more money, and announced Teen Center fundraiser at Old Spaghetti Factory on May 11.

ADJOURNMENT

The meeting was adjourned at 8:57 p.m. in memory of Jan Wight.

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Mayor Samuel Kang

ATTEST:

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City Clerk

City of Duarte

Council Warrant Register Over $5000
By Payment Number

Payment Dates 5/11/2016 - 5/24/2016

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
204761	**5/16/2016**	**4039**	**FSP DESIGNS**			**8,064.35**
	3032	Outreach Uniforms		100-1205-7636		61.04
	3382	Gold Line Grand Opening-Dance Shirt		100-2121	201623-Pass Thru-COH Gold line Grand Open	8,003.31
204768	**5/16/2016**	**2461**	**MOUNTAIN VISTA PLAZA**			**9,020.32**
	5/2016	Pulbic Safety Lease		100-1205-7787		9,020.32
204778	**5/24/2016**	**2369**	**LOS ANGELES COUNTY AUDITOR-CONTROLLER**			**563,905.50**
	4062016	Sale of 1263 Huntington Dr, 8530-00		100-1825-7782		2,838.50
	4062016	Sale of 1263 Huntington Dr, 8530-00		100-2120		562,161.50
	4062016	Sale of 1263 Huntington Dr, 8530-00		100-2120		20,000.00
	4062016	Sale of 1263 Huntington Dr, 8530-00		100-6906		450,000.00
	4062016cm	Sale of 1263 Huntington Dr, 8530-00		100-1600		-450,000.00
	4062016cm	Sale of 1263 Huntington Dr, 8530-00		100-1825-7782		-18,256.00
	4062016cm	Sale of 1263 Huntington Dr, 8530-00		100-1825-7782		-2,838.50
204782	**5/24/2016**	**4935**	**ALBERT GROVER & ASSOCIATES**			**13,160.00**
	16233-IN	Huntington Dr Capacity & Safety Anal		100-1405-7965		13,160.00
204792	**5/24/2016**	**5120**	**CHARLES ABBOTT ASSOCIATES INC**			**29,300.01**
	55678	Building & Safety Services 4/2016		100-1405-7800		29,300.01
204796	**5/24/2016**	**5537**	**CONDOR INC**			**249,977.00**
	#3	Pool Rehab Project Improvements		400-4005-8100	201607-Other Capital Improv-Pool Rehab	122,807.00
	#4	Pool Rehab Project Improvements		400-4005-8100	201607-Other Capital Improv-Pool Rehab	127,170.00
204809	**5/24/2016**	**4014**	**DUARTE TILE & STONE INC**			**5,350.00**
	16446	FC Outdoor Shower Repairs/Tile		100-1610-8100	201607-Other Cap Impr-Pool Rehab	5,350.00
204818	**5/24/2016**	**5142**	**FODDRILL CONSTRUCTION CORP**			**9,670.00**
	FC-6719	Light Pole Install-RO Park (Accident)		100-1820-7771	DMGE013-Rep City Prop-Sreet Light Pole	9,670.00
204820	**5/24/2016**	**5406**	**FS CONSTRUCTION**			**75,796.70**
	2028	Concrete Repair FY15/16		300-3005-8060		13,820.00
	2028	Concrete Repair FY15/16		470-4705-8060		56,922.70
	2029	Concrete Repair-Curb Hunt/BV		100-1405-8100		5,054.00
204823	**5/24/2016**	**5477**	**HUNT DESIGN ASSOCIATES INC**			**13,647.50**
	7448	2919 ATP Gold Line Citywide Wayfind		440-4425-7965	201604-Prof Svcs 440 (ATP)-ATP Design Goldline	5,448.08
	7448	2919 ATP Gold Line Citywide Wayfind		620-6225-7965	201604-Prof Svcs 620 (ATP)-ATP Design Goldline	8,199.42
204831	**5/24/2016**	**0056**	**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**			**275,602.00**
	163535NH	Sheriff's Contract 3/2016		100-1205-7781	201616-Sheriff Contract-Calgrip FY2016-17	15,291.83
	163535NH	Sheriff's Contract 3/2016		100-1205-7781		251,948.13
	163535NH	Sheriff's Contract 3/2016		290-2905-7781		8,000.00
	163943KW	Prisoner Maintenance Fee 3/2016		100-1205-7784		362.04
204837	**5/24/2016**	**0903**	**CITY OF MONROVIA**			**19,674.15**
	1600409	Fuel-City Manager 1/2016		100-1010-7650		53.87
	1600410	Fuel-Field Services 1/2016		100-1410-7650		1,256.71
	1600412	Fuel-Parks & Rec 1/2016		100-1605-7650		325.65
	1600413	Fuel-Public Safety 1/2016		100-1205-7650		711.29
	1600414	Fuel-Cmty Development 1/2016		100-1405-7650		93.04
	1600415	Fuel-Sheriff's Dept 1/2016		100-1205-7781		3,027.57
	1600416	Fuel-Transit Dept 1/2016		440-4405-7619		4,418.88
	1600418	Fuel-City Manager 2/2016		100-1010-7650		140.54
	1600420	Fuel-Field Services 2/2016		100-1410-7650		1,110.71

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	1600423	Fuel-Parks & Rec 2/2016		100-1605-7650		498.50
	1600424	Fuel-Public Safety 2/2016		100-1205-7650		1,121.35
	1600425	Fuel-Cmty Development 2/2016		100-1405-7650		110.33
	1600426	Fuel-Sheriff's Dept 2/2016		100-1205-7781		2,604.44
	1600428	Fuel-Transit Dept 2/2016		440-4405-7619		4,201.27
204838	**5/24/2016**	**5454**	**MOORE IACOFANO GOLTSMAN INC**			**10,333.74**
	0043795	Town Ctr Specific Plan 3/2016		100-1405-7965	201603-Prof Svcs-Town Center Proj	10,333.74
204846	**5/24/2016**	**5552**	**PK CONSTRUCTION**			**74,924.91**
	101	Duarte Sports Park Pkg Lot Improvem		260-2605-8061	201602-Const-Spts Park Pkg Lot Imprv (601724-	74,924.91
204848	**5/24/2016**	**T3530**	**PROLACTA BIOSCIENCE INC**			**9,750.00**
	50980	Const/Demo Dep Refund-1801 Flowe		100-2120		3,000.00
	50980cm	Administrative Fee		100-5004		-125.00
	50982	Const/Demo Dep Refund-1800 Highla		100-2120		7,000.00
	50982cm	Administrative Fee		100-5004		-125.00
204853	**5/24/2016**	**0904**	**RKA CONSULTING GROUP**			**40,089.25**
	24788	Las Lomas Rd Rehab Engineering 3/2		100-1405-7969		1,351.25
	24789	Bus Pad Relocation Hunt/BV Engineer		100-1405-7969		1,121.25
	24790	FY15/16 Concrete Repair Program 3/		100-1405-7969		1,561.25
	24827	2015/16 ATP Engineering 3/2016		440-4425-7965	201604-Prof Svcs 440 (ATP)-ATP Design Goldline	12,587.97
	24827	2015/16 ATP Engineering 3/2016		620-6225-7965	201604-Prof Svcs 620 (ATP)-ATP Design Goldline	18,945.03
	24853	Duarte Inspection Services 3/2016		100-1405-7967		1,840.00
	24854	Engineering-Metro Gold Line Ext 3/2		100-1405-7969	250000 - City Engineer - Gold Line Project	525.00
	24855	Engineering FY16/17 Light/Landscape		100-1405-7969		657.50
	24856	City Engineer 3/2016		100-1405-7969		1,500.00
204855	**5/24/2016**	**5549**	**S & H CIVILWORKS**			**15,409.95**
	0751	Bus Pad Relocation Hunt/BV		470-4705-8100		15,409.95
					Payment Total:	**1,423,675.38**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	950,820.17
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	74,924.91
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	8,000.00
300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)	13,820.00
400 - PARK DEVELOPMENT GRANT FUND	249,977.00
440 - PROPOSITION A TRANSIT FUND	26,656.20
470 - MEASURE R LR TRANSIT FUND	72,332.65
620 - COMMUNITY IMPROVEMENT FUND	27,144.45
Grand Total:	**1,423,675.38**

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7650	Vehicle Maintenance	194.41
100-1205-7636	Uniforms	61.04
100-1205-7650	Vehicle Maintenance	1,832.64
100-1205-7781	Contract Law Enforceme	272,871.97
100-1205-7784	Prisoner Maintenance	362.04
100-1205-7787	Public Safety Cntr Lease	9,020.32
100-1405-7650	Vehicle Maintenance	203.37
100-1405-7800	Building Department Ser	29,300.01
100-1405-7965	Professional Services	23,493.74
100-1405-7967	Public Works Inspection	1,840.00
100-1405-7969	City Engineer	6,716.25
100-1405-8100	Other Capital Improvem	5,054.00
100-1410-7650	Vehicle Maintenance	2,367.42
100-1600	Land	-450,000.00
100-1605-7650	Vehicle Maintenance	824.15
100-1610-8100	Other Capital Improvem	5,350.00
100-1820-7771	Repair Of City Property	9,670.00
100-1825-7782	Admin Support of SA	-18,256.00
100-2120	Refundable Deposits	592,161.50
100-2121	Pass Through Deposits	8,003.31
100-5004	Other Revenue	-250.00
100-6906	Transfer In-RDA D/S	450,000.00
260-2605-8061	ADA Curb Ramps	74,924.91
290-2905-7781	Contract Law Enforceme	8,000.00
300-3005-8060	Sidewalk Improvements	13,820.00
400-4005-8100	Other Capital Improvem	249,977.00
440-4405-7619	Fuel And Oil	8,620.15
440-4425-7965	Professional Services (A	18,036.05
470-4705-8060	Sidewalk/Concrete Repa	56,922.70
470-4705-8100	Other Capital Improvem	15,409.95
620-6225-7965	Professional Services (A	27,144.45
	Grand Total:	**1,423,675.38**

Project Account Summary

Project Account Key	Payment Amount
None	1,004,419.09
201602-Const-Spts Park Pkg Lot Imprv (601724-15)	74,924.91
201603-Prof Svcs-Town Center Proj	10,333.74
201604-Prof Svcs 440 (ATP)-ATP Design Goldline	18,036.05
201604-Prof Svcs 620 (ATP)-ATP Design Goldline	27,144.45
201607-Other Cap Impr-Pool Rehab	5,350.00
201607-Other Capital Improv-Pool Rehab	249,977.00
201616-Sheriff Contract-Calgrip FY2016-17	15,291.83
201623-Pass Thru-COH Gold line Grand Open	8,003.31

Project Account Summary

Project Account Key	Payment Amount
250000 - City Engineer - Gold Line Project	525.00
DMGE013-Rep City Prop-Sreet Light Pole	9,670.00
Grand Total:	**1,423,675.38**

City of Duarte

Council Warrant Register by Account
By Fund

Payment Dates 5/11/2016 - 5/24/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7647	U.S. BANK	Reilly NALEO Annual Membership	204776		100.00
100-1005-7647	U.S. BANK	Reilly Contract Cities Registration 5/2016	204776		575.00
100-1005-7980	DUARTE PETTY CASH	Closed Session Mtg Desserts	204805		31.00
100-1005-7980	DUARTE PETTY CASH	Council Mtg/Workshop Supplies	204805		57.73
100-1005-7980	DUARTE PETTY CASH	Budget Workshop Supplies	204805		60.93
100-1005-7980	DUARTE PETTY CASH	Council Mtg/Workshop Desserts	204805		8.00
100-1005-7980	U.S. BANK	Closed Session Mtg 4/12/16 (Panda Express)	204870		155.87
100-1005-7980	U.S. BANK	Council Workshop 4/26/16 (Tropicana)	204870		97.98
100-1005-7980	U.S. BANK	Budget Workshop 5/2/16 (Cabrera's)	204870		440.40
100-1005-7980	DUARTE ADMINISTRATION PETTY C	State of the City Supplies	204804		12.34
100-1010-7610	U.S. BANK	K Herrera ICSC Hotel 5/22/16 - 5/25/16	204776		534.24
100-1010-7610	U.S. BANK	D George SCAG Hotel Deposit 5/4/16	204776		158.79
100-1010-7610	U.S. BANK	D George Contract Cities Registration 5/2016	204776		575.00
100-1010-7610	U.S. BANK	CCCA Best Buy Gift Card	204776		50.00
100-1010-7610	U.S. BANK	D George ICSC Airfare 5/22/16 - 5/25/16	204776		191.95
100-1010-7610	U.S. BANK	Granicus & IT Prep Mtg (Slaw Dogs)	204776		40.30
100-1010-7610	DUARTE ADMINISTRATION PETTY C	Karen Herrera LARA Mtg 3/17/16	204804		29.53
100-1010-7610	DUARTE ADMINISTRATION PETTY C	Social Media Team Meeting	204804		13.98
100-1010-7610	DUARTE ADMINISTRATION PETTY C	Darrell George Meeting w/Tzeitel Paras 4/12/16	204804		23.00
100-1010-7610	DUARTE ADMINISTRATION PETTY C	Webinar Media Meeting	204804		29.95
100-1010-7610	DUARTE ADMINISTRATION PETTY C	Darrell George Meeting w/Tzeitel Paras 3/30/16	204804		20.00
100-1010-7610	DUARTE ADMINISTRATION PETTY C	Darrell & Karen Lunch Meeting 4/20/16	204804		22.00
100-1010-7610	SAN GABRIEL VALLEY CITY MANAG	J Ruiz 2016 Annual Spring Workshop	204856		40.00
100-1010-7614	U.S. BANK	iPhone Battery Case	204776		108.99
100-1010-7614	STAPLES ADVANTAGE	Return-Canon Printer Toner	204863		-89.35
100-1010-7614	DUARTE ADMINISTRATION PETTY C	iPad Accessory	204804		32.68
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 1/2016	204837		53.87
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 2/2016	204837		140.54
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 4/2016	204770		1,212.84
100-1010-7980	U.S. BANK	Administration-Adobe Creative Cloud	204870		49.99
100-1020-7711	DUARTE PETTY CASH	Employee Recognition Supplies	204805		30.78
100-1020-7711	DUARTE PETTY CASH	Employee Recognition-Cookoff Prizes	204805		6.29
100-1020-7711	RALPHS GROCERY COMPANY	Employee Appreciation Raffle Prizes	204850		395.00
100-1020-7716	U.S. BANK	Earth Day Supplies (Amazon)	204776		129.90
100-1020-7716	U.S. BANK	Earth Day Gifts (Starbucks)	204776		79.90
100-1020-7716	EL NATIVO GROWERS INC	Earth Day Plants	204812		150.47
100-1020-7722	MAD HAUS CREATIVE INC	Accessduarte.com Web Hosting/Maint 6/2016	204832		850.00
100-1020-7726	U.S. BANK	Levon Y-Adobe Creative Cloud	204870		49.99
100-1205-7610	U.S. BANK	Brian V. CCCA Seminar 5/12/16 - 5/15/16	204775		575.00
100-1205-7610	SAN GABRIEL VALLEY CITY MANAG	Brian V 2016 Annual Spring Workshop	204856		60.00
100-1205-7612	U.S. BANK	Craig H Pasadena Star News Digital 4-Wk Trial	204774		0.99
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	204863		56.90
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	204863		18.48
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	204863		48.72
100-1205-7636	FSP DESIGNS	Outreach Uniforms	204761		61.04
100-1205-7636	TOM'S CLOTHING & UNIFORMS IN	CSO Unifroms (J Maresca)	204868		204.92
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 35 Camshaft Sensor Repair/Towing	204783		600.45
100-1205-7650	U.S. BANK	Vehicel 35 Car Wash (Fast 5 Express)	204775		14.00
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 1/2016	204837		711.29
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 2/2016	204837		1,121.35
100-1205-7655	GLOBALSTAR USA	Emergency Satellite Phones Annual Contract	204763		1,603.47
100-1205-7694	STAPLES ADVANTAGE	Commission Supplies	204863		11.32
100-1205-7779	U.S. BANK	DART Movie/Dinner Flyer Delivery-Wiild Thyme Pizza	204775		131.01

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7779	U.S. BANK	DART/Probation Spring Break (Pacific Park)	204775		1,194.00
100-1205-7779	U.S. BANK	TC A-Team Spring Break Event (Wild Thyme Pizza)	204775		115.97
100-1205-7779	CURO MANAGED PRINT PRODUCTI	Street Banner-Special Event Marketing	204799	201616-Youth Programs-Calgrip FY 2016-	245.25
100-1205-7779	SWANK MOTION PICTURES INC	Teen Movie 5/19/16	204867	201616-Youth Programs-Calgrip FY 2016-	353.00
100-1205-7780	NATIONAL BAND & TAG CO	2016/17 Dog Licenses	204841		524.89
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 1/2016	204837		3,027.57
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 2/2016	204837		2,604.44
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff's Contract 3/2016	204831	201616-Sheriff Contract-Calgrip FY2016-1	15,291.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff's Contract 3/2016	204831		251,948.13
100-1205-7784	LOS ANGELES COUNTY SHERIFF'S D	Prisoner Maintenance Fee 3/2016	204831		362.04
100-1205-7787	MOUNTAIN VISTA PLAZA	Pulbic Safety Lease	204768		9,020.32
100-1205-7980	U.S. BANK	CSO Interview Lunch (38 Degrees)	204775		50.00
100-1205-7980	U.S. BANK	Interview Liason Sargeant (Dickey's BBQ)	204775		37.11
100-1205-7980	FRONTIER HARDWARE	PS Radio Room Keys	204819		17.35
100-1405-7610	U.S. BANK	Coffe-Gold Line Mtg Extension Cities	204774		9.50
100-1405-7610	U.S. BANK	Craig H Gold Line to MIG Mtg 4/12/16	204774		3.50
100-1405-7610	SAN GABRIEL VALLEY CITY MANAG	C Hensley 2016 Annual Spring Workshop	204856		60.00
100-1405-7610	SAN GABRIEL VALLEY CITY MANAG	J Golding 2016 Annual Spring Workshop	204856		60.00
100-1405-7612	U.S. BANK	2015 Greenbook Standard Specs PW Construction	204774		192.65
100-1405-7612	U.S. BANK	Hightail Subscription (Lg Data Format)	204774		15.99
100-1405-7613	RICOH USA INC	Lg Format Copier Maint 5/1/16 - 7/31/16	204851		51.74
100-1405-7614	SHAFFER AWARDS	Jason Golding Name Plate	204858		16.30
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	204863		178.80
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	204863		156.60
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	204863		93.77
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	204863		86.37
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 1/2016	204837		93.04
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 2/2016	204837		110.33
100-1405-7690	SHAUNA PIERCE	Planning Commission Meeting	204845		20.00
100-1405-7690	GEORGE K FARRA	Planning Commission Meeting	204815		20.00
100-1405-7690	SARA VASQUEZ	Planning Commission Meeting	204874		20.00
100-1405-7690	SHERYL LEFMANN	Planning Commission Meeting	204830		20.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Services 4/2016	204792		29,300.01
100-1405-7801	COUNTY OF LOS ANGELES DEPART	Industrial Waste Services 3/2016	204797		638.90
100-1405-7801	COUNTY OF LOS ANGELES DEPART	Industrial Waste Inspections 4/2016	204797		2,997.94
100-1405-7965	KOSMONT REALTY CORPORATION	Broker Analysis-Duarte BOV	204827		1,358.50
100-1405-7965	MOORE IACOFANO GOLTSMAN INC	Town Ctr Specific Plan 3/2016	204838	201603-Prof Svcs-Town Center Proj	10,333.74
100-1405-7965	ALBERT GROVER & ASSOCIATES	Huntington Dr Capacity & Safety Analysis	204782		13,160.00
100-1405-7965	SORCINELLI ARCHITECTS INCORPO	Design Assistance-Vista Town Center	204861		3,039.05
100-1405-7965	LDM ASSOCIATES INC	FY15/16 CDBG Federal Grant Admin 3/2016	204829	201606-Prof Svcs-2015/16 Fed Grant Ad	85.00
100-1405-7967	RKA CONSULTING GROUP	Duarte Inspection Services 3/2016	204853		1,840.00
100-1405-7969	RKA CONSULTING GROUP	Las Lomas Rd Rehab Engineering 3/2016	204853		1,351.25
100-1405-7969	RKA CONSULTING GROUP	Bus Pad Relocation Hunt/BV Engineering 3/2016	204853		1,121.25
100-1405-7969	RKA CONSULTING GROUP	FY15/16 Concrete Repair Program 3/2016	204853		1,561.25
100-1405-7969	RKA CONSULTING GROUP	Engineering-Metro Gold Line Ext 3/2016	204853	250000 - City Engineer - Gold Line Project	525.00
100-1405-7969	RKA CONSULTING GROUP	Engineering FY16/17 Light/Landscape Dist 3/16	204853		657.50
100-1405-7969	RKA CONSULTING GROUP	City Engineer 3/2016	204853		1,500.00
100-1405-7975	U.S. BANK	Facebook Ads	204776		12.04
100-1405-8100	FS CONSTRUCTION	Concrete Repair-Curb Hunt/BV	204820		5,054.00
100-1410-7610	MAINTENANCE SUPERINTENDENTS	Lamberto/Patrick/Troy MSA Training	204833		15.00
100-1410-7621	AIRGAS USA LLC	Welding Clyinder Rental	204781		42.50
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 1/2016	204837		1,256.71
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 2/2016	204837		1,110.71
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 4/16	204865		145.00
100-1410-7656	SOUTH COAST AQMD	Emergnecy Generator I C E Fee	204862		346.54
100-1410-7814	SUPERIOR PROPERTY SERVICES INC	Graffiti Removal 4/2016	204866		358.90
100-1410-7887	FRONTIER HARDWARE	Shop Tools	204819		10.87
100-1410-7887	FRONTIER HARDWARE	Shop Tools	204819		28.32
100-1410-7887	HOME DEPOT CREDIT SERVICES	Wire Trace Batteries	204822		16.33
100-1410-7887	HOME DEPOT CREDIT SERVICES	Truck 8 Tools	204822		54.43

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1410-7887	HOME DEPOT CREDIT SERVICES	City Yard Tools	204822		29.36
100-1410-7887	HOME DEPOT CREDIT SERVICES	Shop Tools	204822		34.81
100-1410-7980	TRAFFIC MANAGEMENT INC	Expoxy/Sr Parking Signs	204869		243.35
100-1600	LOS ANGELES COUNTY AUDITOR-C	Sale of 1263 Huntington Dr, 8530-003-930 & 931	204778		-450,000.00
100-1605-7002	PAMELA ROMERO	CPR Stipend	204854		76.92
100-1605-7610	SAN GABRIEL VALLEY CITY MANAG	C Monsalve 2016 Annual Spring Workshop	204856		60.00
100-1605-7614	STAPLES ADVANTAGE	Laminating Sheets	204863		82.75
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Rec 1/2016	204837		325.65
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Rec 2/2016	204837		498.50
100-1605-7693	DUARTE PIZZA COMPANY	TC/MYC Dinner	204807		75.00
100-1605-7729	CURO MANAGED PRINT PRODUCTI	Concert Banner	204799		245.25
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Volunteer Dinner Supplies	204760		49.98
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Supplies	204760		47.33
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Stage Display Supplies	204808		10.01
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Mother's Day Tea Supplies	204808		25.71
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Volunteer Dinner Supplies	204808		50.51
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Boutique Supplies	204808		24.89
100-1605-7733	RALPHS GROCERY COMPANY	SC Mother's Day Tea Supplies	204850		83.70
100-1605-7733	SMART & FINAL	SC Mother's Day Tea Supplies	204860		119.43
100-1605-7733	SMART & FINAL	SC Mother's Day Tea Supplies	204860		50.29
100-1605-7733	U.S. BANK	Volunteer Dinner Decorations (Amazon)	204871		51.00
100-1605-7733	U.S. BANK	Volunteer Dinner Decorations (Amazon	204871		316.08
100-1605-7733	U.S. BANK	SC Netflix	204870		8.71
100-1605-7733	DUARTE PETTY CASH/BINGO PRIZE	SC Bingo Prize Money	204806		100.00
100-1605-7735	DAVID FARIAS	Youthworks Internship Program	204814		100.00
100-1605-7735	YESENIA CHAVEZ	Youthworks Internship Program	204793		100.00
100-1605-7735	LONSEL BENNETT	Youthworks Internship Program	204787		100.00
100-1605-7735	CHRISTINA ORTEGA	Youthworks Internship Program	204844		100.00
100-1605-7735	ATHENA MARDEN	Youthworks Internship Program	204834		100.00
100-1605-7735	JENNIFER GARCIA	Youthworks Internship Program	204821		100.00
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics	204762		189.00
100-1605-7737	SHERMAN'S DELI & BAKERY	Adult Excursion Lunch 6/1/16	204859		566.78
100-1605-7738	DUARTE RECREATION PETTY CASH	TC Excursion Parking (World of Dance)	204760		20.00
100-1605-7738	DUARTE RECREATION PETTY CASH	TC Excursion Parking (Magic Mountain)	204760		20.00
100-1605-7739	THE SAUCE CREATIVE SERVICES	Futsal & Park Banners	204857		499.98
100-1605-7745	U.S. BANK	Boxing Equipment (Title Boxing)	204871	201616-Boxing Program-CalgripFY2016-1	418.67
100-1605-7980	U.S. BANK	Soccer Equipment (Score Sports)	204871		1,178.38
100-1610-7618	HOME DEPOT CREDIT SERVICES	Paint Supplies	204822		139.97
100-1610-7618	FRONTIER HARDWARE	SC Outdoor Lights	204819		54.47
100-1610-7618	FRONTIER HARDWARE	Fitness Center Repairs	204819		15.02
100-1610-7618	FRONTIER HARDWARE	Senior Ctr Lightbulbs	204819		11.41
100-1610-7618	FRONTIER HARDWARE	Beardslee Pk Fountain Repairs	204819		4.60
100-1610-7618	FRONTIER HARDWARE	Beardslee Pk RR Repair/Pliers	204819		30.31
100-1610-7618	FRONTIER HARDWARE	Teen Ctr Repairs	204819		41.40
100-1610-7618	FRONTIER HARDWARE	Fitness Ctr Repairs	204819		18.17
100-1610-7618	FRONTIER HARDWARE	Senior Ctr Key	204819		2.17
100-1610-7618	HOME DEPOT CREDIT SERVICES	TC Repairs	204822		63.09
100-1610-7618	U.S. BANK	Facility/Trail Signs (Compliance Signs)	204871		131.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Duarte Pk Paint Supplies	204822		320.28
100-1610-7618	HOME DEPOT CREDIT SERVICES	TC Outside Pottery	204822		70.76
100-1610-7618	HOME DEPOT CREDIT SERVICES	Duarte Pk Bldg Stucco Repairs	204822		40.12
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	204875		2,813.49
100-1610-7618	HOME DEPOT CREDIT SERVICES	Duarte Pk Paint Supplies	204822		264.94
100-1610-7618	HOME DEPOT CREDIT SERVICES	Duarte Pk Paint & Supplies	204822		306.76
100-1610-7618	HOME DEPOT CREDIT SERVICES	Shop Tools/Supplies	204822		53.45
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Srvcs 5/2016	204802		38.00
100-1610-7652	UNITED SITE SERVICES	Sports Park Toilet 4/26/16 - 5/23/16	204872		88.67
100-1610-7652	MERRY PLUMBING COMPANY	Pool Area Shower Drain Clear	204835		264.00
100-1610-7652	MONROVIA LOCK SHOP	Public Safety Lock Repair	204836		140.00
100-1610-7652	MONROVIA LOCK SHOP	Town Ctr Kitchen Lock Repair	204836		105.00

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7652	JOE'S JANITORIAL SERVICE	ROP Floor Strip & Wax	204825		600.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maint-Teen Ctr	204779		963.00
100-1610-7652	CINTAS CORPORATION #693	ROP Bldg Mats	204794		61.63
100-1610-7652	CINTAS CORPORATION #693	TC Mats/Janitorial Supplies	204794		103.71
100-1610-7652	CINTAS CORPORATION #693	Duarte Pk Bldg Mats	204794		29.80
100-1610-7652	CINTAS CORPORATION #693	CH Mats	204794		54.36
100-1610-7652	CINTAS CORPORATION #693	SC/FC/CC Mats	204794		170.61
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Srvcs 5/2016	204802		164.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 4/2016	204813		127.00
100-1610-7652	CINTAS CORPORATION #693	Public Safety Mats	204794		36.70
100-1610-7830	STAPLES ADVANTAGE	HR Fax Machine	204863		108.46
100-1610-7830	U.S. BANK	SC Elevator 911-Vonage	204870		18.53
100-1610-7830	FRONTIER COMMUNICATIONS	Phones-SC Elevator 4/4/16 -6/3/16	EFT02848		102.40
100-1610-7830	FRONTIER COMMUNICATIONS	Phone/Fax-S Yard 3/7/16 - 5/6/16	EFT02849		201.40
100-1610-8100	DUARTE TILE & STONE INC	FC Outdoor Shower Repairs/Tile	204809	201607-Other Cap Impr-Pool Rehab	5,350.00
100-1610-8100	AQUATIC DESIGN GROUP INC	Duarte Pool Improv (2nd Plan Ck/HD Revisions)	204784	201607-Other Cap Impr-Pool Rehab	412.54
100-1610-8100	AQUATIC DESIGN GROUP INC	Duarte Pool Improvements 4/2016	204784	201607-Other Cap Impr-Pool Rehab	487.50
100-1805-7614	STAPLES ADVANTAGE	Flash Drives	204863		27.24
100-1805-7614	OFFICE SOLUTIONS INC	Office Supplies	204843		20.69
100-1805-7980	U.S. BANK	9 Metro Tap Cards	204870		40.50
100-1805-7980	U.S. BANK	Microsoft 365 3/28/16 - 4/27/16	204870		12.00
100-1810-7610	MICHELLE BROWN	IPMHA-HR Conference Expenses	204758		652.16
100-1810-7611	DUARTE PETTY CASH	JPIA Training Coffee	204805		29.90
100-1810-7611	RALPHS GROCERY COMPANY	CJPIA Training Food	204850		90.61
100-1810-7612	U.S. BANK	Leadership Books (Amazon)	204870		71.43
100-1810-7614	STAPLES ADVANTAGE	Office Supplies	204863		34.00
100-1810-7614	STAPLES ADVANTAGE	Fax Cabinet-HR	204863		134.06
100-1810-7660	CALIFORNIA STATE DEPARTMENT	Fingerprint Apps	204790		288.00
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 4/2016	204795		200.00
100-1810-7673	IRWINDALE INDUSTRIAL CLINIC	DOT Physicals	204824		50.00
100-1810-7673	BENSINGER DUPONT & ASSOCIATE	Drug and/or Alcohol Testing	204788		94.00
100-1815-7632	U.S. BANK	Administration-Adobe Creative Cloud	204870		49.99
100-1815-7632	U.S. BANK	R Breceda-Adobe Creative Cloud	204870		49.99
100-1820-7771	FODDRILL CONSTRUCTION CORP	Light Pole Install-RO Park (Accident)	204818	DMGE013-Rep City Prop-Sreet Light Pole	9,670.00
100-1825-7613	OFFICE SOLUTIONS INC	Copier Paper	204843		339.15
100-1825-7614	RICOH USA INC	Copier Staples	204769		82.67
100-1825-7626	POSTMASTER	Postage-Dog License Renewal Letters	204847		292.00
100-1825-7626	FEDEX	Document Delivery	204816		31.76
100-1825-7630	MAILFINANCE	Postage Machine 5/23/16 - 8/22/16	204767		352.72
100-1825-7782	SUCCESSOR AGENCY OF DUARTE R	FY15 Audit Srvcs for SA	204864		582.00
100-1825-7782	SUCCESSOR AGENCY OF DUARTE R	Admin Fees for RDA TAB 1999	204864		550.00
100-1825-7782	SUCCESSOR AGENCY OF DUARTE R	SA Legal Costs 1/2016	204864		2,486.00
100-1825-7782	LOS ANGELES COUNTY AUDITOR-C	Sale of 1263 Huntington Dr, 8530-003-930 & 931	204778		2,838.50
100-1825-7782	LOS ANGELES COUNTY AUDITOR-C	Sale of 1263 Huntington Dr, 8530-003-930 & 931	204778		-2,838.50
100-1825-7782	LOS ANGELES COUNTY AUDITOR-C	Sale of 1263 Huntington Dr, 8530-003-930 & 931	204778		-18,256.00
100-1830-8100	VISION COMMUNICATIONS CO	New Vehicle Two Way Radios	204777		846.53
100-2120	LOS ANGELES COUNTY AUDITOR-C	Sale of 1263 Huntington Dr, 8530-003-930 & 931	204778		562,161.50
100-2120	LOS ANGELES COUNTY AUDITOR-C	Sale of 1263 Huntington Dr, 8530-003-930 & 931	204778		20,000.00
100-2120	PROLACTA BIOSCIENCE INC	Const/Demo Dep Refund-1801 Flower	204848		3,000.00
100-2120	PROLACTA BIOSCIENCE INC	Const/Demo Dep Refund-1800 Highland	204848		7,000.00
100-2120	JOSE TRETO	CC Rent Deposit Refund	204772		500.00
100-2120	AMY BRITTON	ROP Bldg Rent Deposit Refund	204789		150.00
100-2120	CARINA KONGOLO	Gazebo Rent Deposit Refund	204826		50.00
100-2120	ANA DUBON	Gazebo Rent Deposit Refund	204811		50.00
100-2120	FRANK ACOSTA	Gazebo Rent Deposit Refund	204780		50.00
100-2120	SERGIO GONZALEZ	TC Rent Deposit Refund	204764		300.00
100-2120	CHRISTINA MURGA	Gazebo Rent Deposit Refund	204840		50.00
100-2120	EILEEN CAMPOS	ROP Bldg Rent Deposit Refund	204791		150.00
100-2120	TERESA DE LA TORRE	CC Rent Deposit Refund	204800		500.00
100-2120	MIKE QUIJANO	Gazebo Rent Deposit Refund	204849		50.00

Account Number	Vendor Name	Description (item)	Payment No	Project Key	Amount
100-2120	RAJ DIALANI	Gazebo Rent Deposit Refund	204803		50.00
100-2121	FSP DESIGNS	Gold Line Grand Opening-Dance Shirts	204761	201623-Pass Thru-COH Gold line Grand O	8,003.31
100-2121	CENTRAL CITY ENTERPRISES	B/L Appl Fee Refund	204759		35.00
100-2123	U.S. BANK	Special Event Insurance 1/16 - 3/16	204870		1,816.00
100-4302	GLORIA TRUJILLO	Citation Refund	204773		63.00
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 5/2016	204810	250004 - Property Rent - Nextel Rent (Oti	1,462.48
100-4801	VIVIENE INDICK	Class Refund-Cheerleading	204766		36.00
100-4801	JAIME MORALES	Class Refund-Salsa	204839		80.00
100-4801	JAMIE DEJESUS	Class Refund-Salsa	204801		40.00
100-5004	PROLACTA BIOSCIENCE INC	Administrative Fee	204848		-125.00
100-5004	PROLACTA BIOSCIENCE INC	Administrative Fee	204848		-125.00
100-6906	LOS ANGELES COUNTY AUDITOR-C	Sale of 1263 Huntington Dr, 8530-003-930 & 931	204778		450,000.00
				Fund 100 - GENERAL FUND Total:	**999,889.50**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2210-7813	RIGHT OF WAY INC	Regulatory Sign Posts	204852		1,885.70
				Fund 220 - GAS TAX FUN Total:	**1,885.70**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7888	HOME DEPOT CREDIT SERVICES	Citywide Street Light Repairs	204822		6.63
240-2405-7888	HOME DEPOT CREDIT SERVICES	Pole Number ID's	204822		2.16
240-2405-7888	HOME DEPOT CREDIT SERVICES	Street Light Repairs	204822		205.77
240-2405-7888	B & K ELECTRIC WHOLESALE	Citywide Street Lights	204786		67.90
240-2405-7890	COUNTY OF LOS ANGELES DEPART	FY 15/16 Traffic Signal (EOM) 3/2016	204797		251.69
240-2410-7888	LANDSCAPE WAREHOUSE INC	Park Irrigation Repairs	204828		492.87
240-2410-7891	LANDSCAPE WAREHOUSE INC	Median Irrigation Repairs	204828		498.54
240-2410-7891	LANDSCAPE WAREHOUSE INC	Median Irrigation Repairs	204828		123.82
240-2410-7891	LANDSCAPE WAREHOUSE INC	Median Irrigation Repairs	204828		31.59
240-2410-7891	LANDSCAPE WAREHOUSE INC	Median Irrigation Repairs	204828		495.12
240-2410-7896	ARBOR NURSERY PLUS	Trees-ROP/Hunt Dr	204785		657.60
240-2421-7887	HOME DEPOT CREDIT SERVICES	Turf Repair-Las Lomas Villas	204822		64.74
240-2421-7887	HOME DEPOT CREDIT SERVICES	Las Lomas Turf Repair	204822		35.82
240-2421-7887	HOME DEPOT CREDIT SERVICES	Los Lomas Villas Grass Seed	204822		22.18
			Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:		**2,956.43**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	PK CONSTRUCTION	Duarte Sports Park Pkg Lot Improvements	204846	201602-Const-Spts Park Pkg Lot Imprv (60	74,924.91
260-2605-8061	LDM ASSOCIATES INC	FY15/16 CDBG Administration 3/2016	204829	201601-Construct-ADA CURB RMP FY15/	850.00
260-2605-8061	LDM ASSOCIATES INC	FY15/16 CDBG Administration 3/2016	204829	201602-Const-Spts Park Pkg Lot Imprv (60	1,657.50
				Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:	**77,432.41**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff's Contract 3/2016	204831		8,000.00
			Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:		**8,000.00**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)					
300-3005-8060	FS CONSTRUCTION	Concrete Repair FY15/16	204820		13,820.00
			Fund 300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821) Total:		**13,820.00**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
400-4005-8100	CONDOR INC	Pool Rehab Project Improvements	204796	201607-Other Capital Improv-Pool Rehab	122,807.00
400-4005-8100	CONDOR INC	Pool Rehab Project Improvements	204796	201607-Other Capital Improv-Pool Rehab	127,170.00
400-4005-8100	AES-ASBESTOS, ENVIRONMENT & S	Pool Asbestos Monitoring & Final Visual Clearance	204757	201607-Other Capital Improv-Pool Rehab	350.00
				Fund 400 - PARK DEVELOPMENT GRANT FUND Total:	**250,327.00**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7614	OFFICE SOLUTIONS INC	Copier Paper/Office Supplies	204843		108.98
440-4405-7619	CITY OF MONROVIA	Fuel-Transit Dept 1/2016	204837		4,418.88
440-4405-7619	CITY OF MONROVIA	Fuel-Transit Dept 2/2016	204837		4,201.27
440-4405-7650	FRONTIER HARDWARE	South Yard Supplies	204819		43.58
440-4405-7673	IRWINDALE INDUSTRIAL CLINIC	DOT Physicals	204824		100.00
440-4405-7814	SUPERIOR PROPERTY SERVICES INC	Graffiti Removal 4/2016	204866		538.35
440-4405-7887	FLEET SERVICE SPECIALIST LLC	Bus 104 CHP, PM/Repair	204817		1,693.58
440-4405-7887	NAVARRO'S TOWING SERVICE	Bus 102 Towing	204842		325.00
440-4405-7887	CREATIVE BUS SALES	Bus 104 Glass Sign Cap	204798		677.25
440-4405-7985	U.S. BANK	Bus Bench Security Bolts	204774	201626-Other Exp-Bus Benches and Cans	472.37
440-4405-7985	HOME DEPOT CREDIT SERVICES	Transit Trash Can Install	204822	201626-Other Exp-Bus Benches and Cans	130.37
440-4405-7985	HOME DEPOT CREDIT SERVICES	Drill Bits-Bus Bench Install	204822	201626-Other Exp-Bus Benches and Cans	76.23
440-4425-7965	RKA CONSULTING GROUP	2015/16 ATP Engineering 3/2016	204853	201604-Prof Svcs 440 (ATP)-ATP Design G	12,587.97
440-4425-7965	HUNT DESIGN ASSOCIATES INC	2919 ATP Gold Line Citywide Wayfinding 12/15	204765	201604-Prof Svcs 440 (ATP)-ATP Design G	1,157.48
440-4425-7965	HUNT DESIGN ASSOCIATES INC	2919 ATP Gold Line Citywide Wayfinding 3/16	204823	201604-Prof Svcs 440 (ATP)-ATP Design G	5,448.08
				Fund 440 - PROPOSITION A TRANSIT FUND Total:	**31,979.39**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-4705-8060	FS CONSTRUCTION	Concrete Repair FY15/16	204820		56,922.70
470-4705-8100	S & H CIVILWORKS	Bus Pad Relocation Hunt/BV	204855		15,409.95
			Fund 470 - MEASURE R LR TRANSIT FUND Total:		**72,332.65**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 520 - TOWN CENTER DEBT SERVICE FUND					
520-5205-8314	US BANK NATIONAL ASSOCIATION	2013 COP Trustee Fees 4/1/16 - 3/31/17	204873		1,500.00
			Fund 520 - TOWN CENTER DEBT SERVICE FUND Total:		**1,500.00**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-6225-7965	RKA CONSULTING GROUP	2015/16 ATP Engineering 3/2016	204853	201604-Prof Svcs 620 (ATP)-ATP Design G	18,945.03
620-6225-7965	HUNT DESIGN ASSOCIATES INC	2919 ATP Gold Line Citywide Wayfinding 12/15	204765	201604-Prof Svcs 620 (ATP)-ATP Design G	1,742.02
620-6225-7965	HUNT DESIGN ASSOCIATES INC	2919 ATP Gold Line Citywide Wayfinding 3/16	204823	201604-Prof Svcs 620 (ATP)-ATP Design G	8,199.42
				Fund 620 - COMMUNITY IMPROVEMENT FUND Total:	**28,886.47**
				Grand Total:	**1,489,009.55**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	999,889.50
220 - GAS TAX FUN	1,885.70
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	2,956.43
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	77,432.41
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	8,000.00
300 - BICYCLE AND PEDESTRIAN SAFETY FUND (SB821)	13,820.00
400 - PARK DEVELOPMENT GRANT FUND	250,327.00
440 - PROPOSITION A TRANSIT FUND	31,979.39
470 - MEASURE R LR TRANSIT FUND	72,332.65
520 - TOWN CENTER DEBT SERVICE FUND	1,500.00
620 - COMMUNITY IMPROVEMENT FUND	28,886.47
Grand Total:	**1,489,009.55**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7647	Travel & Exp - Reilly	675.00
100-1005-7980	Other Expenses	864.25
100-1010-7610	Travel, Mtgs & Conf	1,728.74
100-1010-7614	Office Supplies	52.32
100-1010-7650	Vehicle Maintenance	194.41
100-1010-7670	Legal Notices	1,212.84
100-1010-7980	Other Expenses	49.99
100-1020-7711	Employee Recognition C	432.07
100-1020-7716	Special Community Even	360.27
100-1020-7722	City Web Site	850.00
100-1020-7726	Council Cablecasting	49.99
100-1205-7610	Travel, Mtgs & Conf	635.00
100-1205-7612	Publications and Dues	0.99
100-1205-7614	Office Supplies	124.10
100-1205-7636	Uniforms	265.96
100-1205-7650	Vehicle Maintenance	2,447.09
100-1205-7655	Emergency Services	1,603.47
100-1205-7694	Public Safety Commissio	11.32
100-1205-7779	Youth Programs	2,039.23
100-1205-7780	Animal Control	524.89
100-1205-7781	Contract Law Enforceme	272,871.97
100-1205-7784	Prisoner Maintenance	362.04
100-1205-7787	Public Safety Cntr Lease	9,020.32
100-1205-7980	Other Expenses	104.46
100-1405-7610	Travel, Mtgs & Conf	133.00
100-1405-7612	Publications and Dues	208.64
100-1405-7613	Duplications And Photos	51.74
100-1405-7614	Office Supplies	531.84
100-1405-7650	Vehicle Maintenance	203.37
100-1405-7690	Planning Commission	80.00
100-1405-7800	Building Department Ser	29,300.01
100-1405-7801	Industrial Waste Inspecti	3,636.84
100-1405-7965	Professional Services	27,976.29
100-1405-7967	Public Works Inspection	1,840.00
100-1405-7969	City Engineer	6,716.25
100-1405-7975	Economic Development	12.04
100-1405-8100	Other Capital Improvem	5,054.00
100-1410-7610	Travel, Mtgs & Conf	15.00
100-1410-7621	Other Supplies	42.50
100-1410-7650	Vehicle Maintenance	2,367.42
100-1410-7656	Emergency Generator	491.54
100-1410-7814	Graffiti Removal	358.90

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7887	Repairs & Replacements	174.12
100-1410-7980	Other Expenses	243.35
100-1600	Land	-450,000.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	60.00
100-1605-7614	Office Supplies	82.75
100-1605-7650	Vehicle Maintenance	824.15
100-1605-7693	Youth Council	75.00
100-1605-7729	Concerts In The Park	245.25
100-1605-7733	Senior Center	937.64
100-1605-7735	Teen Center	600.00
100-1605-7736	Recreation Classes	189.00
100-1605-7737	Adult Excursions	566.78
100-1605-7738	Teen Excursions	40.00
100-1605-7739	Publicity	499.98
100-1605-7745	Boxing Program	418.67
100-1605-7980	Other Expenses	1,178.38
100-1610-7618	Building Supplies	4,381.41
100-1610-7652	Building Maint Services	2,946.48
100-1610-7830	Telephones	430.79
100-1610-8100	Other Capital Improvem	6,250.04
100-1805-7614	Office Supplies	47.93
100-1805-7980	Other Expenses	52.50
100-1810-7610	Travel, Mtgs & Conf	652.16
100-1810-7611	Training	120.51
100-1810-7612	Publications and Dues	71.43
100-1810-7614	Office Supplies	168.06
100-1810-7660	Other Services	488.00
100-1810-7673	Physical Exams	144.00
100-1815-7632	Software Maintenance	99.98
100-1820-7771	Repair Of City Property	9,670.00
100-1825-7613	Duplications And Photos	339.15
100-1825-7614	Office Supplies	82.67
100-1825-7626	Postage	323.76
100-1825-7630	Equipment Lease	352.72
100-1825-7782	Admin Support of SA	-14,638.00
100-1830-8100	Vehicle Replacement	846.53
100-2120	Refundable Deposits	594,061.50
100-2121	Pass Through Deposits	8,038.31
100-2123	Special Event Insurance	1,816.00
100-4302	Parking Citations	63.00
100-4408	Property Rental	1,462.48
100-4801	Recreation Class Fees	156.00
100-5004	Other Revenue	-250.00
100-6906	Transfer In-RDA D/S	450,000.00
220-2210-7813	Regulatory Signs	1,885.70
240-2405-7888	Repairs-Citywide	282.46
240-2405-7890	Repairs-Traffic Signal	251.69
240-2410-7888	Repairs-Citywide	492.87
240-2410-7891	Repairs-Medians	1,149.07
240-2410-7896	Tree Planting-Citywide	657.60
240-2421-7887	Repairs & Replacements	122.74
260-2605-8061	ADA Curb Ramps	77,432.41
290-2905-7781	Contract Law Enforceme	8,000.00
300-3005-8060	Sidewalk Improvements	13,820.00
400-4005-8100	Other Capital Improvem	250,327.00
440-4405-7614	Office Supplies	108.98
440-4405-7619	Fuel And Oil	8,620.15

Account Summary

Account Number	Account Name	Payment Amount
440-4405-7650	Vehicle Maintenance	43.58
440-4405-7673	Physical Exams	100.00
440-4405-7814	Graffiti Removal	538.35
440-4405-7887	Repairs & Replacements	2,695.83
440-4405-7985	Other Expenses (Use of	678.97
440-4425-7965	Professional Services (A	19,193.53
470-4705-8060	Sidewalk/Concrete Repa	56,922.70
470-4705-8100	Other Capital Improvem	15,409.95
520-5205-8314	Trustee Services	1,500.00
620-6225-7965	Professional Services (A	28,886.47
	Grand Total:	**1,489,009.55**

Project Account Summary

Project Account Key	Payment Amount
None	1,059,852.85
201601-Construct-ADA CURB RMP FY15/16 (601723-15	850.00
201602-Const-Spts Park Pkg Lot Imprv (601724-15)	76,582.41
201603-Prof Svcs-Town Center Proj	10,333.74
201604-Prof Svcs 440 (ATP)-ATP Design Goldline	19,193.53
201604-Prof Svcs 620 (ATP)-ATP Design Goldline	28,886.47
201606-Prof Svcs-2015/16 Fed Grant Admin	85.00
201607-Other Cap Impr-Pool Rehab	6,250.04
201607-Other Capital Improv-Pool Rehab	250,327.00
201616-Boxing Program-CalgripFY2016-17	418.67
201616-Sheriff Contract-Calgrip FY2016-17	15,291.83
201616-Youth Programs-Calgrip FY 2016-17	598.25
201623-Pass Thru-COH Gold line Grand Open	8,003.31
201626-Other Exp-Bus Benches and Cans	678.97
250000 - City Engineer - Gold Line Project	525.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,462.48
DMGE013-Rep City Prop-Sreet Light Pole	9,670.00
Grand Total:	**1,489,009.55**

MEMORANDUM

TO: Mayor and City Council

FROM: Community Development Department

DATE: May 24, 2016

SUBJECT: Setting of a Public Hearing to Establish property assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

Annually, City Council holds a Public Hearing to establish property assessments for the Citywide Landscape and Lighting Assessment District and for the City's Neighborhood Districts. The attached Resolution 16-R-09 declares the City's intention to hold that public hearing on June 28, 2016. This process is part of the annual process required to continue property assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

The Engineer's Report is available for review at City Hall at any time between now and the public hearing indicating the amounts of the proposed assessment, district boundaries, assessment zones, descriptions of improvements, and method of assessment.

In some neighborhood zones, the assessment is allowed to increase by CPI. This year the December 31, 2015 CPI was 2%. The assessments are proposed to increase by 2% as allowed for in the formation of the zones and in the Citywide assessment. Zones 4 and 15 will be assessed the entire increase. Based on reduced water cost as a result of drought restrictions the annual assessment in Zones 7, 8, 14, 16, 17 and 18 will be reduced. This assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code.

Staff recommends that the City Council adopt Resolution 16-R-09.

RESOLUTION NO. 16-R-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2016-2017 WITHIN THE CITYWIDE LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972; AND FIXING A TIME AND PLACE FOR THE PUBLIC HEARING TO HEAR OBJECTIONS THERETO

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

DESCRIPTION OF WORK

SECTION 1. That the public interest and convenience requires and it is the intention of the City Council of the City of Duarte, California, to levy and collect assessments within the Citywide Landscape and Lighting Maintenance District for Fiscal Year 2016-2017 within which the following work is to be done:

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

LOCATION OF WORK

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

DESCRIPTION OF ASSESSMENT DISTRICT

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

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

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

REPORT OF THE ENGINEER

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

ASSESSMENTS

SECTION 5.

(a) Pursuant to Section 5 of Article XIIID of the California Constitution an assessment existing on November 5, 1996 imposed exclusively to finance capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control is exempt from the procedures and approved process set forth in Section 5 of Article XIIID of the California Constitution.

(b) The proposed assessments relating to Zones 1 through 15 were existing on the effective date of Article XIIID of the California Constitution and were previously imposed and are proposed for fiscal year 2015-2016 to be imposed exclusively to finance the capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.

(c) The proposed assessments relating to Zones 16 through 18 were voted upon and approved by a majority of property owners in accordance with the requirements of Article XIIID of the California Constitution.

(d) The assessments are proposed to increase by 2% as allowed for in the formation of the zones and in the Citywide assessment. Zones 4 and 15 will be assessed the entire increase. Based on reduced water cost as a result of drought restrictions the annual assessment in Zones 7, 8, 14, 16, 17 and 18 will be reduced. This assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code.

TIME AND PLACE OF PUBLIC HEARING

SECTION 6. Notice is hereby given that on the 28th day of June 2016, at the hour of 7:00 p.m., in the Council Chambers of City Hall, 1600 Huntington Drive, Duarte, California, any and all persons having any objections to the work or intent of the assessment district may appear and show cause why said work should not be done or carried out, or why said assessments should not be levied in accordance with this Resolution of Intention. The City Council will consider all oral and written protests.

LANDSCAPING AND LIGHTING ACT OF 1972

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

NOTICE

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

PASSED, APPROVED and ADOPTED this 24th day of May, 2016.

Samuel Kang, Mayor
City of Duarte

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

I, Maria Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 16-R-09 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of May, 2016, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Council Members:

City Clerk Marla Akana
City of Duarte, California

ENGINEER'S REPORT
SIDEWALKS, STREETS, SENIOR CENTER PAYMENT,
PARK AND SPECIAL ZONES
OF THE CITY OF DUARTE
LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT
2016-2017 ASSESSMENT LEVY

SECTION 1. AUTHORITY FOR REPORT

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

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

This Assessment District, by special benefit assessments, provides funding for the maintenance of City-owned parks, for the maintenance of the public landscaping in public owned properties or public right-of-way within the City, graffiti removal, maintenance of public-owned lighting, street lighting, traffic signals within the City, and funding towards the debt service of the Senior Center bond issue.

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

SECTION 2. PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

The plans and specifications for the irrigation, landscaping and lighting of streets, traffic signals and easements and authorized improvements within the City are on file in the Department of Community Development. The lighting locations and specifications for Edison-owned lights are on file with Southern California Edison Company. Reference is hereby made to said plans and specifications for the exact location and nature of the landscape and lighting of park improvements. Said plans and specifications by reference are hereby made a part of this report.

SECTION 3. ESTIMATE OF COST OF IMPROVEMENT

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

SECTION 4. CITYWIDE STREET AND SIDEWALK LANDSCAPING

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

1. All parkway trees maintained by the City.

2. Trees adjacent to Caltrans right-of-way on Evergreen Avenue, Flower Avenue to Brightside Avenue, Central Avenue, Buena Vista Street to Santo Domingo Avenue and Evergreen Street east of Mountain Avenue.

3. Street Landscaping
   A. Duarte Road – Highland Avenue to Mountain Avenue hardscape, turf, trees, irrigation and groundcover.
   B. Buena Vista Street – North and south of the 210 freeway turf, irrigation and groundcover.
   C. Mountain Avenue – North and south of the 210 freeway turf, irrigation and groundcover.
   D. Central Avenue – East and west of Buena Vista Street turf, trees, irrigation and groundcover.
   E. Huntington Drive – Mountain Avenue to the east City limits, hardscape, turf, trees, irrigation and groundcover.
   F. Encanto Parkway – Huntington Drive to Markwood, west side landscaping and irrigation. Fifty percent only of landscaping along Zone 5.

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

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

SECTION 5. CITYWIDE LANDSCAPING AND PARK COSTS

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

Parks

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

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

SECTION 6. SENIOR CENTER

The City Council first in Fiscal Year 1991-92 and reconfirmed in Fiscal Year 1992-93 that it is determined to amend and provide for the inclusion of a senior citizen/community center facility as one of the improvements to be financed with the assessments from the Citywide Landscape and Lighting District. Pursuant to Resolution No. 92-25, the City Council determined that the Senior center would be financed from a portion of the proceeds of a Certificate of Participation advanced by the City which would be repaid to the City in whole or in part from the levy of annual assessments within the District. The maximum number of annual assessments (30 years), the Fiscal years in which such assessments are

levied and the estimated maximum amount of each annual installment of each assessment was set forth in the resolution. The resolution set forth periodic increases in the assessment. The assessment is at the maximum allowed per resolution 92-25 of two-hundred twenty-five thousand dollars ($225,000). This two hundred twenty-five thousand dollars ($225,000) is to repay the Senior Center construction, which is allowed under the resolution.

SECTION 7. LIGHTING MAINTENANCE

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

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

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

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

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

Each land use evaluation takes into consideration – foot traffic, vehicular traffic, and hours of occupancy. Commercial and industrial properties have been assigned additional units based on the comparative benefits, number of people that would be expected to benefit from the lighting, security and intensity of the lights provided. The average light intensities and energy consumption for commercial areas is greater than that required for residential areas.

SECTION 8. GRAFFITI REMOVAL

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

SECTION 9. TRAFFIC SIGNALS

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

* Mountain Avenue and Huntington Drive.
* Mountain Avenue and Central Avenue.
* Mountain Avenue and Evergreen Street.
* Mountain Avenue and Duarte Road.
* Mountain Avenue at Walmart/Home Depot
* Mountain Avenue at Best Buy
* Buena Vista Street and Huntington Drive.
* Buena Vista Street and Central Avenue.
* Buena Vista Street and Evergreen Street.
* Buena Vista Street and Duarte Road.
* Highland Avenue and Huntington Drive.
* Mount Olive Drive and Huntington Drive.
* Las Lomas Road and Huntington Drive.
* Crestfield Road and Huntington Drive
* Mountain Vista Plaza at Huntington Drive
* Huntington Drive and Pops Road

SECTION 10. DIAGRAM FOR THE ASSESSMENT DISTRICT

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

SECTION 11. ASSESSMENT ZONES

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

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

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

Street Lighting

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

Citywide Park Maintenance

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

Citywide Street Maintenance Cost

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

Zone 2 Mesa Area GasLights

This area is served by gaslights. The cost of gas lighting is assessed equally to all lots. The cost to maintain the Rim Road slope constructed in 2008, which was a general fund expense is no longer included in this report. Reserve in this district is held for future fixture replacements and refurbishments over time. A refurbishment project is proposed for this fiscal year.

Zone 3 Emblem House Tract 33532

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

Lots 1, 2, 18-119 are not adjacent to landscape areas
Lots 3-17 are assessed a 30% surcharge.

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

Zone 4 *Las Lomas Villas Tracts 33964, 34892 & 35709*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The Developer, for the benefit of all lots, installed the landscaping as a special benefit to all lots, within the tract and is assessed equally to all lots. The assessment is based on a voter-approved formula, which provides for an annual C.P.I. increase not to exceed 3%. The C.P.I. for the year ending December 31, 2015 was 2.0%. This would allow for an assessment increase of $7.49 per parcel to $381.75 per parcel. A 2.0% increase in the levy is proposed for Fiscal Year 2016-17.

Zone 5 *Kaufman and Broad Development Phase 1 – Tract 35415(Encanto Parkway)*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The entrance landscaping on Encanto Parkway was installed by the Developer, as a special benefit to all lots, within the tract and is assessed equally to all lots. Since the extension landscaping along Encanto Parkway is also being considered a Citywide benefit, fifty (50) percent of the cost ($7,532.00) has been moved to the Citywide Street portion of the Assessment District. An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 208 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. Consequently, the level of maintenance was reduced to balance the expenditures with the assessment.

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

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 208 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. Consequently, the level of maintenance was reduced to balance the expenditures with the assessment.

Zone 7 *Amberwood Tract 35711*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending December 31, 2015 was 2.0%. This would allow for an assessment increase of $8.48 per parcel to a maximum of $432.23 per parcel. A decrease of $28.89 is proposed for Fiscal year 2016-17 from Fiscal year 2015-16 due to water savings.

Zone 8 *Village at Windsor Tract 39457*

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending

December 31, 2015 was 2.0%. This would allow for an assessment increase of $6.78 per parcel to a maximum of $345.81 per parcel. A decrease of levy of $13.39 per parcel is being proposed for Fiscal Year 2016-17 from Fiscal Year 2015-16 due to water savings.

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

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 208 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. The level of maintenance was reduced to balance the budget with the assessment.

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

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

Total lot count not assessed the additional 10% = 170 lots
Lots assessed 10% additional benefit:
(2) Lots 18,20 (Tract 35139)
(4) Lots 25-28 (Tract 39932)
(11) Lots 10, 11, 17-20, 31-34, 39 (Tract 38393)

Zone 11 *Tract 42150 (TKI Townhomes)*

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

Zone 12 *Tract 33704 (Benchmark Homes)*

This zone has been eliminated.

Zone 13 *Mike's Center*

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

Zone 14 *Tract 51911 (Las Brisas Development)*

This zone was created upon the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed on a per lot basis. This zone was formed in 1995. At the time of the formation of this zone, the assessment was based upon a formula, which recognized the increase of inflation. The C.P.I. for the year ending December 31, 2015 was 2.0%. This would allow for an assessment increase of $9.76 per parcel to $497.62 per parcel. For Fiscal Year 2016-17, a Levy of $470.73 is required to balance the expenses which is less than the maximum allowed assessment of $497.62 per parcel.

Zone 15 *Tracts 52121 and 52255 (Las Posadas Development)*

This zone was created in 1997 upon the request of the developer in lieu of a homeowners association maintaining the landscaping. The landscaping was installed by the developer, for the special benefit to all lots, and is assessed on a per lot basis. At the time of formation of the zone, the assessment was based upon a formula which allows for an assessment increase of up to 3 percent per year. The C.P.I. for the year ending December 31, 2015 was 2.0%. This would allow for an assessment increase of $9.09 per parcel to $463.34 per parcel. A C.P.I. increase of 2.0% is proposed for Fiscal Year 2016-17.

Zone 16 *Tract 52337 (Buena Vista Villas)*

This zone was created upon the request of the developer and a vote of the property owner in 1998. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. This zone was created in 1998. The assessment is based upon a formula which provides for an assessment increase of up to 3 percent per year. The C.P.I. for the year ending December 31, 2015 was 2.0%. A C.P.I. increase of 2.0% raises the maximum assessment by $9.68 per parcel from $484.10 to $493.78 per parcel. For Fiscal Year 2016-17, a Levy of $456.25 per parcel is required to balance expenses which is less than the maximum allowed assessment of $493.78 per parcel.

Zone 17 *Tract 52704 (Citrus Collection)*

This zone was created upon the request of the developer and a vote of the property owner in 2000. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase of up to 3 percent per year. The C.P.I. for the year ending December 31, 2015 was 2.0%. A C.P.I. increase of 2.0% raises the maximum assessment by $13.80 per parcel from $689.89 to $703.69 per parcel. For Fiscal Year 2016-17, a levy of $522.73 per parcel is required to balance expenses which is less than the maximum allowed assessment of $703.69 per parcel.

Zone 18 *Tract 52867(Ridgecrest Estates)*

This zone was created upon the request of the developer and a vote of the property owners in 2011. The developer installed all the landscaping to specially benefit all lots equally and the drainage improvements to benefit the development specifically and the City generally equally. The development share of the drainage improvements benefits all the lots equally. The assessment is levied thus on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase based on the CPI with a maximum of 3% per year. The special assessment was approved on December 13, 2011 per Resolution 11-49. The CPI for the year ending December 31, 2015 was 2.0 %. A CPI increase of 2.0% raises the maximum assessment by $28.63 per parcel from $1,431.54 to $1,460.17. For Fiscal Year 2016-17, a Levy of $1,421.70 per parcel is required to balance expenses which is less than the maximum allowed assessment of $1,460.17. While it is necessary to maintain a high reserve in this district to provide for brush clearance and flood control basin clearing costs that fluxuate, the current balance without assessing the maximum parcel increase is adequate.

2016-17 CITYWIDE DISTRICT, SENIOR CENTER BOND PAYMENT AND SPECIAL BENEFIT ZONE CALCULATIONS

Citywide Parks, Lighting and Street and Senior Center Bond Payment

Parks, Lighting, Street & Civic Center Bond Payment Expenses	$1,243,200.00	
General Fund Contribution (Deficit)	$ 319,994.00	
Total Citywide Assessment for 2016-2017		**$ 923,206.00**

Parks

Park Maintenance*	$ 408,700.00
General Fund Contribution (Deficit)	$ (73,690.00)
Total Parks Assessment	$ 335,010.00

Street Lighting

Lighting Maintenance Cost	$ 325,900.00
General Fund Contribution (Deficit)	$ (145,806.00)
Total Citywide Lighting Assessments	$ 180,094.00

Citywide Street

Street Maintenance Cost	$ 283,600.00
General Fund Loan Repayment 2010-11	$ (100,498.00)
Total Citywide Street Assessments	$ 183,102.00

Senior Center Bond Payment

Bond Payment	$ 225,000.00
General Fund Contribution	$ 0
Total Senior Center Bond Payment	$ 225,000.00

Special Benefit Zone Maintenance Cost

Maintenance Expenses***	$ 315,247.00***	
Credited Surplus from Zones	$ (30,578.00)	
General Fund Obligated Expenses **	$ (13,554.00)	
Total Special District Assessments for 2016-2017		**$ 271,115.00**
Grand Total Citywide Senior Center Bond Payment and Special Benefit Zones Assessments for 2016-17		**$ 1,194,321.00**

* This does not include the sports park maintenance costs which cannot be included in the District.

** Includes $3,250.00 (Emblem Homes), $7,532.00 (Encanto Parkway), $1,772.00 (Mike's Center) and $1,000.00 (Ridgecrest Estates).

*** Includes $6,578.00 transfers to Reserve from Assessment

2016-17 CITYWIDE STREET LIGHTING AND SENIOR CENTER BOND PAYMENT AND SPECIAL BENEFIT ZONE CALCULATIONS

ZONE	DISTRICT	2014-15	2015-16	2016-17
1	Lighting	$30.44	$30.44	$30.44
	Street Maintenance	$34.96	$34.96	$34.96
	Parks	$59.42	$59.42	$59.42
	(Average Single Family)			
	Sub-Total	$124.82	$124.82	$124.82
2	Mesa Area	$237.60	$237.60	$237.60
3	Emblem Homes			
	Base Cost	$124.82	$124.82	$124.82
	Surcharge Lots	$124.82	$124.82	$124.82
4	Las Lomas Villas	$496.37	$499.08	$506.57
5	Encanto Parkway	$186.56	$186.56	$186.56
6	Rancho Verde	$343.32	$343.32	$343.32
7	Amberwood	$545.50	$548.57	$519.68
8	Windsor	$461.39	$463.85	$450.46
9	Kendick, Hearthstone	$158.27	$158.27	$158.27
10	Hearthstone			
	Base Cost	$270.81	$270.81	$270.81
	Surcharge Lots	$287.03	$287.03	$287.03
11	T.K.I. Townhomes	$124.82	$124.82*	$124.82*
12	Benchmark Homes	$124.82	$124.82*	$124.82*

SPECIAL DISTRICT ASSESSMENT COMPARISON

ZONE	DISTRICT	2014-15	2015-16	2016-17
13	Mike's Center			
	8530-018-027	$2,334.91	$2,334.91	$2,334.91
	8530-018-028	$1,151.76	$1,151.76	$1,151.76
	8530-018-029	$1,198.19	$1,198.19	$1,198.19
	8530-018-030	$ 548.67	$ 548.67	$ 548.67
	8530-018-031	$ 548.67	$ 548.67	$ 548.67
	8530-018-032	$ 548.67	$ 548.67	$ 548.67
	8530-018-033	$2,395.96	$2,395.96	$2,395.96
	8530-018-034	$3,013.36	$3,013.36	$3,013.36
	8530-018-054	$1,880.36	$1,880.36	$1,880.36
	8530-018-055	$9,119.66	$9,119.66	$9,119.66
		$22,743.65	$22,743.65	$22,743.65
14	Las Brisas	$609.14	$609.14	$595.55
15	Las Posadas	$575.78	$579.07	$588.16
16	Buena Vista Villas	$605.41	$605.41	$581.07
17	Citrus Collection	$647.55	$647.55	$647.55
18	Ridgecrest Estates	$1,545.99	$1,545.99	$1,545.99

*Citywide only within this Special Benefit Zone.

ZONE 2 – MESA AREA
(FUND 2430)

ESTIMATED EXPENSES 2016-17

Gas	$ 8,500.00	
Repairs and Replacement	$ 9,000.00	
Personnel	$ 3,800.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$21,300.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$12,800.00	
Transfer From Reserve	$ 0.00	
Credited Surplus	$ 8,500.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$21,300.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	$3,389.00
2013	$4,604.02
2014	$7,893.02
2015	$14,044.00
2016	$5,544.00 (est.)

Zone 2 Information

Number of lots to be assessed		100
GAS LIGHTING – COST PER LOT	$	128.00
Intersection Only Lighting – Cost Per Lot	$	15.22
Citywide Street Maintenance - Cost Per Lot *	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**237.60**

*Includes Senior Center Bond Issue

ZONE 3 – EMBLEM HOMES
(FUND 2429)

ESTIMATED EXPENSES 2016-17

Water	$ 1,400.00	
Electric	$ 350.00	
Repairs and Replacement	$ 1,000.00	
Personnel	$ 1,100.00	
Transfer to Reserve	$ 0	
Total Expenses		**$3,850.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 0.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 3,250.00	
Total Revenue		**$3,250.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	**$0**
2013	**$0**
2014	**$0**
2015	**$0**
2016	**$0**

Zone 3 Information

Number of lots to be assessed		121
LANDSCAPE COST PER LOT		
Base Cost 100	$	0
Surcharge Lots 19 + 30%	$	0
Street Lighting Cost Per Lot	$	30.44
City-Wide Street Maintenance Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT		
Base Cost	**$**	**124.82**
Surcharge	**$**	**124.82**

*Includes Senior Center Bond Issue

ZONE 4 – LAS LOMAS VILLAS
(FUND 2421)

ESTIMATED EXPENSES 2016-17

Water	$ 12,500.00	
Electric	$ 500.00	
Repairs and Replacement	$ 3,500.00	
Landscape Maintenance	$ 15,600.00	
Personnel	$ 10,000.00	
Transfer to Reserve	$ 2,501.00	
Total Expenses		**$48,101.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 48,101.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$48,101.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	($2,453.00)
2013	$2.89
2014	($2,453.00)
2015	($3,318.00)
2016	($ 817.00 est.)

Zone 4 Information

Number of lots to be assessed		126
Landscape Per Lot	$	381.75
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance Cost Per Lot *	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**506.57**

*Includes Senior Center Bond Issue

ZONE 5 – ENCANTO PARKWAY
(FUND 2422)

ESTIMATED EXPENSES 2016-17

Water	$ 3,200.00	
Electric	$ 1,100.00	
Repairs and Replacement	$ 1,864.00	
Landscape Maintenance	$ 5,500.00	
Personnel	$ 3,400.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$15,064.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 7,532.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 7,532.00	
Total Revenue		**$15,064.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	$2,594.00
2013	$1,771.88
2014	$4,365.25
2015	$4,247.00
2016	$0 est.

Zone 4 Information

Number of lots to be assessed		122
Landscape Per Lot	$	61.74
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance Cost Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**186.56**

*Includes Senior Center Bond Issue

ZONE 6 – RANCHO VERDE
(FUND 2427)

ESTIMATED EXPENSES 2016-17

Water	$ 7,100.00	
Electric	$ 600.00	
Repairs and Replacement	$13,100.00	
Landscape Maintenance	$ 8,600.00	
Personnel	$ 5,900.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$35,300.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 25,346.00	
Transfer From Reserve	$ 9,954.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$35,300.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	$4,572.00
2013	$5,249.09
2014	$9,821.54
2015	$17,640.00
2016	$7,686.00 (est.)

Zone 6 Information

Number of lots to be assessed		116
Special Landscape Per Lot	$	218.50
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance Cost Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**343.32**

*Includes Senior Center Bond Issue

ZONE 7 – AMBERWOOD
(FUND 2423)

ESTIMATED EXPENSES 2016-17

Water	$ 5,600.00	
Electric	$ 300.00	
Repairs and Replacement	$ 1,538.00	
Landscape Maintenance	$10,500.00	
Personnel	$ 2,200.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$20,138.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 20,138.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$20,138.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	$638.00
2013	$1,177.76
2014	$1,815.64
2015	$2,654.00
2016	$2,654.00 (est.)

Zone 7 Information

Number of lots to be assessed		51
Landscape Per Lot	$	394.86
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance Cost Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**519.68**

*Includes Senior Center Bond Issue

ZONE 8 – WINDSOR
(FUND 2424)

ESTIMATED EXPENSES 2016-17

Water	$ 2,000.00	
Electric	$ 300.00	
Repairs and Replacement	$ 800.00	
Landscape Maintenance	$ 6,600.00	
Personnel	$ 2,800.00	
Transfer to Reserve	$ 200.00	
Total Expenses		**$12,700.00**

ESTIMATED REVENUE

Special Zone Assessment 2016-17	$12,700.00	
Transfer from Reserve	$ 0.00	
Transfer from General Fund	$ 0.00	
Total Revenue		**$12,700.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	**$297.00**
2013	**$139.69**
2014	**$436.67**
2015	**$826.00**
2016	**$1,026.00 (est.)**

Zone 8 Information

Number of lots to be assessed		39
Special Landscape per Lot	$	325.64
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance Cost Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42
CITYWIDE ONLY COST PER LOT	**$**	**450.46**

*Includes Senior Center Bond Issue

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

ESTIMATED EXPENSES 2016-17

Water	$ 1,500.00	
Repairs and Replacement	$ 500.00	
Landscape Maintenance	$ 4,100.00	
Personnel	$ 2,162.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$8,262.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 8,262.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$8,262.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	($104.00)
2013	($384.22)
2014	($488.28)
2015	($1,303.00 est.)
2016	($1,303.00 est.)

Zone 9 Information

Number of lots to be assessed		247
Special Landscape Per Lot	$	33.45
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance – Cost Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**158.27**

*Includes Senior Center Bond Issue

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

ESTIMATED EXPENSES 2016-17

Other Services	$ 5,300.00	
Water	$ 9,200.00	
Electric	$ 3,100.00	
Repairs and Replacements	$ 500.00	
Landscape Maintenance	$ 6,400.00	
Brush Clearance & Related Maintenance	$ 12,000.00	
Personnel	$ 3,200.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$39,700.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 27,576.00	
Transfer From Reserve	$ 12,124.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$39,700.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	$9,654.00
2013	$4,194.33
2014	$3,848.32
2015	$23,854.00
2016	$11,730.00 (est.)

Zone 10 Information

Number of lots to be assessed		187
LANDSCAPE COST PER LOT		
Base Cost (170)	$	145.99
Surcharge Lots (17)	$	162.21
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance Cost Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42

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

TOTAL COST PER LOT

Base Cost	**$**	**270.81**
Surcharge Lots	**$**	**287.03**

*Includes Senior Center Bond Issue

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

ESTIMATED EXPENSES 2016-17 **$0**

ESTIMATED REVENUE 2016-17 **($0)**

Zone 11 Information

Number of lots to be assessed		17
LANDSCAPE COST PER LOT	$	0
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance Cost Per Lot*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**124.82**

*Includes Senior Center Bond Issue

ZONE 13 – MIKE'S CENTER
(FUND 2426)

ESTIMATED EXPENSES 2016-17

Parking Lot Sweeping	$ 9,000.00	
Water	$ 700.00	
Electric	$ 7,200.00	
Repairs and Replacements	$ 700.00	
Landscape Maintenance	$ 2,200.00	
Personnel	$ 2,600.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$22,400.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$20,628.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 1,772.00	
Total Revenue		**$22,400.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	($258.00)
2013	($806.56)
2014	($1,064.10)
2015	($952.00)
2016	($2,724.00 est.)

Zone 13 Information

Number of lots to be assessed 10

LANDSCAPE COST PER LOT

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

ZONE 13 – MIKE'S CENTER
(FUND 2426)

Parcel Number	Square Feet	2016/17 Landscape Assessment	Frontage Feet	2016/17 Citywide Street Maintenance	2016/17 Total Assessment
8530-018-027	22,216	$2,111.24	89.21	$223.67	$2,334.91
8530-018-028	10,890	1,034.90	43.92	116.86	1,151.76
8530-018-029	11,325	1,076.24	46.08	121.65	1,198.19
8530-018-030	5,125	487.04	20.50	61.63	548.67
8530-018-031	5,125	487.04	20.50	61.63	548.67
8530-018-032	5,125	487.04	20.50	61.63	548.67
8530-018-033	23,087	2,194.01	80.00	201.95	2,395.96
8530-018-034	28,750	2,732.18	115.00	284.50	3,013.36
8530-018-054	17,860	1,697.28	72.00	183.08	1,880.36
8530-018-055	87,560	8,321.03	333.00	798.63	9,119.66
	217,063	**$20,628.00**	**840.71**	**$2,115.23**	**$22,743.65**

ZONE 14 – LAS BRISAS HOMES
(FUND 2431)

ESTIMATED EXPENSES 2016-17

Water	$ 2,700.00	
Electric	$ 400.00	
Repairs and Replacements	$ 2,700.00	
Landscape Maintenance	$ 9,600.00	
Personnel	$ 3,500.00	
Transfer to Reserve	$ 400.00	
Total Expenses		**$19,300.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 19,300.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$19,300.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	($453.00)
2013	$1,934.33
2014	$1,481.40
2015	$6,162.00
2016	$6,562.00 (est.)

Zone 14 Information

Number of lots to be assessed		41
Landscape Per Lot	$	470.73
Street Lighting Cost Per Lot	$	30.44
Citywide Street Maintenance*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**595.55**

*Includes Senior Center Bond Issue

ZONE 15 – LAS POSADAS HOMES
(FUND 2432)

ESTIMATED EXPENSES 2016-17

Water	$ 2,400.00	
Electric	$ 300.00	
Repairs and Replacements	$ 1,355.00	
Landscape Maintenance	$ 10,000.00	
Personnel	$ 6,500.00	
Transfer to Reserve	$ 759.00	
Total Expenses		**$21,314.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 21,314.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$21,314.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	($620.00)
2013	($827.00)
2014	($1,446.57)
2015	($2,658.00 est.)
2016	($1,899.00 est.)

Zone 15 Information

Number of lots to be assessed	46
LANDSCAPE COST PER LOT	$ 463.34
Street Lighting Cost Per Lot *	$ 30.44
City-wide Street Maintenance	$ 34.96
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 588.16**

*Includes Senior Center Bond Issue

ZONE 16 – BUENA VISTA VILLAS
(FUND 2433)

ESTIMATED EXPENSES 2016-2017

Water	$ 3,100.00	
Electric	$ 300.00	
Repairs and Replacements	$ 1,100.00	
Landscape Maintenance	$ 6,400.00	
Personnel	$ 3,700.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$14,600.00**

Estimated Revenue 2016-17

Special Zone Assessment 2016-17	$ 14,600.00	
Transfer From Revenue	$ 0.00	
Transfer From General Fund	$ 0.00	
General Revenue		**$14,600.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	**$1,038.00**
2013	**$2,148.50**
2014	**$3,186.40**
2015	**$6,523.00**
2016	**$6,523.00 (est.)**

Zone 16 Information

Number of lots to be assessed		32
LANDSCAPE COST PER LOT	$	456.25
Street Lighting Cost per Lot	$	30.44
Citywide Street Maintenance*	$	34.96
Park Assessment Per Lot	$	59.42
TOTAL COST PER LOT	**$**	**581.07**

*Includes Senior Center Bond Issue

ZONE 17 – CITRUS COLLECTION
(FUND 2434)

ESTIMATED EXPENSES 2016-17

Water	$ 1,700.00	
Electric	$ 1,300.00	
Repairs and Replacements	$ 1,200.00	
Landscape Maintenance	$ 4,400.00	
Personnel	$ 2,900.00	
Transfer to Reserve	$ 0.00	
Total Expenses		**$11,500.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$ 11,500.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund	$ 0.00	
Total Revenue		**$11,500.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2012	$665.00
2013	$2,026.35
2014	$2,691.54
2015	$2,444.00
2016	$2,444.00 (est.)

Zone 17 Information

Number of lots to be assessed	22
LANDSCAPE COST PER LOT	$ 522.73
Street Lighting Cost Per Lot	$ 30.44
Citywide Street Maintenance *	$ 34.96
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$ 647.55**

*Includes Senior Center Bond Issue

ZONE 18 – RIDGECREST ESTATES
(FUND 2435)

ESTIMATED EXPENSES 2016-17

Fuel Modification	$ 4,500.00	
Water	$ 4,500.00	
Electric	$ 400.00	
Repairs and Replacements	$ 500.00	
Landscape Maintenance	$ 6,200.00	
Debris Basins/Storm Drain System***	$ 2,000.00	
Personnel	$ 1,500.00	
Reserve/Contingency (15%)	$ 2,700.00	
Transfer to Reserve	$ 18.00	
Total Expenses		**$22,318.00**

ESTIMATED REVENUE 2016-17

Special Zone Assessment 2016-17	$21,318.00	
Transfer From Reserve	$ 0.00	
Transfer From General Fund***	$ 1,000.00	
Total Revenue		**$22,318.00**

5-YEAR CAPITAL LANDSCAPE RESERVE FUND**

Fiscal Year Ending	Balance
2012	$0
2013	$14,203.09
2014	$14,203.09
2015	$38,158.00
2016	$38,176.00 (est.)

Zone 18 Information

Number of lots to be assessed	15
LANDSCAPE COST PER LOT	$1,421.17
Street Lighting Cost per Lot	$ 30.44
Citywide Street Maintenance *	$ 34.96
Park Assessment Per Lot	$ 59.42
TOTAL COST PER LOT	**$1,545.99**

*Includes Senior Center Bond Issue

**Previously approved by Resolution 11-49.

***One half actual estimated cost, City general fund contributing one half for General benefit.

****Reserve Fund necessary for extraordinary debris removal from debris basins resulting from high intensity storms not experienced in the last 10 years.

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Roger A. Cathey, Financial Services Manager

DATE: May 24, 2016

SUBJECT: **GANN APPROPRIATION LIMIT**

Background

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

- Each year, State and local governments must adopt resolutions establishing appropriation limits. FY 1978-79 appropriations served as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and service responsibility transfers.

- Only tax proceeds are subject to the limit. Charges for services, regulatory fees, grants, loans, donations, and other non-tax proceeds are not subject to the limit. Exemptions are also made for voter-approved debt, debt that existed prior to January 1, 1979, and for the cost of compliance with court and federal government mandates.

- All tax revenues received in excess of the appropriations limit must be refunded to taxpayers within a two-year period.

- Voters may approve an increase in the appropriations limit. For the increase to remain in effect, however, it must be re-approved by voters at four-year intervals.

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

- The change in the cost of living is now defined to be either the change in California per capita personal income or the change in assessed valuation due to the addition of non-residential new construction. Previously, the change in the cost of living was defined as the lesser of the change in the U.S. Consumer Price Index or the change in California per capita personal income.

- The change in population is now defined to be either the change in the City's population or the change in the population of Los Angeles County as a whole. Previously, the change in

population was defined to be the change in the City's population.

- "Qualified capital outlay projects" have been added to the items exempted from the appropriations limit. Qualified capital outlay projects must have a useful life of ten or more years, and a cost, which equals or exceeds $100,000.

- Tax revenues received in excess of the appropriations limit must be refunded to taxpayers only if the limit is exceeded over a two-year period.

- The annual calculation of the appropriations limit must be reviewed as part of the City's annual financial audit.

Computation

The information used to calculate the City's FY 2016-17 appropriations limit is presented in Attachment 1. The City's appropriations limit for FY 2015-16 was $28,717,368. The change allowed by Proposition 111, due to population change and the increase in the cost of living, is 1.0641316%. This results in a FY 2016-17 appropriations limit of $30,559,059.

As indicated above, Proposition 111 provides several options for calculating changes in the appropriations limit. With respect to the change in population, the City's calculation can utilize the greater percentage increase in either the City or the County population. Therefore, the increase in City population was used since it was greater than the County increase (.99% vs. .85%). With respect to the cost of living, the change in California per capita personal income was used.

Recommendation

It is recommended that the City Council adopt Resolution 16-R-10 establishing the City of Duarte's Appropriations Limit for the fiscal year 2016-17.

RESOLUTION NO. 16-R-10

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

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

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

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

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

WHEREAS, the required computations to determine the appropriations limit for FY 2016-17 have been performed by the Administrative Services Department and are on file with the Office of the City Clerk, and are available for public review; and

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

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

SECTION 1: The Appropriations Limit for the City of Duarte for fiscal year 2016-17 is $30,559,059.

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

PASSED, APPROVED AND ADOPTED this 24th day of May, 2016.

_____

Mayor Samuel Kang

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 16-10 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of May, 2016, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

_____

City Clerk Marla Akana
City of Duarte, California

Resolution 16-10

Attachment 1

CITY OF DUARTE
COMPUTATION OF APPROPRIATIONS LIMIT

FY 2015-16 Appropriations Limit	$28,717,368
Change in per capita personal income	1.0537
Change in City population (Change in County population = .85%)	1.0099%
Cumulative compound change (1.0537 x 1.0099)	1.0641316
FY 2016-17 Appropriations Limit	$30,559,059

Source: State of California, Department of Finance, Price and Population Information, May 2016.

City of Duarte

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

To: Darrell George; City Manager

From: Brian Villalobos; Director of Public Safety Services

Subject: 2016/2017 Citizens Options for Public Safety (COPS) Grant Funding

Date: May 16, 2016

The 2016/2017 Budget Account for the State Supplemental Law Enforcement Services Grant Fund (SLESF) is expected to receive $100,000 this fiscal year from the State of California. Therefore, the Supplemental Law Enforcement Services Grant Fund is budgeted at $100,000 for the fiscal year 2016/2017.

The use of these funds will continue to be used in front line law enforcement services. Specifically, the grant monies will continue to fund the City of Duarte's Motorcycle Deputy and Special Event overtime patrols.

The expenditure of grant funds has been discussed with Captain Coronne Jacob, the Temple Station Commander.

Based on the above information, it is staff's recommendation that the City Council approve the use of the 2016/2017 State Supplemental Law Enforcement Services Grant Funds as outlined.

OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM MCDONNELL, SHERIFF

April 28, 2016

Mr. Darrell George, City Manager
City of Duarte
1600 Huntington Drive
Duarte, California 91010

Dear Mr. George:

The State Supplemental Law Enforcement Services Funds for the 2016-2017 fiscal year Citizens Options for Public Safety (COPS) program have been provided to the city of Duarte on a per capita formula. The below listed recommendations will afford us the opportunity to further enhance our community policing efforts and overall service.

Therefore, I recommend the city of Duarte utilize these funds to pay for a motorcycle traffic enforcement deputy position.

Secondly, I recommend the city of Duarte place approximately ten percent of the funds in a special overtime account to be drawn upon to enhance the current level of service. These funds would provide bike patrol in the parks and businesses, extra holiday patrols for impaired drivers, extra patrols for occasional special problems and expanded community relations activities.

Should you have any questions, please contact me at 626 292-3300.

Sincerely,

JIM McDONNELL, SHERIFF

Coronne L. Jacob, Captain
Temple Station

MEMORANDUM

TO: CITY COUNCIL

FROM: COMMISSIONER Paula Watson-Gardner

SUBJECT: NOTICE OF ABSENCE FROM PLANNING COMMISSION MEETING

DATE: 5/16/16

REASON FOR ABSENCE:

_____ ACCIDENT _____ VACATION __X__ OTHER*

_____ SICKNESS _____ DEATH IN FAMILY

DATE OF MEETING ABSENCE 4/18/16

* EXPLANATION OF ABSENCE WORK

SIGNATURE

ABSENCE NOTED BY CITY COUNCIL

DATE

(Revised 3/91)

MEMORANDUM

TO: Mayor and Councilmembers

FROM: Darrell J. George, City Manager

DATE: May 19, 2016

SUBJECT: Conference Attendance – City Council Meeting of May 24, 2016

Duarte Rotary Club
Casino Night Fundraiser
June 4, 2016 – 5:00 p.m.
Duarte Community Center, Duarte
Tickets: $40 per person

DUARTE ROTARY CLUB

"The Mouse that Roared"

CASINO NIGHT FUNDRAISER & DINNER

"Our Kids Will Win!!"

Raising $$$ for Student Scholarships
And to Help Promote Literacy/ Books for our Kids!

Donation: $40 per person

Includes Dinner, $100 Casino Action Rotary Scrip
1 Free Drink Ticket, Rat Pack Music & Oldies but Goodies
and… LOTS of FUN! (raffles, silent auction, photo booth)

Saturday, June 4, 2016

Duarte Community Center
1600 Huntington Drive

Doors Open at 5:00 p.m.
5:00 – 6:00 p.m. Cocktails/ Raffle Tickets
6:00 – 7:00 p.m. Dinner and Mini-Program (5-7 Minutes)
7:00 – 10:00 Casino Action---Let the Games Begin!
8:30 Break/ Auction

Duarte Chamber OF COMMERCE

Tickets can be purchased at:

Duarte Chamber or Frontier Hardware (or from a Rotarian)
Credit Card Payment can be made through the Chamber (www.Duartechamber.com)
Make Check Payable to Rotary Club of Duarte

Questions? Call Brian Villalobos, Public Safety Office, 626 357-7938 ext. 302
or Lydia Carswell, 626 484-6163

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Roger A. Cathey, Financial Services Manager

DATE: May 24, 2016

SUBJECT: **ADOPTING REVISED PURCHASING POLICY, DUARTE MUNICIPAL CODE, CHAPTER 2.36, PURCHASE OF SUPPLIES, EQUIPMENT AND SERVICES**

The current section 2.36 of the Duarte Municipal Code, Purchase of Supplies, Equipment and Services, was adopted in 1999. Although it was adequate in 1999, rising prices, technology and operating methods have changed such that it is outdated. In 1999-2000, the General Fund expenditures were approximately $7 million. In 2015-16, our General Fund expenses are approximately $15 million. Clearly, it is time to update the policy with revised cost thresholds, processes, and authorities covering the purchases of supplies, equipment, and services for the City.

Staff reviewed the current purchasing policies of most of the cities in the San Gabriel Valley, comparing and contrasting them to our current policy. Consideration was given to the annual budget, staff size, layout of the entity and operating style of the entities we surveyed. Staff assembled suggested revisions to our policy, giving consideration to our operating structure and approval levels as well as incorporating requirements of the Federal Government. The attached Purchase of Supplies, Equipment and Services is the result of these efforts.

A brief summary of the changes is as follows:

- Formal bidding, written and verbal quotation thresholds are increased to $25,000, $15,000, and $3,000, respectively, from $10,000, $5,000, and $500.
- Approval levels are increased to correspond to the updated dollar values. Council approval is required for all contracts of $25,000 or greater, and City Manager for contracts below $25,000.
- Adding emergency spending authority (up to $25,000 for Purchasing Officer and over $25,000 for City Council), should a need arise "for the immediate protection of life, health, or property and there is a present, immediate, and existing emergency which could not reasonably be foreseen."
- Adding the City website as a potential advertisement source for solicitations.
- Creating a Local Business Preference of 1%.
- Aligned document retention to agree with the Finance Division, Records Retention Schedule.

The proposed guidelines replace the **entire** chapter of the Duarte Municipal Code. Sections that were not changed are restated so the entire chapter can be replaced.

Recommendation

It is recommended that the City Council introduce Council Bill 16-O-04 adopting the revised **Duarte Municipal Code Section 2.36, Purchase of Supplies, Equipment and Services,** for first reading. (See Attachment A).

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING CHAPTER 2.36 OF THE DUARTE MUNICIPAL CODE, RELATING TO PURCHASE OF SUPPLIES, EQUIPMENT, AND SERVICES

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

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

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

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

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

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

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

Chapter 2.36

PURCHASES OF SUPPLIES, EQUIPMENT, AND SERVICES

2.36.010 Adoption

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

2.36.020 Purchasing Officer – Duties

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

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

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

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

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

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

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

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

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

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

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

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

2.36.030 Exemption from Centralized Purchasing

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

2.36.040 Purchasing Requirements

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

(a) Formal bidding procedures will be used for the purchase of supplies, services or equipment with an estimated value greater than twenty-five thousand ($25,000.00) dollars;

(b) Formal bids or written quotations will be obtained for the purchase of supplies, services or equipment with an estimated value of twenty-five thousand ($25,000.00) dollars or less, but greater than fifteen thousand dollars;

(c) Formal bids, written quotations or verbal quotations will be obtained for the purchase of supplies, services or equipment with an estimated value of fifteen thousand ($15,000.00) dollars or less, but greater than three thousand dollars;

(d) The Purchasing Officer may dispense with the requirement of this section for the purchase of supplies, services or equipment with an estimated value of three thousand ($3,000.00) dollars or less;

(e) No purchase of supplies, services or equipment shall be subdivided for the purpose of avoiding the requirements of this section;

(f) Whenever possible, all open market purchases shall be based on at least three competitive bids or quotes;

(g) Whenever possible, goods shall be purchased that contain, or consist entirely of recycled materials, and;

(h) Whenever practicable, goods shall be purchased from local vendors.

2.36.050 Exemptions from Purchasing Requirements

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

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

(b) Where state or federal laws require a different procedure;

(c) Where the City Council or Purchasing Officer determines that public interests will be best served by using the request for proposal process as set forth in Section 2.36.070;

(d) For the purchase of professional services as set forth in Section 2.36.080;

(e) When an emergency exists that requires purchases to be made from the most immediately available source of supply. The Purchasing Officer or designee may make emergency purchases, not to exceed twenty-five thousand ($25,000.00) dollars, free of the provisions of this chapter upon a showing by any department that the purchase required is for the immediate protection of life, health or property and there is a present, immediate and existing emergency which could not reasonably be foreseen. The City Council may authorize emergency purchases, exceeding twenty-five thousand ($25,000.00) dollars, free of the provision of this chapter upon a showing that the purchase required is for the immediate protection of life, health or property and there is a present, immediate and existing emergency which could not reasonably be foreseen;

(f) When there is only one vendor;

(g) For the lease or purchase of land or any interest therein;

(h) For hiring or contracting for personnel, whether as temporary, seasonal or permanent employees, agents or independent contractors;

(i) For the purchase of utilities, including but not limited to telephone service, gas, electricity or water;

(j) For the purchase of insurance;

(k) For franchises, rights, privileges, licenses and permits granted by the City;

(l) Where it is advantageous to combine purchases with those of another governmental entity and the governmental entity employs purchasing procedures adequate to insure effective competition among responsible vendors;

(m) Where the City Council finds that the purchasing requirements are unreasonably difficult or expensive to use, or are not suitable for the item(s) being procured, and;

(n) Contracting for conduit professional services are exempt from this chapter, when an applicant deposits one hundred percent of the costs of such service and agrees to replenish a deposit account for any additional costs incurred under the professional service agreement. The professional services to be contracted shall be contractually obligated to the City for purposes of oversight and supervision, not the applicant, and no public funds will be a source of payment to the service provider under that specific contract.

2.36.060 Formal Bidding Procedures

Formal bidding shall be conducted according to the following procedures:

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

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

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

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

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

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

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

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

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

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

1) Abandon the purchase;

2) Authorize rebidding the purchase on an informal basis, or,

3) Authorize purchasing the materials, supplies or equipment on a direct negotiated contract.

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

2.36.070 Request for Proposals

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

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

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

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

2.36.080 Purchase of Professional Services

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

2.36.090 Award of Contracts and Purchase Orders

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

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

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

1) Cost;

2) The quality, availability and adaptability of the supplies, services or equipment to the particular use required;

3) The ability, capacity and skill of the vendor in performing the service, or providing the product required;

4) Whether the vendor can perform the service, or provide the product promptly, or within the time specified, without delay or interference;

5) The character, integrity, reputation, judgment, experience and efficiency of the vendor;

6) The quality of the vendor's performance on previous contracts or purchase orders;

7) The sufficiency of financial resources and ability of the vendor to meet the requirements of the contract or purchase order;

8) The ability of the vendor to provide future maintenance and service for the product or service offered, and;

9) The number and scope of conditions attached to the vendors bid, quote or proposal.

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

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

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

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

2.36.100 Extension of Service Contracts

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

2.36.110 Local Vendor

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

(a) Local vendor qualifications:

1) It has fixed facilities with employees located within the City limits.

2) It has a business street address (PO Box or residential address shall not suffice to establish local presence in the City limits).

3) It has a current business license.

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

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

2.36.120 Sole Source Procurement

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

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

2.36.130 Requisition Process

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

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

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

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

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

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

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

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

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

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

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

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

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

2.36.140 – Unencumbered Funds

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

2.36.150 - Inspection and Testing

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

2.36.160 – Records

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

2.36.170 – Surplus Supplies and Equipment

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

2.36.180 – Harmless Error or Omission

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

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

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

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

_____
Mayor Samuel Kang

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

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

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

_____
City Clerk Marla Akana
City of Duarte, California

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

SUBJECT: REQUEST FOR COUNCIL SUPPORT FOR LETTER TO BE SENT TO SUPERVISOR ANTONOVICH REGARDING PROPOSED PARKS BALLOT MEASURE

DATE: MAY 24, 2016

Recommendation:
For the City Council to support sending a letter to Supervisor Michael Antonovich supporting the San Gabriel Valley Council of Governments (SGVCOG) efforts to ensure that SGVCOG cities receive their fair share of funds that would come if a new ballot revenue measure is approved by the voters in November.

Discussion:
The City of Duarte has been a grateful beneficiary of the Prop A 1992 and 1996 measures and a number of important projects have been funded or partially funded utilizing Prop A funds including the Otis Gordon Sports Park project, the Duarte Teen Center project, several Fish Canyon Falls trail improvement efforts, and many other large and small projects. As the County has indicated to us, this funding will sunset in 2019 and it is a priority for the County to replace this funding.

In March 2015, the Los Angeles County Board of Supervisors approved a motion to initiate the Countywide Comprehensive Parks and Recreation Needs Assessment. This represented an unprecedented effort to document existing parks and recreation facilities in cities and unincorporated communities and to use this data to determine the scope, scale, and location of park needs in Los Angeles County. The Parks Needs Assessment is designed to help local officials, park agencies, and residents understand the future steps that need to be taken to ensure all communities have adequate access to parks. The County is using the results of this assessment to present a new ballot measure to the voters in November to replace the sun-setting current measure.

The San Gabriel Valley City Manager's Technical Advisory Committee and the SGVCOG was recently given an overview of the results from the L.A. County Parks Needs Assessment effort that took place over the last several months. Most of the San Gabriel Valley cities, including the City of Duarte, participated in the community outreach effort, and the findings consistently indicate the important role that parks, recreational facilities and open space play in the

quality of life for our communities, and highlight the support residents give to that effort. While the results of the assessment showed needs in all our communities, the County's proposed allocation distribution raises issues over fiscal equity to our communities where the tax would be levied. The SGVCOG is requesting that the following issues be considered for the new proposed ballot measure:

Increase Local Return: Currently, many communities are only guaranteed to receive approximately 30-35% of the funds that they contribute. We request that communities are directly allocated, at a minimum, 75% of the funds that they contribute.

Increase Flexibility And Ease Access To Local Return Funds: Currently, in order to access even those funds that are "guaranteed," cities must participate in an application and review process. This increases the administrative burden and lessens the ability of cities to meet the future needs of their communities. We request that the District work to simplify any steps that are necessary for cities to access their local return funds, and that the use of the funds be as flexible as possible to allow communities maximum local control in identifying open space and recreational needs.

Clarify Process For Allocation Of Future Excess Funds: As currently written, the ballot measure is unclear as to how future excess funds will be allocated and what level of discretion the Board of Supervisors will have in allocating these funds. In order to increase transparency, we request that the ballot measure be clarified to clearly state that any future excess funds will be allocated according to the same formula as identified in the measure and that a minimum of 75% of any future excess funds will be returned to local communities.

Reduce The Set-Aside For Planning And Administration: Currently, the ballot measure proposes allocating 8% of total funds to the Open Space District for planning and administration. We recommend that this amount be reduced and reallocated to funding for projects and maintenance.

Conclusion

The City of Duarte has historically supported the SGVCOG efforts and it is important for the City to make every effort to ensure that Duarte residents will benefit to the maximum level from any parks revenue measure. Collaborating with the SGVCOG and the District 5 cities affected by this proposed ballot measure would help ensure that Duarte's voice is heard.

City of Duarte

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

May 24, 2016

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

Honorable Michael Antonovich
Supervisor, District 5
Los Angeles County
500 W. Temple Street
Los Angeles, CA 90012

Re: Proposed Park Ballot Measure

Dear Honorable Supervisor Antonovich,

The City of Duarte has been a grateful beneficiary of the Prop A 1992 and 1996 measures, and a number of important projects have been funded or partially funded utilizing Prop A funds, including the Otis Gordon Sports Park project, the Duarte Teen Center project, and several Fish Canyon Falls trail improvement efforts, as well as many other large and small projects. As the County has indicated to us, this funding will end in 2019, and it is a priority for the County to replace this funding.

The San Gabriel Valley City Manager's Technical Advisory Committee and the San Gabriel Valley Council of Governments (SGVCOG) were recently given an overview of the results from the L.A. County Parks Needs Assessment effort that took place over the last several months. Most of the San Gabriel Valley cities participated in the community outreach effort, and the findings consistently indicate the important role that parks, recreational facilities, and open space play in the quality of life for our communities, and highlight the support residents give to that effort. The County is using the results of this assessment to present a new ballot measure to the voters in November to replace the sun-setting current measure. While the results of the assessment showed needs in all our communities, the County's proposed allocation distribution raises issues over fiscal equity to our communities where the tax would be levied. The City of Duarte joins the SGVCOG in requesting the following issues to be considered for the new proposed ballot measure:

Increase local return: Currently, many communities are only guaranteed to receive approximately 30-35% of the funds that they contribute. We request that communities are directly allocated, at a minimum, 75% of the funds that they contribute.

Increase flexibility and ease access to local return funds: Currently, in order to access even those funds that are "guaranteed," cities must participate in an application and review process. This increases the administrative burden and lessens the ability of cities to meet the future needs of their communities. We request that the County work to simplify any steps that are necessary for cities to access their local return funds, and that the use of the funds be as flexible as possible to allow communities maximum local control in identifying open space and recreational needs.

Clarify process for allocation of future excess funds: As currently written, the ballot measure is unclear as to how future excess funds will be allocated and what level of discretion the Board of Supervisors will have in allocating these funds. In order to increase transparency, we request that the ballot measure be clarified to clearly state that any future excess funds will be allocated according to the same formula as identified in the measure, and that a minimum of 75% of any future excess funds will be returned to local communities.

Reduce the set-aside for planning and administration: Currently, the ballot measure proposes allocating 8% of total funds to the Open Space District for planning and administration. We recommend that this amount be reduced and reallocated to funding for projects and maintenance.

The City of Duarte is a strong supporter and is appreciative of the County's efforts to assess the needs of the community and to find funding streams for well-needed improvements to our City's parks. Duarte also supports the SGVCOG efforts to reach a greater equity value, and strongly urges that the allocation distribution and guidelines be altered to generate the suggested outcomes listed above. These are critical points that need your attention and assistance prior to the Board of Supervisors potentially making a decision at its June 21, 2016, meeting to place the Parks Measure before voters in November.

Sincerely,

Samuel Kang
Mayor

MAYOR'S YOUTH COUNCIL – INTERVIEWS
TUESDAY, MAY 24, 2016
5:00 p.m.

Duarte Community Center
1600 Huntington Drive
Duarte, CA 91010

Ashley Rosal
Samantha Martinez
Lexi Possehl
Danielle Campos-Martel
Daniel Chavez
Marisol Ramirez
Anais Campugan
Ceth Clark
Betzaira Soto
Marivel Rosal
Lauryn Higginsin
Vanessa Briceno
Felipe Valdez
Cynthia Sierra
Deja Stamps