

AGENDA
ADJOURNED REGULAR JOINT MEETING OF THE
CITY COUNCIL OF THE CITY OF DUARTE, SUCCESSOR
AGENCY TO DISSOLVED REDEVELOPMENT AGENCY OF THE
CITY OF DUARTE, AND DUARTE HOUSING AUTHORITY
TUESDAY, JANUARY 29, 2013

7:00 p.m. – Regular Session

COUNCIL CHAMBERS, 1600 HUNTINGTON DRIVE, DUARTE, CALIFORNIA 91010

MISSION STATEMENT

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future

MARGARET FINLAY, MAYOR & CHAIR HOUSING AUTHORITY/SUCCESSOR AGENCY
LIZ REILLY, MAYOR PRO TEM & VICE CHAIR HOUSING AUTHORITY/SUCCESSOR AGENCY
JOHN FASANA, CITY COUNCIL & HOUSING AUTHORITY/SUCCESSOR AGENCY BOARD
TZEITEL PARAS-CARACCI, CITY COUNCIL & HOUSING AUTHORITY/SUCCESSOR AGENCY BOARD
PHIL REYES, CITY COUNCIL & HOUSING AUTHORITY/SUCCESSOR AGENCY BOARD

City/Agency/Authority Staff:

Darrell George, City Manager & Successor Agency/Housing Authority Executive Director
Kristen Petersen, Assistant City Manager & Successor Agency/Housing Authority Assistant
Executive Director and Director of Administrative Services
Craig Hensley, Community Development Director
Cesar Monsalve, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Dan Slater, City Attorney & Successor Agency/Housing Authority General Counsel
Marla Akana, City Clerk

ADDRESSING THE CITY COUNCIL AND HOUSING AUTHORITY:

If you wish to address the City Council, Housing Authority, or Successor Agency on any item on the Agenda, you should fill out a Speaker Card indicating which item or items on the Agenda you wish to speak about, and hand the card to the City Clerk. You will be called to the Podium when that item is heard by the City Council/Housing Authority/Successor Agency. If you wish to address the City Council, Housing Authority, or Successor Agency on any item that is not on the Agenda, but that is within the subject matter jurisdiction of the City/Housing Authority/Successor Agency, you may do so under the "Oral Communications" portion of the Agenda. At the podium, before starting your remarks, please state your name and city of residence for the record.

ADA ACCESSIBILITY NOTICE:

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact the City Manager's office at (626) 357-7931. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

Note: Any documents distributed by the City/Authority to a majority of the City Council/Housing Authority/Successor Agency Board less than 72 hours prior to the City Council/Housing Authority/Successor Agency meeting will be made available for public inspection at City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

1. CALL TO ORDER OF CITY COUNCIL, SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY, AND HOUSING AUTHORITY, AND NOTATION OF ANY ABSENCES
2. ADOPTION OF THE AGENDA
3. PLEDGE TO THE FLAG
4. MOMENT OF REFLECTION
5. FITNESS/MENTAL WARM-UP
6. SPECIAL ITEMS – Page 1
 - A. Presentation – Duarte Youth and Family Master Plan Report Card – December 2012
 - B. Recognition – Nextdoor Contest Winners
 - C. Public Safety update
7. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS
Any person who wishes to make a brief announcement of a future community event that is open to the general public may do so at this time.
8. ORAL COMMUNICATIONS—ITEMS NOT ON THE AGENDA (30 MINUTES)
Any person wishing to speak on any issue that is not on the Agenda, but that is within the subject matter jurisdiction of the City or Authority, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes and there is a maximum of 30 minutes for all Oral Communications at this time. Under the Brown Act, members of the City Council/Housing Authority/Successor Agency, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.
9. ITEMS TO BE ADDED TO THE CONSENT CALENDAR
10. CONSENT CALENDAR – Page 6
All matters listed on the Consent Calendar are to be approved with one motion unless a member of the City Council/Housing Authority/Successor Agency removes an item for separate action. Any consent calendar item for which separate action is requested shall be heard as the next Agenda item. The respective entity's consent items are shown in parentheses at the end of each item as "CC" for City Council, "HA" for Housing Authority, and "SA" for Successor Agency.
 - A. Approval of Minutes – January 15, 2013 (CC/HA/SA)
 - B. Approval of Warrants – January 29, 2013 (CC/HA/SA)
 - C. Motion to introduce and/or adopt all resolutions and ordinances presented for consideration by title only and waive further reading (CC/HA/SA)
 - D. Consideration/Approval of 2014 Applications for Licenses to Sell Safe and Sane Fireworks for Fourth of July (CC)
 - E. Approval of Agreement between the City of Duarte and Duarte Unified School District for use of City-Owned Fitness Center Pool for the Spring 2013 Swim Team season, and authorization for City Manager to execute the Agreement
 - F. Receive and file Commission reorganizations – Public Safety, Parks and Recreation, and Planning (CC)
 - F. City Council/City Manager Conference Attendance (CC)
11. ITEMS REMOVED FROM CONSENT CALENDAR
12. PUBLIC HEARING – Page 29
Recommendation for funding allocation of 2013-2014 Community Development Block Grant (CDBG) grant funds to programs
13. BUSINESS ITEM – Page 36
Recommendation to receive and file 2012/13 mid-year budget report, and to approve budget amendments

14. CONTINUATION OF ORAL COMMUNICATIONS

*Any person who did **not** speak during the initial 30 minute Oral Communications period earlier in the meeting, who wishes to speak on any issue that is not on the Agenda but that is within the subject matter jurisdiction of the City Council/Housing Authority/Successor Agency, may do so at this time. Each person may speak once for no more than 3 minutes. Under the Brown Act, members of the City Council/Housing Authority/Successor Agency, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.*

15. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR (AB 1234 reports on trips, conference attendance, and meetings)

16. ADJOURNMENT

MEMORANDUM

TO: City Council
FROM: Assistant City Manager
DATE: January 24, 2013
SUBJECT: Comments on Agenda Items, Meeting of January 29, 2013

ITEM 6A. The Youth and Family Committee will be giving a presentation on the Annual Report Card on the progress made toward implementation of the Duarte Youth and Family Master Plan. While many of the action steps are ongoing goals, implementation and progress was made on all of the top ten priorities for 2012.

ITEM 6B. The Nextdoor.com Membership Contest was launched on August 7, 2012 in conjunction with the City's Annual National Night Out event. To promote increased membership in the neighbor-to-neighbor network, the City of Duarte and Nextdoor.com sponsored a membership contest for Duarte neighborhoods. Duarte Mesa, through the efforts of one very motivated neighbor, Edgar Bandera, was awarded the grand prize for growing membership from 5 to 37 homes over the course of the two-month contest. The Duarte Mesa will be presented with a \$500 block party at the meeting by Nextdoor.com representatives.

ITEM 6C. Brian Villalobos, Director of Public Safety Services, will present a public safety update.

ITEM 10D. (Consent Calendar) Per DMC Section 15.05.030, the Council may issue up to five fireworks permits, and the deadline for filing an application for fireworks was 5:00pm on Thursday, January 17, 2013. This year five permit applications were received: 1) Duarte Kiwanis Club, 2) Duarte Community & Education Foundation, 3) Duarte High School, 4) LULAC and 5) Duarte Falcon Booster Club. All five applications were reviewed and deemed complete. Staff is recommending that Council grant fireworks permit/licenses to all five groups for 2013.

ITEM 10E. (Consent Calendar) Each year the City of Duarte and the Duarte Unified School District enter into an agreement that allows the Duarte High School swim team to use the Fitness Center pool for practices and meets. The terms of the agreement include, among other things, that the District will pay one half of the costs of utilities and chemicals used for the 2013 season (February 19 through May 3) and will indemnify and hold the City harmless for any claims arising out of the District's use of the pool. Staff is recommending that the City Council authorize the City Manager to sign the agreement.

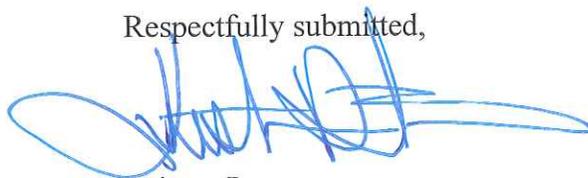
ITEM 10F. (Consent Calendar) At the beginning of each year, Commissions reorganize and nominate Chairs and Vice Chairs. So far this year, the Public Safety, Parks and Recreation, and Planning Commissions have reorganized.

ITEM 12. Each year the City Council is asked to adopt a budget for the use of CDBG funds. This item will set the budget for fiscal year 2013/2014. As you know, last year we exchanged our CDBG funds for General Fund monies; however, LACDC who distributes and manages CDBG funds in LA County, has implemented several new requirements, one of which ends the practice of exchanging.

Because of this new policy, the City of Bradbury is offering its funds (\$3,987) to Duarte this year. The request for fiscal year 2013/14 is to allocate \$154,460 in CDBG funding to public works improvements that include new bus stop improvements, which will improve accessibility, and installing ADA compliant curb ramps at several City intersections. Staff is also recommending that the City Council allocate \$20,000 in fiscal year 2013/14 General Funds for Public Service Youth Grant Programs administered by the City Parks and Recreation Department similar to fiscal year 2012/13, because the restrictions for using CDBG funds are not effective for these groups.

ITEM 13. Staff is presenting the Mid-Year Budget report for fiscal year 2012/13. It is projected that the General Fund will end with a surplus of \$588,000. The increased revenues are due to the one-time residual payment of \$800,000 that was distributed from the County after the Duarte Successor Agency was forced to turn over \$9.4 million in Low Mod Housing fund balances. Increased expenses are largely the result of the repair and replacement of the Fitness Center Pool system, which will cost more than \$150,000 by the time it is completed. A surplus of \$588,000 will leave the General Fund with a balance of \$13.4 million, which when excluding the \$7.5 million that is pending Department of Finance review, is actually \$5.9 million. Please note that we have added a table at the very back of this item that lists the budget cuts that have been made over the last 5 years.

Respectfully submitted,



Kristen Petersen
Assistant City Manager



Duarte Youth & Family Committee

MEMORANDUM

TO: City Council

FROM: Youth & Family Committee

SUBJECT: Annual Report Card

DATE: January 17, 2013

One of the duties of the Youth & Family Committee is to provide the City Council, School Board and the community with an annual report on the progress made towards implementation of the Duarte Youth and Family Master Plan. At the November 26, 2012 meeting of the Youth & Family Committee the 2012 Annual Report Card was approved. Members of the Youth & Family Committee will be at the January 29, 2013 City Council meeting to make a presentation regarding the annual report.

The implementation of the Action Steps identified in the Report card is reliant on the cooperation of community stakeholders including the Duarte Unified School District, the Duarte Public Safety Department, non-profit organizations such as Duarte Maryvale, service clubs such as the Elks Club, the Santa Anita YMCA and others. Some of the highlights of the report include the following:

Benchmark Progress: *Surveys of adults, high school, middle school, and elementary school students were conducted to measure knowledge of the Teen Center, future use, and safety. Another survey targeted at high school youth polled how many teens had participated in Teen Center programs within a given year. Best practices of 12 other Teen Centers were researched through the use of online information and site visits. Programing trends include Technology, Music, Dance, Youth Employment, Academic Achievement, Art and Culture, Civic Engagement and Mentoring. These trends in best practices are in line with current Duarte Teen Center programming.*

Benchmark Progress: *The Duarte Unified School District provided assistance with researching the amount of home-schooled children we have living in Duarte.*

An organization called "Get Fit" is being utilized to implement a physical education program for home-schooled individuals. This organization works closely with charter schools, which will assist in further identifying students living in Duarte who are home-schooled. The Duarte Parks and Recreation Department communicates regularly with Opportunities for Learning, an independent studies charter school located in Duarte, providing relevant information to their students.

Benchmark Progress: *Through the use of the Internet, emailing event information between various community organizations has been much more feasible.*

Although this is one step in which progress can be improved upon, the committee has seen some movement with the presence of Parks and Recreation staff at school special events such as Royal Oaks Elementary Movie Nights and Camp Out, and Maxwell Elementary Multicultural Event.

Royal Oaks Elementary students got involved in this year's Veterans Day Event by writing thank you letters to Veterans. City officials, staff and law enforcement personnel have been supportive of local businesses and schools by being present at grand opening events.

Report Card

December
2012

The Duarte Youth and Family Master Plan was presented to the City Council, School Board and the community by the Advisory Committee in July 2010. The plan included 66 Action Steps grouped into nine common themes: Safety, Health, Programs and Services, Connecting Youth, Teen Center, Diversity, Education, Coordination of Services, and Implementation of the YFMP. These are intended to move the community towards enhancing programs and services for youth and families. Each of the 66 Action Steps included a recommended priority rating, with benchmarks for measuring progress. Designated initiators within the community were responsible for seeing that work began on the Action Step.

This report is being presented as a summary of progress to date regarding the implementation of the Duarte Youth and Family Master Plan.

Youth and Family Master Plan Mission

To develop a supportive environment, Duarte is committed to ensuring safe neighborhoods, fostering unity, and promoting dialogue among youth and families from diverse cultural, religious, social, economic, and educational backgrounds. This commitment promotes use and provision of necessary educational, recreational and positive activities, as well as support services in the community to meet the wide range of needs of young people and their families. Our goal is to provide nurturing opportunities for safe practices that support young people in becoming responsible members of the community through the attainment of environmental, physical and mental health.

Implementing the Duarte Youth and Family Master Plan

Action Step 66: The City Council should create a "Youth & Family Committee" as a standing committee of the Parks and Recreation Commission, and charge it with monitoring, promoting, and evaluating the implementation of the Duarte Youth and Family Master Plan (YFMP).

In September 2010 the City Council adopted Resolution No. 10-33 establishing the Youth & Family Committee. In November 2010 the City Council appointed 12 community members to the Youth & Family Committee. The first Youth & Family Committee meeting was held the next month.

Youth & Family Committee Membership

Lupe Valerio - Chair
Eddie Howard - Vice Chair
Lillian Cabral
Damon Colaluca
Pattie Dalessandro
Tamala Kelly
Nick Lopez
Elsa Moreno
Yasmine Ochoa
Irvin Perez
Gabriela Quintero
Cesar Monsalve - Staff Liaison

To view the entire Youth and Family Master Plan go to:
www.accessduarte.com

Youth & Family Committee Duties and Functions

- Work with key community stakeholders to implement portions of the YFMP.
- Promote the YFMP at various community events.
- Prepare an annual YFMP Report Card to the City Council, School Board and community that measures the progress achieved with each Action Step in Duarte's YFMP.
- Such other duties as may be specified from time to time by majority vote of the City Council.

Youth & Family Committee Meetings

Every 4th Monday of the month at 6:30pm in the Duarte Community Center. All meetings are open to the public.



2012 "Top Ten Priorities"

ENSURING THAT YOUTH AND FAMILIES FEEL SAFE

Action Step 7: Support additional training for sheriff's deputies that focuses on the development of community relations skills and outreach to the community

Benchmark: Training is implemented
Initiator: Public Safety Department

Benchmark Progress: The Public Safety Department is very active in providing Community Outreach, with well over 15 community outreach programs taking place every fiscal year. Public Safety is made up of both city and LA County Sheriff personnel. Staff is briefed weekly on the importance of community outreach and is encouraged to continue to focus on strengthening relationships between personnel and community members. Additional training of sheriff's deputies focusing on the development of community relations skills is an ongoing goal.

CONNECTING YOUTH TO THE COMMUNITY AND TO SERVICES

Action Step 37: Establish an Office of Community Liaison/Resource Specialist that would be a clearing house for information and referral resources for youth and families

Benchmark: Identify organization with capacity to assume this role and initiate program
Initiator: Maryvale

Benchmark Progress: Maryvale has on staff, a full time employee that serves as the Case Manager, providing information and referral resources to youth and families. This position was created to meet the needs of both the YMFP and Maryvale.

RE-ENERGIZING THE DUARTE TEEN CENTER

Action Step 42: Re-focus on implementing innovative and responsive programming at the Teen Center that appeals to teens and meets their needs by conducting an annual youth survey and reviewing best practice programs from other Teen Centers

Benchmark: Survey conducted and best practices are reviewed, and additional programs implemented
Initiator: Parks and Recreation Department

Benchmark Progress: Survey of adults, high school, middle school, and elementary school students were conducted to measure knowledge of the Center, future use, and safety. Another survey targeted at high school youth polled how many teens had participated in Teen Center programs within a given year.

Best practices of 12 other Teen Centers were researched through the use of online information and site visits. Programming trends include Technology, Music, Dance, Youth Employment, Academic Achievement, Art and Culture, Civic Engagement and Mentoring. These trends in best practices are in line with current Duarte Teen Center programming.

Action Step 44: Focus on developing additional need-based support services at the Teen Center, utilizing partnerships, that respond to the well being of teens, including counseling, support groups and job skill development

Benchmark: Additional support services are implemented
Initiator: Parks and Recreation Department

Benchmark Progress: The Teen Center utilizes support services including: Santa Anita Family Services, Glendale Adventist Medical Center, L.A. Co. Probation, City of Monrovia, Duarte Public Safety, East L.A. College, Foothill Workforce Investment Board, and Pasadena NAACP. Support and training offered in various areas include: drug awareness training, art and advocacy training, college campus tours, cultural awareness, employment, financial aid, human rights, and juvenile justice.

DEVELOPING CULTURAL AND DIVERSITY APPRECIATION

Action Step 46: Implement additional cultural and diversity training for public agency staff (City, School District, Public Safety Department, etc.) and encourage non-profit organization, private agency, and business participation

Benchmark: Additional training is implemented
Initiators: Duarte Unified School District, City of Duarte

Benchmark Progress: The Parks and Recreation Department offered cultural and diversity training to its full and part time staff. Training was also provided to volunteer youth groups, DART, CHYLL and Mayor's Youth Council. Additional progress needs to be seen in this area.

Action Step 48: Explore establishing a Youth and Family Network among service providers to improve the coordination and delivery of services to youth and families

Benchmark: Network is created and provides improved coordination of programs and services
Initiators: Parks and Recreation Department, Santa Anita Family YMCA

Benchmark Progress: Progress was made with the acceptance of the Recreation Director to sit on the Santa Anita YMCA Board of Directors as Duarte's Community Liaison. By attending board meetings the liaison has established various networks and relationships among the many board members who represent a variety of intra-community leaders including the superintendents from Monrovia and Duarte Unified School Districts, business and community leaders and non-profits. These monthly meetings have allowed for a better flow of communication and exchange of ideas that has helped improve services to youth and families.

Action Step 50: Support and encourage the inclusion of community faith-based organizations to be active partners in the implementation of the YFMP

Benchmark: Increased participation by faith-based groups
Initiator: Duarte Ministerial Association

Benchmark Progress: The committee has been unsuccessful in connecting with local faith based organizations. Attempts were made to contact Duarte Church leaders and the Ministerial Association. Additional progress needs to be seen in this area.

IMPROVING COORDINATION OF PROGRAMS AND SERVICES

Action Step 59: Explore methods to get communication on events and activities to home-schooled youth and their families

Benchmark: Methods created and implemented
Initiator: Community Coordinating Council

Benchmark Progress: The Duarte Unified School District provided assistance with researching the amount of home-schooled children we have living in Duarte.

An organization called "Get Fit" is being utilized to implement a physical education program for home-schooled individuals. This organization works closely with charter schools, which will assist in further identifying students living in Duarte who are home-schooled.

The Duarte Parks and Recreation Department communicates regularly with Opportunities for Learning, an independent studies charter school located in Duarte, providing relevant information to their students.

Para informacion en Espanol
por favor llame (626) 357-7931

IMPROVING COORDINATION OF PROGRAMS AND SERVICES CONTINUED

Action Step 60: Incorporate contemporary mediums of communication (e-mail, Facebook, text messages, and websites) into the communication strategies to provide information to youth, families, and to the community

Benchmark: Examples of use of contemporary mediums exist
Initiator: All program providers

Benchmark Progress: The Youth and Family Committee created a Facebook page, utilized email to forward information and posted to the City web site and Chamber of Commerce calendar. Text messaging was used among committee members.

Action Step 63: Actively encourage more involvement in community activities and events by City and School District officials, teachers, law enforcement personnel and City staff to demonstrate their connection to and support of the community

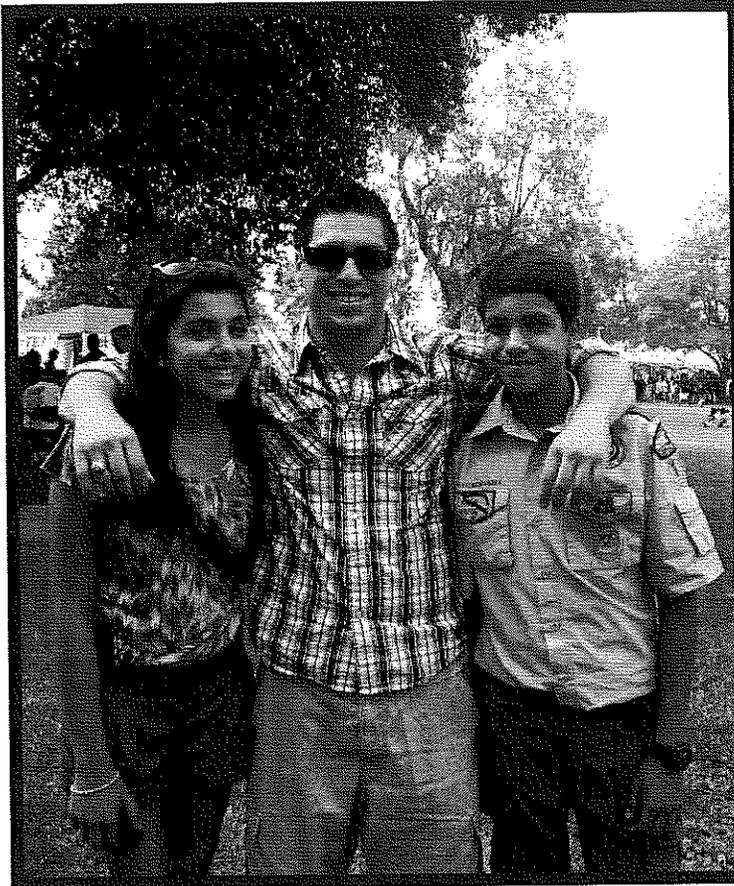
Benchmark: Increase in participation levels
Initiators: City of Duarte, Duarte Unified School District, Los Angeles County Sheriff's Department

Benchmark Progress: Through the use of the Internet, emailing event information between various community organizations has been much more feasible.

Although this is one step in which progress can be improved upon, the committee has seen some movement with the presence of Parks and Recreation staff at school special events such as Royal Oaks Elementary Movie Nights and Camp Out, and Maxwell Elementary Multicultural Event.

Royal Oaks Elementary students got involved in this year's Veterans Day Event by writing thank you letters to Veterans.

City officials, staff and law enforcement personnel have been supportive of local businesses and schools by being present at grand opening events.



Every Child Is Our Child Logo

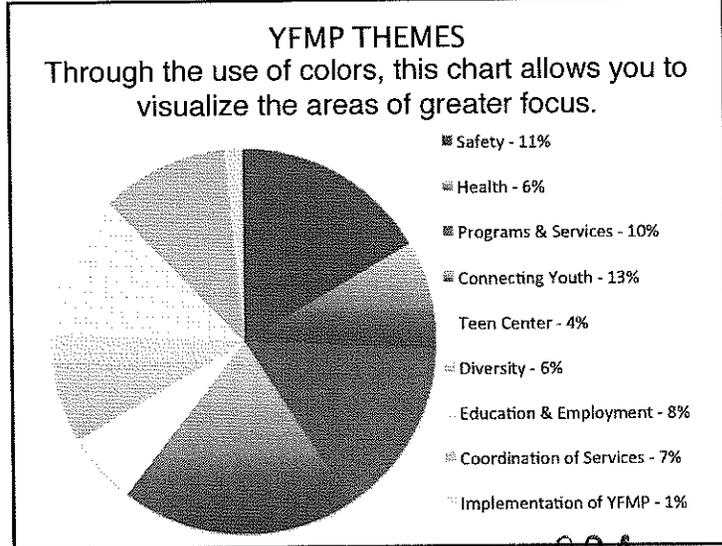
The "Every Child Is Our Child" logo is an adaptation to the youth-created Master Plan logo. Action Step 28 encourages the community to: Adopt "Every Child is Our Child" as a community slogan to promote community-wide commitment to asset development and community unity, and base all public and nonprofit youth programs on an asset development model.

With asset development as a model in our community, youth and adults learn to live life to the fullest through service, leadership, relationships, character and personal development.

Through the use of this logo, the Youth and Family Committee envisions Duarte as being a successful example of the "it takes a village" principle.

Social Marketing Plan

In August of 2012 the Youth and Family Committee began to utilize the Kids Plate Social Marketing Plan as a template for informing the public of the "Every Child Is Our Child" campaign as a more effective introduction of the Youth and Family Master Plan to the community. Committee members identified social topics addressed in the master plan action steps and used those topics as the basis for creating visuals to educate the community. Visuals consist of flyers with messages that will be posted at various locations throughout the city, mainly locations with identified initiators of the 66 action steps. Flyers will be made available in both English and Spanish.



TASK GROUPS

Task groups are made up of committee members, and non-committee members who want to be involved in the implementation of the Youth and Family Master Plan. Task groups are open to receiving new members throughout the year. These groups meet independently, normally once per month and focus on addressing issues related to their group.

Annual Report Card – Responsible for creating a design look for the annual report card. This group also collects and organizes the information that appears in each report card.

Youth & Family Committee Actions Steps – Four of the 66 action steps were assigned to the Youth and Family Committee. This task group addresses those four action steps, which focus on connecting youth to the community and to services (#30, #31, #35, #39.)

Communication & Media – Responsible for disseminating information regarding the implementation of the Youth and Family Master Plan at various community events and makes presentations to City Council and School Board when needed.

Initiator Follow-up – Responsible for following up with identified initiators. Assists in identifying presenters for monthly committee meetings. (Note: An Initiator is a group, individual or organization that has been identified by the committee to work on an action step)

Fund Development – Responsible for the development of a Non-Profit Organization that will allow for fund raising that could be used to assist organizations working towards fulfilling the 66 actions steps and meeting community needs that may arise.

If you are interested in becoming a task group member, please contact Cesar Monsalve, Director of Parks and Recreation at (626) 357-7931 ext. 203.



2011 "Top Ten" Priorities

The 66 action steps were given one of three time lines: immediate, short term and long term. 31 of the action steps were immediate, 25 short term and 10 long term. In order to address all 66 steps, the committee decided to focus on those identified as immediate. Immediate steps were prioritized and the top ten identified and addressed in 2011 were:

Action Step 1: Conduct a series of community and neighborhood meetings to provide factual information about safety issues and gang activities within the community and to develop a stronger relationship between the community and law enforcement.

Action Step 5: Develop a more collaborative approach to providing substance abuse prevention and treatment programs for youth and create new programs where needed.

Action Step 9: The School District and City should adopt a zero tolerance policy against bullying and harassment and initiate additional education programs as well as provide training for staff in this area.

Action Step 18: Increase the number of community events for families (movie nights, family picnics, festivals, etc) that promote family togetherness and a sense of community.

Action Step 22: Increase after-school, youth sports, enrichment, and recreation programs for the older elementary school and intermediate school age group.

Action Step 27: Ensure inclusion of services and programs to residents and the adjacent unincorporated areas.

Action Step 28: Adopt "Every Child is Our Child" as a community slogan to promote community-wide commitment to asset development and community unity, and base all public and nonprofit youth programs on an asset development model.

Action Step 41: Maintain support for the Duarte Teen Center and invest in enhancing the facility as a primary site to provide programs and support services to high school age youth.

Action Step 45: Implement additional school and community events that focus on cultural awareness and diversity appreciation (food events, dance events, art exhibits, etc).

Action Step 51: Implement additional programs that develop job training and skills among youth and encourage local businesses to hire Duarte youth.

Initiators of each action step were contacted, their programs were examined and ways of implementing the actions steps were addressed. Initiators were supportive of the Youth and Family Master Plan and will continue to work towards fulfilling the action steps assigned.

MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY OF THE CITY OF DUARTE ADJOURNED REGULAR MEETING – JANUARY 15, 2013

CALL TO ORDER The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority of the City of Duarte met in an adjourned regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Finlay called the meeting to order at 5:35 p.m.

RECORDATION OF ATTENDANCE The following were in attendance:
PRESENT: Reilly, Reyes, Fasana, Paras-Caracci (5:45 p.m.),
Finlay
ABSENT: None
ADMINISTRATIVE STAFF PRESENT: City Manager
George, Acting City Attorney Ihrke

ADOPTION OF AGENDA Reyes moved, Reilly seconded to adopt the Agenda, and carried unanimously.

CLOSED SESSION There was no public input. Ihrke stated the Closed Session is pursuant to Government Code Section 54956.9(b); Conference with Legal Counsel pertaining to significant exposure to litigation; Number of cases: 1. The Closed Session concluded at 6:55 p.m. City Council reconvened at 7:00 p.m.

PLEDGE TO THE FLAG Becky Evans led the Pledge of Allegiance to the Flag.

MOMENT OF REFLECTION A moment of reflection was observed.

FITNESS/MENTAL WARM-UP Herrera and Finlay provided the warm-up.

PUBLIC REPORT OF CLOSED SESSION Ihrke stated during the first Closed Session, Legal Counsel provided information to City Council pertaining to one case of significant exposure to litigation, with no reportable action taken. Councilmember Fasana did not participate in the Closed Session due to a conflict of interest.

SPECIAL ITEM Mayor Finlay introduced and congratulated the employees for their years of service. Awards were presented to Edward Parra, Jasmine Klinton, Manuel Perez, Jeffrey Risley, Mary Ann Ur, Irma Hernandez, Juan Oseguera, John Fasana, Margaret Finlay, and Troy Wittenbrock. Achievement Awards were presented to Cecilia Contreras, Irma Hernandez, and Larry Breceda.

ANNOUNCEMENTS Lisa Preston, Peace Over Violence, announced upcoming crisis counselor training events.
Joanna Gee, Duarte Library, announced upcoming library programs and classes in January.

Christian Gagne, MBI Media, announced open house events for SR 710 environmental study.

Karen Herrera announced upcoming community events and programs in the month of January.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.
Allan Field – California America Water, new meters.

CONSENT CALENDAR

Paras-Caracci moved, Reyes seconded to approve the Consent Calendar as follows, and carried unanimously.
Approve Items A, B, C, D, E, F.

BUSINESS ITEMS
2013/14 Budget Calendar

Reyes moved, Reilly seconded to approve the 2013/14 budget calendar as outlined in the staff report, and set 4:00 p.m. on May 6 and 7, 2013, for the Budget Workshops, and carried unanimously. Fasana requested that a list showing items that have been cut from the budget for the last three years be included in the mid-year budget report.

Friendship City

Reyes discussed the objectives, process, and opportunities for forming a friendship committee with various Chinese provinces and cities, building relationships, foreign investment, and economic development, stated cities and chambers of commerce he and Mayor Pro Tem Reilly visited on their trip to China invited them to come, provided names of possible friendship cities, the FPPC was contacted about the trip, the opportunity to visit China came from Temple City realtor Peter Lam, retired professors at Cal State Long Beach are interested in the committee, and discussed the next steps and drafting letters of thanks from City Council for inviting them to China, and letters inviting other cities to visit our City.

Lino Paras suggested the matter of friendship vs. sister city be studied, policy needs to be established, and questioned the legal repercussions and trip to China.

There was discussion about formal sister cities versus friendship cities, EB-5 visas, LAEDC program, need for additional information, resources, possible referral to Economic Development Commission, internal goals, platform for our businesses, caution about competing with our businesses, framework, benefit to the City, resources, direct and indirect costs, how it relates to our community, determination if this is a value to our City, timeline, possible ad hoc committee, and progress report. It was the consensus of the Council that this item be referred to the Economic Development Commission for research, to include the items discussed, with a progress report back to Council within 90 days.

ORAL COMMUNICATIONS
(Continued)

The following spoke on items not on the Agenda.
Lino Paras – Gold Line.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

GEORGE: Wished all a happy new year.

REYES: Stated he would like an item on the next agenda supporting the Mayors Against Illegal Guns organization and a letter to federal officials pertaining to gun control, attended Contract Cities Legislative Days and met with legislative advocate, thanked all involved with assisting with the Banda el Salvador event, thanked Elizabeth Bagwell for gift bags for the boxing program, the Mayor and Mayor Pro Tem looked great in the parade, thanked LULAC for the caroling event and the Teen Center for the Christmas party, wished all a happy new year, and asked that the meeting be adjourned in memory of Joe Nohejl, Maria Moreno, and Yolanda Maria Louwers.

PARAS-CARACCI: Stated she is looking forward to the upcoming year, and having the employee recognition at the first meeting in January sets a good tone for the year.

FASANA: Requested a report within the next 30 days about the ad hoc athletic fields meetings, wished all a happy new year, and asked that the meeting be adjourned also in memory of Alfred Rodriguez.

REILLY: Attended the 210 bridge ceremony, stated it was completed on time and within budget, the work on the light rail station on Duarte Road has begun, provided an update on Gold Line projects, attended Latino Academy for Elected Officials and provided information to the City Manager regarding a solar panel installation program and homeowners in foreclosure, and stated it was an honor to walk in the Rose Parade.

FINLAY: Thanked the City of Hope for the opportunity to participate in the parade, enjoyed the visit of Banda el Salvador and shared her personal experience about them, attended Contract Cities Legislative Days where information was provided about realignment and early release of prisoners, Prop 30, and pension reform, invited all to contact the City regarding military banners, she would like to have community neighborhood meetings conducted in different parts of the City, such as Beardslee, Andres Duarte, Royal Oaks, and Valley View, perhaps in months with five Tuesdays, announced Monrovia-Duarte-Arcadia Town Council meets on the third Wednesdays of the month at Pamela Park, and stated City Council will be meeting with Supervisor Antonovich and staff for a breakfast meeting on January 16.

ADJOURNMENT

Reilly moved, Paras-Caracci seconded to adjourn the meeting at 8:46 p.m., in memory of Charlotte Bacon, Daniel Barden, Rachel D'Avino, Olivia Engel, Josephine Gay, Ana Marquez-Greene, Dylan Hockley, Dawn Hochsprung, Madeleine Hsu, Catherine Hubbard, Chase Kowalski, Jesse Lewis, James Mattioli, Grace

McDonnell, Anne Marie Murphy, Emilie Parker, Jack Pinto, Noah Pozner, Caroline Previdi, Jessica Rekos, Avielle Richman, Lauren Rousseau, Mary Sherlach, Victoria Soto, Benjamin Wheeler, Allison Wyatt, Jack Rushton, Maria Moreno, Yolanda Maria Louwers, Alfred Rodriguez, and Joseph Nohejl, to the Adjourned Regular Meeting of January 29, 2013, and carried unanimously.

Mayor Margaret Finlay

ATTEST:

City Clerk

Agenda Memo City Manager's Office

To: Mayor and Members of the Duarte City Council
From: Karen Herrera, Deputy City Manager
Date: 1/22/13
Re: Fireworks Permit/License Application Award 2013

Recommendation: That the City Council, by motion, grant firework permit/licenses for 2013 to the following five community groups 1) Duarte Kiwanis Club 2) Duarte Community & Education Foundation 3) Duarte High School 4) LULAC and 5) Duarte Falcon Booster Club.

Background: On October 28, 2008, the Duarte City Council unanimously adopted Ordinance No. 810 which made the below changes for organizations who had previously filed for permits in the past.

- Council may issue up to five fireworks permits;
- The deadline for filing an application for fireworks is 5:00 pm on the third Thursday of January each. For the 2013 Fourth of July fireworks application process, the deadline was 5:00 pm on Thursday, January 17, 2013.

Past applicants were sent a 2013 fireworks application and a copy of the ordinance on December 4, 2012. (See attachment A)

Discussion: This year, five permit applications were received and submittal fees were paid by the deadline of January 17, 2013. The five groups that submitted were as follows:

1. The Duarte Kiwanis Club – Ralph's Shopping Center, 1155 – 1247 Huntington Drive
2. Duarte Community & Education Foundation – Fresh N Easy Center – 2213-2245 Huntington Drive
3. Duarte Falcon Booster Club – Big Lots/Rite Aid Center - 1325 Huntington Drive
4. LULAC – Wal Mart Center – 1600 S. Mountain Avenue
5. Duarte High School ASB- Mountain Vista Plaza – 1000 – 1096 Huntington Drive

All five applications were reviewed by staff and deemed complete based on the application standards and submittal requirements.

Fiscal Impact: None.

Attachments:

Application Process Letter – Attachment A

2013 Applications – Attachment B

December 4, 2012

2013 FIREWORKS APPLICATION PROCESS

Dear Previous Fireworks Applicant:

The deadline for the 2013 fireworks application process is fast approaching. Per Duarte Municipal Code Section 15.05.030, the Duarte City Council may issue a maximum of five fireworks permits. The deadline for filing an application for fireworks is 5:00 p.m. on the third Thursday of January of each year. For the 2013 Fourth of July application process, the deadline is **5:00 p.m. on Thursday, January 17, 2013.**

Since your organization has applied for a fireworks permit in the past, we are enclosing a fireworks application for your convenience, as well as a copy of Duarte Municipal Code Chapter 15.05. Should you wish to apply for a 2013 fireworks permit, please return the completed application, \$50 fee, and required documentation (as indicated on the application) to the City Clerk's office no later than the date stated above.

Please feel free to call Deputy City Manager Karen Herrera at (626) 357-7931, ext. 221 if you have any additional questions.

Sincerely,

Darrell J. George
City Manager

Enclosures



**2013 CITY OF DUARTE
APPLICATION FOR LICENSE PERMIT TO SELL
SAFE AND SANE FIREWORKS**

**RECEIVED
JAN 17 2013
CITY OF DUARTE**

Name of Organization DUARTE KIWANIS Telephone _____
 Address _____ Email _____
 President TINA CAREY Telephone 626/695-7443
 Address 2194 HAVENIDA DRIVE DUARTE, CA 91010 Email TINACAREY@MUC-MIYACHI.COM
 Secretary KATHRYN MAYS Telephone 626/357-9611
 Address 1801 HUNTINGTON DR., DUARTE, CA 91010 Email _____
 Treasurer FILIPPO FANARA Telephone 626/303-1818
 Address 1180 TOPEKA ST., PASADENA, CA Email FILIPPO

We, a Duarte fraternal organization as defined by Duarte Municipal Code Section 15.05.020, do hereby submit this application to the City Council of the City of Duarte for a license permit to sell safe and sane fireworks. We understand that this application for a license permit to sell safe and sane fireworks, pursuant to Chapter 15.05 of the Duarte Municipal Code, shall be filed with the City Clerk on or before 5:00 p.m. on January 19, 2012, with the following information attached to this application:

1. Non-refundable application fee of \$50.00.
2. Contract or letter of intent from proposed fireworks distributor.
3. Lease/license/use agreement and/or authorization letter from property owner authorizing and describing in detail the fireworks sales booth location.
4. Description of stand construction and a site map that confirms compliance with Section 15.05.060(e) of the Duarte Municipal Code.
5. Copy of applicant's organizational formation documents, such as its articles of incorporation and bylaws, or other evidence of the group's formation and status to show compliance with Municipal Code Section 15.05.020.
6. Liability insurance in the amount of One Million Dollars (\$1,000,000) from the selected fireworks provider for the designated sales period, insuring against death and personal injury to persons and against property damage, naming as additional insureds the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity.
7. Staff schedule plan detailing booth operation dates, operating hours, and 24-hour-a-day on-site staffing plan.
8. Operational plan detailing storage of fireworks, booth security, fire prevention and other safety measures, theft prevention measures, and clean-up and booth removal.
9. Profit utilization plan detailing the youth activities for which the applicant proposes to use the net profits from the sale of the safe and sane fireworks in compliance with Duarte Municipal Code Section 15.05.040. Note: If the applicant received a license permit in the prior year, such plan must also include a statement that all net receipts from the prior year have been expended in accordance with the requirements of Section 15.05.040 of the Duarte Municipal Code.
10. Certified statement (roster) of the number and residency of the members of the organization. Duarte Municipal Code Section 15.05.020 states: *"Duarte membership," as used in this section, means membership consisting of at least 75% of juvenile or adult persons who are either: (a) Duarte residents; or (b) Employed in Duarte; or (c) Owners or operators of a business or other establishment located in Duarte.*

By submitting this application, we further agree to the following:

- a) To comply with Chapter 15.05 of the Duarte Municipal Code including, but not limited to, the requirement that the net profit from the sales shall be utilized only for youth activities/programs in accordance with Duarte Municipal Code Section 15.05.040, which states: *At least 75% of the youth participating in and benefiting from such activities shall be residents of the City of Duarte.*

b) Upon license permit approval, to comply with Resolution No. 11-04 adopted 2/8/11, requiring a \$375 deposit per license, refundable if applicant helps with clean-up at a designated City park after the July 4th festivities by 8:00 a.m., July 5.

c) Per City Council policy established 2/25/97, to comply with the requirement to have at least two representatives attend a meeting with the Public Safety Department prior to the approval of this application (date to be announced.)

d) Per City Council policy established 3/24/98, to submit a financial accounting of fireworks revenue, expenses and profits by September 30th of the current year detailing a description of proposed youth programs, associated budget, number of overall participants, and breakdown of the total numbers of participants by the categories set forth in subparagraphs (a), (b), and (c) of the Duarte Municipal Code Section 15.05.040, and a reconciled account statement showing revenue and expense and net profit, supported by receipts, including for fireworks purchased and booth-related expenses, etc.

e) To indemnify, defend, and hold harmless the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, from and against any claims, costs, liabilities, expenses, judgments, fines, penalties, and the like, including but not limited to expert witness fees and attorney's fees arising out of the acts or omissions of applicant or any of its officers, officials, directors, managers, agents, representatives, or volunteers pertaining to this application or activities taken in furtherance thereof if a permit is issued including, but not limited to, as may be related to submission of this application, the granting of a permit if such permit is granted, applicant's sales booth and its location, construction and operation including, but not limited to, booth materials, booth staffing, and the display, sale, and storage of fireworks, the discharge of fireworks, applicant's agreement with the owner of booth site, applicant's contract with a fireworks distributor or provider, the use of funds raised from the sale of fireworks, or compliance or failure to comply with applicable law.

f) To waive, release, and discharge any claims or causes of action against the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, by the issuance or non-issuance of a license permit to applicant or to any other applicant.

g) That applicant is familiar with the provisions and has received a copy of Part 2 of Division 11 of the California Health & Safety Code, Sections 12500 et seq., with applicable provisions of the Fire Code of the County of Los Angeles as adopted by reference (including with amendments, if any) in Chapter 15.04 of the Duarte Municipal Code, and with Chapter 15.05 of the Duarte Municipal Code including that the applicant acknowledges the provisions of Section 15.05.100 which states: "Any person violating or failing to comply with any provisions of this chapter or any of the rules or regulations hereinabove set forth and adopted hereby, or who fails or refuses to perform any duty prescribed herein to be performed by him, is guilty of a misdemeanor."

h) That applicant acknowledges that (a) submission of an application does not guarantee that a license permit will be issued to applicant and (b) submission of an incomplete application by applicant will result in rejection of the application.

I hereby certify that the above information is true and correct, and that all required information and documents (#1-#10) are attached.

Tamela Kawasaki
Authorized Signature

Name: TAM KAWASAKI
(Please print)

Title: VICE PRESIDENT

Receipt No. 23556
Amount \$ 50.00
Date 1/17/13



**2013 CITY OF DUARTE
APPLICATION FOR LICENSE PERMIT TO SELL
SAFE AND SANE FIREWORKS**

RECEIVED

JAN 16 2013

CITY OF DUARTE

Name of Organization Duarte ^{Community} Education Foundation Telephone _____
 Address P.O. Box 497, Duarte Email _____
 President Margaret Finlay Telephone 626-359-0416
 Address 1600 Huntington Dr. Duarte Email margaretfinlay@gmail.com
 Secretary DONALD LAPlante Telephone 562-965-2930
 Address 11908 SUSAN - Downey 90242 Email DONLAPLANTE@gmail.com
 Treasurer PAT DE ROSE Telephone 6359-6413
 Address 2488 CALLE VILLADA DUARTE 9010 Email DEROSE2488@VERIZON.NET

We, a Duarte fraternal organization as defined by Duarte Municipal Code Section 15.05.020, do hereby submit this application to the City Council of the City of Duarte for a license permit to sell safe and sane fireworks. We understand that this application for a license permit to sell safe and sane fireworks, pursuant to Chapter 15.05 of the Duarte Municipal Code, shall be filed with the City Clerk on or before 5:00 p.m. on January 19, 2012, with the following information *attached to this application*:

- ✓ 1. Non-refundable application fee of \$50.00.
- ✓ 2. Contract or letter of intent from proposed fireworks distributor.
- ✓ 3. Lease/license/use agreement and/or authorization letter from property owner authorizing and describing in detail the fireworks sales booth location.
- ✓ 4. Description of stand construction and a site map that confirms compliance with Section 15.05.060(e) of the Duarte Municipal Code. - Booth
- ✓ 5. Copy of applicant's organizational formation documents, such as its articles of incorporation and bylaws, or other evidence of the group's formation and status to show compliance with Municipal Code Section 15.05.020.
- ✓ 6. Liability insurance in the amount of One Million Dollars (\$1,000,000) from the selected fireworks provider for the designated sales period, insuring against death and personal injury to persons and against property damage, naming as additional insureds the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity.
7. Staff schedule plan detailing booth operation dates, operating hours, and 24-hour-a-day on-site staffing plan.
8. Operational plan detailing storage of fireworks, booth security, fire prevention and other safety measures, theft prevention measures, and clean-up and booth removal.
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By submitting this application, we further agree to the following:

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014

b) Upon license permit approval, to comply with Resolution No. 11-04 adopted 2/8/11, requiring a \$375 deposit per license, refundable if applicant helps with clean-up at a designated City park after the July 4th festivities by 8:00 a.m., July 5.

c) Per City Council policy established 2/25/97, to comply with the requirement to have at least two representatives attend a meeting with the Public Safety Department prior to the approval of this application (date to be announced.)

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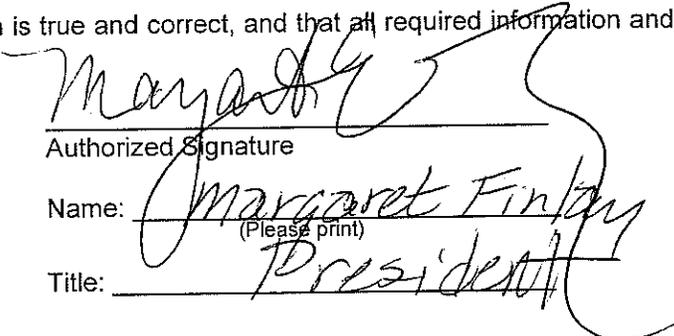
e) To indemnify, defend, and hold harmless the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, from and against any claims, costs, liabilities, expenses, judgments, fines, penalties, and the like, including but not limited to expert witness fees and attorney's fees arising out of the acts or omissions of applicant or any of its officers, officials, directors, managers, agents, representatives, or volunteers pertaining to this application or activities taken in furtherance thereof if a permit is issued including, but not limited to, as may be related to submission of this application, the granting of a permit if such permit is granted, applicant's sales booth and its location, construction and operation including, but not limited to, booth materials, booth staffing, and the display, sale, and storage of fireworks, the discharge of fireworks, applicant's agreement with the owner of booth site, applicant's contract with a fireworks distributor or provider, the use of funds raised from the sale of fireworks, or compliance or failure to comply with applicable law.

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I hereby certify that the above information is true and correct, and that all required information and documents (#1-#10) are attached.



Authorized Signature

Name: Margaret Fintley
(Please print)

Title: President

Receipt No. 23519
Amount \$ \$50.00
Date 4/7/13



**2013 CITY OF DUARTE
APPLICATION FOR LICENSE PERMIT TO SELL
SAFE AND SANE FIREWORKS**

RECEIVED

CITY OF DUARTE

Name of Organization Duarte Booster Club Telephone 626 357-0708
 Address Po Box 1363 Duarte, CA 91009 Email ERelly3@aol.com
 President Henry Baltazar Telephone "
 Address " Email "
 Secretary Dolores Ortiz Telephone "
 Address " Email "
 Treasurer Lindy Ysassi Telephone "
 Address " Email "

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c) Per City Council policy established 2/25/97, to comply with the requirement to have at least two representatives attend a meeting with the Public Safety Department prior to the approval of this application (date to be announced.)

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I hereby certify that the above information is true and correct, and that all required information and documents (#1-#10) are attached.


Authorized Signature

Name: Henry Baltazar
(Please print)

Title: President

Receipt No. 23551
Amount \$ \$50.00
Date 7/7/13



**2013 CITY OF DUARTE
APPLICATION FOR LICENSE PERMIT TO SELL
SAFE AND SANE FIREWORKS**

RECEIVED
JAN 17 2013 8:10
CITY OF DUARTE

| | | | |
|----------------------|---|-----------|------------------------|
| Name of Organization | <u>LULAC Council #3033</u> | Telephone | <u>626-221-5880</u> |
| Address | <u>P.O. BOX 244 DUARTE, CA. 91009</u> | Email | <u>THM6264@AOL.COM</u> |
| President | <u>HENRY BALTAZAR</u> | Telephone | <u>626-672-9388</u> |
| Address | <u>543 ELKHORN DR. DUARTE</u> | Email | |
| Secretary | <u>KATHY VALLEJOS</u> | Telephone | <u>626-806-6564</u> |
| Address | <u>748 N. SEQUOIA LN AZUSA CA 91702</u> | Email | |
| Treasurer | <u>MICHAEL VALLEJOS</u> | Telephone | <u>626-786-7482</u> |
| Address | <u>748 N. SEQUOIA LN AZUSA CA 91702</u> | Email | |

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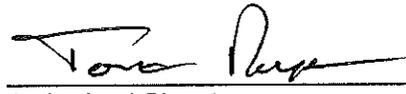
e) To indemnify, defend, and hold harmless the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, from and against any claims, costs, liabilities, expenses, judgments, fines, penalties, and the like, including but not limited to expert witness fees and attorney's fees arising out of the acts or omissions of applicant or any of its officers, officials, directors, managers, agents, representatives, or volunteers pertaining to this application or activities taken in furtherance thereof if a permit is issued including, but not limited to, as may be related to submission of this application, the granting of a permit if such permit is granted, applicant's sales booth and its location, construction and operation including, but not limited to, booth materials, booth staffing, and the display, sale, and storage of fireworks, the discharge of fireworks, applicant's agreement with the owner of booth site, applicant's contract with a fireworks distributor or provider, the use of funds raised from the sale of fireworks, or compliance or failure to comply with applicable law.

f) To waive, release, and discharge any claims or causes of action against the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, by the issuance or non-issuance of a license permit to applicant or to any other applicant.

g) That applicant is familiar with the provisions and has received a copy of Part 2 of Division 11 of the California Health & Safety Code, Sections 12500 et seq., with applicable provisions of the Fire Code of the County of Los Angeles as adopted by reference (including with amendments, if any) in Chapter 15.04 of the Duarte Municipal Code, and with Chapter 15.05 of the Duarte Municipal Code including that the applicant acknowledges the provisions of Section 15.05.100 which states: "*Any person violating or failing to comply with any provisions of this chapter or any of the rules or regulations hereinabove set forth and adopted hereby, or who fails or refuses to perform any duty prescribed herein to be performed by him, is guilty of a misdemeanor.*"

h) That applicant acknowledges that (a) submission of an application does not guarantee that a license permit will be issued to applicant and (b) submission of an incomplete application by applicant will result in rejection of the application.

I hereby certify that the above information is true and correct, and that all required information and documents (#1-#10) are attached.



Authorized Signature

Name: TOM REYES
(Please print)

Title: FIREWORKS CHAIRPERSON

Receipt No. 23516
Amount \$ 50
Date 1/17/13



**2013 CITY OF DUARTE
APPLICATION FOR LICENSE PERMIT TO SELL JAN 16 2013
SAFE AND SANE FIREWORKS**

RECEIVED

CITY OF DUARTE

Name of Organization Duarte H.S. ASB Telephone (626) 599-5723
 Address 1565 E. Central Ave. Email r.palacios@duarte.k12.ca.us
 Advisor Anne Larson - Chairperson Telephone (626) 318-7242
 President 822 Duncannon Ave. Email larsombirds@msn.com
 Secretary Robyn Garcia - DHS Activities/Athletic Dir. Telephone (626) 599-5720
 Address 1565 E. Central Ave Email rgarcia@duarte.k12.ca.us
 Treasurer _____ Telephone _____
 Address _____ Email _____

We, a Duarte fraternal organization as defined by Duarte Municipal Code Section 15.05.020, do hereby submit this application to the City Council of the City of Duarte for a license permit to sell safe and sane fireworks. We understand that this application for a license permit to sell safe and sane fireworks, pursuant to Chapter 15.05 of the Duarte Municipal Code, shall be filed with the City Clerk on or before 5:00 p.m. on January 19, 2012, with the following information attached to this application:

1. Non-refundable application fee of \$50.00.
2. Contract or letter of intent from proposed fireworks distributor.
3. Lease/license/use agreement and/or authorization letter from property owner authorizing and describing in detail the fireworks sales booth location.
4. Description of stand construction and a site map that confirms compliance with Section 15.05.060(e) of the Duarte Municipal Code.
5. Copy of applicant's organizational formation documents, such as its articles of incorporation and bylaws, or other evidence of the group's formation and status to show compliance with Municipal Code Section 15.05.020.
6. Liability insurance in the amount of One Million Dollars (\$1,000,000) from the selected fireworks provider for the designated sales period, insuring against death and personal injury to persons and against property damage, naming as additional insureds the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity.
7. Staff schedule plan detailing booth operation dates, operating hours, and 24-hour-a-day on-site staffing plan.
8. Operational plan detailing storage of fireworks, booth security, fire prevention and other safety measures, theft prevention measures, and clean-up and booth removal.
9. Profit utilization plan detailing the youth activities for which the applicant proposes to use the net profits from the sale of the safe and sane fireworks in compliance with Duarte Municipal Code Section 15.05.040. Note: If the applicant received a license permit in the prior year, such plan must also include a statement that all net receipts from the prior year have been expended in accordance with the requirements of Section 15.05.040 of the Duarte Municipal Code.
10. Certified statement (roster) of the number and residency of the members of the organization. Duarte Municipal Code Section 15.05.020 states: *"Duarte membership," as used in this section, means membership consisting of at least 75% of juvenile or adult persons who are either: (a) Duarte residents; or (b) Employed in Duarte; or (c) Owners or operators of a business or other establishment located in Duarte.*

By submitting this application, we further agree to the following:

- a) To comply with Chapter 15.05 of the Duarte Municipal Code including, but not limited to, the requirement that the net profit from the sales shall be utilized only for youth activities/programs in accordance with Duarte Municipal Code Section 15.05.040, which states: *At least 75% of the youth participating in and benefiting from such activities shall be residents of the City of Duarte.*

b) Upon license permit approval, to comply with Resolution No. 11-04 adopted 2/8/11, requiring a \$375 deposit per license, refundable if applicant helps with clean-up at a designated City park after the July 4th festivities by 8:00 a.m., July 5.

c) Per City Council policy established 2/25/97, to comply with the requirement to have at least two representatives attend a meeting with the Public Safety Department prior to the approval of this application (date to be announced.)

d) Per City Council policy established 3/24/98, to submit a financial accounting of fireworks revenue, expenses and profits by September 30th of the current year detailing a description of proposed youth programs, associated budget, number of overall participants, and breakdown of the total numbers of participants by the categories set forth in subparagraphs (a), (b), and (c) of the Duarte Municipal Code Section 15.05.040, and a reconciled account statement showing revenue and expense and net profit, supported by receipts, including for fireworks purchased and booth-related expenses, etc.

e) To indemnify, defend, and hold harmless the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, from and against any claims, costs, liabilities, expenses, judgments, fines, penalties, and the like, including but not limited to expert witness fees and attorney's fees arising out of the acts or omissions of applicant or any of its officers, officials, directors, managers, agents, representatives, or volunteers pertaining to this application or activities taken in furtherance thereof if a permit is issued including, but not limited to, as may be related to submission of this application, the granting of a permit if such permit is granted, applicant's sales booth and its location, construction and operation including, but not limited to, booth materials, booth staffing, and the display, sale, and storage of fireworks, the discharge of fireworks, applicant's agreement with the owner of booth site, applicant's contract with a fireworks distributor or provider, the use of funds raised from the sale of fireworks, or compliance or failure to comply with applicable law.

f) To waive, release, and discharge any claims or causes of action against the City of Duarte and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, by the issuance or non-issuance of a license permit to applicant or to any other applicant.

g) That applicant is familiar with the provisions and has received a copy of Part 2 of Division 11 of the California Health & Safety Code, Sections 12500 et seq., with applicable provisions of the Fire Code of the County of Los Angeles as adopted by reference (including with amendments, if any) in Chapter 15.04 of the Duarte Municipal Code, and with Chapter 15.05 of the Duarte Municipal Code including that the applicant acknowledges the provisions of Section 15.05.100 which states: "Any person violating or failing to comply with any provisions of this chapter or any of the rules or regulations hereinabove set forth and adopted hereby, or who fails or refuses to perform any duty prescribed herein to be performed by him, is guilty of a misdemeanor."

h) That applicant acknowledges that (a) submission of an application does not guarantee that a license permit will be issued to applicant and (b) submission of an incomplete application by applicant will result in rejection of the application.

I hereby certify that the above information is true and correct, and that all required information and documents (#1-#10) are attached.

Anne Larson
Authorized Signature

Name: ANNE LARSON
(Please print)

Title: Chairperson

Receipt No. 23475
Amount \$ \$50.00
Date 7/16/13



MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

SUBJECT: AGREEMENT BETWEEN DUSD AND CITY FOR USE OF DUARTE FITNESS CENTER POOL FOR DHS SWIM TEAM PRACTICES AND MEETS

DATE: 1/16/13

Each year the City of Duarte and the Duarte Unified School District enter into an agreement that allows the Duarte High School swim team to use the Fitness Center pool for practices and meets. Over the years, this arrangement has allowed the DHS swim team to develop into one of the most competitive teams in their league.

Attached is the agreement for the 2013 swim team season. Staff recommends the City Council authorize the City Manager to sign the agreement.

AGREEMENT BETWEEN CITY OF DUARTE AND DUARTE UNIFIED SCHOOL
DISTRICT FOR USE OF CITY-OWNED FITNESS CENTER POOL

This Agreement is made and entered into by and between the CITY OF DUARTE, hereinafter referred to as "City", and DUARTE UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District".

WITNESSETH:

WHEREAS, the City owns and operates a swimming pool; and
WHEREAS, the City desires to make this facility available for use by the District.
NOW, THEREFORE, said City and said District hereby mutually covenant and agree by those present do covenant and agree with each other as follows:

1. This Agreement shall be effective for the Spring 2013 Swim Team season.
2. The Agreement is a use agreement only and does not confer on District any interest in real property or any interest which could subject the City with any requirement to pay to, or provide to, District any relocation assistance or benefits under any law.
3. The City agrees to allow the District to utilize said pool for the purpose of a competitive swim team in accordance with a written schedule submitted by the District and acceptable to the City, provided, however, that such schedule use shall not at any time interfere with the use of said facility by the City for the conduct of programs under its jurisdiction. Upon written notification the City will begin heating the pool.
4. The District agrees to conduct and supervise the activities and programs it undertakes at said facility and agrees to provide adequate adult supervision of students traveling to and from the facility as well as at all times the facility is being utilized by the District.
5. Any District employee scheduled to supervise an activity at the pool at a time when a city lifeguard is not on duty must have current Red Cross certificates as specified by the Health and Safety Code of the State of California. Copies of the certifications must be submitted to the City prior to any use of the pool. Also, said District employee must attend a two (2) hour training session conducted by the Fitness Center Supervisor prior to the first use of the pool by the District.
6. The District shall provide at least one other Red Cross certified lifeguard to sit in the lifeguard stand during swim meets. The City can supply said lifeguard given 30 days notice.
7. The Fitness Center locker rooms will be available for use by the District. The District agrees to have an adult present in the locker rooms when being used by students.

8. The cost of any District use, which may require the services of City staff, in addition to the above personnel, will be reimbursed by the District at the employees' actual hourly rate. The hourly rate plus all applicable payroll costs will be determined and agreed upon administratively.
9. The District will pay one half the costs of utilities and chemicals used for the season (February 19 through May 3, 2013). The City will bill the District at the end of the season.
10. The District shall be responsible for providing their own equipment and supplies for all practices and meets held at the Duarte Fitness Center. Said items shall not be stored at the facility and must be removed upon conclusion of the day's activity.
11. During the conduct of District activities and programs, the District may formulate and enforce rules and regulations as are acceptable to City and are necessary to maintain proper standards of conduct and safety on said premises. Every effort shall be made by the District to exercise reasonable care while using said facilities.
12. City programs shall have first priority for use of the pool and related facilities. The District will normally have second priority. There may be occasions when another community organization will be given priority over a District request. However, this would be the exception rather than the rule. If a City-sponsored recreational or instructional need arises after establishment of any District schedule, the District shall relinquish its permit to use said facilities. The City will make every effort to give no less than seventy-two (72) hours notice of intended cancellation.
13. District agrees to indemnify the City, its officers, agents, and employees and hold them harmless from any and all losses, costs, expenses, claims and damages whatsoever, arising out of our connection with the District's use of pool facility or performance of its obligations including injuries sustained in transit to and from the facility under this Agreement. District's indemnity shall (i) include, but not be limited to, City's reasonable attorney's fees, its expert witness fees, and litigation and court costs, and (ii) shall apply notwithstanding the limits of insurance coverage set forth. District agrees to amend its policy of primary insurance as respects the City, naming the City of Duarte as named insured under the comprehensive general liability policy and provide a Certificate of Insurance made out to the City of Duarte as follows:

| | |
|-----------------|----------------------------------|
| Comprehensive | \$ 500,000 each person |
| | \$ 1,000,000 each accident |
| Property Damage | \$ 500,000 each accident |
| | \$ 500,000 aggregate operations |
| | \$ 500,000 aggregate protective |
| | \$ 500,000 aggregate contractual |
14. No officer, official member, employee, agent or representative of District or City, acting in an official capacity, shall be personally liable to the other in the event of any default or breach by said party, or for any amount which may become due to the other party, or for breach of any obligation of the terms of the Agreement.

15. District covenants that, in its performance of the Agreement, it shall not discriminate against any person on the basis of any impermissible classification.
16. The District shall leave the facility in as good condition as it was when received, and shall be responsible for the repair or replacement of any equipment, which may be proven damaged by District use. The District will be billed and agrees to pay the actual cost of repairs.
17. This Agreement may be terminated by either party hereto upon fifteen (15) days written notice to the other of the intention to so terminate.
18. Each signatory to the Agreement warrants to the other party that it has authority to sign on behalf of its party and to bind said party.

IN WITNESS HEREOF, the City of Duarte and the Duarte Unified School District do hereby agree to the above.

CITY OF DUARTE

DUARTE UNIFIED SCHOOL DISTRICT

by: _____
 Darrell George
 City Manager

by: _____
 Terry Nichols
 Superintendent of Education

DATE: _____

DATE: _____

MEMORANDUM

TO: City Council
FROM: Public Safety Commission
DATE: January 16, 2013
SUBJECT: Commission Organization

At the regular meeting of the Public Safety Commission held on Tuesday, January 15, 2013, the Commission organized as follows:

Chairperson – Chris Frye
Vice Chairperson – Jim Dinsmore



MEMORANDUM

TO: CITY COUNCIL

FROM: PARKS AND RECREATION COMMISSION

SUBJECT: REORGANIZATION

DATE: JANUARY 16, 2013

At the regular meeting of the Parks and Recreation Commission on Monday, January 14, 2013, Eddie Howard was nominated to be the new Chairperson and Tom Reyes was nominated to be the Vice-Chair for the Committee. The motion carried unanimously.

Chairperson – Eddie Howard
Vice Chairperson – Tom Reyes

Receive and File

From: Craig Hensley <chensley@accessduarte.com>
Subject: **Planning Commission Reorganization**
Date: January 21, 2013 4:20:13 PM PST
To: Marla Akana <akanam@accessduarte.com>

Bill Lawrence, Chair
Ron Phadnus, Vice Chair

Craig Hensley, AICP
Community Development Director
City of Duarte
1600 Huntington Drive
Duarte, CA 91010-2592
p - 626.357.7931
f - 626.358.0018
chensley@accessduarte.com

(Space below for use of County Clerk Only)

Pasadena Star-News

Affiliated with SGV Newspaper Group
911 E. Colorado Blvd.
Pasadena, CA 91109
626-962-8811 ext. 2270
debby.chapman@sgvn.com

5007700

CITY OF DUARTE
1600 E. HUNTINGTON DRIVE
DUARTE CA 91010

FILE NO. CC CDBG Public Hearing

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

**STATE OF CALIFORNIA
County of Los Angeles**

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

1/16/2013

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

Executed at West Covina, LA Co. California
On this 16th day of January, 2013.



Signature

Legal No. **0010297999**

**CITY OF DUARTE
CITY COUNCIL**

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Duarte will conduct a public hearing on Tuesday, January 29, 2013 7:00 pm in the City Hall Council Chamber, 1600 Huntington Drive, Duarte, California.

The City Council will solicit input regarding the use of the City of Duarte's Community Development Block Grant (CDBG) funding allocations for Fiscal Year 2013-2014 (July 1, 2013 - June 30, 2014). The City anticipates receiving up to \$154,376 in CDBG funds, including a new CDBG allocation of \$142,436, carryover CDBG funding of \$8,040 and a possible additional CDBG funding allocation from the City of Bradbury estimated at \$3,900, for fiscal year 2013-2014.

Any interested party may appear in person, or by agent, and be heard. If this matter is challenged in Court, there will be a limit to only those issues that were raised at the Public Hearing described in this Notice, or in written correspondence delivered to the City Council at, or prior to, the Public Hearing. Written correspondence may be sent to Duarte City Hall, City Clerk's Office, 1600 Huntington Drive, Duarte, CA 91010. Further information may be obtained from Irma Hernandez, Community Development Department at 626-357-7931. Si usted quiere hacer un comentario o quiere mas información sobre esta noticia, usted puede llamar a Irma Hernandez al numero (626) 357-7931.

María Akana
City Clerk

Publish: January 16, 2013
Duarte City Hall
Duarte Public Safety Office
Duarte Library
City Website

Pasadena Star News Ad#297999



MEMORANDUM

To: Honorable Mayor and Councilmembers

From: Irma Hernandez, Senior Planner

Date: January 29, 2013

Subject: Community Development Block Grant Program (CDBG) Budget for Fiscal Year 2013-2014; General Fund Allocation for Public Service Programs for Fiscal Year 2013-2014

RECOMMENDATION

Staff recommends that the City Council:

1. Allocate \$154,460 in CDBG funding to complete Bus Stop and ADA Curb Ramp Improvements as described in Table 1;
2. Include language giving staff the ability to make adjustments to projects, due to programmatic interpretations by LACDC and final funding allocations;
3. Authorize the City Manager to execute an agreement with the City of Bradbury to receive its FY 2013-2014 CDBG allocation of approximately \$3,987, at no cost to the City of Duarte, for use on a ADA curb ramp or similar project that would mutually benefit both cities with terms and forms deemed acceptable to the City Manager and City Attorney; and
4. Staff recommends the City Council allocate \$20,000 in FY 2013-2014 General Funds to fund Public Service Youth Grant Programs administered by the City Parks and Recreation Department as it did in the Fiscal Year 2012-2013 budget.

BACKGROUND

In 1974, the Community Development Block Grant (CDBG) Program was enacted through the Housing and Community Development Act of 1974. The City has participated in the Los Angeles Community Development Commission (LACDC) administered CDBG program as part of the LA Urban County for over 30 years.

In the past several months, LACDC has made a series of decisions and determinations that have made the use of CDBG funds significantly more difficult and less flexible than in the past. These changes impact the way the City of Duarte has traditionally utilized its allotted funding. The Council may recall that last year the City chose to exchange its funds with the City of Torrance, a practice that is no longer permitted. The following is a list of some of the more notable impacting changes that LACDC has made with regards to CDBG funding:

- December 29, 2011 - The LACDC issued a CDBG Bulletin that stated LACDC's decision to no longer allow cities to allocate CDBG funds for the administration of a CDBG program. Instead, cities are now only allowed to pay for program administrative costs by taking funds directly from the CDBG funded projects/programs, resulting in less funds going to actual assistance to the community.
- June 13, 2012 - The LACDC issued a Bulletin requiring pollution liability insurance for all CDBG funded residential rehabilitation projects. After a great deal of discussion, the LACDC officially rescinded the requirement on January 3, 2013.
- August 1, 2012 - The LACDC issued a Bulletin which removed the authority to use funds for CDBG program administration when CDBG funds are exchanged with another city.
- November 6, 2012 - The City was notified that cities would no longer be allowed to exchange or transfer CDBG funds with other participating cities. The practice is not prohibited by HUD, however LACDC stated that due to criticism by a member of Congress, HUD issued a directive to LACDC to discontinue the practice of allowing the exchange or transfer of funds.
- November 13, 2012 - The City was notified through a CDBG Bulletin issued by LACDC of the City's anticipated reduction of funding allocation for FY 2013-2014 (\$142,436) resulting from changes in demographics in Duarte such as a reduction in overcrowding and poverty.

ANALYSIS

Recent CDBG Funded Activities

Prior to the current fiscal year, the City funded various programs including a Housing Rehabilitation/Lead/Asbestos Program, Youth Sports/Music Grant Public Service Programs, infrastructure improvements (i.e. street and storm drain improvements), with a portion of CDBG funding going toward CDBG program administration and code enforcement staff time. This Fiscal Year 2012-2013, the City sold its \$143,057 CDBG allocation to the City of Torrance for \$95,848 unrestricted General Fund dollars which allowed the City more flexibility in the use of funds. One positive result of this exchange was the shift to fund Youth Sports Public Service Programs with general funds administered by the City Parks and Recreation Department. This change allowed staff to administer the program with significantly less administrative burdens as compared to funding the program with CDBG funds. Overall, the sale of CDBG funds actually had a positive net value to the City budget due to staff spending less time on burdensome CDBG administrative tasks. However, LACDC's policy, issued on November 6, 2012, prohibits the City from selling (exchanging) or transferring our CDBG funds.

FY 2013-2014 CDBG Funding Allocation

Due to reductions in federal funding, the City's CDBG Program has experienced significant cuts over the past decade. Causing an even greater impact was a new policy issued by LACDC in December 2011, which no longer allows the City to allocate

a percentage of its CDBG funding for the staff time used to administer the City's CDBG program which had traditionally represented from 7.5% to 10% of the City's annual CDBG funding allocation. Instead, cities are now only allowed to pay for program administrative costs by taking funds directly from the approved CDBG funded projects/programs, resulting in less funding going to actual assistance to the community.

On November 13, 2012, the City was notified again that its annual allocation would be reduced to approximately \$142,436, which is due to Duarte's changing demographics, specifically a 7.9% reduction in households within poverty levels and 49.37% reduction in overcrowding. The City's final CDBG allocation for FY 2013-2014 may be adjusted further by LACDC based on the final federal budget and due to updated Census 2000 and American Community Survey data.

On December 10, 2012, the City of Bradbury approached the City with the idea of gifting their FY 2013-2014 CDBG allocation of approximately \$3,987 to the City of Duarte since LACDC no longer allows cities to exchange or transfer funds. On January 15, 2013, LACDC staff including three LACDC CDBG supervisors, one LACDC manager and one LACDC program manager/contract compliance officer met with City of Bradbury and City of Duarte staff to discuss this idea. LACDC has preliminarily indicated that the City of Duarte could use Bradbury's funds to contribute toward the proposed ADA Curb Ramp project as described below. Staff recommends that the City Manager be delegated the authority to execute an agreement with the City of Bradbury which would allow the City to receive Bradbury's funds at no cost to Duarte for use on an ADA Curb Ramp or a similar project that would mutually benefit both cities. The proposed CDBG budget described below also includes \$8,037 in unallocated CDBG funds carried over from Duarte's Fiscal Year 2011-2012 allocation. The unallocated CDBG funds come from unspent housing rehabilitation program funding since a project was completed under budget.

The total FY 2013-2014 allocation is anticipated at \$154,460, which includes Duarte's and Bradbury's CDBG allocation and Duarte's current unallocated CDBG funds.

Recommended CDBG Funded Projects

For FY 2013-2014, it is staff's recommendation that the City Council fund the following projects with CDBG funding (Table 1). These projects will benefit the community and can realistically be administered by staff with the assistance of a CDBG consultant in a manner consistent with the CDBG program constraints.

**Table 1
City of Duarte - Proposed CDBG Funding for FY 2013-2014**

| | |
|--|------------------|
| Project #1: ADA Curb Ramps, Removal of Barriers | \$104,460 |
| *Construction costs for 30 ADA Curb Ramps throughout the City.....\$83,568 | |
| *Consultant project administrative and labor compliance review costs.....\$16,714 | |
| *City staff administrative costs.....\$4,178 | |
| <i>This project's overall budget includes the funding that would be received from the City of Bradbury.</i> | |
| Project #2: Bus Stop Improvements for ADA Compliance, Removal of Barriers | \$ 50,000 |
| *Construction costs related to the removal of architectural barriers and ADA compliant street furniture, which may include, bus shelters, benches, trash receptacles, and way-finding signs.....\$40,000 | |
| *Consultant project administrative and labor compliance review costs.....\$8,000 | |
| *City staff administrative costs.....\$2,000 | |
| Total FY 2013-2014 CDBG Allocation | \$154,460 |

Note: Staff requests that the City Council's recommendation include language giving staff the ability to make adjustments to projects, due to programmatic interpretations by LACDC and final funding allocations.

The City Engineering Division has recently conducted a citywide assessment of curb ramps in the public right of way to identify those that are not ADA compliant. The proposed ADA Curb ramp project represents only a small portion of the ramps that are not ADA compliant. Staff has prioritized the location of the non-compliant areas and the proposed thirty curb ramps locations represent those that are in most need for correction. This project is still subject to review and approval by the LACDC, to ensure that a portion of the proposed improvements is mutually beneficial to the cities of Duarte and Bradbury and that the project be deemed to address the removal of physical and architectural barriers and in compliance with HUD regulations. If the project is approved by LACDC, staff may consider recommending that future year CDBG funds be used to complete the remaining non-compliant ADA curb ramps.

The CDBG funding allocated for the proposed bus stop improvement project would serve to leverage other funding that may be available to the City from the Foothill Transit Bus Stop Enhancement Program Call for Projects (BSEP). The BSEP grant would add an additional \$35,000 to this CDBG project. The CDBG funds will be used to fund a portion of the proposed bus stop enhancements. The proposed bus stop enhancements include, replacement and modifications to bus shelters, benches and trash receptacles with ADA compliant ones while also creating an ADA accessible path of travel within the public right of way; and the replacement and relocation of the associated bus stop signs and posts (way-finding signs) which may be within the ADA required path of travel and/or require replacement to meet ADA standards. The LACDC would have to review and approve the project and deem the project as serving to remove architectural and physical barriers in compliance with HUD regulations.



Recommendation – General Fund Public Service Program

Staff has analyzed the amount staff time spent on the administration of CDBG funded public service programs and has determined that it costs up to 70 cents in administration time for every one dollar granted to a youth. This is a very inefficient use of these restricted funds which are leveraged with City General Funds. Staff recommends the City Council allocate \$20,000 in FY 2013-2014 General Funds to fund Public Service Youth Grant Programs administered by the City Parks and Recreation Department which would result in fewer administrative costs to the City as compared to funding the program with CDBG funds. This process was used in the FY 2012-2013 budget and was successfully implemented through the Parks and Recreation Department.

Evaluation of City's Housing Rehabilitation Program Procedures

Staff does not recommend funding a housing rehabilitation program with CDBG funds. Similar to public service programs, the administrative costs to run a CDBG funded housing rehabilitation are excessive and changes in LACDC's policies have cost the city general fund monies, due to recent disallowed rehabilitation costs and excessive amount of administrative staff time to deal with LACDC's fluctuations in policy interpretations. The City has traditionally been called a model housing rehabilitation program by LACDC, however, consistent with the ever changing programmatic policy interpretations by LACDC, the City was verbally informed in August 2012 that we would have to revamp how we have operated the program and revamp the procedures used to procure for contractor services if we ever considered restarting a housing rehabilitation program in our City. These changes by LACDC have ended the ability to operate a locally successful housing rehabilitation program using CDBG funds.

Below is an example of the procedural changes that would result in excessive administrative costs to the City based on LACDC feedback to the City in August 2012:

| Table 2 Comparison of Housing Rehabilitation Program Procedures | |
|--|---|
| Existing City Procedures | Changes that would be required to Duarte's housing rehab program procedures |
| <p>City procures one time for a vendor General Contractor (GC) to carryout all single-family housing rehabilitation projects. GC subcontracts for the various required specialized disciplines (i.e. roofing, window installs, lead clearances, asbestos testing, asbestos abatement, and asbestos monitoring certification.</p> | <p>The City would procure for a sub-recipient General Contractor and would be required to perform financial audits related to accounting and book keeping.</p> <p>The City would be required to procure and obtain three bids for each discipline required to complete each rehabilitation project.</p> |



The following describes only some of the activities that would be required for a typical single-family housing rehabilitation project which result in costly and inefficient administrative burdens.

| Table 3 Example: Housing Rehabilitation Scope of Work Single Family House: reroof house, change out water heater, paint house | |
|---|--|
| Existing City Procedures | Changes that would be required to Duarte's housing rehab program procedures |
| <p>The GC submits one bid that summarizes the rehabilitation costs that are consistent with the original proposal submitted to the City. The bid is inclusive of all required housing rehabilitation activities to accomplish the scope of work. In the GC proposal to the City, the GC provides the estimated costs for completing typical single-family rehabilitation costs. The City defines the typical scope of work.</p> <p>TOTAL OF ONE BID submitted.</p> <p>The City monitoring the costs of each rehabilitation project based on one bid.</p> | <p>The GC submits:</p> <ul style="list-style-type: none"> 3 bids for housing painting 3 bids for lead clearance (related to painting) 3 bids for water heater/install costs 3 bids for asbestos testing (roof)* 3 bids for asbestos removal (roof)* 3 bids for asbestos monitoring/clearance (roof)* <p>TOTAL OF 18 bids submitted to the City.</p> <p>Additional Administrative Burden: City is required to perform financial audits related to accounting and book keeping on the sub recipient General Contractor that it hires.</p> |

The City simply cannot operate a local residential rehabilitation program at current staffing levels. The allowable administrative costs that can be covered with CDBG funds do not come close to covering the cost to administratively oversee a program that requires that at least 18 contractor bids be obtained before any rehabilitation work can begin. Even if the City chose to subsidize these costs, the program limitations create an inefficient use of funds where a majority of funds go to administrative costs, lead paint abatement and asbestos abatement rather than re-roofing, new windows and other housing improvements.

Conclusion

Staff recommends the City Council review and approve the recommended projects, programs and funding allocations for FY 2013-2014. Once the CDBG program allocations are approved by the City Council, they will be forwarded to the LACDC for their review and approval, as the LACDC is the agency that distributes CDBG funds to the City of Duarte.

Respectfully Submitted,



Irma Hernandez
 Senior Planner



MEMORANDUM

TO: Darrell J. George, City Manager
FROM: Kristen Petersen, Assistant City Manager
DATE: January 29, 2013
SUBJECT: MID-YEAR BUDGET REPORT – FISCAL YEAR 2012/13

Background

In keeping with the schedule set forth in the City's budget calendar, staff has completed the mid-year budget projections for the 2012-13 fiscal year. The results of this process are presented in Attachment 1 to this report. The information in the attachment is organized by fund, and compares amounts budgeted to projected year-end revenues, expenditures, and fund balances. This report also discusses any budget amendments, which are summarized in Attachment 2.

General Fund

For 2012-13, the City adopted a General Fund budget that included an initial deficit of \$58,900, but included January 1, 2013 adjustments that would result in a year-end budgeted surplus of \$62,100. At mid-year, staff is estimating that the General Fund will reflect an even higher year-end surplus of \$588,000, largely due to a one-time residual payment from the County that represents the City's small share of the \$9.4 million in low-mod dollars that the former RDA was forced to turn over to the County. Not taking into account this one-time payment, estimated General Fund revenues are projected to come in only \$67,000 or .56% over what we projected in June 2012. As far as the General Fund expenses, we project an increase of approximately \$220,000 or 1.8%. A large portion of this increase is due to the capital improvements needed for the repair of the Fitness Center Pool, which the AQMD has given us until July 2013 to complete and will cost more than \$150,000 altogether. Some of these expenses were already approved by the Council during the year, including expenses related to the recently awarded CalGrip Grant and the LA County Prevention and Intervention Grant. Other increases include a recently awarded MTA grant for Gold Line planning and staffing, costs related to the awards ceremony and banners for the business friendly award, and increased fuel prices that affect every department. These are all described in more detail below. When all the changes in revenue and expenses are put together, the impact is a projected 2012/13 surplus of \$588,000.

A surplus of \$588,000 will leave the year-end General Fund reserves at \$13.4 million. However, you will recall that approximately \$7.5 million of the General Fund balance represents the transfer made in February 2011 as a repayment of the City's loan advance made to the Redevelopment Agency in prior years. In the event that this transfer is deemed invalid, these

Mid-Year Budget Report

January 29, 2013

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amounts may be eliminated from the General Fund and surrendered to LA County. In this case, the actual General Fund reserves would be \$5.9 million, which represents 48% of the General Fund expenditures.

The various factors contributing to the projected increase in revenues and the changes provided for in expenses are described in further detail in the following narrative.

Revenues:

At year-end, total General Fund revenues are projected to be \$12,849,000. This amount represents an increase of \$867,000, or 7.2%, as compared to the adopted budget. A discussion of General Fund revenue highlights follows.

General Property Tax – The City’s 2012-13 general property taxes are actually projected to come in as previously budgeted. However as mentioned above, due to the \$9.4 million demand payment that had to be made by our former Redevelopment Agency to the County, the City received a residual payment of \$800,000. The \$9.4 million was a one-time payment from the remaining Low-Moderate fund balance and, therefore, this is only a one-time residual payment to the City. If in the future the Department of Finance makes a determination that the former RDA has to turn over the \$7.5 million that was transferred to the City, we will receive a second residual payment of approximately \$635,000. As far as future ongoing residual payments, it will take many years for there to be any residual funds from annually generated property tax increment, as there are still many existing debt and pass-through agreements to pay off.

Cal Grip Grant – As you know, Council recently approved a resolution and budget amendment that allocated the Cal Grip grant to various City programs over the next 24 months. We estimate that approximately \$84,000 of the total \$334,000 grant will be spent in the current fiscal year. The programs that it will help fund include the boxing program, Duarte’s Promise, CHYLL, DART, Youthworks, the Special Assignment Deputy, the LA County Probation officer, the YMCA, and Think Together.

Public Safety Prevention & Intervention Grant – In October 2012, we were notified that we had been awarded a \$25,000 grant by the LA County CAO to be used for public safety prevention programs. It will assist in funding programs such as our Recreation Financial Assistance Program, CHYLL, Duarte’s Promise, DART, Youthworks, and YMCA.

Gold Line Authority Expedite Grant – The Gold Line Authority has awarded the City of Duarte with funds that are to be used for hiring consultants, engineering and other services, or to pay for minor project betterments, that will expedite or enhance the City’s work related to the design and development of the Duarte Gold Line station. Staff estimates that we will use approximately \$50,000 of this award in the current fiscal year while working on the implementation of the Gold Line project.

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January 29, 2013

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Expenditures:

At year-end, total General Fund expenditures are projected to be \$12,262,000. This amount represents an increase of \$220,000 or 10.5%, as compared to the adopted budget. Five of the ten General Fund Departments are projecting to spend less than their budgeted amounts. The other increases are funded by the new grant revenues or represent capital projects that were discussed at the recent Cash Flow Workshop that must be implemented. A discussion of General Fund expenditure highlights is provided below.

Pool Repairs and Fitness Center Boiler Replacement - As mentioned previously, the Fitness Center Pool capital improvement project will cost more than \$150,000 by the end of the fiscal year. At the Cash Flow Workshop held in September 2012, staff presented a list of capital repairs and improvements that have been deferred for many years and can no longer wait. The first example of this is the Fitness Center Pool, which broke down in July 2012 for 5 days and was temporarily repaired so that our swim program could complete the remainder of the summer session. In September 2012, Council approved a budget amendment to the Community Development budget of \$75,000 for the replacement of the pool motor, electrical panel, and pool lighting. In addition, the AQMD has given the City a "Notice to Comply" by July 2013 on the replacement of the Pool heater and the Fitness Center boiler with ones that comply with AQMD emission and equipment standards. As a result, General Fund expenses are being increased in the Community Development budget by another \$50,000 so staff can include the installation of a new Pool heater into their existing Pool repair project. The Facilities Maintenance budget will be increased by \$7,000 for the removal of the Fitness Center boiler and installation of a tankless water heater, and the balance of \$16,000 will be funded through the Park Development Fund, which can be used for the maintenance of Parks and Recreation facilities.

Election Services – \$43,000 was included in the original budget for the research, preparation, and implementation of a revenue ballot measure. While the research and preparation was completed and paid for, the Council did not move forward with the implementation and as result, there was a \$23,000 savings.

Arroyo Strategies Grant Writing Contract – Arroyo Strategies was hired in Fall 2012 to identify and assist staff with the applications for grant funds. Their payment is contingent on the City successfully being awarded funds. Arroyo Strategies assisted with the application for the Cal Grip grant and as a result, was paid \$7,000 for their services when the City was awarded \$334,000.

Legal Services – The City Attorney restructured the City's legal services contract in 2012 to allow for code enforcement legal service costs to be credited against the City's monthly attorney retainer, when the maximum hours have not been reached. As a result, code enforcement legal services expenses are projected to be approximately \$6,000 less than originally budgeted.

San Gabriel Valley Economic Partnership – Over the years we have managed to negotiate a reduced membership with SGVEP. As a result, the original budget included only \$2,500 for this item. This year we were unable to negotiate reduced dues and as a result, the full cost of \$5,000

Mid-Year Budget Report

January 29, 2013

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is owed, increasing expenses by \$2,500. The City Manager serves on the SGVEP Board and this organization has proven to be very valuable, particularly during a time when the dissolution of redevelopment has made economic development such a challenge.

Increased Fuel Prices – Overall, we have seen a noticeable increase in fuel prices. We are recommending increases from \$2,000 to \$10,000 in almost every department to account for increased fuel expenses (Public Safety, Community Development, Field Services, City Manager’s Office).

Cal Grip Grant and Public Safety Prevention & Intervention Grant – As mentioned above, Cal Grip and PIP grant funds have been awarded and as result, appropriated expenses will be increased in the boxing program, Duarte’s Promise, CHYLL, DART, Youthworks, the Recreation Financial Assistance Program, the Special Assignment Deputy, the LA County Probation officer, YMCA camp, and Think Together.

Community Development Professional and Engineering Services – We have increased the professional and engineering services budgets by \$25,000 each in order to provide for the hiring of consultants, engineering, and other services related to the construction of the Duarte Gold Line station. As mentioned above this will all be funded through a \$50,000 grant from the Gold Line Authority.

County Property Tax Collection Fee – As you know in November 2012, the Supreme Court opined that the County was overcharging cities for administrative services related to the collection of property taxes. As a result, the County has revised its calculation method, resulting in a property tax fee that is approximately \$39,000 less than we originally budgeted. We are aware of the fact that the County has appealed the decision and that cities are fighting to receive refunds for prior years, but these decisions are still pending.

Postage Expenses – Due largely to the efforts of staff, postage expenses have been greatly reduced. The Council’s decision to consolidate the Parks & Recreation schedule with the Public Safety and Community newsletter has provided much more efficiency, including bulk mailing prices and less postage costs in general. We currently project that postage expenses will be \$13,000 less than originally budgeted.

Other City Funds

In addition to the General Fund, the City maintains approximately 20 other capital, debt service, and special revenue funds. For the most part, it is projected at mid-year that these Other City Funds will reflect conditions at year-end that are not significantly different than those planned for when the budget was adopted. There are, however, some noteworthy exceptions. These exceptions are highlighted below.

Gas Tax Fund – The Slurry Seal/Cape Seal Area 1 project of \$1.2 million was originally budgeted for completion in 2011/12. However, with the retirement of our Public Work Manager, this project was delayed and recently completed in 2012/13, so this increase in expenses is

simply a timing correction.

Landscape and Lighting District Fund – The Landscape & Lighting District 2012/13 Assessment Levy was adopted after the adoption of the original budget. Included in the Engineer’s Report was a new district, Ridgecrest Estates District. As a result, the current budget needs to be amended to include the expenses related to this new district.

Recommendation

It is recommended that the City Council receive and file the mid-year budget report, and approve the corresponding budget amendments as delineated in Attachment 2.

Attachment 1
FISCAL YEAR 2012 - 2013

| | FY 2012-13 Budget | Proposed Amendments | Amended Budget | Est Actual |
|------------------------------------|----------------------|------------------------|-------------------|-------------------|
| GENERAL FUND | | | | |
| Revenues: | | | | |
| Property tax | 925,000 | 800,000 | 1,725,000 | 1,725,000 |
| Sales tax | 4,514,000 | 0 | 4,514,000 | 4,514,000 |
| Franchise tax | 845,000 | 0 | 845,000 | 810,000 |
| Business license tax | 320,000 | 0 | 320,000 | 320,000 |
| Other taxes | 107,200 | 0 | 107,200 | 112,000 |
| Building permits | 350,000 | 0 | 350,000 | 350,000 |
| Other licenses & permits | 176,000 | 0 | 176,000 | 181,500 |
| Interest | 30,000 | 0 | 30,000 | 40,000 |
| Other uses of money & property | 237,000 | 0 | 237,000 | 228,000 |
| Motor vehicle in lieu fees | 1,775,000 | 0 | 1,775,000 | 1,775,000 |
| Other intergovernmental | 735,500 | 50,000 | 785,500 | 901,200 |
| Recreation fees | 414,700 | 0 | 414,700 | 412,200 |
| Other service charges | 249,500 | 0 | 249,500 | 264,400 |
| Fines & forfeitures | 185,500 | 0 | 185,500 | 181,000 |
| Miscellaneous revenues | 229,300 | 0 | 229,300 | 146,400 |
| Reimbursements from other funds | 888,700 | 0 | 888,700 | 888,700 |
| Transfers in from other funds | 0 | 0 | 0 | 0 |
| Total Revenues | 11,982,400 | 850,000 | 12,832,400 | 12,849,400 |
| Expenditures: | | | | |
| City council | 109,600 | 0 | 109,600 | 107,200 |
| City manager | 737,200 | (8,000) | 729,200 | 729,200 |
| Legal services | 176,000 | (6,000) | 170,000 | 170,000 |
| Com. Promotions & memberships | 327,100 | 11,000 | 338,100 | 338,800 |
| Public safety | 3,852,200 | 47,000 | 3,899,200 | 3,899,900 |
| Community development | 1,927,400 | 183,000 | 2,110,400 | 2,112,300 |
| Field services | 683,900 | 8,000 | 691,900 | 694,500 |
| Parks and recreation | 1,591,800 | 0 | 1,591,800 | 1,588,100 |
| Facilities maintenance | 712,500 | 6,000 | 718,500 | 718,800 |
| Administrative services | 1,686,500 | (48,000) | 1,638,500 | 1,638,000 |
| Transfers out to other funds | 237,100 | 27,000 | 264,100 | 264,900 |
| Total Expenditures | 12,041,300 | 220,000 | 12,261,300 | 12,261,700 |
| Revenues Over (Under) Expenditures | (58,900) | 630,000 | 571,100 | 587,700 |
| proposed reductions as of 1/1/13 | <u>121,000</u> | | | <u>0</u> |
| Revised surplus/(deficit) | 62,100 | | | 587,700 |
| Beginning Fund Balance | 12,810,455 | | 12,810,455 | 12,810,455 |
| Ending Fund Balance | <u>12,872,555</u> | | <u>13,381,555</u> | <u>13,398,155</u> |
| | (7,500,000) | | | (7,500,000) |
| Ending Fund Balance | 5,372,555 | | | 5,898,155 |

Attachment 1
FISCAL YEAR 2012 - 2013

| | FY 2012-13 Budget | Proposed Amendments | Amended Budget | Est Actual |
|--|----------------------|------------------------|-------------------|------------|
| OTHER FUNDS | | | | |
| STATE GASOLINE TAX | | | | |
| Revenues: | | | | |
| Interest | 4,000 | 0 | 4,000 | 4,000 |
| Gasoline tax | 607,800 | 0 | 607,800 | 587,100 |
| Total Revenues | 611,800 | 0 | 611,800 | 591,100 |
| Expenditures: | | | | |
| Miscellaneous projects | 110,000 | 1,121,000 | 1,231,000 | 1,231,200 |
| Transfers out | 160,400 | 0 | 160,400 | 160,400 |
| Total Expenditures | 270,400 | 1,121,000 | 1,391,400 | 1,391,600 |
| Revenues Over (Under) Expenditures | 341,400 | (1,121,000) | (779,600) | (800,500) |
| Beginning Fund Balance | 1,230,425 | | 1,230,425 | 1,230,425 |
| Ending Fund Balance | 1,571,825 | | 450,825 | 429,925 |
| LIGHTING AND LANDSCAPE | | | | |
| Revenues: | | | | |
| Transfers in - general fund | 227,000 | 0 | 227,000 | 254,800 |
| Assessments & other | 1,193,400 | 0 | 1,193,400 | 1,193,500 |
| Total Revenues | 1,420,400 | 0 | 1,420,400 | 1,448,300 |
| Expenditures: | | | | |
| City-wide lighting | 322,100 | 0 | 322,100 | 322,100 |
| City-wide landscape | 843,700 | 0 | 843,700 | 843,700 |
| Landscape zones | 254,600 | 20,800 | 275,400 | 282,500 |
| Total Expenditures | 1,420,400 | 20,800 | 1,441,200 | 1,448,300 |
| Revenues Over (Under) Expenditures | 0 | (20,800) | (20,800) | 0 |
| Beginning Fund Balance | 70,284 | | 70,284 | 70,284 |
| Ending Fund Balance | 70,284 | | 49,484 | 70,284 |
| COMMUNITY DEVELOPMENT BLOCK GRANT | | | | |
| Revenues: | | | | |
| Entitlement | 0 | 19,000 | 19,000 | 19,000 |
| Total Revenues | 0 | 19,000 | 19,000 | 19,000 |
| Expenditures: | | | | |
| Home rebate | 0 | 19,000 | 19,000 | 19,000 |
| Storm Drain Study/Improvements | 0 | 0 | 0 | 0 |
| Code enforcement | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 |

Attachment 1
FISCAL YEAR 2012 - 2013

| | FY 2012-13 Budget | Proposed Amendments | Amended Budget | Est Actual |
|------------------------------------|----------------------|------------------------|-------------------|------------|
| Total Expenditures | 0 | 19,000 | 19,000 | 19,000 |
| Revenues Over (Under) Expenditures | 0 | 0 | 0 | 0 |
| Beginning Fund Balance | <u>0</u> | | <u>0</u> | <u>0</u> |
| Ending Fund Balance | <u>0</u> | | <u>0</u> | <u>0</u> |

PAEG FEES

| | | | | |
|------------------------------------|----------------|----------|----------------|----------------|
| Revenues: | | | | |
| Interest Earnings | 300 | 0 | 300 | 300 |
| Fees | 25,000 | 0 | 25,000 | 23,000 |
| Total Revenues | <u>25,300</u> | <u>0</u> | <u>25,300</u> | <u>23,300</u> |
| Expenditures: | | | | |
| Other Expenses | 115,000 | 0 | 115,000 | 115,000 |
| Total Expenditures | <u>115,000</u> | <u>0</u> | <u>115,000</u> | <u>115,000</u> |
| Revenues Over (Under) Expenditures | (89,700) | 0 | (89,700) | (91,700) |
| Beginning Fund Balance | <u>92,284</u> | | <u>92,284</u> | <u>92,284</u> |
| Ending Fund Balance | <u>2,584</u> | | <u>2,584</u> | <u>584</u> |

SUPPLEMENTAL LAW ENFORCEMENT

| | | | | |
|------------------------------------|----------------|---------------|----------------|----------------|
| Revenues: | | | | |
| Interest | 0 | 0 | 0 | 0 |
| Entitlement | 100,000 | 35,000 | 135,000 | 135,000 |
| Total Revenues | <u>100,000</u> | <u>35,000</u> | <u>135,000</u> | <u>135,000</u> |
| Expenditures: | | | | |
| Special events patrol | 0 | 0 | 0 | 0 |
| Contract law enforcement | 100,000 | 35,000 | 135,000 | 135,000 |
| Total Expenditures | <u>100,000</u> | <u>35,000</u> | <u>135,000</u> | <u>135,000</u> |
| Revenues Over (Under) Expenditures | 0 | 0 | 0 | 0 |
| Beginning Fund Balance | <u>24,056</u> | | <u>24,056</u> | <u>24,056</u> |
| Ending Fund Balance | <u>24,056</u> | | <u>24,056</u> | <u>24,056</u> |

BICYCLE & PEDESTRIAN SAFETY

| | | | | |
|-----------|---|---|---|---|
| Revenues: | | | | |
| Interest | 0 | 0 | 0 | 0 |

Attachment 1
FISCAL YEAR 2012 - 2013

| | FY 2012-13 Budget | Proposed Amendments | Amended Budget | Est Actual |
|------------------------------------|------------------------------|--------------------------------|---------------------------|-------------------|
| Entitlement | 11,200 | 0 | 11,200 | 11,200 |
| Total Revenues | 11,200 | 0 | 11,200 | 11,200 |
| Expenditures: | | | | |
| Sidewalk improvements | 11,200 | 0 | 11,200 | 11,200 |
| Total Expenditures | 11,200 | 0 | 11,200 | 11,200 |
| Revenues Over (Under) Expenditures | 0 | 0 | 0 | 0 |
| Beginning Fund Balance | 0 | | 0 | 0 |
| Ending Fund Balance | 0 | | 0 | 0 |

AIR QUALITY MANAGEMENT

| | | | | |
|------------------------------------|--------|---|--------|--------|
| Revenues: | | | | |
| Other | 100 | 0 | 100 | 0 |
| Entitlement | 29,000 | 0 | 29,000 | 25,500 |
| Total Revenues | 29,100 | 0 | 29,100 | 25,500 |
| Expenditures: | | | | |
| Vehicles | 0 | 0 | 0 | 0 |
| Street Improvements | 0 | 0 | 0 | 0 |
| Other | 12,800 | 0 | 12,800 | 9,900 |
| Total Expenditures | 12,800 | 0 | 12,800 | 9,900 |
| Revenues Over (Under) Expenditures | 16,300 | 0 | 16,300 | 15,600 |
| Beginning Fund Balance | 26,340 | | 26,340 | 26,340 |
| Ending Fund Balance | 42,640 | | 42,640 | 41,940 |

PARK DEVELOPMENT GRANT

| | | | | |
|------------------------------------|--------|---|--------|--------|
| Revenues: | | | | |
| Grant Programs | 0 | 0 | 0 | 0 |
| Interest | 0 | 0 | 0 | 0 |
| Safe neighborhood parks act | 16,000 | 0 | 16,000 | 16,000 |
| Total Revenues | 16,000 | 0 | 16,000 | 16,000 |
| Expenditures: | | | | |
| Park improvements | 0 | 0 | 0 | 0 |
| Other capital improvements | 16,000 | 0 | 16,000 | 16,000 |
| Total Expenditures | 16,000 | 0 | 16,000 | 16,000 |
| Revenues Over (Under) Expenditures | 0 | 0 | 0 | 0 |
| Beginning Fund Balance | 97,169 | | 97,169 | 97,169 |

Attachment 1
FISCAL YEAR 2012 - 2013

| | FY 2012-13 Budget | Proposed Amendments | Amended Budget | Est Actual |
|------------------------------------|----------------------|------------------------|-------------------|---------------|
| Ending Fund Balance | <u>97,169</u> | | <u>97,169</u> | <u>97,169</u> |
| QUIMBY ACT | | | | |
| Revenues: | | | | |
| Assessments | 0 | 0 | 0 | 0 |
| Total Revenues | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Expenditures: | | | | |
| Park improvements | 15,000 | 0 | 15,000 | 15,000 |
| Transfers out - cash flow | 0 | 0 | 0 | 0 |
| Total Expenditures | <u>15,000</u> | <u>0</u> | <u>15,000</u> | <u>15,000</u> |
| Revenues Over (Under) Expenditures | (15,000) | 0 | (15,000) | (15,000) |
| Beginning Fund Balance | <u>53,565</u> | | <u>53,565</u> | <u>53,565</u> |
| Ending Fund Balance | <u>38,565</u> | | <u>38,565</u> | <u>38,565</u> |

TRANSPORTATION - PROPOSITION A

| | | | | |
|------------------------------------|------------------|---------------|------------------|------------------|
| Revenues: | | | | |
| Interest | 20,000 | 0 | 20,000 | 9,000 |
| Entitlement | 325,000 | 0 | 325,000 | 328,000 |
| NTD Entitlement | 36,700 | 0 | 36,700 | 38,700 |
| Reimbursements | 301,300 | 0 | 301,300 | 301,000 |
| Total Revenues | <u>683,000</u> | <u>0</u> | <u>683,000</u> | <u>676,700</u> |
| Expenditures: | | | | |
| Reimbursement - General Fund | 104,000 | 0 | 104,000 | 104,000 |
| Bus acquisition | 0 | 0 | 0 | 0 |
| Transit services | 579,000 | 19,000 | 598,000 | 598,500 |
| Total Expenditures | <u>683,000</u> | <u>19,000</u> | <u>702,000</u> | <u>702,500</u> |
| Revenues Over (Under) Expenditures | 0 | (19,000) | (19,000) | (25,800) |
| Beginning Fund Balance | <u>2,351,749</u> | | <u>2,351,749</u> | <u>2,351,749</u> |
| Ending Fund Balance | <u>2,351,749</u> | | <u>2,332,749</u> | <u>2,325,949</u> |

TRANSPORTATION - PROPOSITION C

| | | | | |
|----------------|----------------|----------|----------------|----------------|
| Revenues: | | | | |
| Interest | 3,000 | 0 | 3,000 | 1,400 |
| Entitlement | 280,000 | 0 | 280,000 | 290,000 |
| Total Revenues | <u>283,000</u> | <u>0</u> | <u>283,000</u> | <u>291,400</u> |
| Expenditures: | | | | |
| Reimbursements | 311,300 | 0 | 311,300 | 311,300 |

Attachment 1
FISCAL YEAR 2012 - 2013

| | FY 2012-13 Budget | Proposed Amendments | Amended Budget | Est Actual |
|------------------------------------|------------------------------|--------------------------------|---------------------------|-------------------|
| Other | 0 | 0 | 0 | 0 |
| Total Expenditures | 311,300 | 0 | 311,300 | 311,300 |
| Revenues Over (Under) Expenditures | (28,300) | 0 | (28,300) | (19,900) |
| Beginning Fund Balance | 307,412 | | 307,412 | 307,412 |
| Ending Fund Balance | 279,112 | | 279,112 | 287,512 |

MEASURE R LOCAL RETURN

| | | | | |
|------------------------------------|----------|---|----------|----------|
| Revenues: | | | | |
| Interest | 1,400 | 0 | 1,400 | 1,400 |
| Other | 208,000 | 0 | 208,000 | 215,000 |
| Total Revenues | 209,400 | 0 | 209,400 | 216,400 |
| Expenditures: | | | | |
| Other | 291,000 | 0 | 291,000 | 291,000 |
| Total Expenditures | 291,000 | 0 | 291,000 | 291,000 |
| Revenues Over (Under) Expenditures | (81,600) | 0 | (81,600) | (74,600) |
| Beginning Fund Balance | 349,093 | | 349,093 | 349,093 |
| Ending Fund Balance | 267,493 | | 267,493 | 274,493 |

TOWN CENTER DEBT SERVICE

| | | | | |
|------------------------------------|---------|---|---------|---------|
| Revenues: | | | | |
| Interest | 900 | 0 | 900 | 1,200 |
| Transfers in | 225,000 | 0 | 225,000 | 225,000 |
| Total Revenues | 225,900 | 0 | 225,900 | 226,200 |
| Expenditures: | | | | |
| Interest expense | 31,100 | 0 | 31,100 | 31,100 |
| Principal payment | 100,000 | 0 | 100,000 | 95,000 |
| Other | 32,000 | 0 | 32,000 | 26,000 |
| Total Expenditures | 163,100 | 0 | 163,100 | 152,100 |
| Revenues Over (Under) Expenditures | 62,800 | 0 | 62,800 | 74,100 |
| Beginning Fund Balance | 411,841 | | 411,841 | 411,841 |
| Ending Fund Balance | 474,641 | | 474,641 | 485,941 |

COMMUNITY IMPROVEMENT

Revenues:

Attachment 1
FISCAL YEAR 2012 - 2013

| | FY 2012-13 Budget | Proposed Amendments | Amended Budget | Est Actual |
|------------------------------------|------------------------------|--------------------------------|---------------------------|-------------------|
| Interest | 0 | 0 | 0 | 0 |
| Grant funding | 0 | 0 | 0 | 0 |
| Transfers in - cash flow | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |
| Expenditures: | | | | |
| Encanto Nature Walk | 0 | 0 | 0 | 0 |
| Street Improvements prop 1b | 117,100 | 200,000 | 317,100 | 320,000 |
| Street Improvements - STPL | 0 | 0 | 0 | 0 |
| Total Expenditures | 117,100 | 200,000 | 317,100 | 320,000 |
| Revenues Over (Under) Expenditures | (117,100) | (200,000) | (317,100) | (320,000) |
| Beginning Fund Balance | <u>320,000</u> | | <u>320,000</u> | <u>320,000</u> |
| Ending Fund Balance | <u>202,900</u> | | <u>2,900</u> | <u>0</u> |

INCLUSIONARY HOUSING

| | | | | |
|------------------------------------|----------------|----------|----------------|----------------|
| Revenues: | | | | |
| Interest | 1,800 | 0 | 1,800 | 1,900 |
| Assesments | 0 | 0 | 0 | 0 |
| Total Revenues | 1,800 | 0 | | 1,900 |
| Expenditures: | | | | |
| Other expenses | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 0 | | 0 |
| Revenues Over (Under) Expenditures | 1,800 | 0 | | 1,900 |
| Beginning Fund Balance | <u>496,977</u> | | <u>496,977</u> | <u>496,977</u> |
| Ending Fund Balance | <u>498,777</u> | | <u>496,977</u> | <u>498,877</u> |

Attachment 2
PROPOSED MID-YEAR BUDGET AMENDMENTS
FISCAL YEAR 2012 - 2013

| GENERAL FUND | Account Number | Change in Revenues | Change in Expenditures |
|---|---------------------------|-------------------------------|-----------------------------------|
| General Property Tax | | | |
| Increase due to a one-time residual pmt (LMIHF) | 100-4001 | 800,000 | |
| Grant Program Revenue | | | |
| Increase for MTA grant gold line planning/staffing | 100-4611 | 50,000 | |
| City Manager | | | |
| Decrease because no ballot measure was pursued | 100-1010-7651 | | -8,000 |
| Legal Services | | | |
| Decrease for code enforcement legal | 100-1015-7684 | | -6,000 |
| Community Promotions | | | |
| Increase for City Web Site | 100-1020-7722 | | 1,000 |
| Increase for Post Office Parking Lease | 100-1020-7724 | | 5,500 |
| Increase for PIP grant for Duarte Promise | 100-1020-7728 | | 1,000 |
| Increase for Business Friendly banners | 100-1020-7980 | | 1,000 |
| Memberships | | | |
| Increase to pay 100% of SGVEP dues | 100-1025-7700 | | 2,500 |
| Public Safety | | | |
| Increase for fuel costs | 100-1205-7650 | | 3,000 |
| Increase for CalGrip funded youth program expenses | 100-1205-7779 | * | 17,000 |
| Increase for CalGrip funded/retaining sp assign dpty | 100-1205-7781 | * | 15,000 |
| Increase for CalGrip funding for YMCA & Think Together | 100-1205-7980 | * | 12,000 |
| Community Development | | | |
| Increase for Eddy Awards dinner/LAEDC dues | 100-1405-7612 | | 6,000 |
| Increase for substantial car repair/fuel prices | 100-1405-7650 | | 2,000 |
| Increase for MTA grant gold line planning/staffing | 100-1405-7965 | | 25,000 |
| Increase for MTA grant gold line engineering/staffing | 100-1405-7969 | | 25,000 |
| Increase for Capital expenses for Pool (motor, elec. panel, heater) | 100-1405-8040 | * | 125,000 |
| Field Services | | | |
| Increase for fuel costs | 100-1410-7650 | | 8,000 |
| Facilities Maintenance | | | |
| Increase for Capital expenses for Fitness Ctr (tankless wtr heater) | 100-1610-8100 | | 6,000 |
| Administrative Services | | | |
| Decrease for savings on County's Prop Tax Admin Fee | 100-1805-7762 | | -35,000 |
| Decrease for savings on postage (new bulk mailing program) | 100-1825-7626 | | -13,000 |
| Transfers Out | | | |
| Increase for Landscape & Lighting Subsidy | 100-1905-9020 | | 27,000 |
| | | 850,000 | 220,000 |

**Attachment 2
PROPOSED MID-YEAR BUDGET AMENDMENTS
FISCAL YEAR 2012 - 2013**

| | Account 630,000 | Change in | Change in |
|--|----------------------------|------------------|------------------|
| GENERAL FUND NET CHANGE | | | |
| GAS TAX FUND | | | |
| Increase for delayed street improvement project | 220-2205-8070 | | 624,000 |
| Increase for delayed street improvement project | 220-2210-8070 | | 186,000 |
| Increase for delayed street improvement project | 220-2225-8070 | | <u>311,000</u> |
| GAS TAX FUND NET CHANGE | | | 1,121,000 |
| LANDSCAPE AND LIGHTING DISTRICT FUND | | | |
| Increase for new Ridgecrest Estates District Fuel Modification | 240-2435-7980 | | 4,000 |
| Increase for new Ridgecrest Estates District Water | 240-2435-7835 | | 4,500 |
| Increase for new Ridgecrest Estates District Electric | 240-2435-7866 | | 400 |
| Increase for new Ridgecrest Estates District Repairs & Replaceme | 240-2435-7887 | | 500 |
| Increase for new Ridgecrest Estates District Landscape Maint | 240-2435-7914 | | 6,200 |
| Increase for new Ridgecrest Estates District Debris/Storm Drain | 240-2435-7980 | | 1,000 |
| Increase for new Ridgecrest Estates District Oversight | 240-2435-7980 | | 1,500 |
| Increase for new Ridgecrest Estates District Reserve | 240-2435-7980 | | <u>2,700</u> |
| LANDSCAPE/LIGHTING DISTRICT NET CHANGE | | | 20,800 |
| CDBG | | | |
| Increase for receipt of final 11/12 CDBG funds | 260-4501 | 19,000 | |
| Increase for expenditure of final 11/12 CDBG funds | 260-2605-7751 | | <u>19,000</u> |
| | | 19,000 | 19,000 |
| CDBG FUND NET CHANGE | 0 | | |
| SUPPLEMENTAL LAW ENFORCEMENT | | | |
| Increase for revenue from Bradbury | 290-4605 | 35,000 | |
| Increase for epxnse towards Special Assign Deputy | 290-2905-7781 | | <u>35,000</u> |
| | | 35,000 | 35,000 |
| SUPP LAW ENF NET CHANGE | 0 | | |
| PROP A TRANSPORTATION FUND | | | |
| Increase costs for fuel | 440-4405-7619 | | 13,000 |
| Increase costs for engine repairs | 460-4605-8620 | | <u>6,000</u> |
| PROP A NET CHANGE | | | 19,000 |
| COMMUNITY IMPROVEMENT FUND | | | |
| Increase for delayed signal project | 620-6205-8070 | | <u>200,000</u> |
| COMMUNITY IMPROVEMENT NET CHANGE | | | 200,000 |

| 2008/09 - 2011/12 & 2012/13 | past cuts | 12/13 cuts | Total amount needed to fully restore |
|--|----------------|----------------|--|
| PROGRAMS & CONTRACTS | | | |
| reduced park supervision after school & summers | 18,000 | - | 18,000 |
| eliminated park supervision on weekends | 17,000 | - | 17,000 |
| 1/2 SRC | 84,500 | 84,500 | 169,000 This position is now contracted/paid for by DUSD |
| 1 special assignment deputy | 231,100 | - | 231,100 2nd sp deputy was not eliminated as of 1/1/13 due to CalGrip |
| 1 probation officer | 70,000 | - | 70,000 |
| public safety closed on Friday/Saturday | 17,000 | - | 17,000 |
| public safety youth safety coordinator vacant | 20,000 | - | 20,000 |
| student intern program | 40,000 | - | 40,000 |
| teen ctr closed on Saturday | 4,000 | - | 4,000 |
| close teen center at 7pm | 4,000 | - | 4,000 |
| Reduce Graffiti removal contract | | 25,000 | 25,000 |
| Chamber budget | 7,450 | 5,000 | 12,450 |
| DUSD funding | 7,000 | 2,000 | 9,000 |
| Travel/training | 21,000 | - | 21,000 |
| Concerts in Park | 5,600 | - | 5,600 |
| website | 8,000 | - | 8,000 |
| Barrow Hoffman | | 6,000 | 6,000 |
| Do not participate in funding of Rose Float | | 15,000 | 15,000 |
| Reduce spending of Mayors Youth Council (go to food and shirts only) | | 3,500 | 3,500 |
| Reduce cost for Council meeting Telecasting (Yotnakhparian vs. KGEM) | | 6,900 | 6,900 |
| Close Fitness Ctr at 9pm (1 hr earlier) M-F | | 3,000 | 3,000 |
| Close Fitness Ctr on major holidays | | 3,000 | 3,000 |
| Use Retiree Healthcare Fund to pay a portion of retiree health costs | | 60,000 | 60,000 |
| Lease new computer server storage rather than purchase | | 7,000 | 7,000 |
| Reduce Bldg Inspections to every other Friday | | 35,000 | 35,000 |
| Reduce contract for floor/carpet cleaning | | 3,600 | 3,600 |
| Junior Olympic track meet (DUSD take over) | | 5,800 | 5,800 |
| Eliminate Parks Rec pt office assistant | | 5,800 | 5,800 |
| PERSONNEL - currently vacant | | | |
| Associate Planner | | | 98,300 |
| City Planner | | | 139,400 |
| Code Compliance Migr | | | 105,900 |
| Field Svc Senior Tech | | | 65,300 |
| HR Manager | | | 114,900 |
| Recreation Superintendent | | | 116,800 |
| Senior Custodian | | | 66,200 |
| Sr Code Enforcement Officer | | | 84,600 |
| TOTAL CUTS | 554,650 | 271,100 | 1,617,150 GRAND TOTAL |