



# CITY OF DUARTE

## FINDING INSPIRATION TOGETHER



**OPERATING BUDGET  
FISCAL YEAR 2020 - 2021**



# City of Duarte

## Operating Budget

Fiscal Year 2020-21

### City Council

Sam Kang, Mayor, District 5  
Bryan Urias, Mayor Pro Tem, District 6  
Tzeitel Paras-Caracci, Councilmember, District 1  
John Fasana, Councilmember, District 2  
Liz Reilly, Councilmember, District 3  
Margaret Finlay, Councilmember, District 4  
Toney Lewis, Councilmember, District 7

### Appointed Officials

Daniel Jordan, City Manager  
David B. Cosgrove, City Attorney

### Other Management

Kristen Petersen, Assistant City Manager/Director of Administrative Services  
Craig Hensley, Director of Community Development  
Manuel Enriquez, Director of Parks and Recreation  
Brian Villalobos, Director of Public Safety Services  
Marla Akana, City Clerk



# City of Duarte

## Table of Contents

### Sections

|                               |       |
|-------------------------------|-------|
| City Manager’s Message .....  | One   |
| Budget Summaries .....        | Two   |
| General City Budget .....     | Three |
| Housing Authority .....       | Four  |
| Supplemental Information..... | Five  |





City Hall

# SECTION ONE

## CITY MANAGER'S MESSAGE





# City Manager's Message

August 11, 2020

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

Ladies and Gentlemen:

## FISCAL YEAR 2020/21 OPERATING BUDGET

It is my pleasure to present to you the City of Duarte's operating budget for fiscal year 2020/21. This document addresses the financial activities of the City and the Housing Authority. The Council and Authority discussed the budget and certain changes at a workshop held on June 6, 2020. The following amounts reflect the total authorized expenses of the City and the Housing Authority based on the workshop and updated information provided since that time.

| <b><u>City of Duarte:</u></b>        | <b><u>Prior Year<br/>Amended Budget</u></b> | <b><u>FY 2020/21<br/>Budget</u></b> |
|--------------------------------------|---------------------------------------------|-------------------------------------|
| General Fund:                        |                                             |                                     |
| City Council                         | \$ 162,300                                  | \$ 154,300                          |
| City Manager/City Clerk              | 1,274,100                                   | 839,500                             |
| Legal Services                       | 552,000                                     | 541,00                              |
| Promotions & Memberships             | 375,100                                     | 266,500                             |
| Public Safety                        | 6,317,200                                   | 6,298,800                           |
| Community Development                | 2,359,600                                   | 4,582,300                           |
| Parks and Recreation                 | 4,461,300                                   | 2,662,800                           |
| Administrative Services              | 2,785,000                                   | 3,728,300                           |
| Transfers Out                        | <u>655,700</u>                              | <u>1,376,500</u>                    |
| Total General Fund                   | \$ 19,942,300                               | \$ 20,450,000                       |
| Special Revenue Funds                | \$ 4,212,500                                | \$ 4,511,000                        |
| Community Improvement Fund           | 100,000                                     | 460,000                             |
| Debt Service Funds                   | <u>152,700</u>                              | <u>376,000</u>                      |
| Total Other City                     | \$ 4,456,200                                | \$ 5,347,000                        |
| <b>Duarte Housing Authority:</b>     |                                             |                                     |
| Total Housing Authority              | \$ <u>5,000</u>                             | \$ <u>95,300</u>                    |
| <b>Total Authorized Expenditures</b> | <b>\$ 24,412,500</b>                        | <b>\$ 25,892,300</b>                |

# City Manager's Message

## BUDGET PREPARATION

The process used for the preparation of the fiscal year 2020/21 budget was similar to that used in previous years. However, given the unprecedented consequences surrounding the COVID-19 pandemic, City Council opted to delay the budget workshop until July 6th, in an effort to better understand the economic impact on City revenues and expenditures. The Budget workshop was open to the public through Zoom webinar capabilities. At this workshop, the Council and Authority reviewed the recommended budget prepared by staff, heard testimony from the public on budget related matters, and considered various revenue and expenditure alternatives and the resulting budget is set forth in this document.

## REVENUES AND RESOURCES

Total revenues and other resources received by the City and the Housing Authority during fiscal year 2020/21 are estimated to be \$24.5 million. This amount represents an overall increase of \$1.9 million as compared to the 2019/20 Amended budget. The following items summarize significant revenue highlights for the City.

### General Fund

- Total General Fund revenues for 2020/21 are projected to be \$18.8 million, which is \$363,000 less than 2019/20 Estimated Actual.
- When comparing the 2020/21 revenues to 2019/20, the largest increase is in Sales Tax due to increased sales tax generated from Measure D as of July 1, 2020 and the largest decrease is in Building Permits, because we are not expected to have the high level of building and construction that kicked off in 2019/20.
- Sales Tax revenue began slowing down over the last few years and was projected to have only a 1% increase in 2019/20 and generate \$5.5 million. However, with the recent pandemic, sales tax revenue was greatly impacted, and it is now projected to come in at \$4.87 million. In turn the estimated baseline sales tax 2020/21 is assumed to not increase and the new sales tax revenue from Measure D is expected to bring in \$2.1 million, which is less than projected prior to the pandemic.
- Property tax revenue is projected at \$1.9 million, which does not include any growth in the general property tax value. We do anticipate that COVID-19 could impact property values further, but this change will take at least 2 years to be reflected in the property taxes, as properties sell at lower values, or property owners file for assessment appeals of their property value.
- In prior years Motor Vehicle License fees has continued to increase by 5%, however given that this revenue is based on property taxes and distributed by the State, we have assumed no increase in this revenue source in 2020/21.
- Building permit revenue is projected to decrease to \$1.1 million in 2020/21. This is less than 2019/20, but still a very good indication of development activity. Projected development includes the MBK project and City of Hope.

# City Manager's Message

## EXPENDITURES AND USES

In total, expenditures and other uses for fiscal year 2020/21 are budgeted to be \$25.9 million. This represents a decrease of \$1.5 million as compared to the 2019/20 budget. Significant expenditure highlights are discussed below.

### General Fund

Total General Fund expenditures are projected to be \$20.5 million, which is \$220,000 more than the 2019/20 Estimated Actual. Noteworthy General Fund expenditure issues are as follows:

- The 2020/21 Los Angeles County Sheriff's contract includes a 5% CPI increase and a 11.5% liability trust fund charge. The total expense increase is approximately \$274,000.
- The required PERS contribution for the primary tier increased to 13%, and the second tier increased to 9.4% and third tier increased to 7.9%. In addition, the Unfunded Liability increased from \$858,000 to \$1 million. By prepaying the annual PERS pension amounts for 2020/21 in July 2021, we will be saving and contributing \$33,000 to the City's Pension Stabilization Irrevocable Trust Fund that was set up last year with PARS. Every contribution to this fund reduces the City's unfunded pension liability. Please note that two positions were vacated in the City Manager's Office and are not being filled. This restructuring will result in a \$203,000 savings to the General Fund.
- The contribution towards future retiree healthcare has increased by \$116,000 per GASB 75 report, which incorporates the new life expectancy and healthcare cost assumptions. These contributions are made to the City's retiree healthcare Irrevocable Trust Fund and directly reduce the unfunded liability. Please note that a new GASB 75 report will be required this fiscal year and \$15,000 in consulting costs have been included in the budget.
- The Community Development budget includes \$28,000 to finish up the Courtyard Design process, which includes a workshop with Council. There is \$100,000 for the design and construction of street lighting along the new Huntington mixed use project, which can be funded with Town Center Community Benefit funds. The Community Development budget also included approximately \$1.4 million for the final phase of the Climatic project, which will include the irrigation control upgrades and the LED street lighting program.
- We know that COVID-19 will continue to change the amount of Parks and Recreation resources that we will be using, and the way programming is delivered to our residents. For example, there are some special events and classes traditionally scheduled for late Summer and Fall that we have removed from the budget in order to comply with the restrictions, but these can be re-evaluated post COVID.
- The 2020/21 budget included a transfer out of \$674,000 to the Housing Authority. This is a one-time transfer that represents 20% of the final loan repayment that the City is receiving from the former Redevelopment Agency loans.
- 2020/21 represents the first year that the City begins paying Infrastructure Modernization Loan Payments related to the Climatic projects. These payments are fixed at \$220,000 for the next fifteen years and should be offset by the savings in electricity and water costs once the projects are completed.

# City Manager's Message

## Other City Funds

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

- The Measure M and Measure W funds include \$520,000 in expenditures related to various NPDES projects such as Tule Pond, Feasibility Studies and the Royal Oaks Park Drywell.
- The Measure R fund will provide for \$300,000 in Sidewalk program expenses, which includes \$150,000 in expenses related to the 2019/20 program that was awarded late in the fiscal year and will be implemented in the beginning of the new fiscal year.
- \$300,000 in 2020/21 Street Rehabilitation expenses will be funded by SB1 funds.
- 2020/21 ADA Curb Ramp Improvements of \$50,000 from CDBG funds will be constructed throughout the City.

## **RESERVES**

It is projected that the General Fund will end the fiscal year with a total Fund Balance of \$13.2 million. This includes, \$2.7 million in land held for resale, \$2 million in restricted Town Center Community Benefit Funds, \$123,000 for vehicle replacement and \$8.37 million in unassigned reserve, which represents 41% of the General Fund budget.

The Housing Authority is projected to end the fiscal year with \$4.8 million in reserves. This amount has accumulated over the last few years and is legally required to be used to improve, increase, and preserve the community's supply of low and moderate income housing.

## **ORGANIZATION AND STAFFING**

The fiscal year 2020/21 budget includes a substantial organization change in the City Manager's office resulting in two less positions. In total, the City's authorized staffing for the upcoming year includes 43 full time positions, which is two less than 2019/20 and enough part time positions to be equivalent of another 29.75 full time employees, which is one less than 2019/20.

## **OVERALL BUDGET PERSPECTIVE**

The 2020/21 General Fund budget includes a deficit of \$1.7 million. This means that expenditures are expected to exceed revenues by that amount. Even with recent passage of Measure D, ongoing revenues are not only flat as they have been in prior years as a result of the general economic conditions, they have been even further impacted by the COVID-19 pandemic. One-time revenues, such as land sale proceeds that were received in the past few years are not projected for this current year. At the same time, costs particularly related to full time personnel and the Sheriff's Contract have continued to go up. This is due to an increase in the PERS rate as well as the costs related to cost of living and liability trust fund increases in the Sheriff's contract. Unassigned General Fund balance at year-end of 2020/21 would be \$8.37 million, which covers 41% of General Fund expenses. As mentioned earlier there is also \$123,000 in designated General Fund vehicle replacement funds and \$2 million in designated Town Center Community Benefit Funds and \$4.8 million in Housing Authority funds.

# City Manager's Message

## CONCLUSION

Over the past seven budget years, including the current 2020/21 budget, the City has only run two annual General Funds surpluses. In each of those years, 2017/18 and 2018/19, the City received significant revenue from the proceeds of one time land sale deals. The ongoing structural imbalance is why the City Council declared a fiscal emergency and placed Measure D on the ballot. The good news is that, due to sound fiscal management over decades, the City has consistently had reserves to address the structural imbalances. However, one time land sales proceeds and former redevelopment agency loan repayments end this year and we do not anticipate receiving substantial one time payments to boost the reserves in the future.

Looking ahead there is a lot of uncertainty in the broader economy. While most economists believe that the US economy will recover reasonably quickly from the COVID-19 pandemic, even as of today, the end of the pandemic is unknown. However, there is clearly consensus in the industry that economic activity will be diminished to some degree for several years. On the other side of the formula is increasing pension cost dependent on CalPERS' investment returns, discount rate assumptions, etc. Given these financial challenges, the City will be developing a formal, long-range financial plan and forecasting process that can be integrated into the annual budget process. This will enable the City to work towards a genuine structural balance through a multi-year and multi-faceted approach.

Respectfully submitted,

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

Daniel Jordan  
City Manager





# SECTION TWO

## BUDGET SUMMARIES





# Section Two

## Table of Contents

- Summary of Revenues, Expenditures, Transfers, and Fund Balances.....2.01
- General Fund - Revenue Comparison By Source .....2.02
- Summary of Revenues and Other Financing Sources.....2.03
- General Fund - Expenditure Comparison by Department .....2.04
- Summary of Expenditures and Other Financing Uses .....2.05
- Personnel Summary .....2.06



# City of Duarte

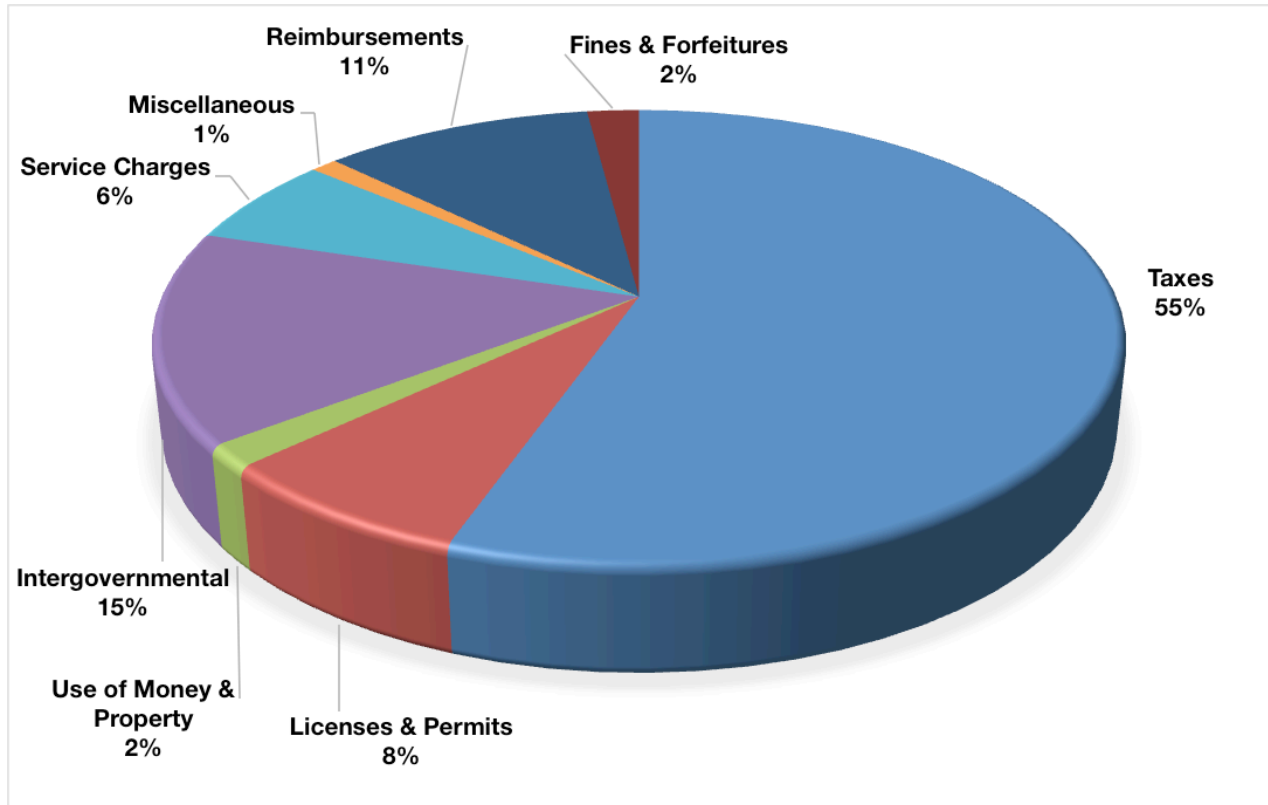
## Summary of Revenues, Expenditures, Transfers and Fund Balances

### ATTACHMENT 1

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

|                              | Fund Balance<br>June 30, 2020 | Revenues          | Transfers In     | Total Available<br>Funds | Expenditures      | Transfers Out    | Total<br>Deductions | Fund Balance<br>June 30, 2021 |
|------------------------------|-------------------------------|-------------------|------------------|--------------------------|-------------------|------------------|---------------------|-------------------------------|
| <b>GENERAL FUND</b>          | <b>14,939,700</b>             | <b>18,757,700</b> | <b>0</b>         | <b>33,697,400</b>        | <b>19,073,500</b> | <b>1,376,500</b> | <b>20,450,000</b>   | <b>13,247,400</b>             |
| <b>SPECIAL REVENUE FUNDS</b> |                               |                   |                  |                          |                   |                  |                     |                               |
| State Gasoline Tax           | 2,007,200                     | 550,100           | 0                | 2,557,300                | 494,400           | 0                | 494,400             | 2,062,900                     |
| SB1/RMIRA                    | 403,600                       | 381,300           | 0                | 784,900                  | 360,000           | 0                | 360,000             | 424,900                       |
| Landscaping & Lighting       | 98,600                        | 977,700           | 479,300          | 1,555,600                | 1,498,000         | 0                | 1,498,000           | 57,600                        |
| Community Dev. Block Grant   | 0                             | 151,700           | 0                | 151,700                  | 50,000            | 0                | 50,000              | 101,700                       |
| Public Access Government Fee | 3,200                         | 33,000            | 0                | 36,200                   | 0                 | 0                | 0                   | 36,200                        |
| Supplemental Law Enf.        | 0                             | 161,000           | 0                | 161,000                  | 160,000           | 0                | 160,000             | 1,000                         |
| Bicycle & Ped. Safety        | 15,900                        | 16,700            | 0                | 32,600                   | 16,700            | 0                | 16,700              | 15,900                        |
| Air Quality Mgmt.            | 220,700                       | 30,700            | 0                | 251,400                  | 7,800             | 0                | 7,800               | 243,600                       |
| Park Development Grant       | 0                             | 136,500           | 0                | 136,500                  | 10,000            | 0                | 10,000              | 126,500                       |
| Quimby Act                   | 67,300                        | 800               | 0                | 68,100                   | 0                 | 0                | 0                   | 68,100                        |
| Proposition A                | 744,000                       | 504,700           | 0                | 1,248,700                | 501,700           | 0                | 501,700             | 747,000                       |
| Proposition C                | 254,300                       | 388,800           | 0                | 643,100                  | 410,400           | 0                | 410,400             | 232,700                       |
| Measure R                    | 1,253,400                     | 302,900           | 0                | 1,556,300                | 378,000           | 0                | 378,000             | 1,178,300                     |
| Measure M                    | 353,900                       | 329,200           | 0                | 683,100                  | 312,000           | 0                | 312,000             | 371,100                       |
| Measure W                    | 0                             | 312,000           | 0                | 312,000                  | 312,000           | 0                | 312,000             | 0                             |
| <b>Subtotal</b>              | <b>5,422,100</b>              | <b>4,277,100</b>  | <b>479,300</b>   | <b>10,178,500</b>        | <b>4,511,000</b>  | <b>0</b>         | <b>4,511,000</b>    | <b>5,667,500</b>              |
| <b>CAPITAL PROJECT FUNDS</b> |                               |                   |                  |                          |                   |                  |                     |                               |
| Community Improvement        | 457,000                       | 3,000             | 0                | 460,000                  | 460,000           | 0                | 460,000             | 0                             |
| Inclusionary Housing         | 524,800                       | 6,000             | 0                | 530,800                  | 0                 | 0                | 0                   | 530,800                       |
| LA Co Metro (STPL)           | 0                             | 0                 | 0                | 0                        | 0                 | 0                | 0                   | 0                             |
| Housing Authority            | 4,053,944                     | 117,800           | 673,900          | 4,845,644                | 95,300            | 0                | 95,300              | 4,750,344                     |
| <b>Subtotal</b>              | <b>5,035,744</b>              | <b>126,800</b>    | <b>673,900</b>   | <b>5,836,444</b>         | <b>555,300</b>    | <b>0</b>         | <b>555,300</b>      | <b>5,281,144</b>              |
| <b>DEBT SERVICE FUNDS</b>    |                               |                   |                  |                          |                   |                  |                     |                               |
| Town Center Debt Service     | 416,600                       | 8,000             | 0                | 424,600                  | 152,700           | 0                | 152,700             | 271,900                       |
| Infrastructure Modernization | 0                             | 0                 | 223,300          | 223,300                  | 223,300           | 0                | 223,300             | 0                             |
| <b>Subtotal</b>              | <b>416,600</b>                | <b>8,000</b>      | <b>223,300</b>   | <b>647,900</b>           | <b>376,000</b>    | <b>0</b>         | <b>376,000</b>      | <b>271,900</b>                |
| <b>TOTAL ALL FUNDS</b>       | <b>25,814,144</b>             | <b>23,169,600</b> | <b>1,376,500</b> | <b>50,360,244</b>        | <b>24,515,800</b> | <b>1,376,500</b> | <b>25,892,300</b>   | <b>24,467,944</b>             |

## General Fund Operating Budget Fiscal Year 2020/21



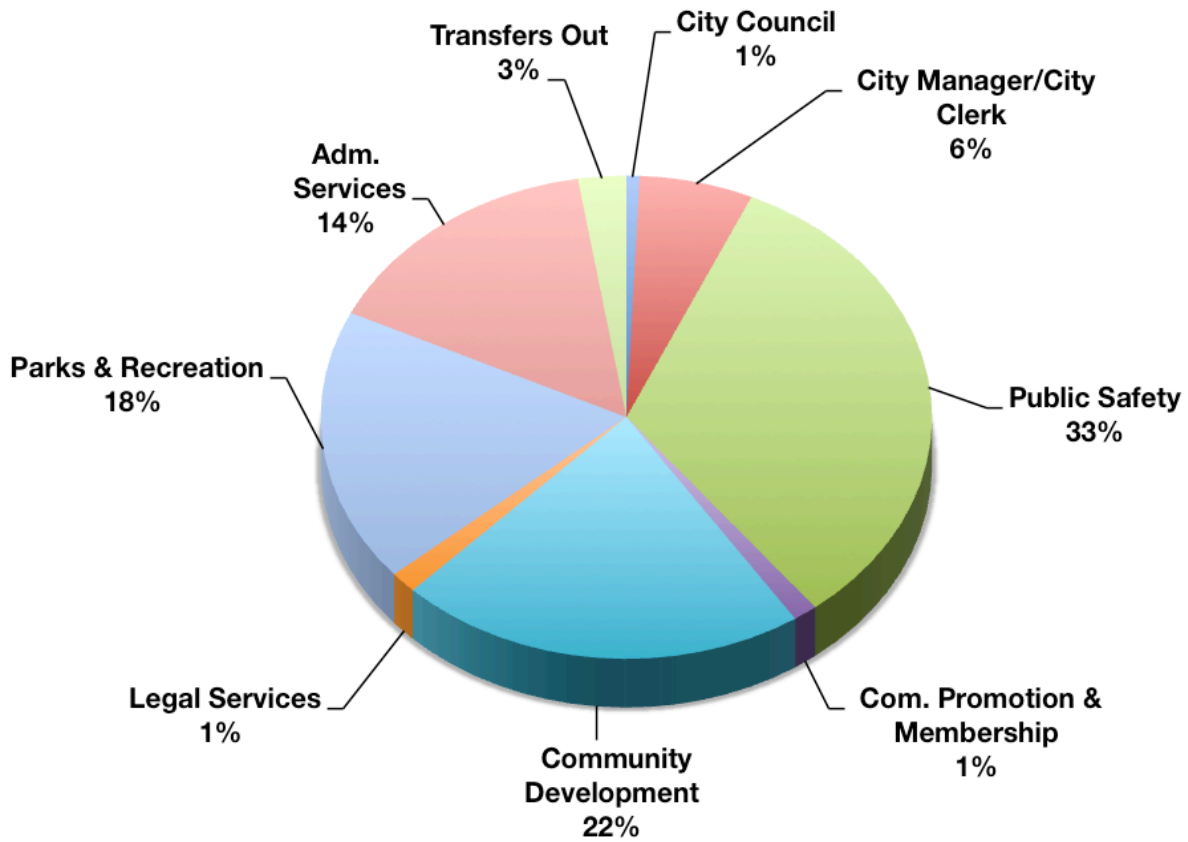
**General Fund - Revenue Comparison By Source**  
**Total General Fund Revenues = \$18,757,700**

# City of Duarte

## Summary of Revenues and Other Financing Sources

|                                   | <b>FY 2018-19</b> | <b>FY 2019-20</b> | <b>FY 2019-20</b>  | <b>FY 2020-21</b> |
|-----------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                   | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>BUDGET</b>     |
| <b>GENERAL FUND</b>               |                   |                   |                    |                   |
| Taxes                             | 9,431,461         | 8,982,000         | 8,353,700          | 10,398,100        |
| Licenses and Permits              | 1,075,557         | 1,423,000         | 2,469,000          | 1,431,500         |
| Fines and Forfeitures             | 508,407           | 480,000           | 450,000            | 385,000           |
| Use of Money and Property         | 410,662           | 383,300           | 362,000            | 297,700           |
| Intergovernmental - State         | 2,638,215         | 3,006,900         | 2,948,700          | 2,833,600         |
| Service Charges - Parks and Rec.  | 416,408           | 375,600           | 205,300            | 182,700           |
| Service Charges - Other           | 547,750           | 429,300           | 1,667,300          | 1,018,000         |
| Miscellaneous                     | 4,491,176         | 1,019,000         | 301,100            | 200,200           |
| Reimbursements                    | 907,408           | 1,990,900         | 2,363,700          | 2,010,900         |
| Transfers In                      | 0                 | 0                 | 0                  | 0                 |
| <b>Subtotal</b>                   | <b>20,427,044</b> | <b>18,090,000</b> | <b>19,120,800</b>  | <b>18,757,700</b> |
| <b>SPECIAL REVENUE FUNDS</b>      |                   |                   |                    |                   |
| State Gasoline Tax                | 448,777           | 608,400           | 544,000            | 550,100           |
| SB1/RMRA                          | 407,827           | 363,800           | 372,600            | 381,300           |
| Landscaping & Lighting            | 1,440,163         | 1,497,000         | 1,537,300          | 1,457,000         |
| Community Development Block Grant | 164,737           | 151,700           | 54,600             | 151,700           |
| PAEG Fees                         | 30,558            | 31,938            | 32,100             | 33,000            |
| Supplemental Law Enforcement      | 199,686           | 151,000           | 157,000            | 161,000           |
| Bicycle and Pedestrian Safety     | 14,947            | 15,900            | 15,900             | 16,700            |
| Air Quality Management            | 29,409            | 30,800            | 149,000            | 30,700            |
| Park Development Grant            | 0                 | 0                 | 0                  | 136,500           |
| Quimby Act                        | 875               | 1,000             | 21,000             | 800               |
| Transportation - Prop A           | 819,010           | 489,300           | 522,800            | 504,700           |
| Transportation - Prop C           | 371,895           | 374,800           | 374,800            | 388,800           |
| Measure R                         | 294,263           | 287,400           | 293,400            | 302,900           |
| Measure M                         | 316,861           | 317,300           | 317,300            | 329,200           |
| Measure W                         | 0                 | 0                 | 0                  | 312,000           |
| <b>Subtotal</b>                   | <b>4,539,008</b>  | <b>4,320,338</b>  | <b>4,391,800</b>   | <b>4,756,400</b>  |
| <b>CAPITAL PROJECT FUNDS</b>      |                   |                   |                    |                   |
| Community Improvement             | 408,185           | 3,000             | 6,000              | 3,000             |
| Inclusionary Housing              | 8,264             | 7,000             | 7,000              | 6,000             |
| LA Co Metro (STPL)                | 380,969           | 0                 | 0                  | 0                 |
| Housing Authority                 | 1,604,157         | 168,300           | 222,200            | 791,700           |
| <b>Subtotal</b>                   | <b>2,401,575</b>  | <b>178,300</b>    | <b>235,200</b>     | <b>800,700</b>    |
| <b>DEBT SERVICE FUNDS</b>         |                   |                   |                    |                   |
| Town Center Debt Service          | 9,553             | 10,000            | 10,000             | 8,000             |
| Infrastructure Modernization      | 0                 | 0                 | 700                | 223,300           |
| <b>Subtotal</b>                   | <b>9,553</b>      | <b>10,000</b>     | <b>10,700</b>      | <b>231,300</b>    |
| <b>Total All Funds</b>            | <b>27,377,180</b> | <b>22,598,638</b> | <b>23,758,500</b>  | <b>24,546,100</b> |

## General Fund Operating Budget Fiscal Year 2020/21



**General Fund - Expenditure Comparison by Department**  
**Total General Fund Expenditures = \$20,450,000**

# Summary of Expenditures and Other Financing Uses

|                                | <b>FY 2018-19</b> | <b>FY 2019-20</b> | <b>FY 2019-20</b>  | <b>FY 2020-21</b> |
|--------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                | <b>ACTUAL</b>     | <b>BUDGET</b>     | <b>EST. ACTUAL</b> | <b>BUDGET</b>     |
| <b>GENERAL FUND</b>            |                   |                   |                    |                   |
| City Council                   | 123,307           | 162,300           | 164,500            | 154,300           |
| City Manager/City Clerk        | 1,093,573         | 1,274,100         | 1,280,600          | 839,500           |
| Legal Services                 | 495,236           | 552,000           | 590,000            | 541,000           |
| Comm. Promotions & Memberships | 374,507           | 375,100           | 288,000            | 266,500           |
| Public Safety                  | 5,841,123         | 6,317,200         | 6,348,900          | 6,298,800         |
| Community Development          | 2,138,544         | 2,444,300         | 2,781,800          | 3,676,700         |
| Field Services & Sports Park   | 889,543           | 915,300           | 900,800            | 905,600           |
| Parks and Recreation           | 2,130,190         | 2,154,000         | 2,061,300          | 1,795,100         |
| Facilities Maintenance         | 1,020,086         | 2,307,300         | 2,379,400          | 867,700           |
| Administrative Services        | 2,519,824         | 2,785,000         | 2,730,000          | 3,728,300         |
| Transfers Out                  | 842,338           | 655,700           | 704,300            | 1,376,500         |
| <b>Subtotal</b>                | <b>17,468,271</b> | <b>19,942,300</b> | <b>20,229,600</b>  | <b>20,450,000</b> |
| <b>SPECIAL REVENUE FUNDS</b>   |                   |                   |                    |                   |
| State Gasoline Tax             | 531,220           | 371,000           | 401,500            | 494,400           |
| SB1/RMRA                       | 146,184           | 375,000           | 360,000            | 360,000           |
| Landscaping & Lighting         | 1,450,451         | 1,537,300         | 1,583,700          | 1,498,000         |
| CDBG                           | 164,662           | 50,000            | 54,600             | 50,000            |
| PAEG Fees                      | 0                 | 0                 | 0                  | 0                 |
| Supplemental Law Enforcement   | 199,685           | 151,000           | 157,000            | 160,000           |
| Bicycle and Pedestrian Safety  | 14,947            | 15,900            | 0                  | 16,700            |
| Air Quality Management         | 22,075            | 31,300            | 0                  | 7,800             |
| Park Development Grant         | 0                 | 0                 | 0                  | 10,000            |
| Quimby Act                     | 2,326             | 6,300             | 6,300              | 0                 |
| Transportation - Prop A        | 2,329,280         | 488,200           | 489,500            | 501,700           |
| Transportation - Prop C        | 340,700           | 399,800           | 352,800            | 410,400           |
| Measure R                      | 347,987           | 437,500           | 148,100            | 378,000           |
| Measure M                      | 164,278           | 349,200           | 350,000            | 312,000           |
| Measure W                      | 0                 | 0                 | 0                  | 312,000           |
| <b>Subtotal</b>                | <b>5,713,795</b>  | <b>4,212,500</b>  | <b>3,903,500</b>   | <b>4,511,000</b>  |
| <b>CAPITAL PROJECTS FUND</b>   |                   |                   |                    |                   |
| Community Improvement          | 0                 | 100,000           | 0                  | 460,000           |
| LA Co Metro (STPL)             | 385,833           | 0                 | 0                  | 0                 |
| Inclusionary Housing           | 0                 | 0                 | 0                  | 0                 |
| Housing Authority              | 19,685            | 5,000             | 14,500             | 95,300            |
| <b>Subtotal</b>                | <b>405,518</b>    | <b>105,000</b>    | <b>14,500</b>      | <b>555,300</b>    |
| <b>DEBT SERVICE FUNDS</b>      |                   |                   |                    |                   |
| Town Center Debt Service       | 152,680           | 152,700           | 152,700            | 152,700           |
| Infrastructure Modernization   | 0                 | 0                 | 700                | 223,300           |
| <b>Subtotal</b>                | <b>152,680</b>    | <b>152,700</b>    | <b>153,400</b>     | <b>376,000</b>    |
| <b>Total All Funds</b>         | <b>23,740,264</b> | <b>24,412,500</b> | <b>24,301,000</b>  | <b>25,892,300</b> |

# City of Duarte

## Personnel Summary

|                                     | FY 2019-20  |              | FY 2020-21  |              |
|-------------------------------------|-------------|--------------|-------------|--------------|
|                                     | Full-Time   | Part-Time    | Full-Time   | Part-Time    |
| <b>CITY MANAGER/CITY CLERK</b>      |             |              |             |              |
| City Manager                        | 1.00        | 0.00         | 1.00        | 0.00         |
| City Clerk                          | 1.00        | 0.00         | 1.00        | 0.00         |
| Assistant to the City Manager       | 0.00        | 0.00         | 1.00        | 0.00         |
| Deputy City Manager                 | 1.00        | 0.00         | 0.00        | 0.00         |
| Management Analyst                  | 1.00        | 0.00         | 0.00        | 0.00         |
| City Council Aide                   | 1.00        | 0.00         | 0.00        | 0.00         |
| City Hall Receptionist              | 1.00        | 0.00         | 1.00        | 0.00         |
| <b>Department Total</b>             | <b>6.00</b> | <b>0.00</b>  | <b>4.00</b> | <b>0.00</b>  |
| <b>PUBLIC SAFETY</b>                |             |              |             |              |
| Director of Public Safety Services  | 1.00        | 0.00         | 1.00        | 0.00         |
| Public Safety Manager               | 1.00        | 0.00         | 1.00        | 0.00         |
| Code Compliance/Animal Control Off. | 2.00        | 0.00         | 2.00        | 0.00         |
| Crime Prevention Specialist         | 1.00        | 0.00         | 1.00        | 0.00         |
| Public Safety Outreach Coordinator  | 1.00        | 0.00         | 1.00        | 0.00         |
| Administrative Secretary            | 1.00        | 0.00         | 1.00        | 0.00         |
| Clerk/Typist Receptionist           | 1.00        | 0.00         | 1.00        | 0.00         |
| Community Services Officer          | 0.00        | 3.00         | 0.00        | 3.00         |
| Animal Control Officer              | 0.00        | 1.00         | 0.00        | 1.00         |
| College Intern                      | 0.00        | 0.50         | 0.00        | 0.50         |
| <b>Department Total</b>             | <b>8.00</b> | <b>4.50</b>  | <b>8.00</b> | <b>4.50</b>  |
| <b>PARKS &amp; RECREATION</b>       |             |              |             |              |
| Director of Parks & Recreation      | 1.00        | 0.00         | 1.00        | 0.00         |
| Recreation Supervisor               | 5.00        | 0.00         | 5.00        | 0.00         |
| Recreation Coordinator              | 1.00        | 0.00         | 1.00        | 0.00         |
| Administrative Secretary            | 1.00        | 0.00         | 1.00        | 0.00         |
| Recreation Specialist               | 0.00        | 1.00         | 0.00        | 1.00         |
| Recreation Leader/Cashier           | 0.00        | 10.75        | 0.00        | 10.75        |
| Aerobic Instructor                  | 0.00        | 0.50         | 0.00        | 0.50         |
| Pool Manager                        | 0.00        | 0.50         | 0.00        | 0.50         |
| Lifeguard/Instructor                | 0.00        | 3.00         | 0.00        | 3.00         |
| Computer Lab Instructor             | 0.00        | 0.50         | 0.00        | 0.50         |
| Boxing Trainer                      | 0.00        | 0.50         | 0.00        | 0.50         |
| Assistant Boxing Trainer            | 0.00        | 1.25         | 0.00        | 1.25         |
| <b>Department Total</b>             | <b>8.00</b> | <b>18.00</b> | <b>8.00</b> | <b>18.00</b> |



# City of Duarte

## Personnel Summary, *Continued*

|                                          | FY 2019-20   |              | FY 2020-21   |              |
|------------------------------------------|--------------|--------------|--------------|--------------|
|                                          | Full-Time    | Part-Time    | Full-Time    | Part-Time    |
| <b>FACILITY MAINTENANCE</b>              |              |              |              |              |
| Facilities Maintenance Supervisor        | 1.00         | 0.00         | 1.00         | 0.00         |
| Senior Custodian                         | 0.00         | 0.50         | 0.00         | 0.00         |
| Custodian                                | 0.00         | 6.75         | 0.00         | 6.75         |
| <b>Department Total</b>                  | <b>1.00</b>  | <b>7.25</b>  | <b>1.00</b>  | <b>6.75</b>  |
| <b>COMMUNITY DEVELOPMENT</b>             |              |              |              |              |
| Director of Community Development        | 1.00         | 0.00         | 1.00         | 0.00         |
| City Planner                             | 1.00         | 0.00         | 1.00         | 0.00         |
| Community Development Technician         | 1.00         | 0.00         | 1.00         | 0.00         |
| Associate Planner                        | 2.00         | 0.00         | 2.00         | 0.00         |
| Public Works Manager                     | 1.00         | 0.00         | 1.00         | 0.00         |
| Assistant Civil Engineer                 | 1.00         | 0.00         | 1.00         | 0.00         |
| Administrative Secretary                 | 2.00         | 0.00         | 2.00         | 0.00         |
| College Intern                           | 0.00         | 0.50         | 0.00         | 0.50         |
| <b>Department Total</b>                  | <b>9.00</b>  | <b>0.50</b>  | <b>9.00</b>  | <b>0.50</b>  |
| <b>FIELD SERVICES</b>                    |              |              |              |              |
| Field Services Manager                   | 1.00         | 0.00         | 1.00         | 0.00         |
| Senior Maintenance Tech/Electrician      | 1.00         | 0.00         | 1.00         | 0.00         |
| Senior Maintenance Technician            | 3.00         | 0.00         | 3.00         | 0.00         |
| Irrigation Control Technician            | 1.00         | 0.00         | 1.00         | 0.00         |
| <b>Department Total</b>                  | <b>6.00</b>  | <b>0.00</b>  | <b>6.00</b>  | <b>0.00</b>  |
| <b>ADMINISTRATIVE SERVICES</b>           |              |              |              |              |
| Asst. City Manager/Dir.of Admin Services | 1.00         | 0.00         | 1.00         | 0.00         |
| Financial Services Manager               | 1.00         | 0.00         | 1.00         | 0.00         |
| Accountant                               | 1.00         | 0.00         | 1.00         | 0.00         |
| Accounting Specialist                    | 1.00         | 0.00         | 1.00         | 0.00         |
| Administrative Secretary                 | 1.00         | 0.00         | 1.00         | 0.00         |
| Human Resources Specialist               | 1.00         | 0.00         | 1.00         | 0.00         |
| College Intern                           | 0.00         | 0.50         | 0.00         | 0.00         |
| <b>Department Total</b>                  | <b>6.00</b>  | <b>0.50</b>  | <b>6.00</b>  | <b>0.00</b>  |
| <b>TRANSIT</b>                           |              |              |              |              |
| Transit Supervisor                       | 1.00         | 0.00         | 1.00         | 0.00         |
| <b>Department Total</b>                  | <b>1.00</b>  | <b>0.00</b>  | <b>1.00</b>  | <b>0.00</b>  |
| <b>CITY TOTAL</b>                        | <b>45.00</b> | <b>30.75</b> | <b>43.00</b> | <b>29.75</b> |





# **SECTION THREE**

## **GENERAL CITY BUDGET**



# Section Three

## Table of Contents

### ***General Fund***

|                                                |      |
|------------------------------------------------|------|
| General Fund Revenues and Reimbursements ..... | 3.01 |
| City Council.....                              | 3.04 |
| City Manager/City Clerk.....                   | 3.06 |
| Legal Services .....                           | 3.08 |
| Community Promotions and Memberships.....      | 3.09 |
| Public Safety Department.....                  | 3.11 |
| Community Development Department .....         | 3.14 |
| Parks and Recreation Department.....           | 3.18 |
| Administrative Services Department.....        | 3.23 |
| Transfers Out and Reimbursements .....         | 3.28 |

### ***Special Purpose Funds***

|                                                     |      |
|-----------------------------------------------------|------|
| State Gasoline Tax Fund .....                       | 3.30 |
| SB1/RMRA Fund.....                                  | 3.33 |
| Landscaping and Lighting District Fund .....        | 3.34 |
| Community Development Block Grant.....              | 3.44 |
| PAEG Fund .....                                     | 3.45 |
| Supplemental Law Enforcement Fund.....              | 3.46 |
| Bicycle and Pedestrian Safety Fund .....            | 3.47 |
| Air Quality Management Fund .....                   | 3.48 |
| Park Development Grant Fund.....                    | 3.49 |
| Quimby Act Fund.....                                | 3.50 |
| Proposition A Transit Fund.....                     | 3.51 |
| Proposition C Transit Fund .....                    | 3.53 |
| Measure R Local Fund.....                           | 3.55 |
| Measure M Local Fund .....                          | 3.56 |
| Measure W Local Fund.....                           | 3.57 |
| Town Center Debt Service Fund .....                 | 3.58 |
| Infrastructure Modernization Debt Service Fund..... | 3.59 |
| Inclusionary Housing Fund.....                      | 3.60 |
| Community Improvement Fund .....                    | 3.61 |
| LACTMA Fund.....                                    | 3.62 |



## ***General Fund***

The General Fund is used to account for all City resources that are not required by law or sound financial management practice to be accounted for in another fund. Principal sources of revenue include sales tax, property taxes, licenses and permits, State shared revenues, and charges for inter-fund services. General Fund resources are used by the City to provide a broad range of services including most of those traditional to local government. These services are described in detail in the pages that follow.





# City of Duarte

## General Fund Revenues and Reimbursements

| Account Number                     | Account Description                      | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------------|------------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Taxes</b>                       |                                          |                   |                           |                             |                   |
| 100-4001                           | General Property Tax                     | 2,068,620         | 1,900,000                 | 1,900,000                   | 1,900,000         |
| 100-4002                           | Sales and Use Tax - 19061                | 5,864,392         | 5,511,000                 | 4,870,700                   | 4,816,500         |
| 100-4003                           | Franchise Tax                            | 1,019,310         | 1,046,000                 | 1,046,000                   | 1,050,000         |
| 100-4004                           | Business License Tax                     | 312,230           | 330,000                   | 303,000                     | 310,000           |
| 100-4005                           | Transient Occupancy Tax                  | 92,819            | 125,000                   | 140,000                     | 135,000           |
| 100-4006                           | Real Property Transfer Tax               | 74,090            | 70,000                    | 94,000                      | 80,000            |
| 100-4008                           | Sales and Use Tax - 783                  | 0                 | 0                         | 0                           | 2,106,600         |
|                                    | <b>Total Taxes</b>                       | <b>9,431,461</b>  | <b>8,982,000</b>          | <b>8,353,700</b>            | <b>10,398,100</b> |
| <b>Licenses and Permits</b>        |                                          |                   |                           |                             |                   |
| 100-4201                           | Building Permits                         | 767,031           | 1,050,000                 | 2,130,000                   | 1,100,000         |
| 100-4202                           | Engineering Permits                      | 95,896            | 150,000                   | 158,000                     | 150,000           |
| 100-4203                           | Industrial Waste Permits                 | 51,706            | 60,000                    | 49,000                      | 50,000            |
| 100-4204                           | Animal Licenses                          | 99,304            | 70,000                    | 84,000                      | 70,000            |
| 100-4205                           | Parking Permits                          | 60,240            | 90,000                    | 46,000                      | 60,000            |
| 100-4206                           | Sign Permits                             | 1,380             | 3,000                     | 2,000                       | 1,500             |
|                                    | <b>Total Licenses and Permits</b>        | <b>1,075,557</b>  | <b>1,423,000</b>          | <b>2,469,000</b>            | <b>1,431,500</b>  |
| <b>Fines and Forfeitures</b>       |                                          |                   |                           |                             |                   |
| 100-4301                           | Traffic Fines                            | 43,081            | 45,000                    | 30,000                      | 40,000            |
| 100-4302                           | Parking Citations                        | 404,225           | 400,000                   | 340,000                     | 300,000           |
| 100-4303                           | Other Fines                              | 61,101            | 35,000                    | 80,000                      | 45,000            |
|                                    | <b>Total Fines and Forfeitures</b>       | <b>508,407</b>    | <b>480,000</b>            | <b>450,000</b>              | <b>385,000</b>    |
| <b>Use of Money &amp; Property</b> |                                          |                   |                           |                             |                   |
| 100-4401                           | Interest Earnings                        | 165,069           | 150,000                   | 130,000                     | 100,000           |
| 100-4402                           | Community Center Rentals                 | 28,626            | 26,000                    | 23,000                      | 16,200            |
| 100-4403                           | Swimming Pool Rentals                    | 29,783            | 8,000                     | 13,000                      | 8,000             |
| 100-4404                           | Other Building Rentals                   | 27,585            | 25,000                    | 22,000                      | 18,000            |
| 100-4405                           | Chamber Building Rental                  | 4,800             | 6,000                     | 6,000                       | 6,000             |
| 100-4406                           | Restroom & Gazebo Rentals                | 4,975             | 6,000                     | 2,000                       | 2,500             |
| 100-4407                           | Sports Field Rentals                     | 47,053            | 60,000                    | 49,000                      | 22,000            |
| 100-4408                           | Property Rental                          | 97,241            | 102,300                   | 117,000                     | 125,000           |
| 100-4409                           | Sale of Property                         | 5,530             | 0                         | 0                           | 0                 |
|                                    | <b>Total Use of Money &amp; Property</b> | <b>410,662</b>    | <b>383,300</b>            | <b>362,000</b>              | <b>297,700</b>    |

# City of Duarte

## General Fund Revenues and Reimbursements

| Account Number                                | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Intergovernmental - State</b>              |                                        |                   |                           |                             |                   |
| 100-4601                                      | Motor Vehicle License Fees             | 2,235,061         | 2,336,000                 | 2,378,000                   | 2,370,000         |
| 100-4603                                      | State Mandates (SB90)                  | 3,165             | 0                         | 200                         | 0                 |
| 100-4604                                      | Public Safety Augmentation             | 127,842           | 138,600                   | 134,200                     | 140,000           |
| 100-4611                                      | Grant Programs                         | 49,978            | 370,000                   | 257,000                     | 35,000            |
| 100-4613                                      | Other State Grants                     | 86,600            | 6,100                     | 87,000                      | 155,500           |
| 100-4615                                      | Recycling Grant                        | 4,733             | 6,000                     | 12,300                      | 5,700             |
| 100-4616                                      | America's Promise Grant                | 71,620            | 81,500                    | 80,000                      | 102,400           |
| 100-4618                                      | Local Grants                           | 59,216            | 68,700                    | 0                           | 25,000            |
|                                               | <b>Total Intergovernmental - State</b> | <b>2,638,215</b>  | <b>3,006,900</b>          | <b>2,948,700</b>            | <b>2,833,600</b>  |
| <b>Service Charges - Parks and Recreation</b> |                                        |                   |                           |                             |                   |
| 100-4801                                      | Adult & Youth Recreation Class Fees    | 98,838            | 90,000                    | 52,900                      | 32,000            |
| 100-4802                                      | Racquetball Court Fees                 | 5,480             | 4,000                     | 3,300                       | 2,000             |
| 100-4803                                      | Open Swim Fees                         | 19,941            | 21,000                    | 14,400                      | 10,000            |
| 100-4804                                      | Swim Team Fees                         | 13,117            | 10,000                    | 300                         | 10,000            |
| 100-4805                                      | Fitness Center Fees                    | 7,173             | 6,500                     | 4,300                       | 2,700             |
| 100-4806                                      | Adult Excursion Fees                   | 23,144            | 22,000                    | 13,800                      | 11,000            |
| 100-4807                                      | Health Membership Fees                 | 46,145            | 45,000                    | 22,700                      | 15,000            |
| 100-4808                                      | Swim Lesson Fees                       | 117,634           | 105,000                   | 40,700                      | 50,000            |
| 100-4809                                      | Sports Program Fees                    | 18,501            | 15,000                    | 12,900                      | 7,500             |
| 100-4810                                      | Teen Center Fees                       | 2,089             | 2,500                     | 1,400                       | 2,500             |
| 100-4811                                      | Boxing Fees                            | 28,643            | 12,000                    | 9,700                       | 6,000             |
| 100-4812                                      | Senior Center Fees                     | 20,221            | 20,000                    | 21,000                      | 10,000            |
| 100-4813                                      | Other Park & Recreation Fees           | 5,623             | 6,000                     | 7,300                       | 3,000             |
| 100-4814                                      | Teen Excursion Fees                    | 2,609             | 4,000                     | 0                           | 0                 |
| 100-4815                                      | Day Camp Fees                          | 7,250             | 12,600                    | 600                         | 7,000             |
| 100-4816                                      | Senior Recreation Class Fees           | 0                 | 0                         | 0                           | 14,000            |
|                                               | <b>Total Service Charges - P&amp;R</b> | <b>416,408</b>    | <b>375,600</b>            | <b>205,300</b>              | <b>182,700</b>    |
| <b>Service Charges - Other</b>                |                                        |                   |                           |                             |                   |
| 100-4901                                      | Plan Check Fees                        | 381,010           | 300,000                   | 1,500,000                   | 900,000           |
| 100-4902                                      | Waste Management Fees                  | 67,611            | 68,300                    | 69,800                      | 72,000            |
| 100-4903                                      | Business Lic Application Fees          | 12,985            | 15,000                    | 10,000                      | 10,000            |
| 100-4904                                      | Zoning Fees                            | 70,853            | 30,000                    | 77,500                      | 25,000            |
| 100-4905                                      | DUI Fees                               | 1,131             | 1,000                     | 0                           | 1,000             |
| 100-4907                                      | Auto Impound Fees                      | 13,860            | 15,000                    | 10,000                      | 10,000            |
| 100-4909                                      | Building Inspection Fees               | 300               | 0                         | 0                           | 0                 |
|                                               | <b>Total Service Charges - Other</b>   | <b>547,750</b>    | <b>429,300</b>            | <b>1,667,300</b>            | <b>1,018,000</b>  |

# City of Duarte

## General Fund Revenues and Reimbursements

| Account Number        | Account Description               | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-----------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Miscellaneous</b>  |                                   |                   |                           |                             |                   |
| 100-5004              | Other Revenue                     | 502,960           | 308,000                   | 298,300                     | 200,000           |
| 100-5005              | Taxable Sales                     | 174               | 1,000                     | 100                         | 200               |
| 100-5006              | Concerts in the Park              | 4,650             | 6,000                     | 2,700                       | 0                 |
| 100-5007              | Gain on Sale of Land              | 2,114,210         | 0                         | 0                           | 0                 |
| 100-5010              | Reimbursements - COH EIR          | 27,236            | 0                         | 0                           | 0                 |
| 100-5011              | SA Repayment of RDA loans         | 1,841,946         | 704,000                   | 0                           | 0                 |
|                       | <b>Total Miscellaneous</b>        | <b>4,491,176</b>  | <b>1,019,000</b>          | <b>301,100</b>              | <b>200,200</b>    |
| <b>Reimbursements</b> |                                   |                   |                           |                             |                   |
| 100-5101              | Reimbursements - SA               | 250,000           | 250,000                   | 250,000                     | 0                 |
| 100-5102              | Reimbursements - Gas Tax          | 88,537            | 60,500                    | 66,100                      | 82,400            |
| 100-5103              | Reimbursements - Prop. A & C      | 114,000           | 68,400                    | 68,400                      | 152,000           |
| 100-5105              | Reimb. - Landscaping & Lighting   | 343,200           | 343,200                   | 343,200                     | 343,200           |
| 100-5106              | Reimbursements - Measure R        | 57,998            | 87,500                    | 24,700                      | 63,000            |
| 100-5107              | Reimbursements - AQMD             | 1,929             | 6,300                     | 0                           | 1,300             |
| 100-5108              | Reimbursements - Measure M        | 27,380            | 0                         | 58,300                      | 52,000            |
| 100-5109              | Reimbursements - RMRA             | 24,364            | 75,000                    | 60,000                      | 60,000            |
| 100-5110              | Reimbursements - Other            | 0                 | 1,100,000                 | 1,493,000                   | 1,257,000         |
| 100-5111              | Reimbursements - Measure W        | 0                 | 0                         | 0                           | 0                 |
|                       | <b>Total Reimbursements</b>       | <b>907,408</b>    | <b>1,990,900</b>          | <b>2,363,700</b>            | <b>2,010,900</b>  |
|                       | <b>Total General Fund Revenue</b> | <b>20,427,044</b> | <b>18,090,000</b>         | <b>19,120,800</b>           | <b>18,757,700</b> |

# City of Duarte

## City Council



**Samuel Kang**  
Mayor  
District 5



**Bryan Urias**  
Mayor Pro Tem  
District 6



**Tzeitel Paras-Caracci**  
Councilmember  
District 1



**John Fasana**  
Councilmember  
District 2



**Liz Reilly**  
Councilmember  
District 3



**Margaret Finlay**  
Councilmember  
District 4



**Toney Lewis**  
Councilmember  
District 7

The Duarte City Council is comprised of seven Councilmembers who are directly elected by the voters in each of the seven districts. The Council serves as a legislative body for both the City and the Housing Authority. As such, it is responsible for the establishment of City policies, the adoption of ordinances and resolutions, the holding of public hearings, the adoption of the budget, the authorization of expenditures, and the appointment of the City Manager, City Attorney, and members of the City commissions and committees.

# City of Duarte

## City Council

### City Council

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>              |                                    |                   |                           |                             |                   |
| 1005-7002                    | Regular Salaries                   | 52,317            | 63,400                    | 58,200                      | 58,200            |
|                              | <b>Total Salaries</b>              | <b>52,317</b>     | <b>63,400</b>             | <b>58,200</b>               | <b>58,200</b>     |
| <b>Fringe Benefits</b>       |                                    |                   |                           |                             |                   |
| 1005-7071                    | Health Insurance                   | 34,928            | 48,100                    | 53,300                      | 54,600            |
| 1005-7072                    | Retirement                         | 9,671             | 10,900                    | 11,200                      | 4,500             |
| 1005-7073                    | Disability Insurance               | 529               | 600                       | 600                         | 600               |
| 1005-7074                    | Life Insurance                     | 69                | 100                       | 100                         | 100               |
| 1005-7075                    | Vision                             | 1,115             | 1,100                     | 1,300                       | 1,200             |
| 1005-7077                    | Medicare                           | 795               | 700                       | 700                         | 700               |
| 1005-7078                    | Dental                             | 6,042             | 6,000                     | 7,200                       | 6,900             |
|                              | <b>Total Fringe Benefits</b>       | <b>53,149</b>     | <b>67,500</b>             | <b>74,400</b>               | <b>68,600</b>     |
|                              | <b>Total Personnel</b>             | <b>105,466</b>    | <b>130,900</b>            | <b>132,600</b>              | <b>126,800</b>    |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 1005-7614                    | Office Supplies                    | 1,790             | 1,400                     | 1,400                       | 1,500             |
| 1005-7641                    | Council Expenses - Fasana          | 805               | 3,500                     | 3,500                       | 3,500             |
| 1005-7642                    | Council Expenses - Finlay          | 3,272             | 3,500                     | 3,500                       | 3,500             |
| 1005-7646                    | Council Expenses - Paras-Caracci   | 2,642             | 4,000                     | 4,000                       | 3,500             |
| 1005-7647                    | Council Expenses - Reilly          | 3,499             | 3,500                     | 3,500                       | 3,500             |
| 1005-7648                    | Council Expenses - Kang            | 0                 | 3,500                     | 4,000                       | 4,000             |
| 1005-7649                    | Council Expenses - Urias           | 289               | 3,500                     | 3,500                       | 3,500             |
| 1005-7650                    | Council Expenses - Lewis           | 575               | 3,500                     | 3,500                       | 3,500             |
| 1005-7980                    | Other Expenses                     | 4,969             | 5,000                     | 5,000                       | 1,000             |
|                              | <b>Total Services and Supplies</b> | <b>17,841</b>     | <b>31,400</b>             | <b>31,900</b>               | <b>27,500</b>     |
|                              | <b>Total City Council</b>          | <b>123,307</b>    | <b>162,300</b>            | <b>164,500</b>              | <b>154,300</b>    |



# CITY MANAGER/ CITY CLERK

The City Manager, appointed by the City Council, is responsible for implementing the policies and directives of both the City Council and the Housing Authority, and for overseeing the activities of the City's various Departments and programs. Tasks include identifying community problems and appropriate solutions, making policy recommendations to the City Council, facilitating public participation in the governmental process, and representing the City in legislative actions, environmental issues, emergency management, public information, and interactions with other governmental entities. The City Manager also serves as the Executive Director and Secretary of the Housing Authority. Additional staff within the City Manager's office includes an Assistant to the City Manager/Public Information Officer, City Clerk, and City Hall Receptionist.

The City Clerk, supervised by the City Manager, is responsible for the City Council and Housing Authority agenda preparation, follow-up on Council and Authority actions, preparation of minutes for City Council and Housing Authority meetings, recordation of all official documents, publication and posting of public notices, and administration of municipal elections. The City Clerk also serves as the Secretary to the City Manager.

# City of Duarte

## City Manager/City Clerk

### City Manager/City Clerk

| Account Number               | Account Description                  | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|--------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>              |                                      |                   |                           |                             |                   |
| 1010-7002                    | Regular Salaries                     | 586,517           | 690,000                   | 687,900                     | 492,700           |
| 1010-7003                    | Part-Time/Temp Salaries              | 31,512            | 0                         | 16,000                      | 10,000            |
| 1010-7030                    | Overtime                             | 145               | 1,000                     | 500                         | 500               |
|                              | <b>Total Salaries</b>                | <b>618,174</b>    | <b>691,000</b>            | <b>704,400</b>              | <b>503,200</b>    |
| <b>Fringe Benefits</b>       |                                      |                   |                           |                             |                   |
| 1010-7071                    | Health Insurance                     | 74,196            | 89,600                    | 79,200                      | 59,200            |
| 1010-7072                    | Retirement                           | 164,400           | 196,500                   | 198,800                     | 46,900            |
| 1010-7073                    | Disability Insurance                 | 6,086             | 8,900                     | 8,800                       | 6,500             |
| 1010-7074                    | Life Insurance                       | 1,060             | 1,100                     | 1,100                       | 800               |
| 1010-7075                    | Vision                               | 1,085             | 1,300                     | 1,400                       | 1,000             |
| 1010-7076                    | Tuition Reimbursement                | 0                 | 3,000                     | 0                           | 0                 |
| 1010-7077                    | Medicare                             | 7,092             | 9,500                     | 9,400                       | 6,900             |
| 1010-7078                    | Dental                               | 6,244             | 7,400                     | 7,600                       | 5,200             |
|                              | <b>Total Fringe Benefits</b>         | <b>260,163</b>    | <b>317,300</b>            | <b>306,300</b>              | <b>126,500</b>    |
|                              | <b>Total Personnel</b>               | <b>878,337</b>    | <b>1,008,300</b>          | <b>1,010,700</b>            | <b>629,700</b>    |
| <b>Services and Supplies</b> |                                      |                   |                           |                             |                   |
| 1010-7610                    | Travel, Meetings and Conferences     | 17,448            | 11,000                    | 5,000                       | 11,000            |
| 1010-7612                    | Publications                         | 4,924             | 5,000                     | 5,000                       | 6,000             |
| 1010-7614                    | Office Supplies                      | 4,224             | 2,000                     | 2,800                       | 2,000             |
| 1010-7650                    | Vehicle Maintenance                  | 5,204             | 5,000                     | 400                         | 0                 |
| 1010-7651                    | Election Services                    | 46,899            | 80,000                    | 80,000                      | 54,000            |
| 1010-7670                    | Legal Notices                        | 46,195            | 30,000                    | 30,000                      | 30,000            |
| 1010-7685                    | Granicus                             | 5,475             | 10,800                    | 15,700                      | 11,800            |
| 1010-7965                    | Professional Expenses                | 63,808            | 97,000                    | 104,000                     | 70,000            |
| 1010-7980                    | Other Expenses                       | 21,059            | 25,000                    | 27,000                      | 25,000            |
|                              | <b>Total Services and Supplies</b>   | <b>215,236</b>    | <b>265,800</b>            | <b>269,900</b>              | <b>209,800</b>    |
|                              | <b>Total City Manager/City Clerk</b> | <b>1,093,573</b>  | <b>1,274,100</b>          | <b>1,280,600</b>            | <b>839,500</b>    |

# City of Duarte

## Legal Services

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

### Legal Services

| <b>Account Number</b>        | <b>Account Description</b>         | <b>FY 2018-19 Actual</b> | <b>FY 2019-20 Amended Budget</b> | <b>FY 2019-20 Estimated Actual</b> | <b>FY 2020-21 Budget</b> |
|------------------------------|------------------------------------|--------------------------|----------------------------------|------------------------------------|--------------------------|
| <b>Services and Supplies</b> |                                    |                          |                                  |                                    |                          |
| 1015-7680                    | City Attorney                      | 114,822                  | 150,000                          | 120,000                            | 131,000                  |
| 1015-7682                    | Labor Counsel                      | 9,193                    | 50,000                           | 50,000                             | 50,000                   |
| 1015-7684                    | Code Enforcement                   | 182,759                  | 90,000                           | 120,000                            | 80,000                   |
| 1015-7686                    | Other Legal Services               | 188,462                  | 262,000                          | 300,000                            | 280,000                  |
|                              | <b>Total Services and Supplies</b> | <u><b>495,236</b></u>    | <u><b>552,000</b></u>            | <u><b>590,000</b></u>              | <u><b>541,000</b></u>    |
|                              | <b>Total Legal Services</b>        | <u><b>495,236</b></u>    | <u><b>552,000</b></u>            | <u><b>590,000</b></u>              | <u><b>541,000</b></u>    |



# City of Duarte

## Community Promotions and Memberships

The Community Promotions section of the budget provides funding for a variety of community programs, special events, and one-time projects. Examples include monies allocated for the Duarte Chamber of Commerce, DCTV, City Website, and Special Community Events. Funding is also provided for various public information activities.

The Memberships section of the budget provides funding for the City's participation in local, regional, and national organizations that promote programs, legislation, and management practices that serve the best interests of the community. Examples include the San Gabriel Valley Council of Governments, League of California Cities, San Gabriel Valley Economic Partnership, and Contract Cities Association.

# City of Duarte

## Community Promotions and Memberships

| Account Number               | Account Description                        | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|--------------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                            |                   |                           |                             |                   |
| 1020-7710                    | Chamber of Commerce                        | 75,255            | 64,300                    | 64,300                      | 64,300            |
| 1020-7711                    | Employee Recognition Committee             | 7,729             | 8,000                     | 8,000                       | 8,000             |
| 1020-7712                    | Community Information                      | 1,463             | 12,500                    | 2,500                       | 2,500             |
| 1020-7713                    | Duarte Historical Museum                   | 5,207             | 6,000                     | 6,000                       | 6,000             |
| 1020-7716                    | Special Community Events                   | 124,634           | 90,000                    | 50,000                      | 33,000            |
| 1020-7717                    | Route 66 Parade                            | 6,733             | 4,000                     | 8,100                       | 0                 |
| 1020-7719                    | Volunteer Recognition                      | 1,219             | 2,000                     | 0                           | 2,000             |
| 1020-7720                    | DCTV & KGEM                                | 62,410            | 63,000                    | 63,000                      | 63,000            |
| 1020-7722                    | City Website                               | 19,849            | 53,000                    | 11,000                      | 15,000            |
| 1020-7724                    | Post Office Parking                        | 8,711             | 12,000                    | 12,000                      | 12,500            |
| 1020-7726                    | Council Cablecasting                       | 13,070            | 12,700                    | 13,000                      | 13,000            |
| 1020-7980                    | Other Expenses                             | 10,970            | 10,000                    | 12,000                      | 9,000             |
|                              | <b>Total Services and Supplies</b>         | <b>337,250</b>    | <b>337,500</b>            | <b>249,900</b>              | <b>228,300</b>    |
|                              | <b>Total Community Promotions</b>          | <b>337,250</b>    | <b>337,500</b>            | <b>249,900</b>              | <b>228,300</b>    |
| <b>Memberships</b>           |                                            |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                            |                   |                           |                             |                   |
| 1025-7696                    | SGV Council of Government                  | 13,129            | 13,100                    | 13,500                      | 13,500            |
| 1025-7697                    | PERS Coalition                             | 0                 | 300                       | 0                           | 0                 |
| 1025-7698                    | SCAG                                       | 2,277             | 2,300                     | 2,300                       | 2,300             |
| 1025-7699                    | League of California Cities                | 9,750             | 9,500                     | 10,000                      | 10,000            |
| 1025-7700                    | SGV Economic Partnership                   | 5,250             | 5,300                     | 5,300                       | 5,300             |
| 1025-7701                    | Area D Civil Defense                       | 1,102             | 1,100                     | 1,100                       | 1,100             |
| 1025-7702                    | National League of Cities                  | 1,917             | 1,900                     | 1,900                       | 2,000             |
| 1025-7703                    | Contract Cities Association                | 3,309             | 3,300                     | 3,400                       | 3,400             |
| 1025-7705                    | LAFCO Membership                           | 523               | 500                       | 600                         | 600               |
| 1025-7706                    | MADIA                                      | 0                 | 300                       | 0                           | 0                 |
|                              | <b>Total Services and Supplies</b>         | <b>37,257</b>     | <b>37,600</b>             | <b>38,100</b>               | <b>38,200</b>     |
|                              | <b>Total Memberships</b>                   | <b>37,257</b>     | <b>37,600</b>             | <b>38,100</b>               | <b>38,200</b>     |
|                              | <b>Total Community Prom. &amp; Member.</b> | <b>374,507</b>    | <b>375,100</b>            | <b>288,000</b>              | <b>266,500</b>    |

# PUBLIC SAFETY DEPARTMENT



The Public Safety Department oversees a variety of traditional police services including patrol, traffic enforcement, investigations, and special enforcement provided by the Los Angeles County Sheriff's Department. In addition, the Department monitors a Prevention Intervention Program (PIP) provided by the Los Angeles County Probation Department.

Other services provided by the Department include animal control, residential and business municipal code compliance, parking enforcement, school crossing guards, crime prevention, and emergency preparedness. Adult (CERT) and youth (DART) volunteer groups assist with a variety of activities, which complement the Department.

# City of Duarte

## Public Safety Department

### Public Safety

| Account Number         | Account Description          | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------|------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>        |                              |                   |                           |                             |                   |
| 1205-7002              | Regular Salaries             | 689,144           | 722,000                   | 722,000                     | 743,200           |
| 1205-7003              | Part-Time/Temp Salaries      | 138,807           | 169,700                   | 169,700                     | 175,400           |
| 1205-7030              | Overtime                     | 15,934            | 36,000                    | 36,000                      | 25,000            |
|                        | <b>Total Salaries</b>        | <b>843,885</b>    | <b>927,700</b>            | <b>927,700</b>              | <b>943,600</b>    |
| <b>Fringe Benefits</b> |                              |                   |                           |                             |                   |
| 1205-7071              | Health Insurance             | 70,683            | 77,600                    | 77,600                      | 79,500            |
| 1205-7072              | Retirement                   | 192,803           | 222,400                   | 231,500                     | 85,000            |
| 1205-7073              | Disability Insurance         | 8,046             | 9,200                     | 9,200                       | 9,500             |
| 1205-7074              | Life Insurance               | 1,040             | 1,100                     | 1,100                       | 1,100             |
| 1205-7075              | Vision                       | 1,549             | 1,600                     | 1,600                       | 1,800             |
| 1205-7076              | Tuition Reimbursement        | 0                 | 0                         | 0                           | 0                 |
| 1205-7077              | Medicare                     | 12,440            | 12,300                    | 12,300                      | 12,600            |
| 1205-7078              | Dental                       | 8,752             | 8,900                     | 8,800                       | 9,900             |
|                        | <b>Total Fringe Benefits</b> | <b>295,313</b>    | <b>333,100</b>            | <b>342,100</b>              | <b>199,400</b>    |
|                        | <b>Total Personnel</b>       | <b>1,139,198</b>  | <b>1,260,800</b>          | <b>1,269,800</b>            | <b>1,143,000</b>  |

# City of Duarte

## Public Safety Department

### Public Safety, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 1205-7610                    | Travel, Meetings and Conferences   | 2,705             | 5,000                     | 5,000                       | 5,000             |
| 1205-7612                    | Publications                       | 1,565             | 3,000                     | 3,000                       | 3,500             |
| 1205-7613                    | Duplication and Photos             | 12,416            | 8,000                     | 11,000                      | 12,000            |
| 1205-7614                    | Office Supplies                    | 2,460             | 3,000                     | 3,000                       | 3,000             |
| 1205-7615                    | Emergency Supplies                 | 19,752            | 20,000                    | 20,000                      | 15,000            |
| 1205-7636                    | Uniforms                           | 2,330             | 3,500                     | 4,000                       | 4,000             |
| 1205-7650                    | Vehicle Maintenance                | 42,222            | 52,000                    | 35,000                      | 37,000            |
| 1205-7655                    | Emergency Services                 | 17,735            | 20,000                    | 20,000                      | 20,000            |
| 1205-7694                    | Public Safety Commission           | 73                | 200                       | 200                         | 200               |
| 1205-7760                    | Homeless Outreach Program          | 47,600            | 72,000                    | 25,000                      | 30,000            |
| 1205-7761                    | Parking Ticket Collections         | 138,371           | 125,000                   | 125,000                     | 125,000           |
| 1205-7762                    | Parking Pass Kiosk                 | 2,649             | 5,000                     | 5,000                       | 5,000             |
| 1205-7779                    | Youth Programs                     | 37,438            | 38,000                    | 45,000                      | 35,000            |
| 1205-7780                    | Animal Control                     | 36,709            | 90,000                    | 75,000                      | 90,000            |
| 1205-7781                    | Contract Law Enforcement           | 3,873,453         | 4,113,000                 | 4,137,200                   | 4,400,000         |
| 1205-7782                    | Crossing Guard Contract            | 0                 | 45,000                    | 35,000                      | 45,000            |
| 1205-7783                    | GAPP Program                       | 69,658            | 100,000                   | 100,000                     | 107,000           |
| 1205-7784                    | Prisoner Maintenance               | 162               | 2,000                     | 2,000                       | 2,000             |
| 1205-7787                    | Public Safety Center Lease         | 135,639           | 120,000                   | 142,000                     | 125,000           |
| 1205-7823                    | Code/Animal Control Data System    | 7,165             | 7,700                     | 7,700                       | 8,100             |
| 1205-7887                    | Repairs and Maintenance            | 742               | 2,000                     | 2,000                       | 2,000             |
| 1205-7980                    | Other Expenses                     | 230,559           | 220,000                   | 275,000                     | 80,000            |
|                              | <b>Total Services and Supplies</b> | <b>4,681,403</b>  | <b>5,054,400</b>          | <b>5,077,100</b>            | <b>5,153,800</b>  |
| <b>Capital Outlay</b>        |                                    |                   |                           |                             |                   |
| 1205-8030                    | Other Equipment                    | 94                | 1,000                     | 1,000                       | 1,000             |
| 1205-8100                    | Other Capital Improvements         | 20,428            | 1,000                     | 1,000                       | 1,000             |
|                              | <b>Total Capital Outlay</b>        | <b>20,522</b>     | <b>2,000</b>              | <b>2,000</b>                | <b>2,000</b>      |
|                              | <b>Total Public Safety</b>         | <b>5,841,123</b>  | <b>6,317,200</b>          | <b>6,348,900</b>            | <b>6,298,800</b>  |



# COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is comprised of four divisions: Planning, Engineering/Public Works, Building and Safety, and Field Services. The Department is dedicated in providing helpful and professional assistance to residents and business community.

The Planning Division provides development assistance to the community and helps to guide the physical development of Duarte, including implementation of the General Plan and administration of the Development Code. The Planning Division is responsible for the review of land use applications such as subdivisions, zone changes, conditional use permits, and the Architectural Review process. The Planning Division also manages the City's Housing Authority and CDBG programs, and is responsible for the City's economic development activities. The Engineering/Public Works Division manages local capital improvement projects, issues permits and inspects work in the public right-of-way, inspects grading, paving, and utility installations, monitors local traffic and circulation issues, works to improve traffic flow and safety, and assists the Traffic Safety Commission. The Building and Safety Division provides plan check and inspection services for local construction projects. The Field Services Division provides a variety of maintenance activities including landscape maintenance and tree trimming, street light repair, sewer and storm drain maintenance, street markings, and brush clearance on City-owned open space.

# City of Duarte

## Community Development Department

### Community Development

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>              |                                    |                   |                           |                             |                   |
| 1405-7002                    | Regular Salaries                   | 919,779           | 969,000                   | 931,000                     | 966,900           |
| 1405-7003                    | Part-Time/Temp Salaries            | 10,421            | 15,500                    | 15,500                      | 15,000            |
| 1405-7030                    | Overtime                           | 74                | 0                         | 0                           | 0                 |
|                              | <b>Total Salaries</b>              | <b>930,274</b>    | <b>984,500</b>            | <b>946,500</b>              | <b>981,900</b>    |
| <b>Fringe Benefits</b>       |                                    |                   |                           |                             |                   |
| 1405-7071                    | Health Insurance                   | 100,648           | 94,000                    | 105,000                     | 107,500           |
| 1405-7072                    | Retirement                         | 228,752           | 262,100                   | 240,000                     | 103,700           |
| 1405-7073                    | Disability Insurance               | 11,587            | 12,400                    | 12,000                      | 12,400            |
| 1405-7074                    | Life Insurance                     | 1,521             | 1,500                     | 1,400                       | 1,500             |
| 1405-7075                    | Vision                             | 2,646             | 2,600                     | 2,500                       | 2,600             |
| 1405-7076                    | Tuition Reimbursement              | 0                 | 3,000                     | 3,000                       | 3,000             |
| 1405-7077                    | Medicare                           | 13,189            | 13,300                    | 12,800                      | 13,200            |
| 1405-7078                    | Dental                             | 14,693            | 14,900                    | 13,600                      | 14,400            |
|                              | <b>Total Fringe Benefits</b>       | <b>373,036</b>    | <b>403,800</b>            | <b>390,300</b>              | <b>258,300</b>    |
|                              | <b>Total Personnel</b>             | <b>1,303,310</b>  | <b>1,388,300</b>          | <b>1,336,800</b>            | <b>1,240,200</b>  |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 1405-7610                    | Travel, Meetings and Conferences   | 6,406             | 8,000                     | 8,000                       | 8,000             |
| 1405-7612                    | Publications                       | 3,259             | 7,000                     | 7,000                       | 7,000             |
| 1405-7613                    | Duplication and Photos             | 1,056             | 3,000                     | 3,000                       | 3,500             |
| 1405-7614                    | Office Supplies                    | 7,784             | 7,000                     | 7,000                       | 8,000             |
| 1405-7650                    | Vehicle Maintenance                | 2,252             | 4,000                     | 4,000                       | 4,000             |
| 1405-7690                    | Planning Commission                | 2,219             | 6,000                     | 6,000                       | 6,000             |
| 1405-7800                    | Building Department Services       | 360,496           | 400,000                   | 970,000                     | 565,000           |
| 1405-7801                    | Industrial Waste Inspections       | 26,981            | 20,000                    | 20,000                      | 20,000            |
| 1405-7802                    | NPDES Requirements                 | 54,668            | 150,000                   | 80,000                      | 0                 |
| 1405-7965                    | Professional Services              | 126,470           | 130,000                   | 80,000                      | 38,000            |
| 1405-7967                    | Public Works Inspections           | 24,640            | 30,000                    | 46,000                      | 80,000            |
| 1405-7969                    | City Engineer                      | 100,773           | 80,000                    | 155,000                     | 100,000           |
| 1405-7975                    | Economic Development Expenses      | 52,551            | 65,000                    | 25,000                      | 70,000            |
| 1405-7980                    | Other Expenses                     | 35,594            | 56,000                    | 34,000                      | 40,000            |
| 1405-8100                    | Other Capital Improvements         | 30,085            | 90,000                    | 0                           | 1,487,000         |
|                              | <b>Total Services and Supplies</b> | <b>835,234</b>    | <b>1,056,000</b>          | <b>1,445,000</b>            | <b>2,436,500</b>  |
|                              | <b>Total Community Development</b> | <b>2,138,544</b>  | <b>2,444,300</b>          | <b>2,781,800</b>            | <b>3,676,700</b>  |

# City of Duarte

## Community Development Department

### Field Services

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>              |                                    |                   |                           |                             |                   |
| 1410-7002                    | Regular Salaries                   | 390,709           | 439,400                   | 373,700                     | 449,000           |
| 1410-7030                    | Overtime                           | 1,843             | 3,000                     | 2,000                       | 1,000             |
|                              | <b>Total Salaries</b>              | <b>392,552</b>    | <b>442,400</b>            | <b>375,700</b>              | <b>450,000</b>    |
| <b>Fringe Benefits</b>       |                                    |                   |                           |                             |                   |
| 1410-7071                    | Health Insurance                   | 58,302            | 62,400                    | 68,700                      | 96,600            |
| 1410-7072                    | Retirement                         | 83,916            | 123,100                   | 91,400                      | 47,700            |
| 1410-7073                    | Disability Insurance               | 5,483             | 5,700                     | 4,900                       | 5,900             |
| 1410-7074                    | Life Insurance                     | 685               | 600                       | 600                         | 700               |
| 1410-7075                    | Vision                             | 1,561             | 1,600                     | 1,500                       | 1,800             |
| 1410-7076                    | Tuition Reimbursement              | 0                 | 0                         | 3,000                       | 1,500             |
| 1410-7077                    | Medicare                           | 5,681             | 5,900                     | 5,100                       | 6,300             |
| 1410-7078                    | Dental                             | 8,793             | 8,900                     | 8,100                       | 9,800             |
|                              | <b>Total Fringe Benefits</b>       | <b>164,421</b>    | <b>208,200</b>            | <b>183,300</b>              | <b>170,300</b>    |
|                              | <b>Total Personnel</b>             | <b>556,973</b>    | <b>650,600</b>            | <b>559,000</b>              | <b>620,300</b>    |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 1410-7610                    | Travel, Meetings and Conferences   | 664               | 4,000                     | 4,000                       | 4,000             |
| 1410-7612                    | Publications                       | 998               | 3,000                     | 3,000                       | 3,000             |
| 1410-7614                    | Office Supplies                    | 1,081             | 1,500                     | 1,500                       | 1,500             |
| 1410-7621                    | Other Supplies                     | 1,166             | 500                       | 500                         | 500               |
| 1410-7630                    | Equipment Rentals                  | 1,204             | 3,000                     | 3,000                       | 3,000             |
| 1410-7636                    | Uniforms                           | 3,653             | 3,500                     | 3,500                       | 4,500             |
| 1410-7650                    | Vehicle Maintenance                | 42,940            | 44,000                    | 39,000                      | 38,000            |
| 1410-7656                    | Emergency Generator                | 41,242            | 10,000                    | 10,000                      | 10,000            |
| 1410-7810                    | Street Sweeping                    | 2,492             | 2,600                     | 2,600                       | 2,600             |
| 1410-7814                    | Graffiti Removal                   | 4,716             | 15,000                    | 20,000                      | 0                 |
| 1410-7815                    | Brush Clearance                    | 20,880            | 15,000                    | 50,000                      | 60,000            |
| 1410-7887                    | Repairs and Maintenance            | 3,445             | 3,000                     | 3,000                       | 3,000             |
| 1410-7900                    | Emergency Cleanup/Maintenance      | 8,271             | 20,000                    | 20,000                      | 0                 |
| 1410-7896                    | Tree Replacement                   | 11,800            | 0                         | 0                           | 0                 |
| 1410-7980                    | Other Expenses                     | 14,092            | 20,000                    | 30,000                      | 18,000            |
| 1410-8030                    | Other Equipment                    | 0                 | 3,000                     | 3,000                       | 3,000             |
| 1410-8100                    | Emergency Capital Projects         | 60,023            | 20,000                    | 20,000                      | 20,000            |
|                              | <b>Total Services and Supplies</b> | <b>218,667</b>    | <b>168,100</b>            | <b>213,100</b>              | <b>171,100</b>    |
|                              | <b>Total Field Services</b>        | <b>775,640</b>    | <b>818,700</b>            | <b>772,100</b>              | <b>791,400</b>    |



# City of Duarte

## Community Development Department

### Sports Park

| Account Number               | Account Description                        | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2019-020 Budget |
|------------------------------|--------------------------------------------|-------------------|---------------------------|-----------------------------|--------------------|
| <b>Services and Supplies</b> |                                            |                   |                           |                             |                    |
| 1415-7661                    | Sports Park - Other Services               | 95                | 1,000                     | 1,000                       | 1,000              |
| 1415-7843                    | Sports Park - Water                        | 73,737            | 60,000                    | 75,000                      | 75,000             |
| 1415-7875                    | Sports Park - Lighting                     | 13,068            | 12,000                    | 12,000                      | 12,000             |
| 1415-7889                    | Sports Park - Repairs                      | 1,713             | 3,000                     | 19,000                      | 5,000              |
| 1415-7907                    | Sports Park - Tree Trimming                | 1,130             | 3,000                     | 4,500                       | 4,000              |
| 1415-7916                    | Sports Park - Landscape                    | 24,160            | 17,600                    | 17,200                      | 17,200             |
|                              | <b>Total Services and Supplies</b>         | <u>113,903</u>    | <u>96,600</u>             | <u>128,700</u>              | <u>114,200</u>     |
|                              | <b>Total Field Svcs. &amp; Sports Park</b> | <u>889,543</u>    | <u>915,300</u>            | <u>900,800</u>              | <u>905,600</u>     |
|                              | <b>Total Community Development</b>         | <u>3,028,087</u>  | <u>3,359,600</u>          | <u>3,682,600</u>            | <u>4,582,300</u>   |



# PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department is responsible for the operation of the City's recreation programs and select community services conducted throughout its eleven neighborhood parks, two sports parks, skate park, fitness center, pools, senior center, teen center and two recreational trails. The Department also coordinates various city-wide special events, Duarte's Promise and the scheduling of all City facilities and athletic fields. In addition to organizing a wide range of programs and events, the Department is responsible for securing and administrating Federal, State, County, and private grants for future park and program development.

The responsibilities of the Facility Maintenance Division include maintaining and managing the upkeep of all City buildings, park playground equipment and restrooms, the two sports park infields, the pools, trails, drinking fountains, and waste management at all parks and City bus stops. Additional responsibilities of the Division include set-up, clean up, and supervisions of all activities held in City buildings, repairs and preventative maintenance for City buildings and parks, oversight of contractual maintenance agreements, and the purchasing of maintenance supplies.

The Parks and Recreation Department works very closely with residents, youth service organizations, the Duarte Unified School District, the Parks and Recreation Commission, the Mayor's Youth Council, the Duarte Chamber of Commerce, local businesses, and professional organizations to provide high quality, innovative programming that meets the needs of all segments of the community.

# City of Duarte

## Parks and Recreation Department

### Parks and Recreation

| Account Number         | Account Description            | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------|--------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>        |                                |                   |                           |                             |                   |
| 1605-7002              | Regular Salaries               | 431,052           | 411,200                   | 411,200                     | 420,200           |
| 1605-7003              | Part-Time/Temp Salaries        | 34,446            | 34,000                    | 34,000                      | 35,300            |
| 1605-7010              | Playground Supervisor Salaries | 111,126           | 121,600                   | 121,600                     | 84,500            |
| 1605-7011              | Fitness Center Salaries        | 180,912           | 181,600                   | 181,600                     | 192,500           |
| 1605-7012              | Aquatics Salaries              | 107,442           | 106,000                   | 98,000                      | 43,800            |
| 1605-7013              | Boxing Salaries                | 58,307            | 60,000                    | 58,000                      | 60,000            |
| 1605-7014              | Teen Center Salaries           | 151,005           | 155,500                   | 155,500                     | 131,000           |
| 1605-7016              | Senior Center Salaries         | 158,910           | 179,300                   | 179,300                     | 179,300           |
| 1605-7030              | Overtime                       | 1,034             | 1,500                     | 500                         | 500               |
|                        | <b>Total Salaries</b>          | <b>1,234,234</b>  | <b>1,250,700</b>          | <b>1,239,700</b>            | <b>1,147,100</b>  |
| <b>Fringe Benefits</b> |                                |                   |                           |                             |                   |
| 1605-7071              | Health Insurance               | 112,893           | 109,600                   | 109,600                     | 112,200           |
| 1605-7072              | Retirement                     | 216,859           | 228,300                   | 241,100                     | 90,000            |
| 1605-7073              | Disability Insurance           | 9,550             | 9,800                     | 9,800                       | 10,000            |
| 1605-7074              | Life Insurance                 | 1,213             | 1,200                     | 1,200                       | 1,200             |
| 1605-7075              | Vision                         | 2,115             | 2,300                     | 2,000                       | 2,000             |
| 1605-7076              | Tuition Reimbursement          | 0                 | 0                         | 0                           | 0                 |
| 1605-7077              | Medicare                       | 16,749            | 18,200                    | 18,200                      | 18,500            |
| 1605-7078              | Dental                         | 11,656            | 12,400                    | 11,300                      | 11,000            |
|                        | <b>Total Fringe Benefits</b>   | <b>371,035</b>    | <b>381,800</b>            | <b>393,200</b>              | <b>244,900</b>    |
|                        | <b>Total Personnel</b>         | <b>1,605,269</b>  | <b>1,632,500</b>          | <b>1,632,900</b>            | <b>1,392,000</b>  |

# City of Duarte

## Parks and Recreation Department

### Parks and Recreation, *Continued*

| Account Number               | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                        |                   |                           |                             |                   |
| 1605-7610                    | Travel, Meetings and Conferences       | 5,945             | 4,500                     | 4,500                       | 4,300             |
| 1605-7612                    | Publications                           | 2,505             | 2,000                     | 2,000                       | 2,000             |
| 1605-7614                    | Office Supplies                        | 6,615             | 3,000                     | 3,300                       | 3,500             |
| 1605-7636                    | Uniforms                               | 2,467             | 2,500                     | 2,500                       | 2,500             |
| 1605-7650                    | Vehicle Maintenance                    | 7,124             | 13,000                    | 9,000                       | 7,000             |
| 1605-7653                    | ActiveNet Fees                         | 17,970            | 18,000                    | 10,000                      | 18,000            |
| 1605-7691                    | Parks and Recreation Commission        | 0                 | 1,200                     | 1,200                       | 800               |
| 1605-7693                    | Youth Council                          | 2,343             | 3,000                     | 3,000                       | 2,000             |
| 1605-7728                    | AmeriCorps VIP Program                 | 112,559           | 102,000                   | 102,000                     | 123,500           |
| 1605-7729                    | Concerts in the Park                   | 11,011            | 8,800                     | 5,900                       | 0                 |
| 1605-7730                    | Special Events                         | 15,686            | 22,000                    | 18,000                      | 20,000            |
| 1605-7732                    | City Picnic                            | 20,991            | 21,000                    | 21,000                      | 0                 |
| 1605-7733                    | Senior Center                          | 38,551            | 40,000                    | 32,000                      | 24,000            |
| 1605-7735                    | Teen Center                            | 33,137            | 33,500                    | 26,000                      | 25,000            |
| 1605-7736                    | Adult & Youth Rec Classes              | 93,972            | 95,000                    | 63,000                      | 31,000            |
| 1605-7737                    | Adult Excursions                       | 15,268            | 14,500                    | 11,000                      | 6,000             |
| 1605-7738                    | Teen Excursions                        | 5,326             | 12,000                    | 3,000                       | 0                 |
| 1605-7739                    | Publicity                              | 26,448            | 25,000                    | 25,000                      | 26,000            |
| 1605-7740                    | Day Camps                              | 7,014             | 11,000                    | 6,000                       | 6,000             |
| 1605-7741                    | Sports/Playground Program              | 28,400            | 24,000                    | 22,000                      | 14,000            |
| 1605-7742                    | Parks & Rec Financial Assistance Prog. | 0                 | 0                         | 0                           | 5,000             |
| 1605-7744                    | Nutrition Program                      | 11,228            | 10,000                    | 8,000                       | 5,000             |
| 1605-7745                    | Boxing Program                         | 21,378            | 20,000                    | 15,000                      | 14,000            |
| 1605-7750                    | Bus Rentals                            | 14,486            | 14,500                    | 17,000                      | 0                 |
| 1605-7753                    | Youth Sports/Programs                  | 10,000            | 10,000                    | 9,000                       | 5,000             |
| 1605-7756                    | Senior Rec Classes                     | 0                 | 0                         | 0                           | 7,000             |
| 1605-7758                    | Independence Day Celebration           | 0                 | 0                         | 0                           | 44,000            |
| 1605-7980                    | Other Expenses                         | 14,497            | 11,000                    | 9,000                       | 7,500             |
|                              | <b>Total Services and Supplies</b>     | <b>524,921</b>    | <b>521,500</b>            | <b>428,400</b>              | <b>403,100</b>    |
|                              | <b>Total Parks and Recreation</b>      | <b>2,130,190</b>  | <b>2,154,000</b>          | <b>2,061,300</b>            | <b>1,795,100</b>  |

# City of Duarte

## Parks and Recreation Department

### Facilities Maintenance

| Account Number               | Account Description           | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|-------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>              |                               |                   |                           |                             |                   |
| 1610-7002                    | Regular Salaries              | 91,494            | 91,400                    | 91,400                      | 92,500            |
| 1610-7003                    | Part-Time/Temp Salaries       | 333,117           | 324,500                   | 324,500                     | 292,000           |
| 1610-7030                    | Overtime                      | 105               | 0                         | 100                         | 100               |
|                              | <b>Total Salaries</b>         | <b>424,716</b>    | <b>415,900</b>            | <b>416,000</b>              | <b>384,600</b>    |
| <b>Fringe Benefits</b>       |                               |                   |                           |                             |                   |
| 1610-7071                    | Health Insurance              | 19,285            | 19,800                    | 19,800                      | 20,300            |
| 1610-7072                    | Retirement                    | 28,697            | 33,300                    | 34,500                      | 11,700            |
| 1610-7073                    | Disability Insurance          | 1,148             | 1,200                     | 1,200                       | 1,200             |
| 1610-7074                    | Life Insurance                | 141               | 200                       | 200                         | 200               |
| 1610-7075                    | Vision                        | 325               | 300                       | 300                         | 300               |
| 1610-7077                    | Medicare                      | 6,145             | 6,000                     | 6,000                       | 6,000             |
| 1610-7078                    | Dental                        | 1,780             | 1,800                     | 1,800                       | 1,700             |
|                              | <b>Total Fringe Benefits</b>  | <b>57,521</b>     | <b>62,600</b>             | <b>63,800</b>               | <b>41,400</b>     |
|                              | <b>Total Personnel</b>        | <b>482,237</b>    | <b>478,500</b>            | <b>479,800</b>              | <b>426,000</b>    |
| <b>Services and Supplies</b> |                               |                   |                           |                             |                   |
| 1610-7616                    | Pool Supplies                 | 10,132            | 12,000                    | 20,000                      | 9,000             |
| 1610-7617                    | Pool Chemicals                | 18,567            | 16,000                    | 16,000                      | 14,000            |
| 1610-7618                    | Building Supplies             | 90,752            | 84,000                    | 84,000                      | 80,000            |
| 1610-7633                    | Cable Access                  | 1,514             | 1,400                     | 1,400                       | 1,700             |
| 1610-7636                    | Uniforms                      | 4,074             | 3,000                     | 3,000                       | 2,700             |
| 1610-7650                    | Vehicle Maintenance           | 6,099             | 10,000                    | 5,000                       | 11,000            |
| 1610-7652                    | Building Maintenance Services | 115,336           | 122,000                   | 133,000                     | 108,000           |
|                              | <b>Subtotal</b>               | <b>246,474</b>    | <b>248,400</b>            | <b>262,400</b>              | <b>226,400</b>    |
| 1610-7836                    | Water - City Hall             | 1,025             | 1,000                     | 1,000                       | 1,200             |
| 1610-7837                    | Water - Community Center      | 1,044             | 1,000                     | 1,000                       | 1,200             |
| 1610-7838                    | Water - Fitness Center        | 20,903            | 22,500                    | 15,000                      | 16,000            |
| 1610-7839                    | Water - Public Safety Center  | 924               | 900                       | 900                         | 1,000             |
|                              | <b>Total Water</b>            | <b>23,896</b>     | <b>25,400</b>             | <b>17,900</b>               | <b>19,400</b>     |

# City of Duarte

## Parks and Recreation Department

### Facilities Maintenance, *Continued*

| Account Number                          | Account Description                 | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------------------------|-------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies, Continued</b> |                                     |                   |                           |                             |                   |
| 1610-7851                               | Gas - City Hall                     | 767               | 600                       | 1,200                       | 1,100             |
| 1610-7852                               | Gas - Community Center              | 1,210             | 1,200                     | 1,200                       | 1,200             |
| 1610-7853                               | Gas - Fitness Center                | 20,654            | 17,000                    | 11,000                      | 14,200            |
| 1610-7854                               | Gas - Public Safety Center          | 316               | 300                       | 600                         | 500               |
| 1610-7855                               | Gas - Senior Center                 | 706               | 700                       | 700                         | 700               |
| 1610-7856                               | Gas - Teen Center                   | 630               | 500                       | 700                         | 700               |
| 1610-7858                               | Gas - Royal Oaks Park Building      | 515               | 400                       | 600                         | 500               |
| 1610-7859                               | Gas - Duarte Park Building          | 483               | 400                       | 400                         | 500               |
| 1610-7860                               | Gas - Duarte Snack Bar              | 441               | 400                       | 100                         | 400               |
|                                         | <b>Total Gas</b>                    | <b>25,722</b>     | <b>21,500</b>             | <b>16,500</b>               | <b>19,800</b>     |
| 1610-7867                               | Electric - Town Center              | 61,781            | 65,000                    | 65,000                      | 65,000            |
| 1610-7868                               | Electric - Public Safety Center     | 7,541             | 8,000                     | 8,500                       | 8,500             |
| 1610-7869                               | Electric - Senior Center            | 21,667            | 24,500                    | 19,000                      | 23,000            |
| 1610-7870                               | Electric - Teen Center              | 14,229            | 17,500                    | 12,000                      | 14,500            |
| 1610-7872                               | Electric - Duarte Park Building     | 1,012             | 1,200                     | 1,000                       | 1,100             |
| 1610-7873                               | Electric - Maintenance Yard         | 4,096             | 4,300                     | 4,300                       | 4,000             |
|                                         | <b>Total Electric</b>               | <b>110,326</b>    | <b>120,500</b>            | <b>109,800</b>              | <b>116,100</b>    |
| 1610-8100                               | Other Capital Improvements          | 131,431           | 1,413,000                 | 1,493,000                   | 60,000            |
|                                         | <b>Total Other</b>                  | <b>131,431</b>    | <b>1,413,000</b>          | <b>1,493,000</b>            | <b>60,000</b>     |
|                                         | <b>Total Services and Supplies</b>  | <b>537,849</b>    | <b>1,828,800</b>          | <b>1,899,600</b>            | <b>441,700</b>    |
|                                         | <b>Total Facilities Maintenance</b> | <b>1,020,086</b>  | <b>2,307,300</b>          | <b>2,379,400</b>            | <b>867,700</b>    |
|                                         | <b>Total Parks and Recreation</b>   | <b>3,150,276</b>  | <b>4,461,300</b>          | <b>4,440,700</b>            | <b>2,662,800</b>  |



# ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department is responsible for a number of the City's administrative functions including finance, human resources, information technology, transportation and risk management. The Department's financial activities consist of budget preparation, accounting, investments, cashing, purchasing, and auditing. Its human resources activities entail recruitments, union negotiation, training, evaluation, discipline, employee benefits, and payroll processing. In the information technology area, it oversees the City's computers, computer applications, Internet access, and provides technical support as needed.

The Department also manages the operation of the City's transportation, including the DuarteBus and fleet services program. The risk management role involves filing, maintaining, and updating all the City's insurance policies, including property, flood, general liability, earthquake, worker's compensation, disability, life, crime, and special events.

# City of Duarte

## Administrative Services Department

### Finance

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>              |                                    |                   |                           |                             |                   |
| 1805-7002                    | Regular Salaries                   | 505,182           | 535,000                   | 519,900                     | 537,100           |
| 1805-7003                    | Part-Time/Temp Salaries            | 7,232             | 0                         | 0                           | 0                 |
| 1805-7030                    | Overtime                           | 0                 | 0                         | 2,000                       | 0                 |
|                              | <b>Total Salaries</b>              | <b>512,414</b>    | <b>535,000</b>            | <b>521,900</b>              | <b>537,100</b>    |
| <b>Fringe Benefits</b>       |                                    |                   |                           |                             |                   |
| 1805-7071                    | Health Insurance                   | 87,605            | 89,800                    | 82,200                      | 84,200            |
| 1805-7072                    | Retirement                         | 166,470           | 194,600                   | 196,600                     | 61,600            |
| 1805-7073                    | Disability Insurance               | 6,412             | 7,100                     | 6,900                       | 6,900             |
| 1805-7074                    | Life Insurance                     | 884               | 900                       | 800                         | 800               |
| 1805-7075                    | Vision                             | 1,333             | 1,300                     | 1,300                       | 1,400             |
| 1805-7076                    | Tuition Reimbursement              | 0                 | 0                         | 0                           | 0                 |
| 1805-7077                    | Medicare                           | 7,305             | 7,700                     | 7,500                       | 7,700             |
| 1805-7078                    | Dental                             | 7,572             | 7,600                     | 7,200                       | 7,600             |
|                              | <b>Total Fringe Benefits</b>       | <b>277,581</b>    | <b>309,000</b>            | <b>302,500</b>              | <b>170,200</b>    |
|                              | <b>Total Personnel</b>             | <b>789,995</b>    | <b>844,000</b>            | <b>824,400</b>              | <b>707,300</b>    |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 1805-7610                    | Travel, Meetings and Conferences   | 5,136             | 6,000                     | 6,000                       | 6,000             |
| 1805-7612                    | Publications                       | 535               | 3,000                     | 3,000                       | 3,000             |
| 1805-7614                    | Office Supplies                    | 5,880             | 4,000                     | 4,000                       | 3,000             |
| 1805-7653                    | Bank Charges                       | 14,548            | 12,000                    | 15,000                      | 18,000            |
| 1805-7654                    | Audit Services                     | 24,750            | 31,000                    | 20,000                      | 30,000            |
| 1805-7762                    | Property Tax Collections           | 18,005            | 18,500                    | 21,100                      | 20,000            |
| 1805-7764                    | CEC Loan Principal                 | 16,293            | 16,800                    | 16,800                      | 17,300            |
| 1805-7765                    | CEC Loan Interest                  | 3,925             | 3,500                     | 3,500                       | 3,000             |
| 1805-7924                    | Bad Debts                          | 40,339            | 15,000                    | 15,000                      | 15,000            |
| 1805-7965                    | Professional Services              | 31,384            | 16,000                    | 13,000                      | 16,000            |
| 1805-7980                    | Other Expenses                     | 1,174             | 2,000                     | 18,000                      | 2,000             |
|                              | <b>Total Services and Supplies</b> | <b>161,969</b>    | <b>127,800</b>            | <b>135,400</b>              | <b>133,300</b>    |
|                              | <b>Total Finance</b>               | <b>951,964</b>    | <b>971,800</b>            | <b>959,800</b>              | <b>840,600</b>    |



# City of Duarte

## Administrative Services Department

### Personnel

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>              |                                    |                   |                           |                             |                   |
| 1810-7002                    | Regular Salaries                   | 74,027            | 76,400                    | 76,400                      | 79,300            |
| 1810-7003                    | Part-Time/Temp Salaries            | 0                 | 15,700                    | 12,500                      | 0                 |
|                              | <b>Total Salaries</b>              | <b>74,027</b>     | <b>92,100</b>             | <b>88,900</b>               | <b>79,300</b>     |
| <b>Fringe Benefits</b>       |                                    |                   |                           |                             |                   |
| 1810-7071                    | Health Insurance                   | 6,565             | 7,600                     | 7,600                       | 7,800             |
| 1810-7072                    | Retirement                         | 24,632            | 28,600                    | 29,700                      | 10,000            |
| 1810-7073                    | Disability Insurance               | 1,050             | 1,000                     | 1,000                       | 1,000             |
| 1810-7074                    | Life Insurance                     | 129               | 100                       | 100                         | 100               |
| 1810-7075                    | Vision                             | 123               | 100                       | 100                         | 100               |
| 1810-7076                    | Tuition Reimbursement              | 0                 | 0                         | 0                           | 0                 |
| 1810-7077                    | Medicare                           | 1,068             | 1,100                     | 1,100                       | 1,100             |
| 1810-7078                    | Dental                             | 630               | 600                       | 600                         | 600               |
|                              | <b>Total Fringe Benefits</b>       | <b>34,197</b>     | <b>39,100</b>             | <b>40,200</b>               | <b>20,700</b>     |
|                              | <b>Total Personnel</b>             | <b>108,224</b>    | <b>131,200</b>            | <b>129,100</b>              | <b>100,000</b>    |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 1810-7610                    | Travel, Meetings and Conferences   | 969               | 3,000                     | 2,000                       | 3,000             |
| 1810-7611                    | Trainings                          | 335               | 4,000                     | 0                           | 4,000             |
| 1810-7612                    | Publications                       | 659               | 1,200                     | 600                         | 1,200             |
| 1810-7614                    | Office Supplies                    | 1,086             | 1,500                     | 1,500                       | 1,500             |
| 1810-7660                    | Other Services                     | 3,570             | 4,000                     | 11,000                      | 4,000             |
| 1810-7671                    | Recruiting Advertisements          | 24,800            | 31,000                    | 31,000                      | 3,000             |
| 1810-7672                    | NeoGov                             | 4,364             | 4,400                     | 4,700                       | 5,000             |
| 1810-7673                    | Physical Exams                     | 673               | 1,000                     | 1,000                       | 1,000             |
| 1810-7774                    | Unemployment Insurance             | 7,858             | 5,000                     | 10,000                      | 12,000            |
| 1810-7965                    | Professional Services              | 0                 | 0                         | 4,700                       | 0                 |
| 1810-7980                    | Other Expenses                     | 3,385             | 6,000                     | 4,000                       | 6,000             |
|                              | <b>Total Services and Supplies</b> | <b>47,699</b>     | <b>61,100</b>             | <b>70,500</b>               | <b>40,700</b>     |
|                              | <b>Total Personnel</b>             | <b>155,923</b>    | <b>192,300</b>            | <b>199,600</b>              | <b>140,700</b>    |

# City of Duarte

## Administrative Services Department

### Information Technology

| Account Number               | Account Description                 | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|-------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                     |                   |                           |                             |                   |
| 1815-7630                    | Equipment Lease                     | 37,122            | 12,000                    | 12,500                      | 12,500            |
| 1815-7631                    | Equipment Maintenance               | 2,940             | 9,500                     | 5,000                       | 5,000             |
| 1815-7632                    | Software Maintenance                | 27,080            | 34,200                    | 34,100                      | 32,100            |
| 1815-7820                    | Finance System Support              | 47,278            | 47,200                    | 48,600                      | 48,100            |
| 1815-7821                    | Personal Computer Support           | 21,949            | 23,500                    | 21,200                      | 21,500            |
| 1815-7830                    | Telephones                          | 35,893            | 40,000                    | 44,000                      | 47,200            |
| 1815-7831                    | Wireless Phones/Devices             | 0                 | 0                         | 0                           | 25,000            |
| 1815-7965                    | Professional Services               | 104,400           | 104,400                   | 104,400                     | 104,400           |
| 1815-7980                    | Other Expenses                      | 27,744            | 22,900                    | 22,900                      | 22,900            |
|                              | <b>Total Services and Supplies</b>  | <b>304,406</b>    | <b>293,700</b>            | <b>292,700</b>              | <b>318,700</b>    |
| <b>Capital Outlay</b>        |                                     |                   |                           |                             |                   |
| 1815-8011                    | Computer Equipment                  | 766               | 10,000                    | 10,000                      | 15,000            |
|                              | <b>Total Capital Outlay</b>         | <b>766</b>        | <b>10,000</b>             | <b>10,000</b>               | <b>15,000</b>     |
|                              | <b>Total Information Technology</b> | <b>305,172</b>    | <b>303,700</b>            | <b>302,700</b>              | <b>333,700</b>    |

### Risk Management

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 1820-7771                    | Repair of City Property            | -1352             | 15,000                    | 33,000                      | 5,000             |
| 1820-7772                    | Liability Coverage                 | 276,734           | 269,300                   | 226,400                     | 241,800           |
| 1820-7773                    | Worker's Compensation Coverage     | 101,078           | 158,900                   | 149,800                     | 187,100           |
| 1820-7775                    | Property Coverage                  | 55,439            | 55,800                    | 55,800                      | 70,000            |
| 1820-7776                    | Faithful Performance Bond          | 980               | 1,000                     | 1,000                       | 1,100             |
|                              | <b>Total Services and Supplies</b> | <b>432,879</b>    | <b>500,000</b>            | <b>466,000</b>              | <b>505,000</b>    |
|                              | <b>Total Risk Management</b>       | <b>432,879</b>    | <b>500,000</b>            | <b>466,000</b>              | <b>505,000</b>    |

# City of Duarte

## Administrative Services Department

### General Services

| Account Number               | Account Description                  | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|--------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                      |                   |                           |                             |                   |
| 1825-7072                    | Pension Rate Stabilization Fund      | 0                 | 0                         | 30,600                      | 33,000            |
| 1825-7079                    | Unfunded Liability - PERS            | 0                 | 0                         | 0                           | 971,700           |
| 1825-7613                    | Duplication and Photos               | 10,701            | 14,000                    | 13,500                      | 12,500            |
| 1825-7614                    | Office Supplies                      | 1,266             | 1,800                     | 1,800                       | 1,500             |
| 1825-7626                    | Postage                              | 25,957            | 26,000                    | 13,000                      | 26,500            |
| 1825-7630                    | Equipment Rental                     | 16,450            | 16,000                    | 18,000                      | 18,100            |
| 1825-7631                    | Equipment Maintenance                | 13,683            | 13,000                    | 12,000                      | 13,000            |
| 1825-7674                    | Retiree Health Insurance             | 545,530           | 665,500                   | 665,900                     | 782,000           |
| 1825-7687                    | Waste Management Services            | 3,814             | 3,800                     | 4,500                       | 4,500             |
| 1825-7688                    | Oil Recycling Grant                  | 5,272             | 6,200                     | 6,100                       | 6,000             |
| 1825-7747                    | Beverage Container Recycling         | 4,736             | 5,900                     | 8,000                       | 5,800             |
| 1825-7782                    | Admin Support of SA                  | 605               | 2,500                     | 1,000                       | 0                 |
| 1825-7945                    | Operation of Acq Prop                | 1,566             | 500                       | 500                         | 500               |
| 1825-7980                    | Other Expenses                       | 1,887             | 2,000                     | 4,000                       | 2,000             |
|                              | <b>Total Services and Supplies</b>   | <b>631,467</b>    | <b>757,200</b>            | <b>778,900</b>              | <b>1,877,100</b>  |
|                              | <b>Total General Services</b>        | <b>631,467</b>    | <b>757,200</b>            | <b>778,900</b>              | <b>1,877,100</b>  |
| 1830-8100                    | Vehicle Replacement                  | 42,419            | 60,000                    | 23,000                      | 31,200            |
|                              | <b>Total Vehicle Replacement</b>     | <b>42,419</b>     | <b>60,000</b>             | <b>23,000</b>               | <b>31,200</b>     |
|                              | <b>Total Administrative Services</b> | <b>2,519,824</b>  | <b>2,785,000</b>          | <b>2,730,000</b>            | <b>3,728,300</b>  |

# City of Duarte

## Transfers Out and Reimbursements

| Account Number                          | Account Description                     | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------------------------|-----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Transfers Out and Reimbursements</b> |                                         |                   |                           |                             |                   |
| 1905-9020                               | Transfers Out - Landscaping/Lighting    | 473,949           | 514,900                   | 562,800                     | 479,300           |
| 1905-9055                               | Transfers Out - Housing Authority       | 368,389           | 140,800                   | 140,800                     | 673,900           |
| 1905-9056                               | Transfers Out - Infr Mod Loan Pmt       | 0                 | 0                         | 700                         | 223,300           |
|                                         | <b>Total Other Financing Uses</b>       | <u>842,338</u>    | <u>655,700</u>            | <u>704,300</u>              | <u>1,376,500</u>  |
|                                         | <b>Total Transfers Out &amp; Reimb.</b> | <u>842,338</u>    | <u>655,700</u>            | <u>704,300</u>              | <u>1,376,500</u>  |

## *Special Purpose Funds*

The City maintains a number of Special Purpose Funds to account for monies that are not usually available for expenditure on general City programs and services. These funds are restricted, either by City Council policy, or by requirements established by the funding source, for use only in conjunction with specific activities.

There are three types of special purpose funds in use by the City. Special Revenue Funds are used to account for grants and entitlements. Debt Service Funds are used to account for principal, interest, and related costs associated with the repayment of long-term debt. Capital Improvement Funds are used to account for a variety of one-time capital projects. Each year, as new sources of revenue become available, and old sources are withdrawn, the City may add or delete Special Purpose Funds.

# City of Duarte

## State Gasoline Tax Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 220-4401                         | Interest Earnings                      | 30,822            | 30,000                    | 30,000                      | 30,000            |
|                                  | <b>Total Use of Money and Property</b> | <b>30,822</b>     | <b>30,000</b>             | <b>30,000</b>               | <b>30,000</b>     |
| <b>Intergovernmental - State</b> |                                        |                   |                           |                             |                   |
| 220-4606                         | Gasoline Tax - 2105                    | 111,181           | 122,300                   | 112,100                     | 116,400           |
| 220-4607                         | Gasoline Tax - 2106                    | 70,675            | 77,000                    | 70,700                      | 73,200            |
| 220-4608                         | Gasoline Tax - 2107                    | 138,885           | 159,700                   | 140,000                     | 140,000           |
| 220-4609                         | Gasoline Tax - 2107.5                  | 5,000             | 5,000                     | 5,000                       | 5,000             |
| 220-4614                         | Gasoline Tax - 2103 (Prop 42)          | 67,390            | 189,600                   | 161,500                     | 185,500           |
| 220-4619                         | Gasoline Tax - HUTA Loan Repay         | 24,824            | 24,800                    | 24,700                      | 0                 |
|                                  | <b>Total Intergovernmental - State</b> | <b>417,955</b>    | <b>578,400</b>            | <b>514,000</b>              | <b>520,100</b>    |
|                                  | <b>Total Revenues</b>                  | <b>448,777</b>    | <b>608,400</b>            | <b>544,000</b>              | <b>550,100</b>    |

### Expenditures

| Account Number        | Account Description         | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-----------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Gas Tax 2105</b>   |                             |                   |                           |                             |                   |
| <b>Capital Outlay</b> |                             |                   |                           |                             |                   |
| 2205-8060             | Sidewalk Improvements       | 1,982             | 10,000                    | 10,000                      | 10,000            |
| 2205-8070             | Street Improvements         | 0                 | 10,000                    | 6,200                       | 15,000            |
| 2205-8100             | Other Capital Improvements  | 99,040            | 60,000                    | 92,000                      | 65,000            |
|                       | <b>Total Capital Outlay</b> | <b>101,022</b>    | <b>80,000</b>             | <b>108,200</b>              | <b>90,000</b>     |
|                       | <b>Total Gas Tax 2105</b>   | <b>101,022</b>    | <b>80,000</b>             | <b>108,200</b>              | <b>90,000</b>     |

# City of Duarte

## State Gasoline Tax Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Gas Tax 2106</b>          |                                    |                   |                           |                             |                   |
| <b>Capital Outlay</b>        |                                    |                   |                           |                             |                   |
| 2210-7811                    | Street Maintenance                 | 32,509            | 20,000                    | 19,000                      | 20,000            |
| 2210-7812                    | Street Striping and Marking        | 78,381            | 20,000                    | 18,000                      | 135,000           |
| 2210-7813                    | Regulatory Signs                   | 16,889            | 10,000                    | 8,500                       | 10,000            |
| 2210-7890                    | Repairs - Traffic Signals          | 0                 | 0                         | 0                           | 0                 |
| 2210-8070                    | Street Improvements                | 0                 | 10,000                    | 9,100                       | 10,000            |
| 2210-8100                    | Other Capital Improvements         | 0                 | 0                         | 0                           | 0                 |
|                              | <b>Total Capital Outlay</b>        | <u>127,779</u>    | <u>60,000</u>             | <u>54,600</u>               | <u>175,000</u>    |
|                              | <b>Total Gas Tax 2106</b>          | <u>127,779</u>    | <u>60,000</u>             | <u>54,600</u>               | <u>175,000</u>    |
| <b>Gas Tax 2107</b>          |                                    |                   |                           |                             |                   |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 2215-8610                    | Reimbursements - General Fund      | 88,537            | 61,800                    | 66,100                      | 82,400            |
|                              | <b>Total Reimbursements</b>        | <u>88,537</u>     | <u>61,800</u>             | <u>66,100</u>               | <u>82,400</u>     |
|                              | <b>Total Gas Tax 2107</b>          | <u>88,537</u>     | <u>61,800</u>             | <u>66,100</u>               | <u>82,400</u>     |
| <b>Gas Tax 2107.5</b>        |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 2220-7980                    | Other Expenses                     | 6,790             | 7,000                     | 5,200                       | 7,000             |
|                              | <b>Total Services and Supplies</b> | <u>6,790</u>      | <u>7,000</u>              | <u>5,200</u>                | <u>7,000</u>      |
|                              | <b>Total Gas Tax 2107.5</b>        | <u>6,790</u>      | <u>7,000</u>              | <u>5,200</u>                | <u>7,000</u>      |

# City of Duarte

## State Gasoline Tax Fund

### Expenditures, *Continued*

| Account Number        | Account Description         | FY 2018-19 Actual     | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|-----------------------|-----------------------------|-----------------------|---------------------------|-----------------------------|-----------------------|
| <b>Gas Tax - 2103</b> |                             |                       |                           |                             |                       |
| <b>Capital Outlay</b> |                             |                       |                           |                             |                       |
| 2225-7811             | Street Maintenance          | 9,629                 | 10,000                    | 8,900                       | 15,000                |
| 2225-7980             | Other Expenses              | 3,675                 | 50,000                    | 42,100                      | 60,000                |
| 2225-8070             | Street Improvements         | 8,187                 | 10,000                    | 7,800                       | 30,000                |
| 2225-8100             | Other Capital Improvements  | 185,601               | 92,200                    | 108,600                     | 35,000                |
|                       | <b>Total Capital Outlay</b> | <u>207,092</u>        | <u>162,200</u>            | <u>167,400</u>              | <u>140,000</u>        |
|                       | <b>Total Gas Tax - 2103</b> | <u>207,092</u>        | <u>162,200</u>            | <u>167,400</u>              | <u>140,000</u>        |
|                       | <b>Total Expenditures</b>   | <u><u>531,220</u></u> | <u><u>371,000</u></u>     | <u><u>401,500</u></u>       | <u><u>494,400</u></u> |



# City of Duarte

## SB1/RMRA Fund

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

### Revenues

| Account Number                     | Account Description                      | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------------|------------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money &amp; Property</b> |                                          |                   |                           |                             |                   |
| 225-4401                           | Interest Earnings                        | 4,148             | 2,000                     | 7,000                       | 4,000             |
| 225-4620                           | SB1/RMRA                                 | 403,679           | 361,800                   | 365,600                     | 377,300           |
|                                    | <b>Total Use of Money &amp; Property</b> | <u>407,827</u>    | <u>363,800</u>            | <u>372,600</u>              | <u>381,300</u>    |
|                                    | <b>Total Revenues</b>                    | <u>407,827</u>    | <u>363,800</u>            | <u>372,600</u>              | <u>381,300</u>    |

### Expenditures

| Account Number        | Account Description           | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Capital Outlay</b> |                               |                   |                           |                             |                   |
| 225-2250-8070         | Street Improvements           | 121,820           | 0                         | 0                           | 0                 |
| 225-2250-8100         | Other Capital Improvements    | 0                 | 300,000                   | 300,000                     | 300,000           |
| 225-2250-8610         | Reimbursements - General Fund | 24,364            | 75,000                    | 60,000                      | 60,000            |
|                       | <b>Total Capital Outlay</b>   | <u>146,184</u>    | <u>375,000</u>            | <u>360,000</u>              | <u>360,000</u>    |
|                       | <b>Total Expenditures</b>     | <u>146,184</u>    | <u>375,000</u>            | <u>360,000</u>              | <u>360,000</u>    |

# City of Duarte

## Landscaping and Lighting District Fund

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

### Revenues

| Account Number                 | Account Description                  | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|--------------------------------|--------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Special Assessments</b>     |                                      |                   |                           |                             |                   |
| 240-4101                       | Landscaping and Lighting Assess.     | 966,214           | 981,000                   | 974,500                     | 977,700           |
|                                | <b>Total Special Assessments</b>     | <b>966,214</b>    | <b>981,000</b>            | <b>974,500</b>              | <b>977,700</b>    |
| <b>Miscellaneous</b>           |                                      |                   |                           |                             |                   |
| 240-5004                       | Other Revenue                        | 0                 | 1,100                     | 0                           | 0                 |
|                                | <b>Total Miscellaneous</b>           | <b>0</b>          | <b>1,100</b>              | <b>0</b>                    | <b>0</b>          |
| <b>Other Financing Sources</b> |                                      |                   |                           |                             |                   |
| 240-6901                       | Transfers In - General Fund          | 473,949           | 514,900                   | 562,800                     | 479,300           |
|                                | <b>Total Other Financing Sources</b> | <b>473,949</b>    | <b>514,900</b>            | <b>562,800</b>              | <b>479,300</b>    |
|                                | <b>Total Revenues</b>                | <b>1,440,163</b>  | <b>1,497,000</b>          | <b>1,537,300</b>            | <b>1,457,000</b>  |

### Expenditures

| Account Number               | Account Description       | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|---------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Citywide Lighting</b>     |                           |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                           |                   |                           |                             |                   |
| 2405-7662                    | Other Services - Citywide | 0                 | 5,000                     | 0                           | 5,000             |
| 2405-7876                    | Electric - Citywide       | 166,887           | 168,000                   | 195,000                     | 150,000           |
| 2405-7877                    | Electric - Traffic Signal | 20,247            | 19,000                    | 19,000                      | 20,000            |
|                              | <b>Total Electric</b>     | <b>187,134</b>    | <b>192,000</b>            | <b>214,000</b>              | <b>175,000</b>    |

# City of Duarte

## Landscaping and Lighting District Fund

| Account Number               | Account Description                   | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|---------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                       |                   |                           |                             |                   |
| 2405-7888                    | Repairs - Citywide                    | 5,367             | 4,000                     | 4,000                       | 4,000             |
| 2405-7890                    | Repairs - Traffic Signal              | 73,232            | 100,000                   | 131,000                     | 80,000            |
|                              | <b>Total Repairs and Replacements</b> | <b>78,599</b>     | <b>104,000</b>            | <b>135,000</b>              | <b>84,000</b>     |
|                              | <b>Total Services and Supplies</b>    | <b>265,733</b>    | <b>296,000</b>            | <b>349,000</b>              | <b>259,000</b>    |
| <b>Reimbursements</b>        |                                       |                   |                           |                             |                   |
| 2405-8610                    | Reimbursements - General Fund         | 94,900            | 94,900                    | 94,900                      | 94,900            |
|                              | <b>Total Reimbursements</b>           | <b>94,900</b>     | <b>94,900</b>             | <b>94,900</b>               | <b>94,900</b>     |
|                              | <b>Total Citywide Lighting</b>        | <b>360,633</b>    | <b>390,900</b>            | <b>443,900</b>              | <b>353,900</b>    |
| <b>Citywide Landscaping</b>  |                                       |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                       |                   |                           |                             |                   |
| 2410-7662                    | Other Services - Citywide             | 6,727             | 5,000                     | 10,000                      | 5,000             |
| 2410-7663                    | Other Services - Medians              | 8,420             | 8,000                     | 2,000                       | 8,000             |
|                              | <b>Total Other Services</b>           | <b>15,147</b>     | <b>13,000</b>             | <b>12,000</b>               | <b>13,000</b>     |
| 2410-7842                    | Water - Medians                       | 40,996            | 45,000                    | 45,000                      | 45,000            |
| 2410-7844                    | Water - Citywide                      | 202,345           | 215,000                   | 215,000                     | 215,000           |
|                              | <b>Total Water</b>                    | <b>243,341</b>    | <b>260,000</b>            | <b>260,000</b>              | <b>260,000</b>    |
| 2410-7874                    | Electric - Medians                    | 9,757             | 9,000                     | 9,000                       | 9,000             |
| 2410-7876                    | Electric - Citywide                   | 20,169            | 20,000                    | 20,000                      | 20,000            |
|                              | <b>Total Electric</b>                 | <b>29,926</b>     | <b>29,000</b>             | <b>29,000</b>               | <b>29,000</b>     |
| 2410-7888                    | Repairs - Citywide                    | 6,476             | 6,000                     | 6,000                       | 6,000             |
| 2410-7891                    | Repairs - Medians                     | 1,623             | 2,000                     | 2,200                       | 2,200             |
|                              | <b>Total Repairs and Replacements</b> | <b>8,099</b>      | <b>8,000</b>              | <b>8,200</b>                | <b>8,200</b>      |
| 2410-7896                    | Tree Planting - Citywide              | 18,082            | 7,500                     | 0                           | 7,500             |
| 2410-7898                    | Tree Planting - Medians               | 1,613             | 1,000                     | 0                           | 1,000             |
|                              | <b>Total Tree Plant</b>               | <b>19,695</b>     | <b>8,500</b>              | <b>0</b>                    | <b>8,500</b>      |
| 2410-7906                    | Tree Trimming - Citywide              | 145,525           | 60,000                    | 60,000                      | 60,000            |
| 2410-7909                    | Tree Trimming - Residential           | 0                 | 85,000                    | 88,000                      | 85,000            |
|                              | <b>Total Tree Trimming</b>            | <b>145,525</b>    | <b>145,000</b>            | <b>148,000</b>              | <b>145,000</b>    |
| 2410-7915                    | Landscape Maint. - Citywide           | 90,000            | 90,000                    | 90,000                      | 90,000            |
| 2410-7917                    | Landscape Maintenance - Medians       | 56,960            | 64,400                    | 64,400                      | 64,400            |
|                              | <b>Total Landscape Maintenance</b>    | <b>146,960</b>    | <b>154,400</b>            | <b>154,400</b>              | <b>154,400</b>    |
|                              | <b>Total Services and Supplies</b>    | <b>608,693</b>    | <b>617,900</b>            | <b>611,600</b>              | <b>618,100</b>    |

# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number                      | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-------------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Reimbursements and Transfers</b> |                                    |                   |                           |                             |                   |
| 2410-8610                           | Reimbursements - General Fund      | 193,000           | 193,000                   | 193,000                     | 193,000           |
| 2410-9030                           | Transfers Out - Town Center        | 0                 | 0                         | 0                           | 0                 |
|                                     | <b>Total Reimbursements</b>        | <u>193,000</u>    | <u>193,000</u>            | <u>193,000</u>              | <u>193,000</u>    |
|                                     | <b>Total Citywide Landscaping</b>  | <u>801,693</u>    | <u>810,900</u>            | <u>804,600</u>              | <u>811,100</u>    |
| <b>Kendrick Tract</b>               |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b>        |                                    |                   |                           |                             |                   |
| 2420-7835                           | Water                              | 2,206             | 3,000                     | 3,000                       | 3,000             |
| 2420-7887                           | Repairs and Replacements           | 212               | 500                       | 500                         | 500               |
| 2420-7914                           | Landscape Maintenance              | 4,142             | 4,200                     | 4,200                       | 4,100             |
|                                     | <b>Total Services and Supplies</b> | <u>6,560</u>      | <u>7,700</u>              | <u>7,700</u>                | <u>7,600</u>      |
| <b>Reimbursements</b>               |                                    |                   |                           |                             |                   |
| 2420-8610                           | Reimbursements - General Fund      | 2,200             | 2,200                     | 2,200                       | 2,200             |
|                                     | <b>Total Reimbursements</b>        | <u>2,200</u>      | <u>2,200</u>              | <u>2,200</u>                | <u>2,200</u>      |
|                                     | <b>Total Kendrick Tract</b>        | <u>8,760</u>      | <u>9,900</u>              | <u>9,900</u>                | <u>9,800</u>      |
| <b>Las Lomas Villas</b>             |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b>        |                                    |                   |                           |                             |                   |
| 2421-7835                           | Water                              | 17,128            | 20,000                    | 20,000                      | 18,000            |
| 2421-7866                           | Electric                           | 514               | 600                       | 600                         | 500               |
| 2421-7887                           | Repairs and Replacements           | 9,404             | 5,000                     | 5,000                       | 5,000             |
| 2421-7914                           | Landscape Maintenance              | 15,600            | 15,600                    | 15,600                      | 15,600            |
|                                     | <b>Total Services and Supplies</b> | <u>42,646</u>     | <u>41,200</u>             | <u>41,200</u>               | <u>39,100</u>     |

# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual    | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget    |
|------------------------------|------------------------------------|----------------------|---------------------------|-----------------------------|----------------------|
| <b>Reimbursements</b>        |                                    |                      |                           |                             |                      |
| 2421-8610                    | Reimbursements - General Fund      | <u>10,000</u>        | <u>10,000</u>             | <u>10,000</u>               | <u>10,000</u>        |
|                              | <b>Total Reimbursements</b>        | <u><b>10,000</b></u> | <u><b>10,000</b></u>      | <u><b>10,000</b></u>        | <u><b>10,000</b></u> |
|                              | <b>Total Las Lomas Villas</b>      | <u><b>52,646</b></u> | <u><b>51,200</b></u>      | <u><b>51,200</b></u>        | <u><b>49,100</b></u> |
| <b>Encanto Parkway</b>       |                                    |                      |                           |                             |                      |
| <b>Services and Supplies</b> |                                    |                      |                           |                             |                      |
| 2422-7835                    | Water                              | 2,347                | 2,000                     | 2,000                       | 2,000                |
| 2422-7866                    | Electric                           | 495                  | 1,000                     | 1,100                       | 1,100                |
| 2422-7887                    | Repairs and Replacements           | 58                   | 2,500                     | 2,500                       | 2,500                |
| 2422-7914                    | Landscape Maintenance              | <u>5,767</u>         | <u>5,500</u>              | <u>5,500</u>                | <u>5,500</u>         |
|                              | <b>Total Services and Supplies</b> | <u><b>8,667</b></u>  | <u><b>11,000</b></u>      | <u><b>11,100</b></u>        | <u><b>11,100</b></u> |
| <b>Reimbursements</b>        |                                    |                      |                           |                             |                      |
| 2422-8610                    | Reimbursements - General Fund      | <u>3,400</u>         | <u>3,400</u>              | <u>3,400</u>                | <u>3,400</u>         |
|                              | <b>Total Reimbursements</b>        | <u><b>3,400</b></u>  | <u><b>3,400</b></u>       | <u><b>3,400</b></u>         | <u><b>3,400</b></u>  |
|                              | <b>Total Encanto Parkway</b>       | <u><b>12,067</b></u> | <u><b>14,400</b></u>      | <u><b>14,500</b></u>        | <u><b>14,500</b></u> |
| <b>Amberwood Homes</b>       |                                    |                      |                           |                             |                      |
| <b>Services and Supplies</b> |                                    |                      |                           |                             |                      |
| 2423-7835                    | Water                              | 5,157                | 7,500                     | 9,000                       | 9,000                |
| 2423-7866                    | Electric                           | 254                  | 300                       | 300                         | 300                  |
| 2423-7887                    | Repairs and Replacements           | 358                  | 1,500                     | 1,500                       | 1,500                |
| 2423-7914                    | Landscape Maintenance              | <u>10,800</u>        | <u>10,800</u>             | <u>10,800</u>               | <u>10,800</u>        |
|                              | <b>Total Services and Supplies</b> | <u><b>16,569</b></u> | <u><b>20,100</b></u>      | <u><b>21,600</b></u>        | <u><b>21,600</b></u> |
| <b>Reimbursements</b>        |                                    |                      |                           |                             |                      |
| 2423-8610                    | Reimbursements - General Fund      | <u>2,200</u>         | <u>2,200</u>              | <u>2,200</u>                | <u>2,200</u>         |
|                              | <b>Total Reimbursements</b>        | <u><b>2,200</b></u>  | <u><b>2,200</b></u>       | <u><b>2,200</b></u>         | <u><b>2,200</b></u>  |
|                              | <b>Total Amberwood Homes</b>       | <u><b>18,769</b></u> | <u><b>22,300</b></u>      | <u><b>23,800</b></u>        | <u><b>23,800</b></u> |

# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Village and Windsor Homes</b> |                                        |                   |                           |                             |                   |
| <b>Services and Supplies</b>     |                                        |                   |                           |                             |                   |
| 2424-7835                        | Water                                  | 3,732             | 4,000                     | 4,000                       | 4,000             |
| 2424-7866                        | Electric                               | 245               | 300                       | 300                         | 300               |
| 2424-7887                        | Repairs and Replacements               | 255               | 1,600                     | 1,600                       | 1,600             |
| 2424-7914                        | Landscape Maintenance                  | 6,600             | 6,600                     | 6,600                       | 6,600             |
|                                  | <b>Total Services and Supplies</b>     | <b>10,832</b>     | <b>12,500</b>             | <b>12,500</b>               | <b>12,500</b>     |
| <b>Reimbursements</b>            |                                        |                   |                           |                             |                   |
| 2424-8610                        | Reimbursements - General Fund          | 2,800             | 2,800                     | 2,800                       | 2,800             |
|                                  | <b>Total Reimbursements</b>            | <b>2,800</b>      | <b>2,800</b>              | <b>2,800</b>                | <b>2,800</b>      |
|                                  | <b>Total Village and Windsor Homes</b> | <b>13,632</b>     | <b>15,300</b>             | <b>15,300</b>               | <b>15,300</b>     |
| <b>Hearthstone Del Norte</b>     |                                        |                   |                           |                             |                   |
| <b>Services and Supplies</b>     |                                        |                   |                           |                             |                   |
| 2425-7660                        | Other Services                         | 5,300             | 5,300                     | 5,300                       | 5,300             |
| 2425-7835                        | Water                                  | 8,161             | 8,500                     | 8,500                       | 8,500             |
| 2425-7866                        | Electric                               | 2,413             | 3,600                     | 3,600                       | 3,600             |
| 2425-7887                        | Repairs and Replacements               | 58                | 500                       | 500                         | 500               |
| 2425-7913                        | Brush Clearance                        | 5,481             | 5,000                     | 5,000                       | 5,000             |
| 2425-7914                        | Landscape Maintenance                  | 4,800             | 4,800                     | 4,800                       | 4,800             |
|                                  | <b>Total Services and Supplies</b>     | <b>26,213</b>     | <b>27,700</b>             | <b>27,700</b>               | <b>27,700</b>     |
| <b>Reimbursements</b>            |                                        |                   |                           |                             |                   |
| 2425-8610                        | Reimbursements - General Fund          | 3,200             | 3,200                     | 3,200                       | 3,200             |
|                                  | <b>Total Reimbursements</b>            | <b>3,200</b>      | <b>3,200</b>              | <b>3,200</b>                | <b>3,200</b>      |
|                                  | <b>Total Hearthstone Del Norte</b>     | <b>29,413</b>     | <b>30,900</b>             | <b>30,900</b>               | <b>30,900</b>     |

# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number                        | Account Description                         | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|---------------------------------------|---------------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Grocery Outlet (Mike's Center)</b> |                                             |                   |                           |                             |                   |
| <b>Services and Supplies</b>          |                                             |                   |                           |                             |                   |
| 2426-7810                             | Street Sweeping                             | 8,964             | 9,000                     | 9,000                       | 9,000             |
| 2426-7835                             | Water                                       | 692               | 700                       | 700                         | 700               |
| 2426-7866                             | Electric                                    | 4,092             | 4,500                     | 4,500                       | 4,500             |
| 2426-7887                             | Repairs and Replacements                    | 0                 | 700                       | 700                         | 700               |
| 2426-7914                             | Landscape Maintenance                       | 2,160             | 2,200                     | 2,200                       | 2,200             |
|                                       | <b>Total Services and Supplies</b>          | <b>15,908</b>     | <b>17,100</b>             | <b>17,100</b>               | <b>17,100</b>     |
| <b>Reimbursements</b>                 |                                             |                   |                           |                             |                   |
| 2426-8610                             | Reimbursements - General Fund               | 2,600             | 2,600                     | 2,600                       | 2,600             |
|                                       | <b>Total Reimbursements</b>                 | <b>2,600</b>      | <b>2,600</b>              | <b>2,600</b>                | <b>2,600</b>      |
|                                       | <b>Total Grocery Outlet (Mike's Center)</b> | <b>18,508</b>     | <b>19,700</b>             | <b>19,700</b>               | <b>19,700</b>     |
| <b>Rancho Verde Homes</b>             |                                             |                   |                           |                             |                   |
| <b>Services and Supplies</b>          |                                             |                   |                           |                             |                   |
| 2427-7835                             | Water                                       | 13,788            | 12,000                    | 12,000                      | 12,000            |
| 2427-7866                             | Electric                                    | 485               | 600                       | 600                         | 600               |
| 2427-7887                             | Repairs and Replacements                    | 2,257             | 2,500                     | 1,300                       | 1,300             |
| 2427-7914                             | Landscape Maintenance                       | 7,564             | 7,600                     | 8,600                       | 8,600             |
|                                       | <b>Total Services and Supplies</b>          | <b>24,094</b>     | <b>22,700</b>             | <b>22,500</b>               | <b>22,500</b>     |
| <b>Reimbursements</b>                 |                                             |                   |                           |                             |                   |
| 2427-8610                             | Reimbursements - General Fund               | 5,900             | 5,900                     | 5,900                       | 5,900             |
|                                       | <b>Total Reimbursements</b>                 | <b>5,900</b>      | <b>5,900</b>              | <b>5,900</b>                | <b>5,900</b>      |
|                                       | <b>Total Rancho Verde Homes</b>             | <b>29,994</b>     | <b>28,600</b>             | <b>28,400</b>               | <b>28,400</b>     |

# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Emblem Homes</b>          |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 2429-7835                    | Water                              | 1,782             | 2,000                     | 2,100                       | 2,100             |
| 2429-7866                    | Electric                           | 249               | 300                       | 300                         | 300               |
| 2429-7887                    | Repairs and Replacements           | 58                | 1,000                     | 1,000                       | 1,000             |
|                              | <b>Total Services and Supplies</b> | <b>2,089</b>      | <b>3,300</b>              | <b>3,400</b>                | <b>3,400</b>      |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 2429-8610                    | Reimbursements - General Fund      | 1,100             | 1,100                     | 1,100                       | 1,100             |
|                              | <b>Total Reimbursements</b>        | <b>1,100</b>      | <b>1,100</b>              | <b>1,100</b>                | <b>1,100</b>      |
|                              | <b>Total Emblem Homes</b>          | <b>3,189</b>      | <b>4,400</b>              | <b>4,500</b>                | <b>4,500</b>      |
| <b>Mesa Gas Lights</b>       |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 2430-7850                    | Gas                                | 6,718             | 6,600                     | 6,000                       | 6,000             |
| 2430-7887                    | Repairs and Replacements           | 3,677             | 16,000                    | 18,000                      | 18,000            |
|                              | <b>Total Services and Supplies</b> | <b>10,395</b>     | <b>22,600</b>             | <b>24,000</b>               | <b>24,000</b>     |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 2430-8610                    | Reimbursements - General Fund      | 3,800             | 3,800                     | 3,800                       | 3,800             |
|                              | <b>Total Reimbursements</b>        | <b>3,800</b>      | <b>3,800</b>              | <b>3,800</b>                | <b>3,800</b>      |
|                              | <b>Total Mesa Gas Lights</b>       | <b>14,195</b>     | <b>26,400</b>             | <b>27,800</b>               | <b>27,800</b>     |



# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Las Brisas Homes</b>      |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 2431-7835                    | Water                              | 5,096             | 6,000                     | 6,000                       | 6,000             |
| 2431-7866                    | Electric                           | 240               | 300                       | 300                         | 300               |
| 2431-7887                    | Repairs and Replacements           | 8,194             | 12,700                    | 2,700                       | 2,700             |
| 2431-7914                    | Landscape Maintenance              | 9,600             | 9,600                     | 9,600                       | 9,600             |
|                              | <b>Total Services and Supplies</b> | <b>23,130</b>     | <b>28,600</b>             | <b>18,600</b>               | <b>18,600</b>     |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 2431-8610                    | Reimbursements - General Fund      | 3,500             | 3,500                     | 3,500                       | 3,500             |
|                              | <b>Total Reimbursements</b>        | <b>3,500</b>      | <b>3,500</b>              | <b>3,500</b>                | <b>3,500</b>      |
|                              | <b>Total Las Brisas Homes</b>      | <b>26,630</b>     | <b>32,100</b>             | <b>22,100</b>               | <b>22,100</b>     |
| <b>Las Posadas Homes</b>     |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 2432-7835                    | Water                              | 3,853             | 4,600                     | 4,600                       | 4,600             |
| 2432-7866                    | Electric                           | 240               | 300                       | 300                         | 300               |
| 2432-7887                    | Repairs and Replacements           | 0                 | 1,400                     | 1,400                       | 1,400             |
| 2432-7914                    | Landscape Maintenance              | 10,020            | 10,200                    | 10,000                      | 10,000            |
|                              | <b>Total Services and Supplies</b> | <b>14,113</b>     | <b>16,500</b>             | <b>16,300</b>               | <b>16,300</b>     |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 2432-8610                    | Reimbursements - General Fund      | 6,500             | 6,500                     | 6,500                       | 6,500             |
|                              | <b>Total Reimbursements</b>        | <b>6,500</b>      | <b>6,500</b>              | <b>6,500</b>                | <b>6,500</b>      |
|                              | <b>Total Las Posadas Homes</b>     | <b>20,613</b>     | <b>23,000</b>             | <b>22,800</b>               | <b>22,800</b>     |

# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Buena Vista Villas</b>    |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 2433-7835                    | Water                              | 5,627             | 7,400                     | 7,400                       | 7,400             |
| 2433-7866                    | Electric                           | 240               | 300                       | 300                         | 300               |
| 2433-7887                    | Repairs and Replacements           | 0                 | 6,100                     | 6,100                       | 6,100             |
| 2433-7914                    | Landscape Maintenance              | 6,360             | 6,400                     | 6,400                       | 6,400             |
|                              | <b>Total Services and Supplies</b> | <b>12,227</b>     | <b>20,200</b>             | <b>20,200</b>               | <b>20,200</b>     |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 2433-8610                    | Reimbursements - General Fund      | 3,700             | 3,700                     | 3,700                       | 3,700             |
|                              | <b>Total Reimbursements</b>        | <b>3,700</b>      | <b>3,700</b>              | <b>3,700</b>                | <b>3,700</b>      |
|                              | <b>Total Buena Vista Villas</b>    | <b>15,927</b>     | <b>23,900</b>             | <b>23,900</b>               | <b>23,900</b>     |
| <b>Citrus Villas</b>         |                                    |                   |                           |                             |                   |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 2434-7835                    | Water                              | 3,391             | 4,500                     | 5,000                       | 5,000             |
| 2434-7866                    | Electric                           | 260               | 300                       | 300                         | 300               |
| 2434-7887                    | Repairs and Replacements           | 229               | 500                       | 500                         | 500               |
| 2434-7914                    | Landscape Maintenance              | 4,260             | 4,300                     | 4,300                       | 4,300             |
|                              | <b>Total Services and Supplies</b> | <b>8,140</b>      | <b>9,600</b>              | <b>10,100</b>               | <b>10,100</b>     |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 2434-8610                    | Reimbursements - General Fund      | 2,900             | 2,900                     | 2,900                       | 2,900             |
|                              | <b>Total Reimbursements</b>        | <b>2,900</b>      | <b>2,900</b>              | <b>2,900</b>                | <b>2,900</b>      |
|                              | <b>Total Citrus Villas</b>         | <b>11,040</b>     | <b>12,500</b>             | <b>13,000</b>               | <b>13,000</b>     |

# City of Duarte

## Landscaping and Lighting District Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual       | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget       |
|------------------------------|------------------------------------|-------------------------|---------------------------|-----------------------------|-------------------------|
| <b>Ridgecrest</b>            |                                    |                         |                           |                             |                         |
| <b>Services and Supplies</b> |                                    |                         |                           |                             |                         |
| 2435-7835                    | Water                              | 4,973                   | 6,000                     | 6,000                       | 6,000                   |
| 2435-7866                    | Electric                           | 269                     | 400                       | 400                         | 400                     |
| 2435-7887                    | Repairs and Replacements           | 0                       | 500                       | 500                         | 500                     |
| 2435-7914                    | Landscape Maintenance              | 6,000                   | 6,000                     | 6,000                       | 6,000                   |
| 2435-7918                    | Fuel Modification                  | 0                       | 4,500                     | 9,000                       | 9,000                   |
| 2435-7920                    | Debris/Storm Drain System          | 0                       | 2,000                     | 4,000                       | 4,000                   |
|                              | <b>Total Services and Supplies</b> | <u>11,242</u>           | <u>19,400</u>             | <u>25,900</u>               | <u>25,900</u>           |
| <b>Reimbursements</b>        |                                    |                         |                           |                             |                         |
| 2435-8610                    | Reimbursements - General Fund      | 1,500                   | 1,500                     | 1,500                       | 1,500                   |
|                              | <b>Total Reimbursements</b>        | <u>1,500</u>            | <u>1,500</u>              | <u>1,500</u>                | <u>1,500</u>            |
|                              | <b>Total Ridgecrest</b>            | <u>12,742</u>           | <u>20,900</u>             | <u>27,400</u>               | <u>27,400</u>           |
|                              | <b>Total Expenditures</b>          | <u><u>1,450,451</u></u> | <u><u>1,537,300</u></u>   | <u><u>1,583,700</u></u>     | <u><u>1,498,000</u></u> |

# City of Duarte

## Community Development Block Grant

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

### Revenues

| Account Number                     | Account Description                      | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------------|------------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Intergovernmental - Federal</b> |                                          |                   |                           |                             |                   |
| 260-4501                           | Community Development Block Grant        | 164,737           | 151,700                   | 54,600                      | 151,700           |
|                                    | <b>Total Intergovernmental - Federal</b> | <u>164,737</u>    | <u>151,700</u>            | <u>54,600</u>               | <u>151,700</u>    |
|                                    | <b>Total Revenues</b>                    | <u>164,737</u>    | <u>151,700</u>            | <u>54,600</u>               | <u>151,700</u>    |

### Expenditures

| Account Number        | Account Description         | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-----------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Capital Outlay</b> |                             |                   |                           |                             |                   |
| 2605-8060             | Sidewalk Improvements       | 36,550            | 0                         | 0                           | 0                 |
| 2605-8061             | ADA Curb Ramps              | 0                 | 50,000                    | 54,600                      | 50,000            |
| 2605-8062             | ADA Improvements            | 128,112           | 0                         | 0                           | 0                 |
| 2605-8070             | Street Improvements         | 0                 | 0                         | 0                           | 0                 |
| 2605-8100             | Other Capital Improvements  | 0                 | 0                         | 0                           | 0                 |
|                       | <b>Total Capital Outlay</b> | <u>164,662</u>    | <u>50,000</u>             | <u>54,600</u>               | <u>50,000</u>     |
|                       | <b>Total Expenditures</b>   | <u>164,662</u>    | <u>50,000</u>             | <u>54,600</u>               | <u>50,000</u>     |

# City of Duarte

## PAEG Fund

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

### Revenues

| Account Number                     | Account Description                      | FY 2018-19 Actual    | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget    |
|------------------------------------|------------------------------------------|----------------------|---------------------------|-----------------------------|----------------------|
| <b>Use of Money &amp; Property</b> |                                          |                      |                           |                             |                      |
| 270-4401                           | Interest Earnings                        | 141                  | 0                         | 200                         | 0                    |
|                                    | <b>Total Use of Money &amp; Property</b> | <u>141</u>           | <u>0</u>                  | <u>200</u>                  | <u>0</u>             |
| <b>Intergovernmental - State</b>   |                                          |                      |                           |                             |                      |
| 270-4617                           | PAEG Fees                                | 30,417               | 31,938                    | 31,900                      | 33,000               |
|                                    | <b>Total Intergovernmental - State</b>   | <u>30,417</u>        | <u>31,938</u>             | <u>31,900</u>               | <u>33,000</u>        |
|                                    | <b>Total Revenues</b>                    | <u><u>30,558</u></u> | <u><u>31,938</u></u>      | <u><u>32,100</u></u>        | <u><u>33,000</u></u> |

### Expenditures

| Account Number        | Account Description          | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Capital Outlay</b> |                              |                   |                           |                             |                   |
| 2705-8100             | Other Capital Improvements   | 0                 | 0                         | 0                           | 0                 |
|                       | <b>Total Capital Outlay</b>  | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
| <b>Reimbursements</b> |                              |                   |                           |                             |                   |
| 2705-8610             | Reimbursement - General Fund | 0                 | 0                         | 0                           | 0                 |
|                       | <b>Total Reimbursements</b>  | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
|                       | <b>Total Expenditures</b>    | <u><u>0</u></u>   | <u><u>0</u></u>           | <u><u>0</u></u>             | <u><u>0</u></u>   |

# City of Duarte

## Supplemental Law Enforcement Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual     | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|----------------------------------|----------------------------------------|-----------------------|---------------------------|-----------------------------|-----------------------|
| <b>Use of Money and Property</b> |                                        |                       |                           |                             |                       |
| 290-4401                         | Interest Earnings                      | 939                   | 1,000                     | 1,100                       | 1,000                 |
|                                  | <b>Total Use of Money and Property</b> | <u>939</u>            | <u>1,000</u>              | <u>1,100</u>                | <u>1,000</u>          |
| <b>Intergovernmental - State</b> |                                        |                       |                           |                             |                       |
| 290-4605                         | Supplemental Law Enforcement           | 198,747               | 150,000                   | 155,900                     | 160,000               |
|                                  | <b>Total Intergovernmental - State</b> | <u>198,747</u>        | <u>150,000</u>            | <u>155,900</u>              | <u>160,000</u>        |
|                                  | <b>Total Revenues</b>                  | <u><u>199,686</u></u> | <u><u>151,000</u></u>     | <u><u>157,000</u></u>       | <u><u>161,000</u></u> |

### Expenditures

| Account Number               | Account Description                | FY 2018-19 Actual     | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|------------------------------|------------------------------------|-----------------------|---------------------------|-----------------------------|-----------------------|
| <b>Services and Supplies</b> |                                    |                       |                           |                             |                       |
| 2905-7781                    | Contract Law Enforcement           | 182,949               | 131,000                   | 137,000                     | 140,000               |
| 2905-7785                    | Special Events Patrol              | 16,736                | 20,000                    | 20,000                      | 20,000                |
|                              | <b>Total Services and Supplies</b> | <u>199,685</u>        | <u>151,000</u>            | <u>157,000</u>              | <u>160,000</u>        |
|                              | <b>Total Expenditures</b>          | <u><u>199,685</u></u> | <u><u>151,000</u></u>     | <u><u>157,000</u></u>       | <u><u>160,000</u></u> |

# City of Duarte

## Bicycle and Pedestrian Safety Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual    | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget    |
|----------------------------------|----------------------------------------|----------------------|---------------------------|-----------------------------|----------------------|
| <b>Intergovernmental - State</b> |                                        |                      |                           |                             |                      |
| 300-4401                         | Interest Earnings                      | 0                    | 0                         | 0                           | 0                    |
| 300-4612                         | Bicycle and Pedestrian Grant           | 14,947               | 15,900                    | 15,900                      | 16,700               |
|                                  | <b>Total Intergovernmental - State</b> | <u>14,947</u>        | <u>15,900</u>             | <u>15,900</u>               | <u>16,700</u>        |
|                                  | <b>Total Revenues</b>                  | <u><u>14,947</u></u> | <u><u>15,900</u></u>      | <u><u>15,900</u></u>        | <u><u>16,700</u></u> |

### Expenditures

| Account Number        | Account Description         | FY 2018-19 Actual    | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget    |
|-----------------------|-----------------------------|----------------------|---------------------------|-----------------------------|----------------------|
| <b>Capital Outlay</b> |                             |                      |                           |                             |                      |
| 3005-8060             | Sidewalk Improvements       | 14,947               | 15,900                    | 0                           | 16,700               |
|                       | <b>Total Capital Outlay</b> | <u>14,947</u>        | <u>15,900</u>             | <u>0</u>                    | <u>16,700</u>        |
|                       | <b>Total Expenditures</b>   | <u><u>14,947</u></u> | <u><u>15,900</u></u>      | <u><u>0</u></u>             | <u><u>16,700</u></u> |

# City of Duarte

## Air Quality Management Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 320-4401                         | Interest Earnings                      | 857               | 700                       | 2,000                       | 700               |
|                                  | <b>Total Use of Money and Property</b> | <b>857</b>        | <b>700</b>                | <b>2,000</b>                | <b>700</b>        |
| <b>Intergovernmental - Local</b> |                                        |                   |                           |                             |                   |
| 320-4701                         | AB 2766 Subvention                     | 28,552            | 30,100                    | 30,100                      | 30,000            |
| 320-5004                         | Other Revenue                          | 0                 | 0                         | 116,900                     | 0                 |
|                                  | <b>Total Intergovernmental - Local</b> | <b>28,552</b>     | <b>30,100</b>             | <b>147,000</b>              | <b>30,000</b>     |
|                                  | <b>Total Revenues</b>                  | <b>29,409</b>     | <b>30,800</b>             | <b>149,000</b>              | <b>30,700</b>     |

### Expenditures

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 3205-7980                    | Other Expenses                     | 0                 | 0                         | 0                           | 0                 |
|                              | <b>Total Services and Supplies</b> | <b>0</b>          | <b>0</b>                  | <b>0</b>                    | <b>0</b>          |
| <b>Capital Outlay</b>        |                                    |                   |                           |                             |                   |
| 3205-8013                    | Vehicles                           | 20,146            | 25,000                    | 0                           | 6,500             |
|                              | <b>Total Capital Outlay</b>        | <b>20,146</b>     | <b>25,000</b>             | <b>0</b>                    | <b>6,500</b>      |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 3205-8610                    | Reimbursements - General Fund      | 1,929             | 6,300                     | 0                           | 1,300             |
|                              | <b>Total Reimbursements</b>        | <b>1,929</b>      | <b>6,300</b>              | <b>0</b>                    | <b>1,300</b>      |
|                              | <b>Total Expenditures</b>          | <b>22,075</b>     | <b>31,300</b>             | <b>0</b>                    | <b>7,800</b>      |



# City of Duarte

## Park Development Grant Fund

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

### Revenues

| Account Number                 | Account Description                  | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|--------------------------------|--------------------------------------|-------------------|---------------------------|-----------------------------|-----------------------|
| <b>Other Financing Sources</b> |                                      |                   |                           |                             |                       |
| 400-4401                       | Interest Earnings                    | 0                 | 0                         | 0                           | 0                     |
| 400-4611                       | Grant Programs Revenue               | 0                 | 0                         | 0                           | 136,500               |
| 400-6901                       | Transfers In - General Fund          | 0                 | 0                         | 0                           | 0                     |
|                                | <b>Total Other Financing Sources</b> | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>136,500</u>        |
|                                | <b>Total Revenues</b>                | <u><u>0</u></u>   | <u><u>0</u></u>           | <u><u>0</u></u>             | <u><u>136,500</u></u> |

### Expenditures

| Account Number        | Account Description         | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget    |
|-----------------------|-----------------------------|-------------------|---------------------------|-----------------------------|----------------------|
| <b>Capital Outlay</b> |                             |                   |                           |                             |                      |
| 4005-7965             | Professional Services       | 0                 | 0                         | 0                           | 10,000               |
| 4005-8040             | Building Improvements       | 0                 | 0                         | 0                           | 0                    |
| 4005-8041             | Park Improvements           | 0                 | 0                         | 0                           | 0                    |
| 4005-8100             | Other Capital Improvements  | 0                 | 0                         | 0                           | 0                    |
|                       | <b>Total Capital Outlay</b> | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>10,000</u>        |
| <b>Reimbursements</b> |                             |                   |                           |                             |                      |
| 4005-9040             | Transfers Out - Gen Fund    | 0                 | 0                         | 0                           | 0                    |
|                       | <b>Total Reimbursements</b> | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>             |
|                       | <b>Total Expenditures</b>   | <u><u>0</u></u>   | <u><u>0</u></u>           | <u><u>0</u></u>             | <u><u>10,000</u></u> |

# City of Duarte

## Quimby Act Fund

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

### Revenues

| Account Number             | Account Description              | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------|----------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Special Assessments</b> |                                  |                   |                           |                             |                   |
| 420-4103                   | Quimby Act                       | 0                 | 0                         | 20,000                      | 0                 |
| 420-4401                   | Interest Earnings                | <u>875</u>        | <u>1,000</u>              | <u>1,000</u>                | <u>800</u>        |
|                            | <b>Total Special Assessments</b> | <u>875</u>        | <u>1,000</u>              | <u>21,000</u>               | <u>800</u>        |
|                            | <b>Total Revenues</b>            | <u>875</u>        | <u>1,000</u>              | <u>21,000</u>               | <u>800</u>        |

### Expenditures

| Account Number        | Account Description         | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-----------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Capital Outlay</b> |                             |                   |                           |                             |                   |
| 4205-8041             | Park Improvements           | <u>2,326</u>      | <u>6,300</u>              | <u>6,300</u>                | <u>0</u>          |
|                       | <b>Total Capital Outlay</b> | <u>2,326</u>      | <u>6,300</u>              | <u>6,300</u>                | <u>0</u>          |
|                       | <b>Total Expenditures</b>   | <u>2,326</u>      | <u>6,300</u>              | <u>6,300</u>                | <u>0</u>          |

# City of Duarte

## Proposition A Transit Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 440-4401                         | Interest Earnings                      | 28,850            | 15,000                    | 15,000                      | 12,000            |
| 440-4409                         | Sale of Property                       | 7,691             | 0                         | 0                           | 0                 |
|                                  | <b>Total Use of Money and Property</b> | <b>36,541</b>     | <b>15,000</b>             | <b>15,000</b>               | <b>12,000</b>     |
| <b>Intergovernmental - Local</b> |                                        |                   |                           |                             |                   |
| 440-4703                         | Transit - Proposition A                | 442,337           | 445,800                   | 445,800                     | 462,700           |
| 440-5004                         | Other Revenue                          | 9,432             | 0                         | 0                           | 0                 |
|                                  | <b>Total Intergovernmental - Local</b> | <b>451,769</b>    | <b>445,800</b>            | <b>445,800</b>              | <b>462,700</b>    |
| <b>Reimbursements</b>            |                                        |                   |                           |                             |                   |
| 440-5104                         | Reimbursements - Proposition C         | 330,700           | 0                         | 0                           | 0                 |
| 440-5106                         | NTD Grant Revenue                      | 0                 | 28,500                    | 62,000                      | 30,000            |
|                                  | <b>Total Reimbursements</b>            | <b>330,700</b>    | <b>28,500</b>             | <b>62,000</b>               | <b>30,000</b>     |
|                                  | <b>Total Revenues</b>                  | <b>819,010</b>    | <b>489,300</b>            | <b>522,800</b>              | <b>504,700</b>    |

### Expenditures

| Account Number  | Account Description     | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------|-------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b> |                         |                   |                           |                             |                   |
| 4405-7002       | Regular Salaries        | 164,084           | 46,400                    | 46,400                      | 49,500            |
| 4405-7003       | Part-Time/Temp Salaries | 135,271           | 0                         | 0                           | 0                 |
| 4405-7030       | Overtime                | 825               | 0                         | 0                           | 0                 |
|                 | <b>Total Salaries</b>   | <b>300,180</b>    | <b>46,400</b>             | <b>46,400</b>               | <b>49,500</b>     |

# City of Duarte

## Proposition A Transit Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Fringe Benefits</b>       |                                    |                   |                           |                             |                   |
| 4405-7071                    | Health Insurance                   | 25,726            | 10,900                    | 15,300                      | 11,200            |
| 4405-7072                    | Retirement                         | 54,182            | 16,600                    | 22,500                      | 6,200             |
| 4405-7073                    | Disability Insurance               | 2,199             | 600                       | 900                         | 700               |
| 4405-7074                    | Life Insurance                     | 271               | 100                       | 100                         | 100               |
| 4405-7075                    | Vision                             | 422               | 200                       | 300                         | 200               |
| 4405-7077                    | Medicare                           | 4,347             | 700                       | 900                         | 700               |
| 4405-7078                    | Dental                             | 2,279             | 1,000                     | 1,400                       | 1,000             |
|                              | <b>Total Fringe Benefits</b>       | <b>89,426</b>     | <b>30,100</b>             | <b>41,400</b>               | <b>20,100</b>     |
|                              | <b>Total Personnel</b>             | <b>389,606</b>    | <b>76,500</b>             | <b>87,800</b>               | <b>69,600</b>     |
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 4405-7610                    | Travel, Meetings and Conferences   | 352               | 300                       | 100                         | 300               |
| 4405-7613                    | Duplication and Photos             | 2,108             | 300                       | 0                           | 300               |
| 4405-7614                    | Office Supplies                    | 471               | 300                       | 200                         | 300               |
| 4405-7619                    | Fuel and Oil                       | 76,002            | 0                         | 2,000                       | 0                 |
| 4405-7620                    | Tires                              | 11,939            | 0                         | 0                           | 0                 |
| 4405-7621                    | Other Supplies                     | 0                 | 100                       | 0                           | 100               |
| 4405-7636                    | Uniforms                           | 270               | 0                         | 0                           | 0                 |
| 4405-7650                    | Vehicle Maintenance                | 950               | 1,100                     | 1,100                       | 5,500             |
| 4405-7673                    | Physical Exams                     | 430               | 0                         | 100                         | 0                 |
| 4405-7674                    | Retiree Health Insurance           | 25,372            | 5,500                     | 9,700                       | 5,500             |
| 4405-7788                    | Shuttle Services                   | 129,396           | 0                         | 0                           | 10,500            |
| 4405-7814                    | Graffiti Removal                   | 0                 | 0                         | 0                           | 8,500             |
| 4405-7821                    | Personal Computer Support          | 620               | 600                       | 700                         | 600               |
| 4405-7887                    | Repairs, Replacements, and Maint.  | 39,659            | 0                         | 11,000                      | 0                 |
| 4405-7960                    | Foothill Transit Operations        | 10,390            | 319,000                   | 280,000                     | 270,000           |
| 4405-7965                    | Professional Services              | 2,759             | 0                         | 0                           | 0                 |
|                              | <b>Total Services and Supplies</b> | <b>300,718</b>    | <b>327,200</b>            | <b>304,900</b>              | <b>301,600</b>    |
| <b>Capital Outlay</b>        |                                    |                   |                           |                             |                   |
| 4405-7980                    | Other Expenses                     | 1,485,018         | 100                       | 200                         | 100               |
| 4405-8013                    | Vehicle Purchase (Capital)         | 49,938            | 46,800                    | 59,000                      | 46,800            |
| 4405-8100                    | Other Capital Improvements         | 0                 | 0                         | 0                           | 0                 |
|                              | <b>Total Capital Outlay</b>        | <b>1,534,956</b>  | <b>46,900</b>             | <b>59,200</b>               | <b>46,900</b>     |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 4405-8610                    | Reimbursements - General Fund      | 104,000           | 37,600                    | 37,600                      | 83,600            |
|                              | <b>Total Reimbursements</b>        | <b>104,000</b>    | <b>37,600</b>             | <b>37,600</b>               | <b>83,600</b>     |
|                              | <b>Total Expenditures</b>          | <b>2,329,280</b>  | <b>488,200</b>            | <b>489,500</b>              | <b>501,700</b>    |

# City of Duarte

## Proposition C Transit Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 460-4401                         | Interest Earnings                      | 5,089             | 5,000                     | 5,000                       | 5,000             |
|                                  | <b>Total Use of Money and Property</b> | <b>5,089</b>      | <b>5,000</b>              | <b>5,000</b>                | <b>5,000</b>      |
| <b>Intergovernmental - Local</b> |                                        |                   |                           |                             |                   |
| 460-4704                         | Transit - Proposition C                | 366,806           | 369,800                   | 369,800                     | 383,800           |
|                                  | <b>Total Intergovernmental - Local</b> | <b>366,806</b>    | <b>369,800</b>            | <b>369,800</b>              | <b>383,800</b>    |
|                                  | <b>Total Revenues</b>                  | <b>371,895</b>    | <b>374,800</b>            | <b>374,800</b>              | <b>388,800</b>    |

### Expenditures

| Account Number         | Account Description          | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------|------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Salaries</b>        |                              |                   |                           |                             |                   |
| 4605-7002              | Regular Salaries             | 0                 | 37,900                    | 37,900                      | 40,500            |
| 4605-7003              | Part-Time/Temp Salaries      | 0                 | 0                         | 0                           | 0                 |
| 4605-7030              | Overtime                     | 0                 | 0                         | 0                           | 0                 |
|                        | <b>Total Salaries</b>        | <b>0</b>          | <b>37,900</b>             | <b>37,900</b>               | <b>40,500</b>     |
| <b>Fringe Benefits</b> |                              |                   |                           |                             |                   |
| 4605-7071              | Health Insurance             | 0                 | 8,900                     | 8,900                       | 9,100             |
| 4605-7072              | Retirement                   | 0                 | 13,500                    | 16,300                      | 5,000             |
| 4605-7073              | Disability Insurance         | 0                 | 500                       | 500                         | 500               |
| 4605-7074              | Life Insurance               | 0                 | 0                         | 0                           | 100               |
| 4605-7075              | Vision                       | 0                 | 100                       | 100                         | 100               |
| 4605-7077              | Medicare                     | 0                 | 500                       | 500                         | 500               |
| 4605-7078              | Dental                       | 0                 | 800                       | 800                         | 700               |
|                        | <b>Total Fringe Benefits</b> | <b>0</b>          | <b>24,300</b>             | <b>27,100</b>               | <b>16,000</b>     |
|                        | <b>Toal Personnel</b>        | <b>0</b>          | <b>62,200</b>             | <b>65,000</b>               | <b>56,500</b>     |

# City of Duarte

## Proposition C Transit Fund

### Expenditures, *Continued*

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 4605-7610                    | Travel, Meetings and Conferences   | 0                 | 200                       | 0                           | 200               |
| 4605-7613                    | Duplication and Photos             | 0                 | 200                       | 0                           | 200               |
| 4605-7614                    | Office Supplies                    | 0                 | 200                       | 0                           | 200               |
| 4605-7621                    | Other Supplies                     | 0                 | 100                       | 0                           | 100               |
| 4605-7650                    | Vehicle Maintenance                | 0                 | 900                       | 900                         | 4,500             |
| 4605-7674                    | Retiree Health Insurance           | 0                 | 4,500                     | 0                           | 4,500             |
| 4605-7788                    | Shuttle Services                   | 0                 | 0                         | 0                           | 9,000             |
| 4605-7814                    | Graffiti Removal                   | 0                 | 0                         | 0                           | 7,000             |
| 4605-7821                    | Personal Computer Support          | 0                 | 500                       | 0                           | 500               |
| 4605-7960                    | Foothill Transit Operations        | 0                 | 261,000                   | 230,000                     | 221,000           |
| 4605-7980                    | Other Expenses                     | 0                 | 900                       | 0                           | 0                 |
|                              | <b>Total Services and Supplies</b> | <b>0</b>          | <b>268,500</b>            | <b>230,900</b>              | <b>247,200</b>    |
| <b>Capital Outlay</b>        |                                    |                   |                           |                             |                   |
| 4605-8013                    | Vehicle Purchase                   | 0                 | 38,300                    | 26,100                      | 38,300            |
| 4605-8070                    | Street Improvements                | 0                 | 0                         | 0                           | 0                 |
|                              | <b>Total Capital Outlay</b>        | <b>0</b>          | <b>38,300</b>             | <b>26,100</b>               | <b>38,300</b>     |
| <b>Reimbursements</b>        |                                    |                   |                           |                             |                   |
| 4605-8610                    | Reimbursements - General Fund      | 10,000            | 30,800                    | 30,800                      | 68,400            |
| 4605-8620                    | Reimbursements - Proposition A     | 330,700           | 0                         | 0                           | 0                 |
|                              | <b>Total Reimbursements</b>        | <b>340,700</b>    | <b>30,800</b>             | <b>30,800</b>               | <b>68,400</b>     |
|                              | <b>Total Expenditures</b>          | <b>340,700</b>    | <b>399,800</b>            | <b>352,800</b>              | <b>410,400</b>    |

# City of Duarte

## Measure R Local Fund

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

### Revenues

| Account Number                     | Account Description                      | FY 2018-19 Actual     | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|------------------------------------|------------------------------------------|-----------------------|---------------------------|-----------------------------|-----------------------|
| <b>Use of Money &amp; Property</b> |                                          |                       |                           |                             |                       |
| 470-4401                           | Interest Earnings                        | 19,005                | 10,000                    | 16,000                      | 15,000                |
|                                    | <b>Total Use of Money &amp; Property</b> | <u>19,005</u>         | <u>10,000</u>             | <u>16,000</u>               | <u>15,000</u>         |
| <b>Intergovernmental - Local</b>   |                                          |                       |                           |                             |                       |
| 470-4706                           | Transit - Measure R LR                   | 275,258               | 277,400                   | 277,400                     | 287,900               |
|                                    | <b>Total Intergovernmental - Local</b>   | <u>275,258</u>        | <u>277,400</u>            | <u>277,400</u>              | <u>287,900</u>        |
|                                    | <b>Total Revenues</b>                    | <u><u>294,263</u></u> | <u><u>287,400</u></u>     | <u><u>293,400</u></u>       | <u><u>302,900</u></u> |

### Expenditures

| Account Number        | Account Description           | FY 2018-19 Actual     | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|-----------------------|-------------------------------|-----------------------|---------------------------|-----------------------------|-----------------------|
| <b>Capital Outlay</b> |                               |                       |                           |                             |                       |
| 4705-7915             | Landscape - Sidewalk Repairs  | 1,245                 | 0                         | 4,000                       | 0                     |
| 4705-8060             | Sidewalk Improvements         | 288,704               | 150,000                   | 0                           | 300,000               |
| 4705-8070             | Street Improvements           | 0                     | 150,000                   | 111,400                     | 15,000                |
| 4705-8100             | Other Capital Improvements    | 40                    | 50,000                    | 8,000                       | 0                     |
|                       | <b>Total Capital Outlay</b>   | <u>289,989</u>        | <u>350,000</u>            | <u>123,400</u>              | <u>315,000</u>        |
| <b>Reimbursements</b> |                               |                       |                           |                             |                       |
| 4705-8610             | Reimbursements - General Fund | 57,998                | 87,500                    | 24,700                      | 63,000                |
|                       | <b>Total Reimbursements</b>   | <u>57,998</u>         | <u>87,500</u>             | <u>24,700</u>               | <u>63,000</u>         |
|                       | <b>Total Expenditures</b>     | <u><u>347,987</u></u> | <u><u>437,500</u></u>     | <u><u>148,100</u></u>       | <u><u>378,000</u></u> |

# City of Duarte

## Measure M Local Fund

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

### Revenues

| Account Number                     | Account Description                      | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------------|------------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money &amp; Property</b> |                                          |                   |                           |                             |                   |
| 475-4401                           | Interest Earnings                        | 6,679             | 3,000                     | 3,000                       | 3,000             |
|                                    | <b>Total Use of Money &amp; Property</b> | <b>6,679</b>      | <b>3,000</b>              | <b>3,000</b>                | <b>3,000</b>      |
| <b>Intergovernmental - Local</b>   |                                          |                   |                           |                             |                   |
| 475-4707                           | Transit - Measure M LR                   | 310,182           | 314,300                   | 314,300                     | 326,200           |
|                                    | <b>Total Intergovernmental - Local</b>   | <b>310,182</b>    | <b>314,300</b>            | <b>314,300</b>              | <b>326,200</b>    |
|                                    | <b>Total Revenues</b>                    | <b>316,861</b>    | <b>317,300</b>            | <b>317,300</b>              | <b>329,200</b>    |

### Expenditures

| Account Number        | Account Description           | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Capital Outlay</b> |                               |                   |                           |                             |                   |
| 4750-7965             | Professional Services         | 0                 | 0                         | 0                           | 260,000           |
| 4750-8060             | Sidewalk Improvements         | 0                 | 0                         | 0                           | 0                 |
| 4750-8070             | Street Improvements           | 0                 | 0                         | 0                           | 0                 |
| 4750-8100             | Other Capital Improvements    | 136,898           | 291,000                   | 291,700                     | 0                 |
|                       | <b>Total Capital Outlay</b>   | <b>136,898</b>    | <b>291,000</b>            | <b>291,700</b>              | <b>260,000</b>    |
| 4750-8610             | Reimbursements - General Fund | 27,380            | 58,200                    | 58,300                      | 52,000            |
|                       | <b>Total Capital Outlay</b>   | <b>27,380</b>     | <b>58,200</b>             | <b>58,300</b>               | <b>52,000</b>     |
|                       | <b>Total Expenditures</b>     | <b>164,278</b>    | <b>349,200</b>            | <b>350,000</b>              | <b>312,000</b>    |



# City of Duarte

## Measure W Local Fund

Measure W is funded with a special parcel tax of 2.5 cents per square foot of impermeable area that Los Angeles County voters approved in July 2018. A portion of the proceeds are designated for the Local Return Program to be used by cities and the County of Los Angeles. Funds can be used for projects that increase storm water capture and reduce urban runoff pollution which may increase water supply and improve water quality.

### Revenues

| Account Number                     | Account Description                      | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|------------------------------------|------------------------------------------|-------------------|---------------------------|-----------------------------|-----------------------|
| <b>Use of Money &amp; Property</b> |                                          |                   |                           |                             |                       |
| 490-4401                           | Interest Earnings                        | 0                 | 0                         | 0                           | 0                     |
|                                    | <b>Total Use of Money &amp; Property</b> | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>              |
| <b>Intergovernmental - Local</b>   |                                          |                   |                           |                             |                       |
| 490-4709                           | Transit - Measure W Stormwater           | 0                 | 0                         | 0                           | 312,000               |
|                                    | <b>Total Intergovernmental - Local</b>   | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>312,000</u>        |
|                                    | <b>Total Revenues</b>                    | <u><u>0</u></u>   | <u><u>0</u></u>           | <u><u>0</u></u>             | <u><u>312,000</u></u> |

### Expenditures

| Account Number        | Account Description           | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|-----------------------|-------------------------------|-------------------|---------------------------|-----------------------------|-----------------------|
| <b>Capital Outlay</b> |                               |                   |                           |                             |                       |
| 4905-8100             | Other Capital Improvements    | 0                 | 0                         | 0                           | 312,000               |
|                       | <b>Total Capital Outlay</b>   | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>312,000</u>        |
| 4905-8610             | Reimbursements - General Fund | 0                 | 0                         | 0                           | 0                     |
|                       | <b>Total Capital Outlay</b>   | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>              |
|                       | <b>Total Expenditures</b>     | <u><u>0</u></u>   | <u><u>0</u></u>           | <u><u>0</u></u>             | <u><u>312,000</u></u> |

# City of Duarte

## Town Center Debt Service Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual   | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget   |
|----------------------------------|----------------------------------------|---------------------|---------------------------|-----------------------------|---------------------|
| <b>Use of Money and Property</b> |                                        |                     |                           |                             |                     |
| 520-4401                         | Interest Earnings                      | 9,553               | 10,000                    | 10,000                      | 8,000               |
|                                  | <b>Total Use of Money and Property</b> | <u>9,553</u>        | <u>10,000</u>             | <u>10,000</u>               | <u>8,000</u>        |
|                                  | <b>Total Revenues</b>                  | <u><u>9,553</u></u> | <u><u>10,000</u></u>      | <u><u>10,000</u></u>        | <u><u>8,000</u></u> |

### Expenditures

| Account Number            | Account Description             | FY 2018-19 Actual     | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget     |
|---------------------------|---------------------------------|-----------------------|---------------------------|-----------------------------|-----------------------|
| <b>Financing Services</b> |                                 |                       |                           |                             |                       |
| 5205-8314                 | Trustee Services                | 1,650                 | 1,700                     | 1,700                       | 1,700                 |
|                           | <b>Total Financing Services</b> | <u>1,650</u>          | <u>1,700</u>              | <u>1,700</u>                | <u>1,700</u>          |
| <b>Debt Service</b>       |                                 |                       |                           |                             |                       |
| 5205-8340                 | Principal Payments              | 138,725               | 141,500                   | 141,500                     | 144,400               |
| 5205-8350                 | Interest Expenses               | 12,305                | 9,500                     | 9,500                       | 6,600                 |
|                           | <b>Total Debt Service</b>       | <u>151,030</u>        | <u>151,000</u>            | <u>151,000</u>              | <u>151,000</u>        |
|                           | <b>Total Expenditures</b>       | <u><u>152,680</u></u> | <u><u>152,700</u></u>     | <u><u>152,700</u></u>       | <u><u>152,700</u></u> |

# City of Duarte

## Infrastructure Modernization Debt Service Fund

The Infrastructure Modernization Debt Serve Fund was established to make the debt service payments on the Loan for the purpose of funding the Infrastructure Modernization Project. The final debt service payment will be made in 2034.

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 521-4401                         | Interest Earnings                      | 0                 | 0                         | 0                           | 0                 |
|                                  | <b>Total Use of Money and Property</b> | <b>0</b>          | <b>0</b>                  | <b>0</b>                    | <b>0</b>          |
| <b>Other Financing Sources</b>   |                                        |                   |                           |                             |                   |
| 521-6901                         | Transfers In                           | 0                 | 0                         | 700                         | 223,300           |
|                                  | <b>Total Other Financing Sources</b>   | <b>0</b>          | <b>0</b>                  | <b>700</b>                  | <b>223,300</b>    |
|                                  | <b>Total Revenues</b>                  | <b>0</b>          | <b>0</b>                  | <b>700</b>                  | <b>223,300</b>    |

### Expenditures

| Account Number            | Account Description             | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|---------------------------|---------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Financing Services</b> |                                 |                   |                           |                             |                   |
| 5215-8314                 | Trustee Services                | 0                 | 0                         | 0                           | 1,700             |
| 5215-8330                 | Other Expenses - Debt Service   | 0                 | 0                         | 700                         | 700               |
|                           | <b>Total Financing Services</b> | <b>0</b>          | <b>0</b>                  | <b>700</b>                  | <b>2,400</b>      |
| <b>Debt Service</b>       |                                 |                   |                           |                             |                   |
| 5215-8340                 | Principal Payments              | 0                 | 0                         | 0                           | 154,300           |
| 5215-8350                 | Interest Expenses               | 0                 | 0                         | 0                           | 66,600            |
|                           | <b>Total Debt Service</b>       | <b>0</b>          | <b>0</b>                  | <b>0</b>                    | <b>220,900</b>    |
|                           | <b>Total Expenditures</b>       | <b>0</b>          | <b>0</b>                  | <b>700</b>                  | <b>223,300</b>    |

# City of Duarte

## Inclusionary Housing Fund

The Inclusionary Housing Fund was established by the City in fiscal year 2005-06 to track fees collected from residential housing projects and set aside for the provision of affordable housing. This program was temporarily suspended in 2016.

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual   | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget   |
|----------------------------------|----------------------------------------|---------------------|---------------------------|-----------------------------|---------------------|
| <b>Use of Money and Property</b> |                                        |                     |                           |                             |                     |
| 610-4401                         | Interest Earnings                      | 8,264               | 7,000                     | 7,000                       | 6,000               |
|                                  | <b>Total Use of Money and Property</b> | <u>8,264</u>        | <u>7,000</u>              | <u>7,000</u>                | <u>6,000</u>        |
|                                  | <b>Total Revenues</b>                  | <u><u>8,264</u></u> | <u><u>7,000</u></u>       | <u><u>7,000</u></u>         | <u><u>6,000</u></u> |

### Expenditures

| Account Number        | Account Description         | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-----------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Capital Outlay</b> |                             |                   |                           |                             |                   |
| 6105-8100             | Other Capital Improvements  | 0                 | 0                         | 0                           | 0                 |
|                       | <b>Total Capital Outlay</b> | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
|                       | <b>Total Expenditures</b>   | <u><u>0</u></u>   | <u><u>0</u></u>           | <u><u>0</u></u>             | <u><u>0</u></u>   |

# City of Duarte

## Community Improvement Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 620-4401                         | Interest Earnings                      | 5,145             | 3,000                     | 6,000                       | 3,000             |
| 620-4611                         | Grant Program Revenue                  | 3,040             | 0                         | 0                           | 0                 |
| 620-4910                         | Circulation Impact Fee                 | 400,000           | 0                         | 0                           | 0                 |
|                                  | <b>Total Use of Money and Property</b> | <u>408,185</u>    | <u>3,000</u>              | <u>6,000</u>                | <u>3,000</u>      |
|                                  | <b>Total Revenues</b>                  | <u>408,185</u>    | <u>3,000</u>              | <u>6,000</u>                | <u>3,000</u>      |

### Expenditures

| Account Number               | Account Description                | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------|------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Services and Supplies</b> |                                    |                   |                           |                             |                   |
| 6205-7965                    | Professional Services              | 0                 | 0                         | 0                           | 110,000           |
|                              | <b>Total Services and Supplies</b> | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>110,000</u>    |
| <b>Capital Outlay</b>        |                                    |                   |                           |                             |                   |
| 6205-8041                    | Park Improvements                  | 0                 | 0                         | 0                           | 0                 |
| 6205-8100                    | Other Capital Improvements         | 0                 | 100,000                   | 0                           | 350,000           |
|                              | <b>Total Capital Outlay</b>        | <u>0</u>          | <u>100,000</u>            | <u>0</u>                    | <u>350,000</u>    |
|                              | <b>Total Expenditures</b>          | <u>0</u>          | <u>100,000</u>            | <u>0</u>                    | <u>460,000</u>    |

# City of Duarte

## LACMTA Fund

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

### Revenues

| Account Number                     | Account Description                      | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|------------------------------------|------------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money &amp; Property</b> |                                          |                   |                           |                             |                   |
| 625-4401                           | Interest Earnings                        | 3,011             | 0                         | 0                           | 0                 |
| 625-4501                           | LACMTA Exchange/STPL                     | 377,958           | 0                         | 0                           | 0                 |
|                                    | <b>Total Use of Money &amp; Property</b> | <u>380,969</u>    | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
|                                    | <b>Total Revenues</b>                    | <u>380,969</u>    | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |

### Expenditures

| Account Number        | Account Description         | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|-----------------------|-----------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Capital Outlay</b> |                             |                   |                           |                             |                   |
| 6255-8100             | Other Capital Improvements  | 385,833           | 0                         | 0                           | -                 |
|                       | <b>Total Capital Outlay</b> | <u>385,833</u>    | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
|                       | <b>Total Expenditures</b>   | <u>385,833</u>    | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |



# SECTION FOUR

## HOUSING AUTHORITY





# Section Four

## *Table of Contents*

Housing Authority .....4.01



# City of Duarte

## Housing Authority Fund

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

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 680-4401                         | Interest Earnings                      | 18,140            | 7,500                     | 17,000                      | 7,500             |
| 680-4410                         | Sale of Land                           | 27,922            | 0                         | 0                           | 0                 |
| 680-5004                         | Other Revenue                          | 0                 | 0                         | 400                         | 90,300            |
| 680-5007                         | Gain on Sale of Land                   | 564,028           | 0                         | 0                           | 0                 |
|                                  | <b>Total Use of Money and Property</b> | <b>610,090</b>    | <b>7,500</b>              | <b>17,400</b>               | <b>97,800</b>     |
| <b>Other Financing Sources</b>   |                                        |                   |                           |                             |                   |
| 680-6904                         | Transfers In - Affordable Housing      | 368,389           | 140,800                   | 140,800                     | 673,900           |
|                                  | <b>Total Other Financing Sources</b>   | <b>368,389</b>    | <b>140,800</b>            | <b>140,800</b>              | <b>673,900</b>    |
|                                  | <b>Total Revenues</b>                  | <b>978,479</b>    | <b>148,300</b>            | <b>158,200</b>              | <b>771,700</b>    |

# City of Duarte

## Housing Authority Fund

### Expenditures

| Account Number                 | Account Description                  | FY 2018-19 Actual    | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget    |
|--------------------------------|--------------------------------------|----------------------|---------------------------|-----------------------------|----------------------|
| <b>Administration Services</b> |                                      |                      |                           |                             |                      |
| 6805-7310                      | Meeting Stipends                     | 3,630                | 5,000                     | 5,000                       | 5,000                |
| 6805-7311                      | Administrative Services              | 0                    | 0                         | 0                           | 0                    |
| 6805-7312                      | Legal Counsel                        | 0                    | 0                         | 0                           | 0                    |
| 6805-7316                      | RDA Other Expenses                   | 0                    | 0                         | 0                           | 0                    |
|                                | <b>Total Administration Services</b> | <u>3,630</u>         | <u>5,000</u>              | <u>5,000</u>                | <u>5,000</u>         |
| <b>Services and Supplies</b>   |                                      |                      |                           |                             |                      |
| 6805-7940                      | Acquisition Expenses                 | 0                    | 0                         | 0                           | 0                    |
| 6805-7945                      | Operation of Acquired Property       | 0                    | 0                         | 0                           | 0                    |
| 6805-7965                      | Professional Services                | 12,555               | 0                         | 9,500                       | 90,300               |
| 6805-7971                      | Cost of Land Sold                    | 0                    | 0                         | 0                           | 0                    |
| 6805-7980                      | Other Expenses                       | 1,827                | 0                         | 0                           | 0                    |
|                                | <b>Total Services and Supplies</b>   | <u>14,382</u>        | <u>0</u>                  | <u>9,500</u>                | <u>90,300</u>        |
| <b>Capital Outlay</b>          |                                      |                      |                           |                             |                      |
| 6805-8080                      | Site Clearance Costs                 | 0                    | 0                         | 0                           | 0                    |
| 6805-8090                      | Project Construction Cost            | 0                    | 0                         | 0                           | 0                    |
| 6805-8100                      | Other Capital Improvements           | 0                    | 0                         | 0                           | 0                    |
|                                | <b>Total Capital Outlay</b>          | <u>0</u>             | <u>0</u>                  | <u>0</u>                    | <u>0</u>             |
|                                | <b>Total Expenditures</b>            | <u><u>18,012</u></u> | <u><u>5,000</u></u>       | <u><u>14,500</u></u>        | <u><u>95,300</u></u> |

# City of Duarte

## Housing Authority Fund

### Revenues

| Account Number                   | Account Description                    | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|----------------------------------|----------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Use of Money and Property</b> |                                        |                   |                           |                             |                   |
| 681-4401                         | Interest Earnings                      | 68,412            | 20,000                    | 64,000                      | 20,000            |
| 681-4410                         | Sale of Land                           | 25,578            | 0                         | 0                           | 0                 |
| 681-5004                         | Other Revenue                          | 15,000            | 0                         | 0                           | 0                 |
| 681-5007                         | Gain on Sale of Land                   | 516,688           | 0                         | 0                           | 0                 |
|                                  | <b>Total Use of Money and Property</b> | <u>625,678</u>    | <u>20,000</u>             | <u>64,000</u>               | <u>20,000</u>     |
| <b>Other Financing Sources</b>   |                                        |                   |                           |                             |                   |
| 681-6904                         | Transfers In - Affordable Housing      | 0                 | 0                         | 0                           | 0                 |
|                                  | <b>Total Other Financing Sources</b>   | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
|                                  | <b>Total Revenues</b>                  | <u>625,678</u>    | <u>20,000</u>             | <u>64,000</u>               | <u>20,000</u>     |

### Expenditures

| Account Number                 | Account Description                  | FY 2018-19 Actual | FY 2019-20 Amended Budget | FY 2019-20 Estimated Actual | FY 2020-21 Budget |
|--------------------------------|--------------------------------------|-------------------|---------------------------|-----------------------------|-------------------|
| <b>Administration Services</b> |                                      |                   |                           |                             |                   |
| 6815-7310                      | Meeting Stipends                     | 0                 | 0                         | 0                           | 0                 |
| 6815-7311                      | Administrative Services              | 0                 | 0                         | 0                           | 0                 |
| 6815-7312                      | Legal Counsel                        | 0                 | 0                         | 0                           | 0                 |
|                                | <b>Total Administration Services</b> | <u>0</u>          | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
| <b>Services and Supplies</b>   |                                      |                   |                           |                             |                   |
| 6815-7965                      | Professional Services                | 0                 | 0                         | 0                           | 0                 |
| 6815-7971                      | Cost of Land Sold                    | 1,673             | 0                         | 0                           | 0                 |
| 6815-7980                      | Other Expenses                       | 0                 | 0                         | 0                           | 0                 |
|                                | <b>Total Services and Supplies</b>   | <u>1,673</u>      | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |
|                                | <b>Total Expenditures</b>            | <u>1,673</u>      | <u>0</u>                  | <u>0</u>                    | <u>0</u>          |





# SECTION FIVE

## SUPPLEMENTAL INFORMATION





# Section Five

## Table of Contents

|                                |      |
|--------------------------------|------|
| About the City of Duarte.....  | 5.01 |
| Organizational Chart .....     | 5.03 |
| Glossary of Budget Terms.....  | 5.05 |
| Gann Appropriation Limit ..... | 5.08 |



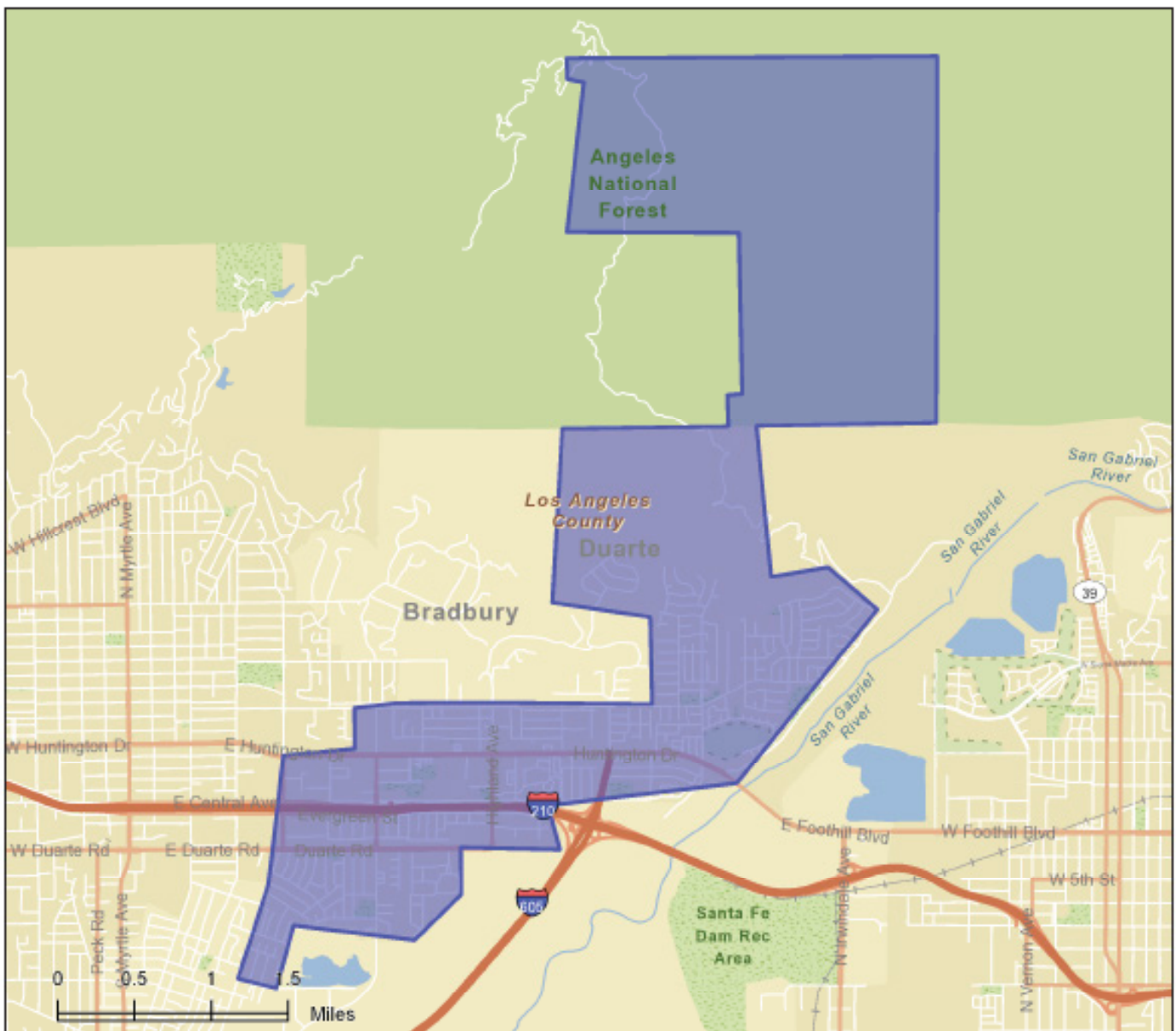
# City of Duarte

## About the City of Duarte

The City of Duarte is a small progressive community located at the base of the picturesque San Gabriel Mountains, approximately 21 miles northeast of Los Angeles. At 6.8 square miles and a population of 21,855, Duarte is not the largest City in the valley, however it may be the best!

Duarte is a richly diverse community of stable neighborhoods and friendly neighbors. Lush green foothills, parks, biking trails, and beautiful social and recreational gathering places enhance the livability of the community.

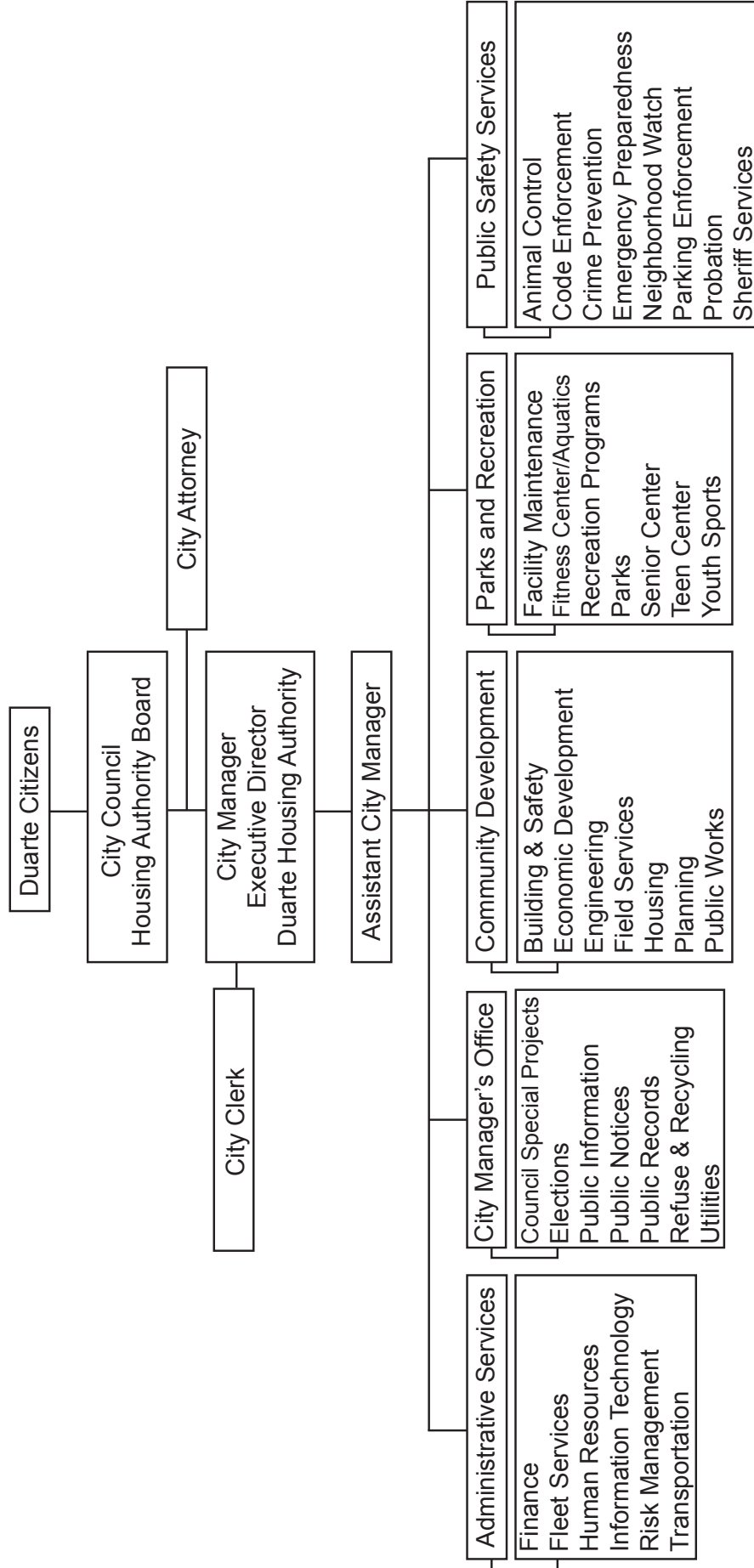
The City of Duarte is also host to a world-renowned cancer research center and a nationally recognized hospital, dedicated to improving the physical and mental well-being of its residents.





# City of Duarte

## Organizational Chart





# City of Duarte

## Glossary of Budget Terms

Appropriation – An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation – A dollar value placed on real estate or other property by Los Angeles County as a basis for levying property taxes.

Audit – A review of the City’s accounts by internal audit staff or an independent auditing firm to substantiate fiscal year end funds, salaries, reserves, and cash on hand.

Beginning/Ending (Unappropriated) Fund Balance – Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal expenditures/expenses. This is not necessarily cash on hand.

Bond – A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate.

Budget – A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Improvement – A permanent addition to the City’s assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of same.

Capital Improvement Program – A financial plan of proposed capital improvement projects with single and multiple year capital expenditures/expenses. The Capital Improvement Program plans for five years, and is updated annually.

Capital Outlay – A budget appropriation category which budgets all equipment having a unit cost of more than a pre-approved amount, and an estimated useful life over a pre-approved period.

Capital Project Funds – These funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities.

City Manager’s Transmittal Letter – A general discussion of the proposed/approved budget. The letter contains an explanation of principal budget items and summaries.

Debt Service – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or certificates of participation (COP’s).

Debt Service Funds – This fund type is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

# City of Duarte

## Glossary of Budget Terms

Deficit – An excess of expenditures or expenses over revenues (resources).

Department – An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility encompassing a broad mandate or related activities.

Division – A sub-section (or activity) within a Department, which furthers the objectives of the City Council by providing specific services.

Encumbrances – A legal obligation to pay funds, the expenditure/expenses of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Expenditure – The actual spending of governmental funds set aside by appropriation.

Fee – A fee is a charge imposed by the City on the beneficiary of a service it provides. Its purpose is to help recover some or all of the cost incurred by the City in providing a service. By law, a fee may not exceed the cost of providing a service.

Fiscal Year – A twelve-month period of time to which a budget applies. In the City of Duarte, the fiscal year is July 1 through June 30.

Full-Time Position – A full-time position is one in which an employee is budgeted to work 40 hours per week or 2080 hours each year. All full-time positions receive benefits such as holiday, vacation, sick pay, retirement benefits, health insurance, etc.

Fund – An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance – The amount of financial resources available for use. Generally, this represents the financial outcome of all the annual operating surpluses and deficits since the fund's inception.

General Fund – The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general obligations. Examples of Departments financed by the General Fund include City Council, Public Safety, and Parks and Recreation.

Grant – Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

Inter-fund Transfers – Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Line Item – A line item is the most detailed grouping of expenditures used in the City's accounting system. It is subordinate to the expense category. Typical line items are: professional services, office supplies, travel, postage, office equipment, motor vehicles, etc.



# City of Duarte

## Glossary of Budget Terms

Municipal Code – A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Ordinance – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a Resolution.

Part-Time Position – A part-time position is one in which an employee is budgeted to work less than 20 hours per week, or less than 1,000 hours during the year. Part-time employees do not receive benefits such as holiday, vacation, retirement benefits, health insurance, etc.

Reimbursement – Payment of an amount remitted on behalf of another party, Department, or fund.

Reserve – An account used to record a portion of a fund balance that is legally segregated for a specific use.

Resolution – A special order of the City Council which has a lower legal standing than an Ordinance.

Special Revenue Funds – This fund type collects revenues that are restricted by the City, State, or Federal Government as to how they might be spent.

Tax – A tax is a levy imposed by a local government in conformance with the Government Code to raise revenue for public purposes. There are two types of taxes: general taxes are imposed for general governmental purposes, and special taxes are imposed for specific purposes.

# City of Duarte

## Gann Appropriation Limit

### RESOLUTION NO. 20-19

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

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

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

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

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

**WHEREAS**, the required computations to determine the appropriations limit for FY 2020-21 have been performed by the Administrative Services Department and are on file with the Office of the City Clerk, and are available for public review; and

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

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

**SECTION 1:** The Appropriations Limit for the City of Duarte for FY 2020-21 is \$35,752.084.

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

**PASSED, APPROVED AND ADOPTED** this 9<sup>th</sup> day of June, 2020.

/s/ Samuel Kang

Mayor Samuel Kang

# City of Duarte

## Gann Appropriation Limit, Continued

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No.20-19 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 9<sup>th</sup> day of June, 2020 by the following vote:

AYES:           Councilmembers: Reilly, Paras-Caracci, Lewis, Finlay, Fasana, Urias, Kang  
NOES:           Councilmembers: None  
ABSENT:        Councilmembers: Finlay, Urias

/s/ Marla Akana  
City Clerk Marla Akana  
City of Duarte, California

# City of Duarte

## Gann Appropriation Limit, Continued

Resolution 20-19

Attachment 1

### CITY OF DUARTE COMPUTATION OF APPROPRIATIONS LIMIT

|                                                |                     |
|------------------------------------------------|---------------------|
| <b>FY 2019-20 Appropriations Limit</b>         | <b>\$34,480,276</b> |
| Change in per capita personal income           | 103.73%             |
| (Change in County population=-0.11)            |                     |
| Change in City population = -0.04              | .9996%              |
| Cumulative compound change<br>(103.73 x .9996) | 1.03688508          |
| <b>FY 2020-21 Appropriations Limit</b>         | <b>\$35,752,084</b> |

Source: State of California, Department of Finance, Price and Population



WELCOME  
TO  
**DUARTE**  
CITY OF HEALTH



# FINDING INSPIRATION TOGETHER

