



CITY OF DUARTE



OPERATING BUDGET
Fiscal Year 2021 - 2022



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Section One

Introduction

City Leadership



Bryan Urias
Mayor
District 6



Margaret Finlay
Mayor Pro Tem
District 4



Tzeitel Paras-Caracci
Councilmember
District 1



Vinh Truong
Councilmember
District 2



Jody Schulz
Councilmember
District 3



Samuel Kang
Councilmember
District 5



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
Annamarie Porter, Interim City Clerk



Section Two Community Profile

Organizational Structure





Mission Statement

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

About

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 21,721, Duarte is a richly diverse community with stable neighborhoods and friendly neighbors.

Duarte is well known to be the “City of Health,” and is also a host to a world-renowned cancer research center City of Hope, a nationally recognized hospital dedicated on improving the physical and mental well-being of its residents.

Duarte has lush green foothills, beautiful community parks, a scenic walking trail, biking trails, and recreational gathering places, which enhance the livability of the community.

City of Duarte 2020 STATISTICS

Community Snapshot



21,721
Population



7,490
Total Housing
Units

Median Age

42



Average
Household
Income

\$103,635



10,707
Total Employed



City of Hope
3,551
Employees



431
School District Employees

19.5%



Bachelor's Degree

Median Home Price
\$598,009



Sources include: US Census, GCR Marketing, Environics,
HDL, and City, County and State Information



July 27, 2021

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

RE: Fiscal Year 2021-22 Operating Budget

Like City budgets in past years, the FY 2021-22 Annual Budget provides a detailed plan for the City's operations over the next twelve months. It identifies the programs and services the City will provide, the anticipated cost of those activities, and the revenue sources available to pay for them.

This year's budget is unique, however, in that its development was informed by several processes aimed explicitly at shaping the City's future beyond the current fiscal year. Those processes included: 1) a formal City Council strategic planning session; 2) the development of a long-range financial projection; and 3) the creation of a Capital Improvement Program (CIP).

While another strategic planning session is not planned at this time, both the long-range financial projection and the CIP will be updated each year and integrated into the annual budget development process.

Strategic Planning

The City Council conducted a 4-hour strategic planning Workshop on April 19, 2021. The Workshop covered topics which included principles for effective governance, methods for facilitating teamwork, and the establishment of shared protocols for communication. The Council also discussed and ultimately agreed upon a set of five (5) top priorities for the coming year, consisting of the following:

- Addressing homelessness;
- Applying resources for beautification of the community;
- Encouraging revitalization of commercial centers;
- Developing a stronger relationship with the City of Hope; incorporate City of Hope in City's branding; and
- Developing a multi-use public safety facility in the Civic Center

The identification of these "top" priorities does not, of course, mean that the City's core services, such as public safety and recreation programming, will be any less important to the City Council or staff during FY 2021-22. It does, however, mean that over the coming year, the City will monitor and report upon its progress in accomplishing these priority goals.

Five-Year General Fund Projection: FY 2021-22 to FY 2025-26

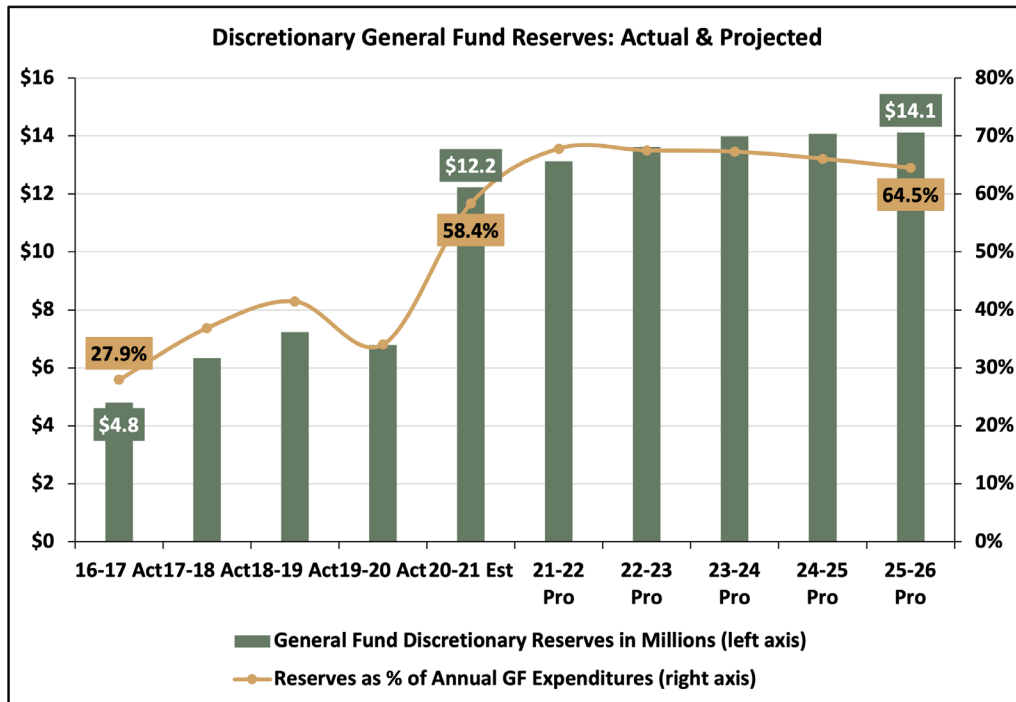
The development of the FY 2021-22 Budget was also informed by the creation of a Five-Year General Fund Financial Projection. Covering the period from FY 2021-22 through FY 2025-26, the long-range "baseline" projection provides detailed forecasts of City revenues and expenditures by extrapolating current trends under a set of reasonable economic and policy assumptions. Moreover, the Excel-based model created to make this long-range projection provides an analytical tool to forecast the fiscal impact of policy options and numerous "what-if" scenarios. By integrating long-range financial projections with the annual budget process, the City will be better able to both **anticipate** and **shape** its fiscal health over the coming years.

The key to the City's ongoing fiscal health is to maintain "structural balance" in the General Fund, the main operating fund for City programs and services. "Structural balance" means that ongoing, regularly

City Manager's Message

recurring revenues sufficiently cover ongoing expenditures such that: 1) Quality programs and services are maintained as directed by the City Council; and 2) the City's discretionary financial reserves remain at a level consistent with Council policy and/or sound financial management practices.

As shown in the chart below, this year's baseline long-range projection forecasts a healthy level of discretionary reserves over the next five years. Staff will continue to update the long-range projection in light of ongoing financial results, changes in policy, and evolving expectations for future economic conditions.



Five-Year Capital Improvement Program (CIP) – FY 2021-22 to FY 2025-26

Finally, in conjunction with developing the FY 2021-22 Annual Budget, the City produced its first Five-Year Capital Improvement Program (CIP). The CIP is a plan identifying each capital project to be funded over a multi-period period; in this case, the five-year period from FY 2021-22 through FY 2025-26. The CIP identifies and prioritizes each capital project, specifies the year in which the project will start, the project's cost, and the proposed source(s) of funding. The CIP also identifies potential future projects, which are deemed desirable but either lack a funding source or will likely be considered beyond the five-year period.

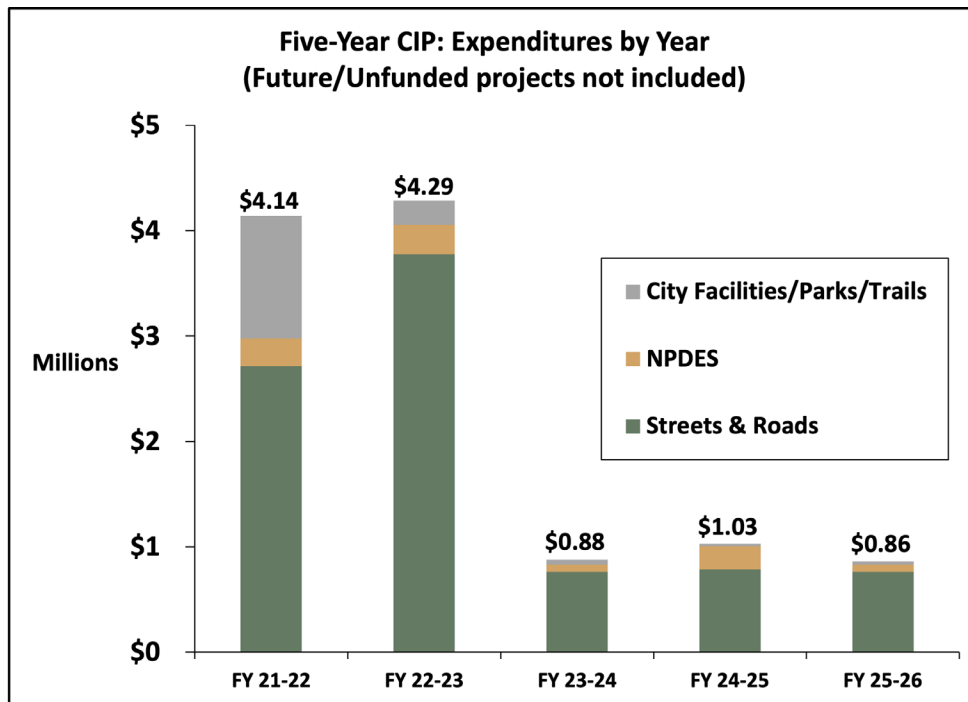
The five-year CIP identifies projects totaling \$26.3 million across the following four categories:

- Streets and Roads (\$8.8 million): Improvements to the City's transportation infrastructure including, streets, traffic signals, bicycle and pedestrian facilities, and storm drains;
- National Pollution Discharge Elimination System (\$905,245): The National Pollution Discharge Elimination System (NPDES) program relates to the City's activities under the national NPDES permit program, which seeks to reduce water pollution;
- Municipal Buildings, Grounds, Parks and Trails (\$1.49 million): New construction, expansion, and renovation of City-owned structures and outdoor areas; and
- Future/Unfunded Projects (\$15.09 million): These projects span the other three categories.

City Manager's Message



A breakdown of the CIP's projects by year is provided in the chart below:



It is important to note that the CIP's "out-year" projects – i.e., those listed from FY 2022-23 through FY 2025-26 – are for planning purposes only. Only the first-year projects (FY 2021-22) are being approved and funded, and each of those projects is already included in the FY 2021-22 Annual Budget. Projects identified for the period FY 2022-23 through FY 2025-26 may or may not ultimately get approved, and each will be re-evaluated as part of each year's budget development process.

Departmental Goals

City Manager/City Clerk

1. Monitor and report on the progress of the City Council's priorities as identified at the City Council Workshop held on April 19, 2021. Those priorities consist of the following:
 - i. Address homelessness;
 - ii. Apply resources for beautification of the community;
 - iii. Encourage revitalization of commercial centers;
 - iv. Develop a stronger relationship with the City of Hope; incorporate the City of Hope in City's branding, and;
Develop a multi-use public safety facility in the Civic Center.
2. Work with Departments to provide the resources and environment that best enables them to deliver high-quality programs and services.
3. Hire a new Management Aide and a new permanent City Clerk in the City Manager's Office.
4. Facilitate a successful redistricting process, which must be completed by April 2022.
5. Evaluate City Commissions and, as appropriate, make recommendations for reform and/or improvements.
6. Create a new website that is easier to navigate, mobile-friendly, and ADA-compliant.
7. Continue working on ensuring the City's compliance with California mandatory recycling laws in cost-effective and beneficial ways to City residents and businesses.

Administrative Services

1. Finalize and implement the Salary Compensation Plan.
2. Develop and implement a Second Tier for Retiree Healthcare.
3. Research and present to Council unfunded liability financing and/or restructuring options.
4. Implement the wind-down of the Successor Agency to the former Redevelopment Agency.
5. Coordinate the preparation and presentation of the Mid-Year Budget and the Annual Operating and Capital Improvement Budget.
6. Update the City's Personnel Rules and Regulations in coordination with legal counsel and the Service Employees International Union (SEIU) Board.
7. Implement the transition to cloud data storage.
8. Continue to promote, recommend, and coordinate employee training and education by our membership through the Joint Powers Insurance Authority (JPIA).
9. Manage the contract with Foothill Transit for the operation of the Duarte Transit Electric bus system.

Community Development

Planning

1. Monitor and coordinate the first phase of development with MBK Homes near the Duarte Station; Esperanza 344 units and Solana 292 units.
2. Progress on the City Hall courtyard project.
3. Move forward on the commercial project on the northeast corner of Huntington Drive and Buena Vista Street with Arbor Capital Group, including the parking lot and façade upgrade to the adjacent shopping center.
4. Monitor the construction by Richman Group of The Huntington, the 161-unit, mixed-use project on Huntington Drive.
5. Continue to work with the City of Hope to implement its newly adopted campus plan as it continues its first phase.
6. Complete the Housing Element update, Safety Element update, and the development of the Environmental Justice Policies.
7. Complete the development of the VMT Mitigation Fee Structure.
8. Maintain quality customer service and continue with business-friendly principles and practices.
9. Continue to implement and promote the City's green plan to focus on energy efficiency measures



and sustainable practices and look for new potential funding sources.

10. Continue to support the Architectural Review Board and the Planning, Traffic Safety, and Economic Development Commissions.
11. Continue to monitor and work with the Building and Safety Division to streamline plan checks, reviews, and inspections and improve customer service level.



Public Works

1. Continue the Citywide curb ramp project with Community Development Block Grant (CDBG) funds.
2. Complete Duarte Road (south side) pedestrian improvements.
3. Complete Huntington Drive pedestrian improvements.
4. Begin Highland Promenade project (Measure M Grant).
5. Progress on Evergreen Street/Highland underpass pedestrian improvements (ATP 4 Grant).
6. Complete the Annual Street Repair project.
7. Implement improvements in the Huntington Drive Peak Hour study.
8. Complete the annual capital projects, including pavement markings, street rehab, trench repair, etc.
9. Move forward on the plan for Melcanyon debris structure and storm drain and associated grant request, including CEQA review.
10. Continue to monitor implementation and compliance with NPDES requirements and participate in the regional watershed groups to address meeting requirements.
11. Continue to update the Pavement Management System (PMS) and implement it to GIS.

Field Services

1. Complete the refurbishment of Mesa gas lamps.
2. Perform the cleaning, and operational maintenance of all recently installed catch basin screens Citywide.
3. Continue the Brush Clearance program to clear fire hazards from City-owned open space property.
4. Manage planting in the neighborhood landscape maintenance districts where adequate funds for landscape planting are available.
5. Maintain City-owned landscape areas such as parks, medians, and right-of-way areas.
6. Manage the graffiti removal contract for City-owned properties and right-of-way areas.
7. Continue to manage the tree-trimming contract.

Parks and Recreation

1. Continue to offer affordable and quality recreational classes at our parks and centers for residents of all ages.
2. Continue to explore additional ACTIVE modules to ensure the online registration system is being utilized to its full capacity and contributing to the Department's productivity.

Departmental Goals

3. Complete the Los Angeles County Measure A Competitive Grant Application in hopes of securing available funding for rehabilitation of the Fish Canyon Falls Trail.
4. Ensure a safe reopening from the COVID-19 pandemic, continue to offer virtual programming and reopening in-person programming in compliance with Los Angeles County Public Health Department protocols, and begin to stream live City events.
5. Ensure facility maintenance personnel are current on the Playground Safety Inspection certification program. In addition, ensure personnel receives additional training on playground safety issues, including hazard identification, equipment inspections, surfacing requirements, and risk management methods.
6. Intentionally design and offer additional teen-senior multigenerational park programs and events.
7. Continue to analyze youth sports programming data and implement new offerings to increase participation.
8. Complete Facilities Maintenance capital projects, including ADA Transition Plan upgrades to City Hall and other city facilities and parks.
9. Continue to pursue additional funding opportunities that support new enhancements or rehabilitation of city parks and facilities.
10. Seek supplemental funding to increase the Department's Financial Assistance Program.
11. Reassess rental applications and fees for City facilities to streamline the application process while still attaining revenue goals.
12. Continue to work alongside other City Departments to produce a high-quality seasonal City News brochure that highlights all recreational programming and services.
13. Continue to provide the community-at-large with programming and events that encourage physical activity, a healthy lifestyle, and reduces obesity rates.
14. Continue to sustain the Department's successful partnership with the City of Hope with regard to senior services and any other potential new collaborative opportunities.
15. Ensure our Field Use Rental Policy is enforced and continue to work with the Field Services Division to certify all fields are maintained to a safe and playable level.
16. Begin to explore data apps that track and identify the movement and volume of park patrons.





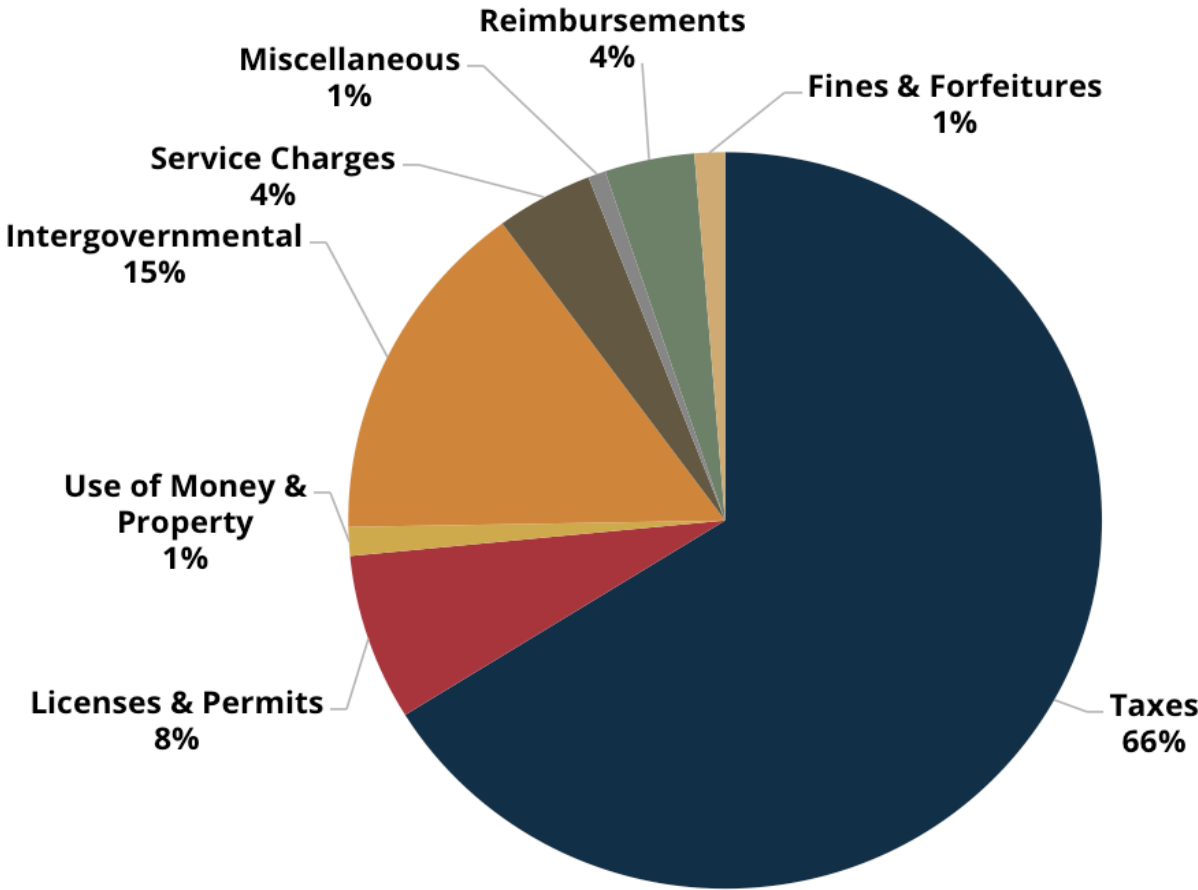
Section Three

Financial Summaries

Summary of Revenues, Expenditures, Transfers, and Fund Balances

	<u>Fund Balance June 30, 2021</u>	<u>Revenues</u>	<u>Transfers In</u>	<u>Total Available</u>	<u>Expenditures</u>	<u>Transfers Out</u>	<u>Total Deductions</u>	<u>Fund Balance June 30, 2022</u>
GENERAL FUND	17,324,264	20,284,600	0	37,608,864	19,116,300	722,100	19,838,400	17,770,464
SPECIAL REVENUE FUNDS								
State Gasoline Tax	1,867,924	531,000	0	2,398,924	1,101,600	0	1,101,600	1,297,324
SB1/RMRA	452,198	417,600	0	869,798	360,000	0	360,000	509,798
Landscaping & Lighting	5,360	977,700	498,800	1,481,860	1,536,800	0	1,536,800	-54,940
Community Dev. Block Grant	0	500,000	0	500,000	500,000	0	500,000	0
Public Access Government Fee	36,699	34,800	0	71,499	0	0	0	71,499
Supplemental Law Enf.	199	160,200	0	160,399	160,000	0	160,000	399
Bicycle & Ped. Safety	0	15,900	0	15,900	15,900	0	15,900	0
Air Quality Mgmt.	234,226	30,400	0	264,626	0	0	0	264,626
Park Development Grant	0	216,900	0	216,900	216,900	0	216,900	0
Quimby Act	67,595	200	0	67,795	0	0	0	67,795
Proposition A	687,950	442,300	0	1,130,250	537,200	0	537,200	593,050
Proposition C	154,611	364,200	0	518,811	440,100	0	440,100	78,711
Measure R	665,540	276,700	0	942,240	540,000	0	540,000	402,240
Measure M	307,475	309,900	0	617,375	94,800	0	94,800	522,575
Measure W	0	250,000	0	250,000	238,000	0	238,000	12,000
Subtotal	4,479,777	4,527,800	498,800	9,506,377	5,741,300	0	5,741,300	3,765,077
CAPITAL PROJECT FUNDS								
Community Improvement	775,595	649,700	0	1,425,295	882,000	0	882,000	543,295
Inclusionary Housing	528,250	1,900	0	530,150	0	0	0	530,150
LA Co Metro (STPL)	0	0	0	0	0	0	0	0
Housing Authority	6,121,904	20,700	0	6,142,604	55,300	0	55,300	6,087,304
Subtotal	7,425,749	672,300	0	8,098,049	937,300	0	937,300	7,160,749
DEBT SERVICE FUNDS								
Town Center Debt Service	265,040	0	0	265,040	152,700	0	152,700	112,340
Infrastructure Modernization	1,234	100	223,300	224,634	222,500	0	222,500	2,134
Subtotal	266,274	100	223,300	489,674	375,200	0	375,200	114,474
TOTAL ALL FUNDS	29,496,064	25,484,800	722,100	55,702,964	26,170,100	722,100	26,892,200	28,810,764

General Fund Revenue Overview Chart



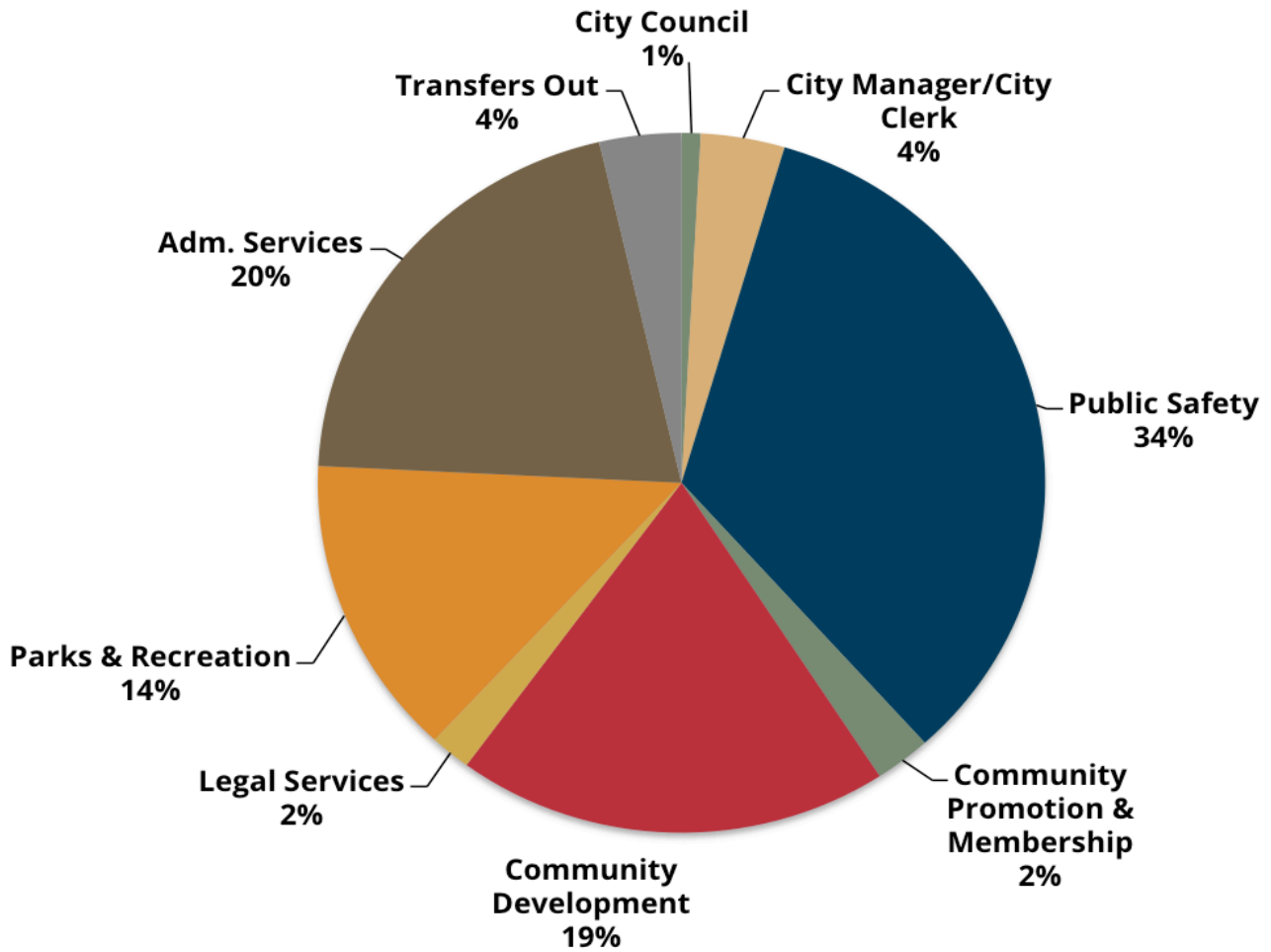
General Fund - Revenue Comparison By Source
Total General Fund Revenues = \$20,284,600

Revenues & Other Financing Sources



	FY 2019-20 ACTUAL	FY 2020-21 BUDGET	FY 2020-21 EST. ACTUAL	FY 2021-22 BUDGET
GENERAL FUND				
Taxes	8,987,866	10,398,100	12,701,900	13,417,900
Licenses and Permits	2,507,443	1,431,500	1,586,000	1,482,800
Fines and Forfeitures	455,066	385,000	290,000	265,000
Use of Money and Property	371,547	297,700	184,000	255,300
Intergovernmental - State	2,932,012	2,833,600	3,001,700	3,084,900
Service Charges - Parks and Rec.	208,997	182,700	36,800	209,900
Service Charges - Other	1,675,675	1,018,000	1,951,000	635,000
Miscellaneous	410,962	200,200	300,000	152,400
Reimbursements	3,634,586	2,010,900	701,400	781,400
Transfers In	0	0	0	0
Subtotal	21,184,154	18,757,700	20,752,800	20,284,600
SPECIAL REVENUE FUNDS				
State Gasoline Tax	533,107	550,100	519,400	531,000
SB1/RMRA	387,660	381,300	393,500	417,600
Landscaping & Lighting	1,549,284	1,481,000	1,484,000	1,476,500
Community Dev. Block Grant	54,551	151,700	11,000	500,000
PAEG Fees	32,498	33,000	33,100	34,800
Supplemental Law Enforcement	157,073	161,000	160,300	160,200
Bicycle and Pedestrian Safety	0	16,700	0	15,900
Air Quality Management	147,091	30,700	30,500	30,400
Park Development Grant	0	136,500	10,000	216,900
Quimby Act	21,049	800	300	200
Transportation - Prop A	511,754	504,700	472,500	442,300
Transportation - Prop C	359,209	388,800	329,700	364,200
Measure R	284,233	302,900	7,200	276,700
Measure M	302,852	329,200	280,500	309,900
Measure W	0	312,000	249,800	250,000
Subtotal	4,340,361	4,780,400	3,981,800	5,026,600
CAPITAL PROJECT FUNDS				
Community Improvement	7,028	3,000	318,400	649,700
Inclusionary Housing	8,084	6,000	2,400	1,900
LA Co Metro (STPL)	0	0	0	0
Housing Authority	243,706	791,700	787,900	20,700
Subtotal	258,818	800,700	1,108,700	672,300
DEBT SERVICE FUNDS				
Town Center Debt Service	7,081	8,000	4,000	0
Infrastructure Modernization	1,821	223,300	223,400	223,400
Subtotal	8,902	231,300	227,400	223,400
Total All Funds	25,792,235	24,570,100	26,070,700	26,206,900

General Fund Expenditure Overview Chart



General Fund - Expenditure Comparison by Department
Total General Fund Expenditures = \$19,838,400

Expenditures & Other Financing Use



	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22
	ACTUAL	BUDGET	EST. ACTUAL	BUDGET
GENERAL FUND				
City Council	156,275	165,300	165,900	168,200
City Manager/City Clerk	1,204,778	805,500	804,300	740,200
Legal Services	592,144	447,000	447,000	360,000
Comm. Promotions & Membership	292,443	355,500	356,700	495,000
Public Safety	6,253,824	6,155,800	6,152,800	6,695,300
Community Development	2,798,678	4,451,700	4,436,100	2,948,500
Field Services & Sports Park	895,128	873,600	870,700	868,600
Parks and Recreation	2,020,561	1,460,100	1,441,100	1,748,200
Facilities Maintenance	2,338,714	913,700	914,900	1,007,900
Administrative Services	2,693,203	3,709,300	3,709,200	4,084,400
Transfers Out	706,095	1,400,500	1,400,900	722,100
Subtotal	19,951,843	20,738,000	20,699,600	19,838,400
SPECIAL REVENUE FUNDS				
State Gasoline Tax	404,913	644,400	644,400	1,101,600
SB1/RMRA	360,000	360,000	360,000	360,000
Landscaping & Lighting	1,641,091	1,523,000	1,531,800	1,536,800
CDBG	54,551	50,000	10,500	500,000
PAEG Fees	0	0	0	0
Supplemental Law Enforcement	157,174	160,000	160,000	160,000
Bicycle and Pedestrian Safety	0	16,700	0	15,900
Air Quality Management	4,736	10,300	10,300	0
Park Development Grant	0	10,000	10,000	216,900
Quimby Act	6,325	0	0	0
Transportation - Prop A	490,330	519,700	516,700	537,200
Transportation - Prop C	344,428	424,800	422,200	440,100
Measure R	194,033	540,000	540,000	540,000
Measure M	349,710	312,000	312,800	94,800
Measure W	0	312,000	249,800	238,000
Subtotal	4,007,291	4,882,900	4,768,500	5,741,300
CAPITAL PROJECTS FUND				
Community Improvement	0	460,000	0	882,000
LA Co Metro (STPL)	0	0	0	0
Inclusionary Housing	0	0	0	0
Housing Authority	29,080	95,300	105,600	55,300
Subtotal	29,080	555,300	105,600	937,300
DEBT SERVICE FUNDS				
Town Center Debt Service	152,680	152,700	152,700	152,700
Infrastructure Modernization	688	223,300	223,300	222,500
Subtotal	153,368	376,000	376,000	375,200
Total All Funds	24,141,582	26,552,200	25,949,700	26,892,200

Personnel Summary

	FY 2020-21		FY 2021-22	
	Full-Time	Part-Time	Full-Time	Part-Time
CITY MANAGER/CITY CLERK				
City Manager	1.00	0.00	1.00	0.00
City Clerk	1.00	0.00	1.00	0.00
Assistant to the City Manager	1.00	0.00	1.00	0.00
Deputy City Manager	0.00	0.00	1.00	0.00
City Hall Receptionist	1.00	0.00	0.00	0.00
Department Total	4.00	0.00	4.00	0.00
PUBLIC SAFETY				
Director of Public Safety Services	1.00	0.00	1.00	0.00
Public Safety Manager	1.00	0.00	1.00	0.00
Code Comp./Animal Control Off.	2.00	0.00	2.00	0.00
Crime Prevention Specialist	1.00	0.00	1.00	0.00
Pub. 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
Department Total	8.00	4.50	8.00	4.50
PARKS & RECREATION				
Director of Parks & Recreation	1.00	0.00	1.00	0.00
Recreation Supervisor	5.00	0.00	4.00	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
Department Total	8.00	18.00	7.00	18.00

Personnel Summary



	FY 2020-21		FY 2021-22	
	Full-Time	Part-Time	Full-Time	Part-Time
FACILITY MAINTENANCE				
Facilities Maintenance Supervisor	1.00	0.00	1.00	0.00
Custodian	0.00	6.75	0.00	6.75
Department Total	1.00	6.75	1.00	6.75
COMMUNITY DEVELOPMENT				
Director of Comm. Development	1.00	0.00	1.00	0.00
City Planner	1.00	0.00	1.00	0.00
Community Development Tech.	1.00	0.00	0.00	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	2.00	0.00
Administrative Secretary	2.00	0.00	2.00	0.00
College Intern	0.00	0.50	0.00	0.50
Department Total	9.00	0.50	9.00	0.50
FIELD SERVICES				
Field Services Manager	1.00	0.00	1.00	0.00
Senior Main. Tech/Electrician	1.00	0.00	0.00	0.00
Senior Maintenance Technician	3.00	0.00	4.00	0.00
Irrigation Control Technician	1.00	0.00	0.00	0.00
Department Total	6.00	0.00	5.00	0.00
ADMINISTRATIVE SERVICES				
Asst. City Manager/Dir.of Adm. Svc.	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	0.00	0.00	0.00
Department Total	6.00	0.00	6.00	0.00
TRANSIT				
Transit Supervisor	1.00	0.00	1.00	0.00
Department Total	1.00	0.00	1.00	0.00
CITY TOTAL	43.00	29.75	41.00	29.75



Section Four General City Budget

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.

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Taxes					
100-4001	General Property Tax	1,981,768	1,900,000	2,300,000	2,420,000
100-4002	Sales and Use Tax - 19061	5,363,298	4,816,500	5,840,500	6,205,000
100-4003	Franchise Tax	1,095,067	1,050,000	1,050,000	1,081,500
100-4004	Business License Tax	306,732	310,000	310,000	307,000
100-4005	Transient Occupancy Tax	140,259	135,000	117,400	124,400
100-4006	Real Property Transfer Tax	99,989	80,000	80,000	88,000
100-4008	Sales and Use Tax - 783	754	2,106,600	3,004,000	3,192,000
	Total Taxes	8,987,866	10,398,100	12,701,900	13,417,900
Licenses and Permits					
100-4201	Building Permits	2,149,483	1,100,000	1,200,000	1,200,000
100-4202	Engineering Permits	159,930	150,000	220,000	100,000
100-4203	Industrial Waste Permits	62,080	50,000	50,000	40,000
100-4204	Animal Licenses	88,234	70,000	55,000	65,000
100-4205	Parking Permits	46,136	60,000	60,000	76,800
100-4206	Sign Permits	1,580	1,500	1,000	1,000
	Total Licenses and Permits	2,507,443	1,431,500	1,586,000	1,482,800
Fines and Forfeitures					
100-4301	Traffic Fines	29,857	40,000	15,000	20,000
100-4302	Parking Citations	344,253	300,000	250,000	225,000
100-4303	Other Fines	80,956	45,000	25,000	20,000
	Total Fines and Forfeitures	455,066	385,000	290,000	265,000
Use of Money & Property					
100-4401	Interest Earnings	139,606	100,000	44,500	34,900
100-4402	Community Center Rentals	22,930	16,200	0	14,000
100-4403	Swimming Pool Rentals	12,622	8,000	800	9,000
100-4404	Other Building Rentals	22,418	18,000	0	12,800
100-4405	Chamber Building Rental	6,000	6,000	6,000	3,000
100-4406	Restroom & Gazebo Rentals	2,050	2,500	2,000	13,800
100-4407	Sports Field Rentals	48,888	22,000	2,700	35,800
100-4408	Property Rental	117,035	125,000	128,000	132,000
	Total Use of Money & Property	371,547	297,700	184,000	255,300

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Intergovernmental - State					
100-4601	Motor Vehicle License Fees	2,377,832	2,370,000	2,440,600	2,513,800
100-4603	State Mandates (SB90)	201	0	0	0
100-4604	Public Safety Augmentation	124,405	140,000	125,000	127,500
100-4611	Grant Programs	256,936	35,000	162,000	27,800
100-4613	Other State Grants	80,603	155,500	150,000	184,400
100-4615	Recycling Grant	12,257	5,700	5,700	5,700
100-4616	America's Promise Grant	79,778	102,400	102,400	105,700
100-4618	Local Grants	0	25,000	16,000	120,000
	Total Intergovernmental - State	2,932,012	2,833,600	3,001,700	3,084,900
Service Charges - Parks and Recreation					
100-4801	Adult & Youth Recreation Fees	52,975	32,000	9,000	27,100
100-4802	Racquetball Court Fees	3,346	2,000	0	1,000
100-4803	Open Swim Fees	14,811	10,000	15,000	13,600
100-4804	Swim Team Fees	272	10,000	0	9,000
100-4805	Fitness Center Fees	4,375	2,700	100	3,600
100-4806	Adult Excursion Fees	13,821	11,000	0	8,000
100-4807	Health Membership Fees	22,670	15,000	2,000	20,000
100-4808	Swim Lesson Fees	40,663	50,000	0	41,000
100-4809	Sports Program Fees	12,869	7,500	100	21,700
100-4810	Teen Center Fees	1,403	2,500	2,000	3,200
100-4811	Boxing Fees	9,744	6,000	0	9,900
100-4812	Senior Center Fees	20,976	10,000	2,800	8,300
100-4813	Other Park & Recreation Fees	10,475	3,000	2,000	2,000
100-4814	Teen Excursion Fees	0	0	0	2,700
100-4815	Day Camp Fees	597	7,000	0	27,800
100-4816	Senior Recreation Class Fees	0	14,000	3,800	11,000
	Total Service Charges - P&R	208,997	182,700	36,800	209,900
Service Charges - Other					
100-4901	Plan Check Fees	1,505,211	900,000	1,800,000	500,000
100-4902	Waste Management Fees	69,843	72,000	72,000	73,000
100-4903	Business Lic Application Fees	9,975	10,000	10,000	11,000
100-4904	Zoning Fees	77,685	25,000	60,000	40,000
100-4905	DUI Fees	2,042	1,000	1,000	1,000
100-4907	Auto Impound Fees	10,920	10,000	8,000	10,000
	Total Service Charges - Other	1,675,675	1,018,000	1,951,000	635,000

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Miscellaneous					
100-5004	Other Revenue	408,105	200,000	300,000	150,000
100-5005	Taxable Sales	92	200	0	0
100-5006	Concerts in the Park	2,765	0	0	2,400
100-5007	Gain on Sale of Land	0	0	0	0
	Total Miscellaneous	410,962	200,200	300,000	152,400
Reimbursements					
100-5101	Reimbursements - SA	250,000	0	0	0
100-5102	Reimbursements - Gas Tax	67,485	82,400	107,400	183,600
100-5103	Reimbursements - Prop. A & C	68,400	152,000	47,000	88,800
100-5105	Reimb. - Landscaping & Lighting	343,200	343,200	343,200	343,200
100-5106	Reimbursements - Measure R	32,339	63,000	90,000	90,000
100-5107	Reimbursements - AQMD	4,736	1,300	1,700	0
100-5108	Reimbursements - Measure M	58,000	52,000	52,100	15,800
100-5109	Reimbursements - RMRA	60,000	60,000	60,000	60,000
100-5110	Reimbursements - Other	2,750,427	1,257,000	0	0
100-5111	Reimbursements - Measure W	0	0	0	0
	Total Reimbursements	3,634,586	2,010,900	701,400	781,400
	Total General Fund Revenue	21,184,155	18,757,700	20,752,800	20,284,600

City Council

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.

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1005-7002	Regular Salaries	57,959	58,200	60,100	60,300
	Total Salaries	57,959	58,200	60,100	60,300
Fringe Benefits					
1005-7071	Health Insurance	54,282	61,600	62,500	67,000
1005-7072	Retirement	11,223	4,500	3,700	3,200
1005-7073	Disability Insurance	629	600	600	600
1005-7074	Life Insurance	80	100	100	100
1005-7075	Vision	1,247	1,200	1,500	1,500
1005-7077	Medicare	888	700	700	700
1005-7078	Dental	7,067	6,900	7,800	7,800
	Total Fringe Benefits	75,415	75,600	76,900	80,900
	Total Personnel	133,373	133,800	137,000	141,200
Services and Supplies					
1005-7614	Office Supplies	1,321	1,500	1,500	1,500
1005-7641	Council Expenses - Fasana	90	500	0	0
1005-7642	Council Expenses - Finlay	3,500	3,500	3,500	3,500
1005-7643	Council Expenses - Troung	0	3,500	3,500	3,500
1005-7644	Council Expenses - Schulz	0	3,500	3,500	3,500
1005-7646	Council Expenses - Paras-Caracci	3,248	3,500	3,500	3,500
1005-7647	Council Expenses - Reilly	2,250	3,500	900	0
1005-7648	Council Expenses - Kang	2,761	4,000	4,000	3,500
1005-7649	Council Expenses - Urias	1,260	3,500	4,000	3,500
1005-7650	Council Expenses - Lewis	3,296	3,500	3,500	3,500
1005-7980	Other Expenses	5,175	1,000	1,000	1,000
	Total Services and Supplies	22,901	31,500	28,900	27,000
	Total City Council	156,275	165,300	165,900	168,200



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 a Management Aide.

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.

City Manager/City Clerk

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1010-7002	Regular Salaries	667,390	492,700	493,800	477,200
1010-7003	Part-Time/Temp Salaries	16,598	10,000	4,000	0
1010-7030	Overtime	295	500	500	0
	Total Salaries	684,283	503,200	498,300	477,200
Fringe Benefits					
1010-7071	Health Insurance	74,311	59,200	59,200	59,200
1010-7072	Retirement	194,980	46,900	47,000	39,400
1010-7073	Disability Insurance	6,184	6,500	6,500	6,300
1010-7074	Life Insurance	887	800	800	800
1010-7075	Vision	1,230	1,000	1,000	1,000
1010-7076	Tuition Reimbursement	0	0	0	3,000
1010-7077	Medicare	8,002	6,900	6,900	6,800
1010-7078	Dental	6,722	5,200	4,500	4,500
	Total Fringe Benefits	292,315	126,500	125,900	121,000
	Total Personnel	976,599	629,700	624,200	598,200
Services and Supplies					
1010-7610	Travel, Meetings and Conferences	3,829	11,000	3,000	10,000
1010-7612	Publications	3,467	6,000	5,000	5,000
1010-7614	Office Supplies	2,775	2,000	2,000	2,000
1010-7650	Vehicle Maintenance	1,572	0	0	0
1010-7651	Election Services	48,600	45,000	45,000	0
1010-7670	Legal Notices	19,920	20,000	20,000	20,000
1010-7685	Granicus	15,818	11,800	15,100	25,000
1010-7965	Professional Expenses	104,533	70,000	80,000	70,000
1010-7980	Other Expenses	27,666	10,000	10,000	10,000
	Total Services and Supplies	228,179	175,800	180,100	142,000
	Total City Manager/City Clerk	1,204,778	805,500	804,300	740,200

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.

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
1015-7680	City Attorney	120,065	131,000	98,000	120,000
1015-7682	Labor Counsel	37,236	50,000	127,000	50,000
1015-7684	Code Enforcement	114,576	80,000	80,000	90,000
1015-7686	Other Legal Services	320,266	186,000	142,000	100,000
	Total Services and Supplies	592,144	447,000	447,000	360,000
	Total Legal Services	592,144	447,000	447,000	360,000

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.

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
1020-7710	Chamber of Commerce	64,300	64,300	64,300	89,300
1020-7711	Employee Recognition Committee	6,049	8,000	8,000	8,000
1020-7712	Community Information	11,454	91,500	95,000	125,000
1020-7713	Duarte Historical Museum	3,476	6,000	3,200	14,800
1020-7716	Special Community Events	48,100	33,000	25,000	23,000
1020-7717	Route 66 Parade	8,080	0	0	8,000
1020-7718	City Newsletter	0	0	13,000	35,600
1020-7719	Volunteer Recognition	1,950	2,000	0	8,000
1020-7720	DCTV & KGEM	62,404	63,000	63,000	63,100
1020-7722	City Website	10,874	15,000	15,000	50,000
1020-7724	Post Office Parking	12,079	12,500	12,500	12,500
1020-7726	Council Cablecasting	13,620	13,000	13,000	13,000
1020-7980	Other Expenses	11,880	9,000	9,000	9,000
	Total Services and Supplies	254,266	317,300	321,000	459,300
	Total Community Promotions	254,266	317,300	321,000	459,300
Memberships					
Services and Supplies					
1025-7696	SGV Council of Government	13,542	13,500	13,500	13,500
1025-7698	SCAG	2,336	2,300	2,400	2,400
1025-7699	League of California Cities	10,009	10,000	10,000	10,000
1025-7700	SGV Economic Partnership	5,250	5,300	2,600	2,600
1025-7701	Area D Civil Defense	1,102	1,100	1,100	1,100
1025-7702	National League of Cities	1,953	2,000	2,000	2,000
1025-7703	Contract Cities Association	3,400	3,400	3,400	3,400
1025-7705	LAFCO Membership	586	600	700	700
	Total Services and Supplies	38,177	38,200	35,700	35,700
	Total Memberships	38,177	38,200	35,700	35,700
	Total Comm. Prom. & Member.	292,443	355,500	356,700	495,000



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 also monitors a juvenile Prevention Intervention Program 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 (Community Emergency Response Team - CERT) and youth (Duarte Area Resource Team - DART) volunteer groups assist with a variety of activities, which complement the Department.

Public Safety Department

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1205-7002	Regular Salaries	737,661	743,200	765,700	781,800
1205-7003	Part-Time/Temp Salaries	127,405	160,400	133,300	155,100
1205-7030	Overtime	18,274	25,000	25,000	25,000
	Total Salaries	883,341	928,600	924,000	961,900
Fringe Benefits					
1205-7071	Health Insurance	78,130	79,500	79,500	79,500
1205-7072	Retirement	235,289	85,000	81,700	88,200
1205-7073	Disability Insurance	8,086	9,500	9,700	9,900
1205-7074	Life Insurance	998	1,100	1,200	1,200
1205-7075	Vision	1,557	1,800	1,700	1,700
1205-7076	Tuition Reimbursement	0	0	3,000	3,000
1205-7077	Medicare	12,725	12,600	12,300	12,400
1205-7078	Dental	8,798	9,900	9,000	9,000
	Total Fringe Benefits	345,583	199,400	198,100	204,900
	Total Personnel	1,228,924	1,128,000	1,122,100	1,166,800

Public Safety Department



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
1205-7610	Travel, Meetings and Conferences	1,491	5,000	4,000	4,000
1205-7612	Publications	2,395	3,500	3,500	3,500
1205-7613	Duplication and Photos	10,100	12,000	4,000	1,800
1205-7614	Office Supplies	2,512	3,000	3,000	3,000
1205-7615	Emergency Supplies	18,743	15,000	15,000	25,000
1205-7636	Uniforms	3,003	4,000	4,000	4,000
1205-7650	Vehicle Maintenance	32,945	37,000	37,000	33,000
1205-7655	Emergency Services	18,040	20,000	28,000	27,000
1205-7694	Public Safety Commission	0	200	200	200
1205-7760	Homeless Outreach Program	6,716	30,000	53,000	130,000
1205-7761	Parking Ticket Collections	107,771	125,000	100,000	115,000
1205-7762	Parking Pass Kiosk	3,694	5,000	5,000	4,000
1205-7779	Youth Programs	35,816	10,000	10,000	25,000
1205-7780	Animal Control	70,277	90,000	85,000	85,000
1205-7781	Contract Law Enforcement	4,129,644	4,337,000	4,337,900	4,725,400
1205-7782	Crossing Guard Contract	33,736	5,000	5,000	45,000
1205-7783	GAPP Program	97,734	107,000	107,000	110,000
1205-7784	Prisoner Maintenance	0	2,000	2,000	1,500
1205-7787	Public Safety Center Lease	141,362	125,000	125,000	148,800
1205-7823	Code/Animal Control Data System	7,523	8,100	8,100	8,300
1205-7887	Repairs and Maintenance	1,700	2,000	2,000	2,000
1205-7980	Other Expenses	299,363	80,000	69,000	25,000
	Total Services and Supplies	5,024,564	5,025,800	5,007,700	5,526,500
Capital Outlay					
1205-8030	Other Equipment	336	1,000	1,000	1,000
1205-8100	Other Capital Improvements	0	1,000	22,000	1,000
	Total Capital Outlay	336	2,000	23,000	2,000
	Total Public Safety	6,253,824	6,155,800	6,152,800	6,695,300



The Community Development Department comprises four divisions: Planning, Engineering/Public Works, Building and Safety, and Field Services. The Department is dedicated to providing helpful and professional assistance to residents and the 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 various 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.

Community Development Department

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1405-7002	Regular Salaries	928,863	937,900	938,400	997,400
1405-7003	Part-Time/Temp Salaries	7,587	0	0	15,000
1405-7030	Overtime	0	0	0	21,000
	Total Salaries	936,450	937,900	938,400	1,033,400
Fringe Benefits					
1405-7071	Health Insurance	102,206	107,500	112,200	100,000
1405-7072	Retirement	240,221	103,700	101,700	105,000
1405-7073	Disability Insurance	11,076	12,400	12,000	12,800
1405-7074	Life Insurance	1,392	1,500	1,400	1,500
1405-7075	Vision	2,537	2,600	2,500	2,500
1405-7076	Tuition Reimbursement	988	3,000	3,000	6,000
1405-7077	Medicare	13,237	13,200	12,800	13,700
1405-7078	Dental	14,137	14,400	13,100	13,100
	Total Fringe Benefits	385,795	258,300	258,700	254,600
	Total Personnel	1,322,245	1,196,200	1,197,100	1,288,000
Services and Supplies					
1405-7610	Travel, Meetings and Conferences	4,343	8,000	4,000	8,000
1405-7612	Publications	7,329	7,000	4,000	7,000
1405-7613	Duplication and Photos	739	3,500	1,000	3,500
1405-7614	Office Supplies	4,059	8,000	4,000	8,000
1405-7650	Vehicle Maintenance	2,888	4,000	4,000	3,000
1405-7690	Planning Commission	2,119	6,000	3,000	6,000
1405-7800	Building Department Services	1,000,105	835,000	835,000	510,000
1405-7801	Industrial Waste Inspections	20,889	20,000	20,000	20,000
1405-7802	NPDES Requirements	79,045	0	0	0
1405-7965	Professional Services	109,068	225,000	225,000	125,000
1405-7967	Public Works Inspections	43,028	130,000	130,000	100,000
1405-7969	City Engineer	154,195	100,000	100,000	100,000
1405-7975	Economic Development Expenses	22,378	40,000	40,000	50,000
1405-7980	Other Expenses	16,299	40,000	40,000	85,000
1405-8100	Other Capital Improvements	9,950	1,829,000	1,829,000	635,000
	Total Services and Supplies	1,476,433	3,255,500	3,239,000	1,660,500
	Total Community Development	2,798,678	4,451,700	4,436,100	2,948,500

Community Development Department



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1410-7002	Regular Salaries	390,511	417,000	416,800	376,900
1410-7030	Overtime	77	1,000	1,000	1,000
	Total Salaries	390,587	418,000	417,800	377,900
Fringe Benefits					
1410-7071	Health Insurance	70,445	96,600	102,700	91,900
1410-7072	Retirement	88,972	47,700	42,700	36,100
1410-7073	Disability Insurance	4,858	5,900	5,300	5,000
1410-7074	Life Insurance	598	700	600	600
1410-7075	Vision	1,544	1,800	1,500	1,500
1410-7076	Tuition Reimbursement	0	1,500	1,500	1,500
1410-7077	Medicare	5,432	6,300	5,700	5,300
1410-7078	Dental	8,652	9,800	7,600	7,600
	Total Fringe Benefits	180,501	170,300	167,600	149,500
	Total Personnel	571,088	588,300	585,400	527,400
Services and Supplies					
1410-7610	Travel, Meetings and Conferences	2,156	4,000	2,000	4,000
1410-7612	Publications	861	3,000	1,000	3,000
1410-7614	Office Supplies	438	1,500	1,000	1,500
1410-7621	Other Supplies	210	500	500	800
1410-7630	Equipment Rentals	507	3,000	1,500	3,000
1410-7636	Uniforms	3,208	4,500	4,500	4,500
1410-7650	Vehicle Maintenance	39,106	38,000	38,000	40,000
1410-7656	Emergency Generator	7,920	10,000	10,000	10,000
1410-7810	Street Sweeping	1,428	2,600	1,500	2,600
1410-7814	Graffiti Removal	18,665	0	10,000	10,000
1410-7815	Brush Clearance	47,750	60,000	60,000	80,000
1410-7887	Repairs and Maintenance	1,909	3,000	3,000	3,000
1410-7900	Emergency Cleanup/Maintenance	0	0	0	0
1410-7896	Tree Replacement	17,739	0	0	0
1410-7980	Other Expenses	29,640	18,000	18,000	18,000
1410-8030	Other Equipment	2,796	3,000	3,000	3,000
1410-8100	Emergency Capital Projects	21,415	20,000	20,000	45,000
	Total Services and Supplies	195,749	171,100	174,000	228,400
	Total Field Services	766,837	759,400	759,400	755,800

Community Development Department

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2019-20 Budget
Services and Supplies					
1415-7661	Sports Park - Other Services	562	1,000	100	600
1415-7843	Sports Park - Water	75,003	75,000	75,000	75,000
1415-7875	Sports Park - Lighting	11,823	12,000	10,000	12,000
1415-7889	Sports Park - Repairs	19,209	5,000	5,000	5,000
1415-7907	Sports Park - Tree Trimming	4,533	4,000	4,000	3,000
1415-7916	Sports Park - Landscape	17,160	17,200	17,200	17,200
	Total Services and Supplies	128,290	114,200	111,300	112,800
	Total Field Svcs. & Sports Park	895,128	873,600	870,700	868,600
	Total Community Development	3,693,805	5,325,300	5,306,800	3,817,100



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 supervision 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.

Parks and Recreation Department

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1605-7002	Regular Salaries	417,716	420,200	424,700	412,000
1605-7003	Part-Time/Temp Salaries	34,789	35,300	35,400	36,600
1605-7010	Playground Supervisor Salaries	148,566	45,500	45,000	97,000
1605-7011	Fitness Center Salaries	174,366	90,500	89,800	191,900
1605-7012	Aquatics Salaries	67,444	43,800	63,000	73,800
1605-7013	Boxing Salaries	54,081	30,000	30,000	60,100
1605-7014	Teen Center Salaries	167,982	131,000	131,000	174,100
1605-7016	Senior Center Salaries	170,806	179,300	179,300	90,900
1605-7030	Overtime	51	500	500	500
	Total Salaries	1,235,802	976,100	998,700	1,136,900
Fringe Benefits					
1605-7071	Health Insurance	110,141	97,200	97,400	92,000
1605-7072	Retirement	234,522	84,000	84,200	71,300
1605-7073	Disability Insurance	9,347	10,000	9,300	8,800
1605-7074	Life Insurance	1,141	1,200	1,100	1,000
1605-7075	Vision	2,050	2,000	1,800	1,800
1605-7076	Tuition Reimbursement	0	0	0	0
1605-7077	Medicare	16,470	13,500	13,800	16,100
1605-7078	Dental	11,277	11,000	9,400	9,400
	Total Fringe Benefits	384,949	218,900	217,000	200,400
	Total Personnel	1,620,751	1,195,000	1,215,700	1,337,300

Parks and Recreation Department



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
1605-7610	Travel, Meetings and Conferences	3,230	4,300	1,500	4,300
1605-7612	Publications	1,530	2,000	1,500	2,000
1605-7614	Office Supplies	2,892	3,500	3,500	3,500
1605-7636	Uniforms	1,432	2,500	1,500	2,000
1605-7650	Vehicle Maintenance	7,867	7,000	7,000	8,000
1605-7653	ActiveNet Fees	9,084	2,000	2,000	9,000
1605-7691	Parks and Recreation Commission	725	800	200	1,000
1605-7693	Youth Council	807	2,000	500	2,000
1605-7728	AmeriCorps VIP Program	91,259	123,500	123,500	136,500
1605-7729	Concerts in the Park	5,905	0	0	4,000
1605-7730	Special Events	17,266	20,000	20,000	20,000
1605-7732	City Picnic	20,957	0	0	21,000
1605-7733	Senior Center	30,132	14,000	13,500	17,100
1605-7735	Teen Center	24,935	25,000	17,500	27,900
1605-7736	Adult & Youth Rec Classes	60,608	12,000	12,000	19,100
1605-7737	Adult Excursions	10,270	6,000	0	6,600
1605-7738	Teen Excursions	2,769	0	0	2,900
1605-7739	Publicity	26,722	11,000	11,000	11,000
1605-7740	Day Camps	5,640	6,000	3,000	4,400
1605-7741	Sports/Playground Program	19,896	0	0	15,400
1605-7742	Parks & Rec Financial Assist. Prog.	0	5,000	1,000	5,000
1605-7744	Nutrition Program	7,945	5,000	0	0
1605-7745	Boxing Program	14,569	0	0	18,600
1605-7750	Bus Rentals	17,006	0	0	6,500
1605-7753	Youth Sports/Programs	7,770	5,000	0	5,000
1605-7756	Senior Rec Classes	0	1,000	1,200	8,100
1605-7758	Independence Day Celebration	0	0	0	45,000
1605-7980	Other Expenses	8,594	7,500	5,000	5,000
	Total Services and Supplies	399,810	265,100	225,400	410,900
	Total Parks and Recreation	2,020,561	1,460,100	1,441,100	1,748,200

Parks and Recreation Department

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1610-7002	Regular Salaries	89,881	92,500	92,500	89,100
1610-7003	Part-Time/Temp Salaries	317,830	292,000	292,000	265,300
1610-7030	Overtime	105	100	0	0
	Total Salaries	407,816	384,600	384,500	354,400
Fringe Benefits					
1610-7071	Health Insurance	19,937	20,300	20,300	20,300
1610-7072	Retirement	36,000	11,700	11,700	11,600
1610-7073	Disability Insurance	1,099	1,200	1,200	1,200
1610-7074	Life Insurance	131	200	200	200
1610-7075	Vision	325	300	300	300
1610-7077	Medicare	5,905	6,000	6,000	6,000
1610-7078	Dental	1,780	1,700	1,700	1,700
	Total Fringe Benefits	65,178	41,400	41,400	41,300
	Total Personnel	472,995	426,000	425,900	395,700
Services and Supplies					
1610-7616	Pool Supplies	18,731	9,000	15,000	12,000
1610-7617	Pool Chemicals	13,061	14,000	19,000	12,300
1610-7618	Building Supplies	69,636	55,000	55,000	52,800
1610-7633	Cable Access	1,728	1,700	1,700	2,000
1610-7636	Uniforms	2,734	2,700	2,700	2,300
1610-7650	Vehicle Maintenance	3,769	11,000	11,000	7,000
1610-7652	Building Maintenance Services	128,871	85,000	85,000	76,400
	Subtotal	238,530	178,400	189,400	164,800
1610-7836	Water - City Hall	1,084	1,200	1,200	1,200
1610-7837	Water - Community Center	1,100	1,200	1,200	1,200
1610-7838	Water - Fitness Center	12,390	16,000	16,000	10,200
1610-7839	Water - Public Safety Center	950	1,000	1,000	900
	Total Water	15,523	19,400	19,400	13,500

Parks and Recreation Department



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies, Continued					
1610-7851	Gas - City Hall	1,125	1,100	900	1,200
1610-7852	Gas - Community Center	1,001	1,200	400	1,000
1610-7853	Gas - Fitness Center	9,753	14,200	7,700	4,000
1610-7854	Gas - Public Safety Center	536	500	300	300
1610-7855	Gas - Senior Center	675	700	700	700
1610-7856	Gas - Teen Center	732	700	700	800
1610-7858	Gas - Royal Oaks Park Building	537	500	300	500
1610-7859	Gas - Duarte Park Building	381	500	300	400
1610-7860	Gas - Duarte Snack Bar	78	400	200	200
	Total Gas	14,819	19,800	11,500	9,100
1610-7867	Electric - Town Center	61,373	65,000	62,000	62,000
1610-7868	Electric - Public Safety Center	7,810	8,500	8,500	7,800
1610-7869	Electric - Senior Center	18,785	23,000	18,800	19,000
1610-7870	Electric - Teen Center	11,632	14,500	11,100	14,000
1610-7872	Electric - Duarte Park Building	675	1,100	700	700
1610-7873	Electric - Maintenance Yard	3,339	4,000	3,600	3,100
	Total Electric	103,614	116,100	104,700	106,600
1610-8100	Other Capital Improvements	1,493,233	154,000	164,000	318,200
	Total Other	1,493,233	154,000	164,000	318,200
	Total Services and Supplies	1,865,720	487,700	489,000	612,200
	Total Facilities Maintenance	2,338,714	913,700	914,900	1,007,900
	Total Parks and Recreation	4,359,275	2,373,800	2,356,000	2,756,100



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, cashiering, purchasing, and auditing. Its human resources activities entail recruitments, union negotiation, training, evaluation, discipline, employee benefits, and payroll processing.

The information technology division 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.

Administrative Services Department

Finance

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1805-7002	Regular Salaries	540,358	518,100	492,600	536,800
1805-7003	Part-Time/Temp Salaries	318	0	24,000	21,000
1805-7030	Overtime	1,940	0	0	0
	Total Salaries	542,616	518,100	516,600	557,800
Fringe Benefits					
1805-7071	Health Insurance	83,586	84,200	84,200	84,200
1805-7072	Retirement	199,856	61,600	56,600	61,100
1805-7073	Disability Insurance	5,919	6,900	6,400	7,000
1805-7074	Life Insurance	779	800	800	800
1805-7075	Vision	1,307	1,400	1,200	1,200
1805-7076	Tuition Reimbursement	0	0	0	3,000
1805-7077	Medicare	8,114	7,700	7,500	7,800
1805-7078	Dental	7,386	7,600	6,300	6,300
	Total Fringe Benefits	306,946	170,200	163,000	171,400
	Total Personnel	849,562	688,300	679,600	729,200
Services and Supplies					
1805-7610	Travel, Meetings and Conferences	6,080	6,000	3,000	6,000
1805-7612	Publications	2,197	3,000	1,500	3,000
1805-7614	Office Supplies	1,918	3,000	3,000	3,000
1805-7653	Bank Charges	15,553	18,000	18,000	18,000
1805-7654	Audit Services	20,000	30,000	30,000	30,000
1805-7762	Property Tax Collections	20,122	20,000	19,800	21,000
1805-7764	CEC Loan Principal	16,776	17,300	17,300	17,800
1805-7765	CEC Loan Interest	3,442	3,000	3,000	2,400
1805-7924	Bad Debts	28,485	15,000	1,000	19,000
1805-7965	Professional Services	14,198	16,000	25,000	25,000
1805-7980	Other Expenses	17,679	2,000	2,000	2,000
	Total Services and Supplies	146,449	133,300	123,600	147,200
	Total Finance	996,012	821,600	803,200	876,400

Administrative Services Department



Personnel

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
1810-7002	Regular Salaries	77,501	79,300	77,900	77,500
1810-7003	Part-Time/Temp Salaries	12,163	0	0	0
	Total Salaries	89,663	79,300	77,900	77,500
Fringe Benefits					
1810-7071	Health Insurance	7,603	7,800	7,800	7,800
1810-7072	Retirement	29,513	10,000	10,000	10,000
1810-7073	Disability Insurance	1,005	1,000	1,000	1,000
1810-7074	Life Insurance	120	100	100	100
1810-7075	Vision	122	100	100	100
1810-7076	Tuition Reimbursement	0	0	0	0
1810-7077	Medicare	1,267	1,100	1,100	1,100
1810-7078	Dental	629	600	600	600
	Total Fringe Benefits	40,261	20,700	20,700	20,700
	Total Personnel	129,924	100,000	98,600	98,200
Services and Supplies					
1810-7610	Travel, Meetings and Conferences	1,967	3,000	1,500	3,000
1810-7611	Trainings	0	4,000	2,000	4,000
1810-7612	Publications	576	1,200	1,000	1,200
1810-7614	Office Supplies	1,291	1,500	1,000	1,500
1810-7660	Other Services	11,080	4,000	5,000	5,000
1810-7671	Recruiting Advertisements	31,469	3,000	3,000	3,000
1810-7672	NeoGov	4,713	5,000	5,100	5,100
1810-7673	Physical Exams	1,035	1,000	1,000	1,000
1810-7774	Unemployment Insurance	17,853	12,000	43,000	40,000
1810-7965	Professional Services	5,260	0	10,000	10,000
1810-7980	Other Expenses	4,453	6,000	50,000	16,000
	Total Services and Supplies	79,698	40,700	122,600	89,800
	Total Personnel	209,622	140,700	221,200	188,000

Administrative Services Department

Information Technology

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
1815-7630	Equipment Lease	11,418	12,500	12,500	26,100
1815-7631	Equipment Maintenance	4,183	5,000	5,000	5,000
1815-7632	Software Maintenance	36,223	32,100	32,100	39,600
1815-7820	Finance System Support	49,337	48,100	48,100	48,100
1815-7821	Personal Computer Support	22,267	21,500	21,500	23,500
1815-7830	Telephones	44,289	47,200	47,200	47,200
1815-7831	Wireless Phones/Devices	0	25,000	25,000	25,000
1815-7965	Professional Services	104,400	104,400	104,400	104,400
1815-7980	Other Expenses	5,898	22,900	22,900	15,000
	Total Services and Supplies	278,015	318,700	318,700	333,900
Capital Outlay					
1815-8011	Computer Equipment	15,819	15,000	15,000	15,000
	Total Capital Outlay	15,819	15,000	15,000	15,000
	Total Information Technology	293,834	333,700	333,700	348,900

Risk Management

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
1820-7771	Repair of City Property	-4,236	5,000	0	5,000
1820-7772	Liability Coverage	226,421	241,800	241,800	218,100
1820-7773	Worker's Compensation Coverage	149,772	187,100	187,100	228,800
1820-7775	Property Coverage	55,795	70,000	69,800	67,500
1820-7776	Faithful Performance Bond	980	1,100	1,000	1,100
	Total Services and Supplies	428,732	505,000	499,700	520,500
	Total Risk Management	428,732	505,000	499,700	520,500

Administrative Services Department



General Services

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
1825-7072	Pension Rate Stabilization Fund	0	33,000	33,500	38,700
1825-7079	Unfunded Liability - PERS	0	971,700	971,700	1,126,200
1825-7613	Duplication and Photos	13,307	12,500	10,000	11,000
1825-7614	Office Supplies	1,166	1,500	1,500	1,000
1825-7626	Postage	11,641	26,500	20,000	19,000
1825-7630	Equipment Rental	18,045	18,100	18,100	18,600
1825-7631	Equipment Maintenance	10,761	13,000	11,000	13,400
1825-7674	Retiree Health Insurance	665,937	782,000	729,500	800,000
1825-7687	Waste Management Services	4,502	4,500	4,800	4,800
1825-7688	Oil Recycling Grant	9,291	6,000	6,000	5,000
1825-7747	Beverage Container Recycling	5,335	5,800	5,800	11,400
1825-7782	Admin Support of SA	605	0	0	0
1825-7945	Operation of Acq Prop	625	500	500	500
1825-7980	Other Expenses	1,744	2,000	2,000	2,000
	Total Services and Supplies	742,960	1,877,100	1,814,400	2,051,600
	Total General Services	742,960	1,877,100	1,814,400	2,051,600
1830-8100	Vehicle Replacement	22,043	31,200	37,000	99,000
	Total Vehicle Replacement	22,043	31,200	37,000	99,000
	Total Administrative Services	2,693,203	3,709,300	3,709,200	4,084,400

Transfers Out and Reimbursements

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Transfers Out and Reimbursements					
1905-9020	Transfers Out - Land./Lighting	565,301	503,300	506,300	498,800
1905-9055	Transfers Out - Housing Authority	140,794	673,900	671,300	0
1905-9056	Transfers Out - Infr Mod Loan Pmt	0	223,300	223,300	223,300
	Total Other Financing Uses	<u>706,095</u>	<u>1,400,500</u>	<u>1,400,900</u>	<u>722,100</u>
	Total Transfers Out & Reimb.	<u>706,095</u>	<u>1,400,500</u>	<u>1,400,900</u>	<u>722,100</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.

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
220-4401	Interest Earnings	30,379	30,000	9,000	7,100
	Total Use of Money and Prop.	30,379	30,000	9,000	7,100
Intergovernmental - State					
220-4606	Gasoline Tax - 2105	111,979	116,400	117,100	122,700
220-4607	Gasoline Tax - 2106	68,308	73,200	69,800	73,200
220-4608	Gasoline Tax - 2107	141,395	140,000	148,600	156,000
220-4609	Gasoline Tax - 2107.5	5,000	5,000	5,000	5,000
220-4614	Gasoline Tax - 2103 (Prop 42)	151,367	185,500	169,900	167,000
220-4619	Gasoline Tax - HUTA Loan Repay	24,679	0	0	0
	Total Intergovernmental - State	502,728	520,100	510,400	523,900
	Total Revenues	533,107	550,100	519,400	531,000

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Gas Tax 2105					
Capital Outlay					
2205-8060	Sidewalk Improvements	4,250	10,000	10,000	10,000
2205-8070	Street Improvements	6,181	15,000	15,000	10,000
2205-8100	Other Capital Improvements	91,998	190,000	190,000	240,000
	Total Capital Outlay	102,429	215,000	215,000	260,000
	Total Gas Tax 2105	102,429	215,000	215,000	260,000

State Gasoline Tax Fund



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Gas Tax 2106					
Capital Outlay					
2210-7811	Street Maintenance	18,941	20,000	20,000	20,000
2210-7812	Street Striping and Marking	20,773	135,000	135,000	70,000
2210-7813	Regulatory Signs	9,949	10,000	10,000	10,000
2210-7890	Repairs - Traffic Signals	0	0	0	0
2210-8070	Street Improvements	9,106	10,000	10,000	10,000
2210-8100	Other Capital Improvements	0	0	0	142,000
	Total Capital Outlay	58,770	175,000	175,000	252,000
	Total Gas Tax 2106	58,770	175,000	175,000	252,000
Gas Tax 2107					
Reimbursements					
2215-8610	Reimbursements - General Fund	67,485	107,400	107,400	183,600
	Total Reimbursements	67,485	107,400	107,400	183,600
	Total Gas Tax 2107	67,485	107,400	107,400	183,600
Gas Tax 2107.5					
Services and Supplies					
2220-7980	Other Expenses	5,286	7,000	7,000	20,000
	Total Services and Supplies	5,286	7,000	7,000	20,000
	Total Gas Tax 2107.5	5,286	7,000	7,000	20,000

State Gasoline Tax Fund

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Gas Tax - 2103					
Capital Outlay					
2225-7811	Street Maintenance	8,896	15,000	15,000	10,000
2225-7980	Other Expenses	45,708	60,000	60,000	50,000
2225-8070	Street Improvements	7,783	30,000	30,000	10,000
2225-8100	Other Capital Improvements	108,555	35,000	35,000	316,000
	Total Capital Outlay	170,943	140,000	140,000	386,000
	Total Gas Tax - 2103	170,943	140,000	140,000	386,000
	Total Expenditures	404,913	644,400	644,400	1,101,600

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money & Property					
225-4401	Interest Earnings	7,454	4,000	1,700	1,300
225-4620	SB1/RMRA	380,206	377,300	391,800	416,300
	Total Use of Money & Property	387,660	381,300	393,500	417,600
	Total Revenues	387,660	381,300	393,500	417,600

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
2250-8070	Street Improvements	0	0	0	0
2250-8100	Other Capital Improvements	300,000	300,000	300,000	300,000
2250-8610	Reimbursements - General Fund	60,000	60,000	60,000	60,000
	Total Capital Outlay	360,000	360,000	360,000	360,000
	Total Expenditures	360,000	360,000	360,000	360,000

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Special Assessments					
240-4101	Landscaping and Lighting Assess.	983,982	977,700	977,700	977,700
	Total Special Assessments	983,982	977,700	977,700	977,700
Miscellaneous					
240-5004	Other Revenue	0	0	0	0
	Total Miscellaneous	0	0	0	0
Other Financing Sources					
240-6901	Transfers In - General Fund	565,301	503,300	506,300	498,800
	Total Other Financing Sources	565,301	503,300	506,300	498,800
	Total Revenues	1,549,283	1,481,000	1,484,000	1,476,500

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Citywide Lighting					
Services and Supplies					
2405-7662	Other Services - Citywide	0	5,000	5,000	5,000
2405-7876	Electric - Citywide	179,266	168,000	168,000	168,000
2405-7877	Electric - Traffic Signal	20,433	20,000	20,000	20,000
	Total Electric	199,699	193,000	193,000	193,000

Landscaping and Lighting District Fund



Expenditures, *Continued*

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
2405-7888	Repairs - Citywide	3,585	4,000	4,000	4,000
2405-7890	Repairs - Traffic Signal	227,043	80,000	80,000	80,000
	Total Repairs and Replacements	230,628	84,000	84,000	84,000
	Total Services and Supplies	430,327	277,000	277,000	277,000
Reimbursements					
2405-8610	Reimbursements - General Fund	94,900	94,900	94,900	94,900
	Total Reimbursements	94,900	94,900	94,900	94,900
	Total Citywide Lighting	525,227	371,900	371,900	371,900
Citywide Landscaping					
Services and Supplies					
2410-7662	Other Services - Citywide	10,507	5,000	5,000	5,000
2410-7663	Other Services - Medians	3,165	8,000	8,000	8,000
	Total Other Services	13,673	13,000	13,000	13,000
2410-7842	Water - Medians	40,055	45,000	45,000	45,000
2410-7844	Water - Citywide	229,373	222,000	215,000	215,000
	Total Water	269,428	267,000	260,000	260,000
2410-7874	Electric - Medians	11,527	9,000	16,000	16,000
2410-7876	Electric - Citywide	17,580	20,000	20,000	20,000
	Total Electric	29,107	29,000	36,000	36,000
2410-7888	Repairs - Citywide	8,369	6,000	6,000	6,000
2410-7891	Repairs - Medians	2,274	2,200	2,200	2,200
	Total Repairs and Replacements	10,643	8,200	8,200	8,200
2410-7896	Tree Planting - Citywide	0	7,500	10,900	10,900
2410-7898	Tree Planting - Medians	0	1,000	0	5,000
	Total Tree Plant	0	8,500	10,900	15,900
2410-7906	Tree Trimming - Citywide	57,635	60,000	60,000	60,000
2410-7909	Tree Trimming - Residential	87,256	85,000	85,000	85,000
	Total Tree Trimming	144,891	145,000	145,000	145,000
2410-7915	Landscape Maint. - Citywide	90,000	90,000	90,000	90,000
2410-7917	Landscape Maint. - Medians	63,960	64,400	64,000	64,000
	Total Landscape Maintenance	153,960	154,400	154,000	154,000
	Total Services and Supplies	621,702	625,100	627,100	632,100

Landscaping and Lighting District Fund

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Reimbursements and Transfers					
2410-8610	Reimbursements - General Fund	193,000	193,000	193,000	193,000
	Total Reimbursements	193,000	193,000	193,000	193,000
	Total Citywide Landscaping	814,702	818,100	820,100	825,100

Kendrick Tract

Services and Supplies

2420-7835	Water	4,230	3,000	13,000	13,000
2420-7887	Repairs and Replacements	2,006	500	500	500
2420-7914	Landscape Maintenance	4,142	4,100	4,100	4,100
	Total Services and Supplies	10,378	7,600	17,600	17,600

Reimbursements

2420-8610	Reimbursements - General Fund	2,200	2,200	2,200	2,200
	Total Reimbursements	2,200	2,200	2,200	2,200
	Total Kendrick Tract	12,578	9,800	19,800	19,800

Las Lomas Villas

Services and Supplies

2421-7835	Water	16,787	18,000	18,000	18,000
2421-7866	Electric	264	500	500	500
2421-7887	Repairs and Replacements	1,906	5,000	5,000	5,000
2421-7914	Landscape Maintenance	15,600	15,600	15,600	15,600
	Total Services and Supplies	34,557	39,100	39,100	39,100

Landscaping and Lighting District Fund



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Reimbursements					
2421-8610	Reimbursements - General Fund	10,000	10,000	10,000	10,000
	Total Reimbursements	10,000	10,000	10,000	10,000
	Total Las Lomas Villas	44,557	49,100	49,100	49,100
Encanto Parkway					
Services and Supplies					
2422-7835	Water	2,703	2,000	2,000	2,000
2422-7866	Electric	281	1,100	1,100	1,100
2422-7887	Repairs and Replacements	1,077	2,500	2,500	2,500
2422-7914	Landscape Maintenance	5,767	5,500	5,500	5,500
	Total Services and Supplies	9,827	11,100	11,100	11,100
Reimbursements					
2422-8610	Reimbursements - General Fund	3,400	3,400	3,400	3,400
	Total Reimbursements	3,400	3,400	3,400	3,400
	Total Encanto Parkway	13,227	14,500	14,500	14,500
Amberwood Homes					
Services and Supplies					
2423-7835	Water	4,946	9,000	9,000	9,000
2423-7866	Electric	134	300	300	300
2423-7887	Repairs and Replacements	410	1,500	1,500	1,500
2423-7914	Landscape Maintenance	10,800	10,800	10,800	10,800
	Total Services and Supplies	16,290	21,600	21,600	21,600
Reimbursements					
2423-8610	Reimbursements - General Fund	2,200	2,200	2,200	2,200
	Total Reimbursements	2,200	2,200	2,200	2,200
	Total Amberwood Homes	18,490	23,800	23,800	23,800

Landscaping and Lighting District Fund

Expenditures, *Continued*

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Village and Windsor Homes					
Services and Supplies					
2424-7835	Water	3,229	4,000	4,000	4,000
2424-7866	Electric	129	300	300	300
2424-7887	Repairs and Replacements	115	1,600	1,600	1,600
2424-7914	Landscape Maintenance	6,600	6,600	6,600	6,600
	Total Services and Supplies	10,072	12,500	12,500	12,500
Reimbursements					
2424-8610	Reimbursements - General Fund	2,800	2,800	2,800	2,800
	Total Reimbursements	2,800	2,800	2,800	2,800
	Total Village and Windsor Homes	12,872	15,300	15,300	15,300
Hearthstone Del Norte					
Services and Supplies					
2425-7660	Other Services	0	5,300	5,300	5,300
2425-7835	Water	8,261	8,500	4,800	4,800
2425-7866	Electric	1,262	3,600	3,600	3,600
2425-7887	Repairs and Replacements	428	500	500	500
2425-7913	Brush Clearance	5,175	5,000	5,000	5,000
2425-7914	Landscape Maintenance	4,800	4,800	4,800	4,800
	Total Services and Supplies	19,925	27,700	24,000	24,000
Reimbursements					
2425-8610	Reimbursements - General Fund	3,200	3,200	3,200	3,200
	Total Reimbursements	3,200	3,200	3,200	3,200
	Total Hearthstone Del Norte	23,125	30,900	27,200	27,200

Landscaping and Lighting District Fund



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Grocery Outlet					
Services and Supplies					
2426-7810	Street Sweeping	9,186	9,000	9,000	9,000
2426-7835	Water	531	700	700	700
2426-7866	Electric	3,814	4,500	4,500	4,500
2426-7887	Repairs and Replacements	92	700	700	700
2426-7914	Landscape Maintenance	2,160	2,200	2,200	2,200
	Total Services and Supplies	15,783	17,100	17,100	17,100
Reimbursements					
2426-8610	Reimbursements - General Fund	2,600	2,600	2,600	2,600
	Total Reimbursements	2,600	2,600	2,600	2,600
	Total Grocery Outlet	18,383	19,700	19,700	19,700
Rancho Verde Homes					
Services and Supplies					
2427-7835	Water	12,556	12,000	12,000	12,000
2427-7866	Electric	253	600	600	600
2427-7887	Repairs and Replacements	1,680	1,300	1,200	1,200
2427-7914	Landscape Maintenance	7,564	8,600	7,600	7,600
	Total Services and Supplies	22,053	22,500	21,400	21,400
Reimbursements					
2427-8610	Reimbursements - General Fund	5,900	5,900	5,900	5,900
	Total Reimbursements	5,900	5,900	5,900	5,900
	Total Rancho Verde Homes	27,953	28,400	27,300	27,300

Landscaping and Lighting District Fund

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Emblem Homes					
Services and Supplies					
2429-7835	Water	2,288	2,100	2,100	2,100
2429-7866	Electric	129	300	300	300
2429-7887	Repairs and Replacements	8,624	1,000	1,000	1,000
	Total Services and Supplies	11,041	3,400	3,400	3,400
Reimbursements					
2429-8610	Reimbursements - General Fund	1,100	1,100	1,100	1,100
	Total Reimbursements	1,100	1,100	1,100	1,100
	Total Emblem Homes	12,141	4,500	4,500	4,500
Mesa Gas Lights					
Services and Supplies					
2430-7850	Gas	6,689	6,000	6,000	6,000
2430-7887	Repairs and Replacements	0	18,000	18,000	18,000
	Total Services and Supplies	6,689	24,000	24,000	24,000
Reimbursements					
2430-8610	Reimbursements - General Fund	3,800	3,800	3,800	3,800
	Total Reimbursements	3,800	3,800	3,800	3,800
	Total Mesa Gas Lights	10,489	27,800	27,800	27,800

Landscaping and Lighting District Fund



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Las Brisas Homes					
Services and Supplies					
2431-7835	Water	3,958	6,000	6,000	6,000
2431-7866	Electric	240	300	300	300
2431-7887	Repairs and Replacements	9,187	2,700	2,700	2,700
2431-7914	Landscape Maintenance	9,600	9,600	9,600	9,600
	Total Services and Supplies	22,985	18,600	18,600	18,600
Reimbursements					
2431-8610	Reimbursements - General Fund	3,500	3,500	3,500	3,500
	Total Reimbursements	3,500	3,500	3,500	3,500
	Total Las Brisas Homes	26,485	22,100	22,100	22,100
Las Posadas Homes					
Services and Supplies					
2432-7835	Water	5,630	4,600	7,600	7,600
2432-7866	Electric	240	300	300	300
2432-7887	Repairs and Replacements	1,125	1,400	0	0
2432-7914	Landscape Maintenance	10,020	10,000	10,000	10,000
	Total Services and Supplies	17,015	16,300	17,900	17,900
Reimbursements					
2432-8610	Reimbursements - General Fund	6,500	6,500	6,500	6,500
	Total Reimbursements	6,500	6,500	6,500	6,500
	Total Las Posadas Homes	23,515	22,800	24,400	24,400

Landscaping and Lighting District Fund

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Buena Vista Villas					
Services and Supplies					
2433-7835	Water	5,139	7,400	8,600	8,600
2433-7866	Electric	240	300	300	300
2433-7887	Repairs and Replacements	115	6,100	4,900	4,900
2433-7914	Landscape Maintenance	6,360	6,400	6,400	6,400
	Total Services and Supplies	11,854	20,200	20,200	20,200
Reimbursements					
2433-8610	Reimbursements - General Fund	3,700	3,700	3,700	3,700
	Total Reimbursements	3,700	3,700	3,700	3,700
	Total Buena Vista Villas	15,554	23,900	23,900	23,900
Citrus Villas					
Services and Supplies					
2434-7835	Water	5,238	5,000	5,000	5,000
2434-7866	Electric	240	300	300	300
2434-7887	Repairs and Replacements	376	500	500	500
2434-7914	Landscape Maintenance	4,260	4,300	4,300	4,300
	Total Services and Supplies	10,115	10,100	10,100	10,100
Reimbursements					
2434-8610	Reimbursements - General Fund	2,900	2,900	2,900	2,900
	Total Reimbursements	2,900	2,900	2,900	2,900
	Total Citrus Villas	13,015	13,000	13,000	13,000

Landscaping and Lighting District Fund



Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Ridgecrest					
Services and Supplies					
2435-7835	Water	5,695	6,000	6,000	6,000
2435-7866	Electric	133	400	400	400
2435-7887	Repairs and Replacements	2,450	500	500	500
2435-7914	Landscape Maintenance	6,000	6,000	6,000	6,000
2435-7918	Fuel Modification	9,000	9,000	9,000	9,000
2435-7920	Debris/Storm Drain System	4,000	4,000	4,000	4,000
	Total Services and Supplies	27,279	25,900	25,900	25,900
Reimbursements					
2435-8610	Reimbursements - General Fund	1,500	1,500	1,500	1,500
	Total Reimbursements	1,500	1,500	1,500	1,500
	Total Ridgecrest	28,779	27,400	27,400	27,400
	Total Expenditures	1,641,091	1,523,000	1,531,800	1,536,800

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.

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Intergovernmental - Federal					
260-4501	Comm. Development Block Grant	54,551	151,700	11,000	500,000
	Total Intergovernmental - Fed.	54,551	151,700	11,000	500,000
	Total Revenues	54,551	151,700	11,000	500,000

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
2605-7965	Professional Services	0	0	9,500	0
2605-8060	Sidewalk Improvements	0	0	0	0
2605-8061	ADA Curb Ramps	54,551	50,000	1,000	0
2605-8062	ADA Improvements	0	0	0	500,000
2605-8070	Street Improvements	0	0	0	0
2605-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	54,551	50,000	10,500	500,000
	Total Expenditures	54,551	50,000	10,500	500,000

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money & Property					
270-4401	Interest Earnings	281	0	100	100
	Total Use of Money & Property	281	0	100	100
Intergovernmental - State					
270-4617	PAEG Fees	32,217	33,000	33,000	34,700
	Total Intergovernmental - State	32,217	33,000	33,000	34,700
	Total Revenues	32,498	33,000	33,100	34,800

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
2705-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	0	0	0	0
Reimbursements					
2705-8610	Reimbursement - General Fund	0	0	0	0
	Total Reimbursements	0	0	0	0
	Total Expenditures	0	0	0	0

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
290-4401	Interest Earnings	1,125	1,000	300	200
	Total Use of Money and Prop.	1,125	1,000	300	200
Intergovernmental - State					
290-4605	Supplemental Law Enforcement	155,948	160,000	160,000	160,000
	Total Intergovernmental - State	155,948	160,000	160,000	160,000
	Total Revenues	157,073	161,000	160,300	160,200

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
2905-7781	Contract Law Enforcement	137,174	140,000	140,000	140,000
2905-7785	Special Events Patrol	20,000	20,000	20,000	20,000
	Total Services and Supplies	157,174	160,000	160,000	160,000
	Total Expenditures	157,174	160,000	160,000	160,000

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Intergovernmental - State					
300-4401	Interest Earnings	0	0	0	0
300-4612	Bicycle and Pedestrian Grant	0	16,700	0	15,900
	Total Intergovernmental - State	0	16,700	0	15,900
	Total Revenues	0	16,700	0	15,900

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
3005-8060	Sidewalk Improvements	0	16,700	0	15,900
	Total Capital Outlay	0	16,700	0	15,900
	Total Expenditures	0	16,700	0	15,900

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
320-4401	Interest Earnings	2,501	700	500	400
320-4409	Sale of Property	6,900	0	0	0
	Total Use of Money and Prop.	9,401	700	500	400
Intergovernmental - Local					
320-4701	AB 2766 Subvention	27,690	30,000	30,000	30,000
320-5004	Other Revenue	110,000	0	0	0
	Total Intergovernmental - Local	137,690	30,000	30,000	30,000
	Total Revenues	147,091	30,700	30,500	30,400

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
3205-7980	Other Expenses	0	0	0	0
	Total Services and Supplies	0	0	0	0
Capital Outlay					
3205-8013	Vehicles	0	9,000	8,600	0
	Total Capital Outlay	0	9,000	8,600	0
Reimbursements					
3205-8610	Reimbursements - General Fund	4,736	1,300	1,700	0
	Total Reimbursements	4,736	1,300	1,700	0
	Total Expenditures	4,736	10,300	10,300	0

Park Development 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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Other Financing Sources					
400-4401	Interest Earnings	0	0	0	0
400-4611	Grant Programs Revenue	0	136,500	10,000	216,900
400-6901	Transfers In - General Fund	0	0	0	0
	Total Other Financing Sources	<u>0</u>	<u>136,500</u>	<u>10,000</u>	<u>216,900</u>
	Total Revenues	<u><u>0</u></u>	<u><u>136,500</u></u>	<u><u>10,000</u></u>	<u><u>216,900</u></u>

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
4005-7965	Professional Services	0	10,000	10,000	5,000
4005-8040	Building Improvements	0	0	0	0
4005-8041	Park Improvements	0	0	0	211,900
4005-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>216,900</u>
Reimbursements					
4005-9040	Transfers Out - Gen Fund	0	0	0	0
	Total Reimbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u><u>0</u></u>	<u><u>10,000</u></u>	<u><u>10,000</u></u>	<u><u>216,900</u></u>

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Special Assessments					
420-4103	Quimby Act	20,000	0	0	0
420-4401	Interest Earnings	1,049	800	300	200
	Total Special Assessments	<u>21,049</u>	<u>800</u>	<u>300</u>	<u>200</u>
	Total Revenues	<u>21,049</u>	<u>800</u>	<u>300</u>	<u>200</u>

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
4205-8041	Park Improvements	6,325	0	0	0
	Total Capital Outlay	<u>6,325</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>6,325</u>	<u>0</u>	<u>0</u>	<u>0</u>

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
440-4401	Interest Earnings	12,008	12,000	5,900	4,600
440-4409	Sale of Property	0	0	0	0
	Total Use of Money and Prop.	12,008	12,000	5,900	4,600
Intergovernmental - Local					
440-4703	Transit - Proposition A	427,220	462,700	395,600	437,700
440-5004	Other Revenue	39,020	0	0	0
	Total Intergovernmental - Local	466,240	462,700	395,600	437,700
Reimbursements					
440-5104	Reimbursements - Proposition C	0	0	0	0
440-5106	NTD Grant Revenue	33,506	30,000	71,000	0
	Total Reimbursements	33,506	30,000	71,000	0
	Total Revenues	511,754	504,700	472,500	442,300

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
4405-7002	Regular Salaries	47,657	49,500	48,600	49,300
4405-7003	Part-Time/Temp Salaries	0	0	0	0
4405-7030	Overtime	0	0	0	0
	Total Salaries	47,657	49,500	48,600	49,300

Proposition A Transit Fund

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Fringe Benefits					
4405-7071	Health Insurance	15,775	11,200	11,200	11,100
4405-7072	Retirement	22,823	6,200	6,200	6,100
4405-7073	Disability Insurance	877	700	700	700
4405-7074	Life Insurance	105	100	100	100
4405-7075	Vision	258	200	200	200
4405-7077	Medicare	962	700	700	900
4405-7078	Dental	1,413	1,000	900	700
	Total Fringe Benefits	42,213	20,100	20,000	19,800
	Total Personnel	89,870	69,600	68,600	69,100
Services and Supplies					
4405-7610	Travel, Meetings and Conferences	103	300	300	300
4405-7613	Duplication and Photos	0	300	300	300
4405-7614	Office Supplies	154	300	300	300
4405-7619	Fuel and Oil	1,884	0	0	0
4405-7621	Other Supplies	0	100	100	100
4405-7650	Vehicle Maintenance	1,183	5,500	5,500	5,500
4405-7673	Physical Exams	138	0	0	0
4405-7674	Retiree Health Insurance	9,687	5,500	7,500	7,500
4405-7814	Graffiti Removal	0	8,500	6,600	6,600
4405-7821	Personal Computer Support	641	600	600	600
4405-7887	Repairs, Replacements, and Maint.	10,864	0	0	0
4405-7888	Recreation Shuttle Services	0	10,500	0	5,000
4405-7960	Foothill Transit Operations	279,315	285,000	330,000	343,200
4405-7965	Professional Services	0	0	0	0
	Total Services and Supplies	303,968	316,600	351,200	369,400
Capital Outlay					
4405-7980	Other Expenses	162	100	3,100	3,100
4405-8013	Vehicle Purchase (Capital)	58,730	46,800	46,800	46,800
4405-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	58,892	46,900	49,900	49,900
Reimbursements					
4405-8610	Reimbursements - General Fund	37,600	86,600	47,000	48,800
	Total Reimbursements	37,600	86,600	47,000	48,800
	Total Expenditures	490,330	519,700	516,700	537,200

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
460-4401	Interest Earnings	4,829	5,000	1,500	1,200
	Total Use of Money and Prop.	4,829	5,000	1,500	1,200
Intergovernmental - Local					
460-4704	Transit - Proposition C	354,380	383,800	328,200	363,000
	Total Intergovernmental - Local	354,380	383,800	328,200	363,000
	Total Revenues	359,209	388,800	329,700	364,200

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Salaries					
4605-7002	Regular Salaries	38,469	40,500	39,800	40,300
4605-7003	Part-Time/Temp Salaries	0	0	0	0
4605-7030	Overtime	0	0	0	0
	Total Salaries	38,469	40,500	39,800	40,300
Fringe Benefits					
4605-7071	Health Insurance	4,193	9,100	9,100	9,200
4605-7072	Retirement	13,888	5,000	5,000	5,000
4605-7073	Disability Insurance	203	500	500	500
4605-7074	Life Insurance	24	100	100	0
4605-7075	Vision	67	100	100	100
4605-7077	Medicare	193	500	500	800
4605-7078	Dental	367	700	800	500
	Total Fringe Benefits	18,935	16,000	16,100	16,100
	Total Personnel	18,935	56,500	55,900	56,400

Proposition C Transit Fund

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
4605-7610	Travel, Meetings and Conferences	0	200	200	200
4605-7613	Duplication and Photos	0	200	200	200
4605-7614	Office Supplies	0	200	200	200
4605-7621	Other Supplies	0	100	100	100
4605-7650	Vehicle Maintenance	568	4,500	4,500	4,500
4605-7674	Retiree Health Insurance	0	4,500	5,500	5,500
4605-7788	Shuttle Services	0	9,000	0	5,000
4605-7814	Graffiti Removal	0	7,000	5,400	5,400
4605-7821	Personal Computer Support	0	500	500	500
4605-7960	Foothill Transit Operations	228,530	233,000	270,000	280,800
4605-7980	Other Expenses	1,046	0	3,000	3,000
	Total Services and Supplies	230,144	259,200	289,600	305,400
Capital Outlay					
4605-8013	Vehicle Purchase	26,079	38,300	38,300	38,300
4605-8070	Street Improvements	0	0	0	0
	Total Capital Outlay	26,079	38,300	38,300	38,300
Reimbursements					
4605-8610	Reimbursements - General Fund	30,800	70,800	38,400	40,000
4605-8620	Reimbursements - Proposition A	0	0	0	0
	Total Reimbursements	30,800	70,800	38,400	40,000
	Total Expenditures	344,428	424,800	422,200	440,100

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money & Property					
470-4401	Interest Earnings	18,828	15,000	5,600	4,400
	Total Use of Money & Property	18,828	15,000	5,600	4,400
Intergovernmental - Local					
470-4706	Transit - Measure R LR	265,405	287,900	1,600	272,300
	Total Intergovernmental - Local	265,405	287,900	1,600	272,300
	Total Revenues	284,233	302,900	7,200	276,700

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
4705-7915	Landscape - Sidewalk Repairs	3,810	0	0	0
4705-8060	Sidewalk Improvements	39,063	300,000	300,000	150,000
4705-8070	Street Improvements	111,402	150,000	150,000	300,000
4705-8100	Other Capital Improvements	7,420	0	0	0
	Total Capital Outlay	161,695	450,000	450,000	450,000
Reimbursements					
4705-8610	Reimbursements - General Fund	32,339	90,000	90,000	90,000
	Total Reimbursements	32,339	90,000	90,000	90,000
	Total Expenditures	194,033	540,000	540,000	540,000

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money & Property					
475-4401	Interest Earnings	4,266	3,000	1,600	1,300
	Total Use of Money & Property	4,266	3,000	1,600	1,300
Intergovernmental - Local					
475-4707	Transit - Measure M LR	298,586	326,200	278,900	308,600
	Total Intergovernmental - Local	298,586	326,200	278,900	308,600
	Total Revenues	302,852	329,200	280,500	309,900

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
4750-7965	Professional Services	0	260,000	260,700	0
4750-8060	Sidewalk Improvements	0	0	0	0
4750-8070	Street Improvements	0	0	0	0
4750-8100	Other Capital Improvements	291,710	0	0	79,000
	Total Capital Outlay	291,710	260,000	260,700	79,000
4750-8610	Reimbursements - General Fund	58,000	52,000	52,100	15,800
	Total Capital Outlay	58,000	52,000	52,100	15,800
	Total Expenditures	349,710	312,000	312,800	94,800

Measure W Transit 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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money & Property					
490-4401	Interest Earnings	0	0	0	0
	Total Use of Money & Property	0	0	0	0
Intergovernmental - Local					
490-4709	Transit - Measure W Stormwater	0	312,000	249,800	250,000
	Total Intergovernmental - Local	0	312,000	249,800	250,000
	Total Revenues	0	312,000	249,800	250,000

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
4905-7980	Other Expenses	0	0	87,000	0
4905-8100	Other Capital Improvements	0	260,000	143,000	238,000
	Total Capital Outlay	0	260,000	230,000	238,000
4905-8610	Reimbursements - General Fund	0	52,000	19,800	0
	Total Capital Outlay	0	52,000	19,800	0
	Total Expenditures	0	312,000	249,800	238,000

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
520-4401	Interest Earnings	7,081	8,000	4,000	0
	Total Use of Money and Prop.	<u>7,081</u>	<u>8,000</u>	<u>4,000</u>	<u>0</u>
	Total Revenues	<u><u>7,081</u></u>	<u><u>8,000</u></u>	<u><u>4,000</u></u>	<u><u>0</u></u>

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Financing Services					
5205-8314	Trustee Services	1,650	1,700	1,700	1,700
	Total Financing Services	<u>1,650</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>
Debt Service					
5205-8340	Principal Payments	138,725	141,500	141,500	144,400
5205-8350	Interest Expenses	12,305	9,500	9,500	6,600
	Total Debt Service	<u>151,030</u>	<u>151,000</u>	<u>151,000</u>	<u>151,000</u>
	Total Expenditures	<u><u>152,680</u></u>	<u><u>152,700</u></u>	<u><u>152,700</u></u>	<u><u>152,700</u></u>

Infrastructure Modernization Debt Service Fund



The Infrastructure Modernization Debt Service 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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
521-4401	Interest Earnings	1,821	0	100	100
	Total Use of Money and Prop.	1,821	0	100	100
Other Financing Sources					
521-6901	Transfers In	0	223,300	223,300	223,300
	Total Other Financing Sources	0	223,300	223,300	223,300
	Total Revenues	1,821	223,300	223,400	223,400

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Financing Services					
5215-8314	Trustee Services	0	1,700	1,700	1,700
5215-8330	Other Expenses - Debt Service	688	700	700	0
	Total Financing Services	688	2,400	2,400	1,700
Debt Service					
5215-8340	Principal Payments	0	154,300	154,300	158,000
5215-8350	Interest Expenses	0	66,600	66,600	62,800
	Total Debt Service	0	220,900	220,900	220,800
	Total Expenditures	688	223,300	223,300	222,500

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
610-4401	Interest Earnings	8,084	6,000	2,400	1,900
	Total Use of Money and Prop.	8,084	6,000	2,400	1,900
	Total Revenues	8,084	6,000	2,400	1,900

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
6105-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	0	0	0	0
	Total Expenditures	0	0	0	0

Community Improvement Fund



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

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
620-4401	Interest Earnings	7,028	3,000	1,800	1,400
620-4611	Grant Program Revenue	0	0	0	648,300
620-4910	Circulation Impact Fee	0	0	316,600	0
	Total Use of Money and Prop.	7,028	3,000	318,400	649,700
	Total Revenues	7,028	3,000	318,400	649,700
Expenditures					
Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Services and Supplies					
6205-7965	Professional Services	0	110,000	0	0
	Total Services and Supplies	0	110,000	0	0
Capital Outlay					
6205-8041	Park Improvements	0	0	0	0
6205-8100	Other Capital Improvements	0	350,000	0	234,000
6225-8100	Capital Improvements	0	0	0	648,000
	Total Capital Outlay	0	350,000	0	882,000
	Total Expenditures	0	460,000	0	882,000

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money & Property					
625-4401	Interest Earnings	0	0	400	300
625-4501	LACMTA Exchange/STPL	0	0	0	0
	Total Use of Money & Property	0	0	400	300
	Total Revenues	0	0	400	300

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Capital Outlay					
6255-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	0	0	0	0
	Total Expenditures	0	0	0	0



Section Five Housing Authority

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 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
680-4401	Interest Earnings	20,525	7,500	5,700	4,500
680-4410	Sale of Land	0	0	0	0
680-5004	Other Revenue	450	90,300	90,300	0
680-5007	Gain on Sale of Land	0	0	0	0
	Total Use of Money and Prop.	20,975	97,800	96,000	4,500
Other Financing Sources					
680-6904	Transfers In - Affordable Housing	140,794	673,900	671,300	0
	Total Other Financing Sources	140,794	673,900	671,300	0
	Total Revenues	161,769	771,700	767,300	4,500

Housing Authority Fund



Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Administration Services					
6805-7310	Meeting Stipends	4,530	5,000	5,300	5,300
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
	Total Administration Services	4,530	5,000	5,300	5,300
Services and Supplies					
6805-7940	Acquisition Expenses	0	0	0	0
6805-7945	Operation of Acquired Property	0	0	0	0
6805-7965	Professional Services	24,550	90,300	90,300	40,000
6805-7980	Other Expenses	0	0	10,000	10,000
	Total Services and Supplies	24,550	90,300	100,300	50,000
Capital Outlay					
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
	Total Capital Outlay	0	0	0	0
	Total Expenditures	29,080	95,300	105,600	55,300

Housing Authority Fund

Revenues

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Use of Money and Property					
681-4401	Interest Earnings	71,937	20,000	20,600	16,200
681-4410	Sale of Land	0	0	0	0
681-5004	Other Revenue	0	0	0	0
681-5007	Gain on Sale of Land	0	0	0	0
681-5011	Silent Second Repayment	10,000	0	0	0
	Total Use of Money and Prop.	81,937	20,000	20,600	16,200
Other Financing Sources					
681-6904	Transfers In - Affordable Housing	0	0	0	0
	Total Other Financing Sources	0	0	0	0
	Total Revenues	81,937	20,000	20,600	16,200

Expenditures

Account Number	Account Description	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2020-21 Estimated Actual	FY 2021-22 Budget
Administration Services					
6815-7310	Meeting Stipends	0	0	0	0
6815-7311	Administrative Services	0	0	0	0
6815-7312	Legal Counsel	0	0	0	0
	Total Administration Services	0	0	0	0
Services and Supplies					
6815-7965	Professional Services	0	0	0	0
6815-7971	Cost of Land Sold	0	0	0	0
6815-7980	Other Expenses	0	0	0	0
	Total Services and Supplies	0	0	0	0
	Total Expenditures	0	0	0	0



Section Six
Appendix

Glossary

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.

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.

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.

Glossary

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.



RESOLUTION NO. 21-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA 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 2021-22 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, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: The Appropriations Limit for the City of Duarte for fiscal year 2021-22 is \$37,672,156.

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.

Section 3: The City Clerk shall certify to the passage and adoption of this resolution and shall cause this resolution and her certification to be entered in the Book of Resolutions of the Council of this City.

PASSED, APPROVED AND ADOPTED this 25th day of May 2021.

/s/ Bryan Urias
Mayor Bryan Urias

APPROVED AS TO FORM:

ATTEST:

/s/ David Cosgrove
David Cosgrove, City Attorney

/s/ Annamarie Porter
Annamarie Porter, City Clerk

City Council's Budget Resolution

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

I, Annamarie Porter, Interim City Clerk of the City of Duarte, California, do hereby certify that Resolution No. 21-07 was passed and adopted by the City Council of the City of Duarte California, at a regular meeting of said City Council held on the 25th day of May 2021, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES: FINLAY, KANG, LEWIS, PARAS-CARACCI, SCHULZ, TRUONG, URIAS

NOES:

ABSTAIN:

ABSENT:

/s/ Annamarie Porter
Annamarie Porter, CMC
Interim City Clerk



Resolution 21-07

Attachment 1

CITY OF DUARTE COMPUTATION OF APPROPRIATIONS LIMIT

FY 2020-21 Appropriations Limit	\$35,752,084
Change in per capita personal income	105.73%
(Change in County population = -0.89)	.9966%
Change in City population= -0.34	
Cumulative compound change (105.73 X .9966)	1.05370518
FY 2021-22 Appropriations Limit	\$37,672,156

Source: State of California, Department of Finance, Price and Population Information, May 2021