

FY 2024-2025 OPERATING BUDGET



City of
Duarte

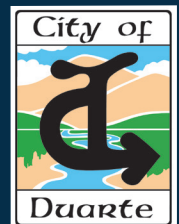


Table of Contents

Section One: Introduction

City Leadership	4
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Section Two: Community Profile

Organizational Structure.....	7
Duarte at a Glance.....	8
City Manager’s Message.....	9

Section Three: Financial Summaries

Summary of Revenues, Expenditures, Transfers, and Fund Balances.....	15
General Fund Revenue Overview Chart.....	16
Revenues & Other Financing Sources	17
General Fund Expenditure Overview Chart.....	18
Expenditures & Other Financing Use	19
Personnel Summary	20

Section Four: General City Budget

General Fund..... 24

General Fund Revenues and Reimbursements	25
City Council	28
City Manager/City Clerk	29
Legal Services	31
Community Promotions and Memberships.....	32
Public Safety Department.....	33
Community Development Department	36
Parks and Recreation Department.....	40
Administrative Services Department	45
Transfers Out and Reimbursements.....	50

Special Purpose Funds 51

State Gasoline Tax Fund	52
SB1/RMRA Fund	55
Landscaping and Lighting District Fund.....	56
Community Development Block Grant.....	66
PAEG Fund	67
Supplemental Law Enforcement Fund.....	68
Bicycle and Pedestrian Safety Fund	69
Air Quality Management Fund	70
Park Development Fund	71
Quimby Act Fund	72
Proposition A Transit Fund.....	73
Proposition C Transit Fund	75

Table of Contents

Measure R Local Fund	77
Measure M Local Fund.....	78
Measure W Transit Fund.....	79
Town Center Debt Service Fund	80
Infrastructure Modernization Debt Service Fund.....	81
Inclusionary House Fund	82
Community Improvement Fund	83
Section Four: Housing Authority	
Housing Authority.....	86
Section Five: Appendix	
Glossary	89
City Council's Budget Resolution	93
Gan Appropriation Limit Computation.....	95

Section One

Introduction



City Leadership



Vinh Truong
Mayor
District 2



Cesar Garcia
Mayor Pro Tem
District 6



Margaret Finlay
Councilmember
District 1



Jody Schulz
Councilmember
District 3



Tera Martin Del Campo
Councilmember
District 4



Samuel Kang
Councilmember
District 5



Toney Lewis
Councilmember
District 7

Appointed Officials

Brian Villalobos, City Manager
Thai Viet Phan, 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
Larry Breceda, Director of Public Safety Services
Annette Juarez, City Clerk

Section Two

Community Profile



Organizational Structure



Duarte at a Glance



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 Manager's Message

June 25, 2024

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

FISCAL YEAR 2024/25 OPERATING BUDGET

This document addresses the financial activities of the City and the Housing Authority. The following amounts reflect the total authorized expenses of the City and the Housing Authority as approved by the City Council on June 11, 2024.

City of Duarte	FY 2024/25 Budget
General Fund	
City Council	\$ 224,700
City Manager/City Clerk	1,061,400
Legal Services	540,000
Promotions & Memberships	461,700
Public Safety	7,639,100
Community Development	4,830,300
Parks and Recreation	2,467,200
Administrative Services	2,198,800
Transfers Out	<u>1,023,900</u>
Total General Fund	\$ 26,289,800
Special Revenue Funds	\$ 7,434,700
Capital Project Funds	\$ 1,933,000
Debt Service Funds	<u>220,900</u>
Total Other City Funds	\$ 9,588,600
Duarte Housing Authority	
Total Housing Authority	<u>140,200</u>
Total Authorized Expenditures	\$34,836,400

BUDGET PREPARATION

The City Council held a Capital Improvement Project (“CIP”) Workshop on April 23, 2024, and then held the FY 2024/25 Budget Workshop on April 30, 2024. The recommended budget and Capital Improvement Plan aims to include information and general direction that was provided at these two workshops and will be discussed and described in more detail below.

City Manager's Message

REVENUES AND RESOURCES

Total revenues and other resources received by the City and the Housing Authority during fiscal year 2024/25 are estimated to be \$33.2 million. This amount represents an overall decrease of \$1.8 million as compared to the 2023/24 estimated actual budget. The following items summarize significant revenue highlights for the City.

General Fund

Total General Fund revenues for 2024/25 are projected to be \$23.7 million, which is \$300,700 more than the 2023/24 estimated actual revenues. This small of a margin reflects the fact that there are very few substantial changes in General Fund revenue.

On the positive side Property Tax revenues are expected to increase by \$174,000, Sales Tax revenues are projected to increase by \$149,000 and MVLFF funds are projected to come in at \$131,000 more than 2023/24.

On the downside, we are projecting that we will have \$152,000 less in grant funds than last fiscal year, \$200,000 less in Plan Check fees and \$150,000 less in Public Safety Fines.

EXPENDITURES AND USES

In total, expenditures and other uses for fiscal year 2024/25 are budgeted to be \$34.8 million. This represents a \$500,000 decrease as compared to the 2023/24 estimated actual. Significant expenditure highlights are discussed below.

General Fund

Total General Fund expenditures are projected to be \$26.3 million. This is \$2.4 million more than 2023/24 estimated actual expenditures. Noteworthy General Fund expenditure issues are as follows:

The City Manager's budget includes \$111,000 for projected costs of the election services for the November 2024 Council elections and potential cannabis ballot measure.

Based on the discussions at the Council budget workshop and follow up with the Duarte Chamber of Commerce, the 2024/25 proposed budget includes \$32,000, which will allow the Chamber to maintain existing operations through December 2024. The budget also includes \$25,000 for hiring an outside consultant to conduct a community-wide business assessment, which will be used to present findings and recommendations for a new business plan for Chamber operations.

The Public Safety budget includes \$45,000 for the installment and operating costs of the new ALPR Camera system. The LA County Sheriff's Contract for fiscal year 2024/25 includes an annual cost increase of 3.06% and liability surcharge of 12.5%, resulting in a \$191,000 increase for the Sheriff's contract.

City Manager's Message

The recommended budget for Community Development includes \$2 million for the landscape medians and \$500,000 towards the new freeway sign for the Envision Ford dealership.

The Parks and Recreation budget includes \$300,000 for Electrical Upgrades needed at the City Yard, City Hall Façade Improvements of \$928,000 and the Teen Center outdoor boxing addition of \$170,400.

The Administrative Services budget includes an increase of approximately \$180,000 for the CalPERS retirement unfunded liability payments, which is based on the most recent CalPERS actuarial study.

Other City Funds

The following projects are highlights for City funds other than the General Fund that were delayed from 2023/24 and will be funded in 2024/25.

\$200,000 has been allocated from the Gas Tax fund for a Traffic Study and PS&E for Huntington Drive from City limit to City limit. This will provide the information needed for the City to go out to bid for the massive Huntington Drive street rehabilitation project needed in the upcoming years.

\$76,000 for the Pickle Ball Court resurfacing was delayed until 2024/25 and will use the balance of Measure A grant funds.

The Watson Recreation Trail improvements are expected to move forward in 2024/25, so we have allocated \$800,000 of the Federal Appropriation grant funds for the first part of this project.

\$1.1 million of Measure M grant will be carried over for the Highland Promenade project.

The remaining \$46,000 of grant funds will be used in 2024/25 for the completion of the Fish Cyn trail assessment.

\$70,000 in Affordable Housing funds have been budgeted again in fiscal year 2024/25 for the development of an ADU standard plan design and a SB9 Development guide for duplex and lot splits.

The proposed budget includes the following new projects to be funded by Other City funds.

- \$170,000 in Measure A grant funds for the Teen Center Outdoor Boxing addition.
- \$40,000 in Gas Tax for Citywide Traffic Counts
- \$1.2 million in SB 1, Measure M & R for the 2024/25 Annual St Rehab Project
- \$150,000 in Measure R for the 2024/25 Annual Concrete Repair
- \$120,000 in Measure R and TDA funds for the 2024/25 Sidewalk Maintenance
- \$70,000 in Gas Tax for the 2024/25 Annual Striping Project
- \$30,000 in Measure R for Safe Routes to School improvements

City Manager's Message

- \$90,000 in Gas Tax for the 2024/25 Annual Asphalt Repair projects
- \$141,000 in CDBG funds for Annual ADA Ramp projects
- \$150,000 in Measure W for the Hacienda Park Drywell project
- \$185,000 in Public Access Government (PAEG) funds for Community Center AV Upgrades

RESERVES

It is projected that the General Fund will end the fiscal year with a reserve of \$29.7 million, of which \$21.7 million is undesignated. This represents an 82% coverage of the General Fund budget.

The Housing Authority is projected to end the fiscal year with a reserve of \$6.4 million in affordable housing funds.

ORGANIZATION AND STAFFING

The fiscal year 2024/25 budget includes several organization changes that were adopted in 2023/24, including a new Recreation Manager, Payroll Technician and additional Maintenance Technician staff in Field Services. In total the City's authorized staffing for the upcoming year includes 45.75 full-time positions and enough part time positions to be equivalent to another 31.50 full-time employees.

OVERALL BUDGET PERSPECTIVE

The 2024/25 General Fund budget includes a deficit of \$2,551,400. This means that expenses are expected to exceed revenues by that amount. The primary impact on the budget is the Council's direction at the CIP workshop to allocate \$2 million in Special Projects General Funds towards the Huntington Drive Landscape Median project and the Council's action on May 14, 2024, to allocate \$500,000 towards the new Envision Ford Freeway sign.

CONCLUSION

In conclusion, the 2024/25 City budget report reflects a balanced approach to fiscal management, prioritizing essential services while strategically investing in infrastructure and community development. The diligent efforts by City staff to streamline expenditures and maximize revenue sources have resulted in a stable financial outlook for the upcoming fiscal year. Moving forward, continued vigilance in budgetary planning will be crucial to sustaining and meeting the evolving needs of our community.

Respectfully Submitted



Brian Villalobos
City Manager

Section Three

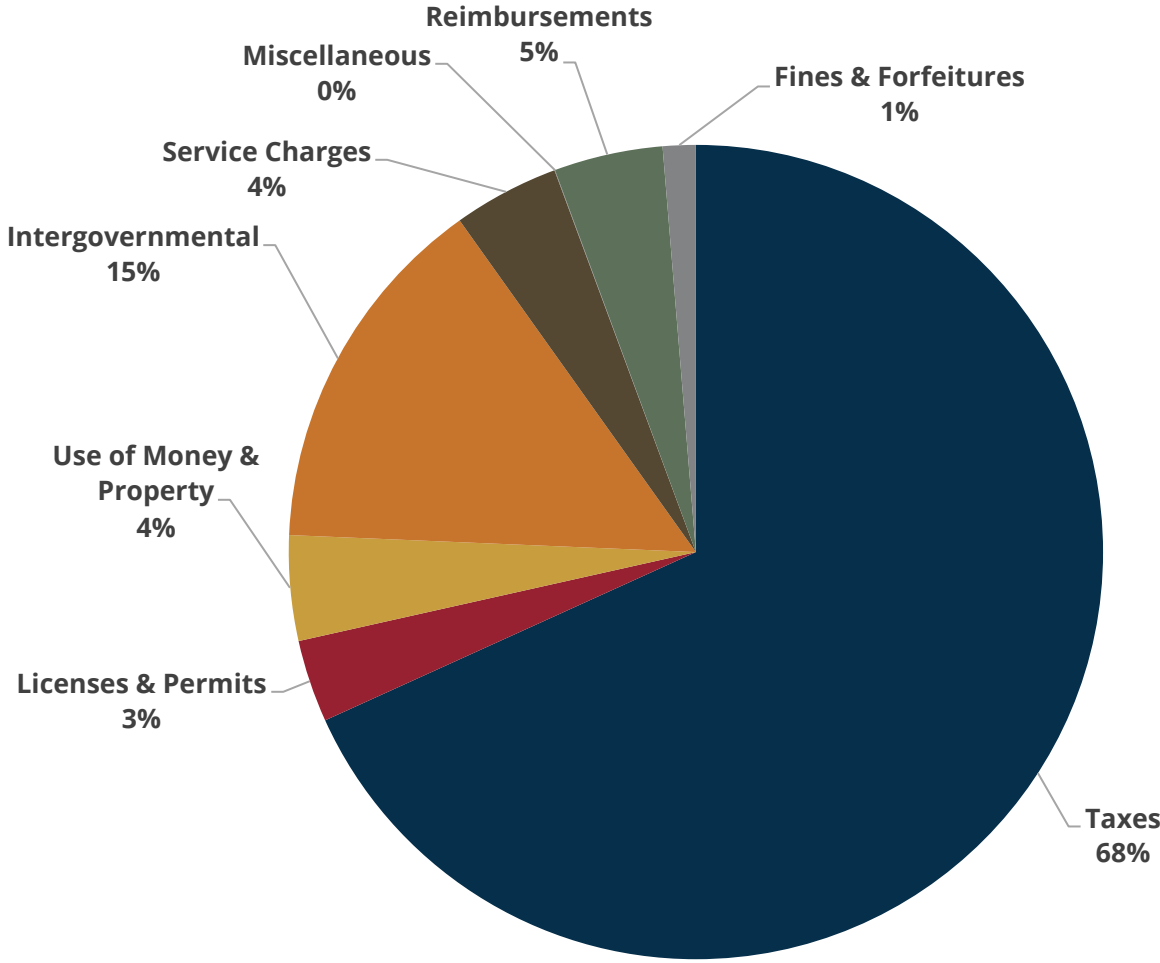
Financial Summaries



Summary of Revenues, Expenditures, Transfers, and Fund Balances

	Fund Balance June 30, 2023	Revenues	Transfers In	Total Available Funds	Expenditures	Transfers Out	Total Deductions	Fund Balance June 30, 2024
GENERAL FUND	32,261,800	23,738,400	0	56,000,200	25,265,900	1,023,900	26,289,800	29,710,400
SPECIAL REVENUE FUNDS								
State Gasoline Tax	1,705,000	724,200	0	2,429,200	1,207,200	0	1,207,200	1,222,000
SB1/RMRA	775,700	612,600	0	1,388,300	642,000	0	642,000	746,300
Landscaping & Lighting	50,900	1,013,300	803,000	1,867,200	1,860,000	0	1,860,000	7,200
Community Dev. Block Grant	0	141,200	0	141,200	141,200	0	141,200	0
Public Access Government Fee	64,300	33,000	0	97,300	185,000	0	185,000	(87,700)
Supplemental Law Enf.	0	167,300	0	167,300	167,300	0	167,300	0
Bicycle & Ped. Safety	0	23,400	0	23,400	23,400	0	23,400	0
Air Quality Mgmt.	151,200	35,400	0	186,600	43,500	0	43,500	143,100
Park Development Grant	0	514,500	0	514,500	514,500	0	514,500	0
Quimby Act	72,000	3,100	0	75,100	75,100	0	75,100	0
Proposition A	1,122,500	691,500	0	1,814,000	447,500	0	447,500	1,366,500
Proposition C	404,200	553,200	0	957,400	363,000	0	363,000	594,400
Measure R	634,300	452,400	0	1,086,700	696,000	0	696,000	390,700
Measure M	1,189,500	474,500	0	1,664,000	738,000	0	738,000	926,000
Measure W	460,000	253,000	0	713,000	331,000	0	331,000	382,000
Subtotal	6,629,600	5,692,600	803,000	13,125,200	7,434,700	0	7,434,700	5,690,500
CAPITAL PROJECT FUNDS								
Community Improvement	834,900	1,937,400	0	2,772,300	1,933,000	0	1,933,000	839,300
Inclusionary Housing	562,400	24,300	0	586,700	0	0	0	586,700
Housing Authority	6,263,200	251,800	0	6,515,000	140,200	0	140,200	6,374,800
Subtotal	7,660,500	2,213,500	0	9,874,000	2,073,200	0	2,073,200	7,800,800
DEBT SERVICE FUNDS								
Infrastructure Modernization	0	0	220,900	220,900	220,900	0	220,900	0
Subtotal	0	0	220,900	220,900	220,900	0	220,900	0
TOTAL ALL FUNDS	43,970,892	32,342,700	841,400	77,154,992	33,995,000	841,400	34,836,400	42,318,592

General Fund Revenue Overview Chart

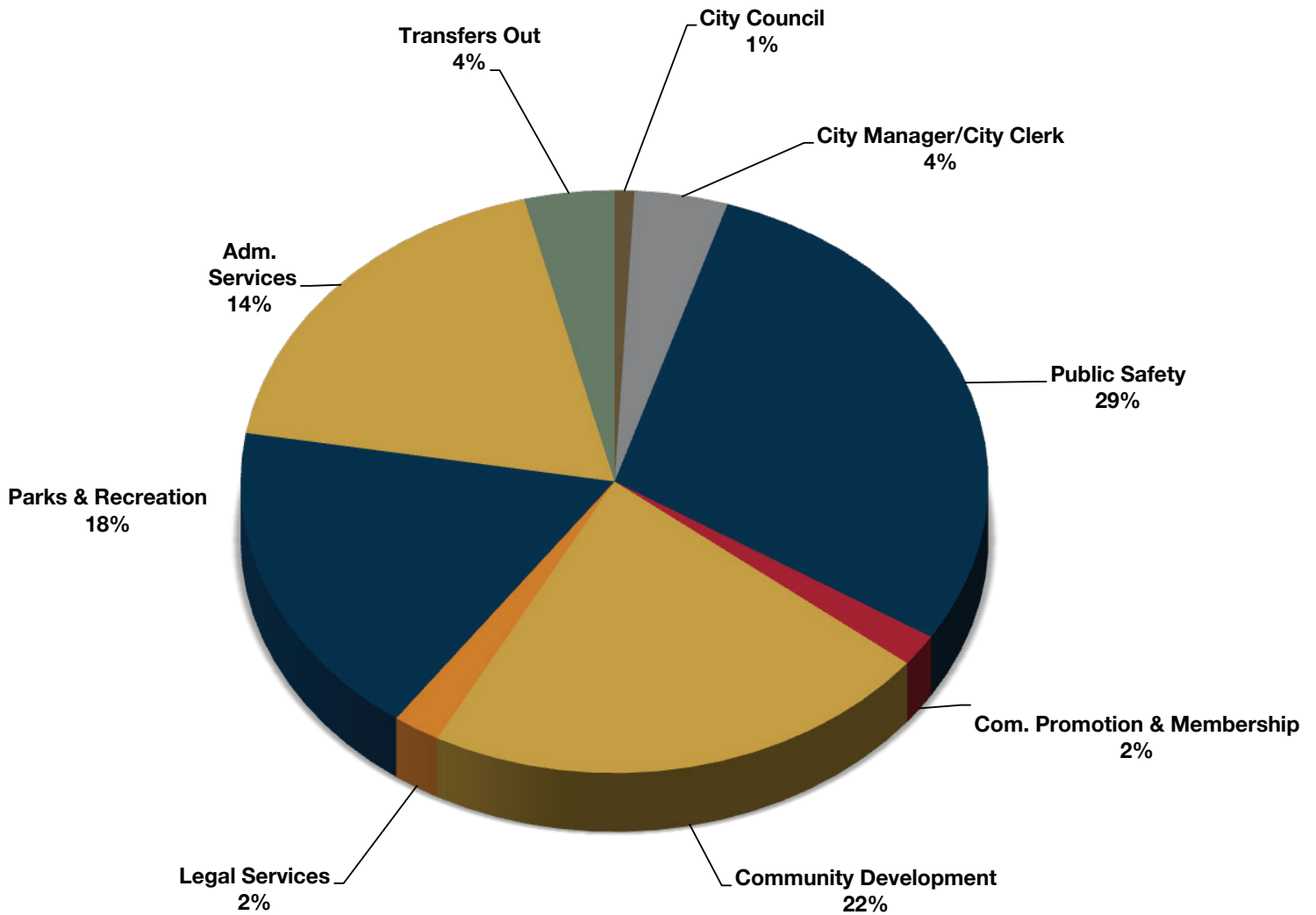


General Fund - Revenue Comparison by Source
Total General Fund Revenues = \$ 23,738,400

Revenues & Other Financing Sources

	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 EST. ACTUAL	FY 2024-25 BUDGET
GENERAL FUND				
Taxes	15,695,784	15,825,000	15,827,000	16,194,000
Licenses and Permits	1,022,888	877,000	817,000	777,000
Fines and Forfeitures	454,635	430,000	450,000	310,000
Use of Money and Property	386,805	810,500	833,500	990,500
Intergovernmental - State	5,894,732	3,431,000	3,459,600	3,438,000
Service Charges - Parks and Rec.	356,265	318,300	278,800	349,400
Service Charges - Other	1,042,849	847,000	889,000	649,000
Miscellaneous	5,868	7,500	5,000	5,000
Reimbursements	773,738	875,200	877,800	1,025,500
Transfers In	0	0	0	0
Subtotal	25,633,564	23,421,500	23,437,700	23,738,400
SPECIAL REVENUE FUNDS				
State Gasoline Tax	589,481	669,900	714,400	724,200
SB1/RMRA	501,109	548,000	575,000	612,600
Landscaping & Lighting	1,562,267	1,725,200	1,725,200	1,816,300
Community Development Block Grant	638,865	148,000	128,000	141,200
PAEG Fees	32,516	33,000	33,000	33,000
Supplemental Law Enforcement	165,926	188,300	188,300	167,300
Bicycle and Pedestrian Safety	0	40,000	45,100	23,400
Air Quality Management	37,609	30,400	37,600	35,400
Park Development Grant	19,294	564,000	248,000	514,500
Quimby Act	1,214	1,600	3,100	3,100
Transportation - Prop A	601,687	663,300	665,600	691,500
Transportation - Prop C	489,529	534,100	532,000	553,200
Measure R	368,390	412,500	435,700	452,400
Measure M	413,975	443,100	455,500	474,500
Measure W	256,047	250,600	257,000	253,000
Subtotal	5,677,909	6,252,000	6,043,500	6,495,600
CAPITAL PROJECT FUNDS				
Community Improvement	595,671	4,987,600	5,011,000	1,937,400
Inclusionary Housing	9,484	13,300	24,300	24,300
Housing Authority	131,980	139,100	251,800	251,800
Subtotal	737,135	5,140,000	5,287,100	2,213,500
DEBT SERVICE FUNDS				
Town Center Debt Service	0	0	0	0
Infrastructure Modernization	220,837	220,900	220,900	220,900
Subtotal	220,837	220,837	220,837	220,837
Total All Funds	32,269,445	35,034,337	34,989,137	32,668,337

General Fund Expenditure Overview Chart



General Fund - Expenditure Comparison by Department
Total General Fund Expenditures = \$ 26,289,800

Expenditures & Other Financing Use

	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	ACTUAL	BUDGET	EST. ACTUAL	BUDGET
GENERAL FUND				
City Council	165,669	201,400	201,900	224,700
City Manager/City Clerk	923,148	1,059,000	1,051,200	1,061,400
Legal Services	428,014	635,000	638,000	540,000
Comm. Promotions & Memberships	509,494	517,900	518,500	461,700
Public Safety	6,839,441	7,274,100	7,271,500	7,639,100
Community Development	2,850,004	3,247,300	3,243,900	4,830,300
Field Services & Sports Park	1,142,013	1,198,900	1,198,100	994,400
Parks and Recreation	1,920,321	2,583,000	2,583,900	2,467,200
Facilities Maintenance	1,525,504	1,617,100	1,616,900	2,198,800
Administrative Services	4,682,921	4,631,800	4,641,400	4,848,300
Transfers Out	756,957	942,000	942,000	1,023,900
Subtotal	21,743,486	23,907,500	23,907,300	26,289,800
SPECIAL REVENUE FUNDS				
State Gasoline Tax	666,771	1,159,000	1,159,000	1,207,200
SB1/RMRA	501,044	642,000	642,000	642,000
Landscaping & Lighting	1,568,200	1,774,800	1,770,900	1,860,000
CDBG	637,103	128,000	128,000	141,200
PAEG Fees	40,378	10,000	10,000	185,000
Supplemental Law Enforcement	165,926	188,300	188,300	167,300
Bicycle and Pedestrian Safety	0	45,100	45,100	23,400
Air Quality Management	19,315	37,200	37,200	43,500
Park Development Grant	38,102	564,000	229,192	514,500
Quimby Act	0	0	0	75,100
Transportation - Prop A	561,203	567,000	492,000	447,500
Transportation - Prop C	455,823	458,800	388,800	363,000
Measure R	700,882	498,000	453,600	696,000
Measure M	0	348,000	348,000	738,000
Measure W	103,819	230,000	140,000	331,000
Subtotal	5,458,566	6,650,200	6,032,092	7,434,700
CAPITAL PROJECTS FUND				
Community Improvement	114,000	4,988,000	4,988,000	1,933,000
Inclusionary Housing	0	0	0	0
Housing Authority	30,823	142,500	142,000	140,200
Subtotal	144,823	5,130,500	5,130,000	2,073,200
DEBT SERVICE FUNDS				
Town Center Debt Service	0	0	0	0
Infrastructure Modernization	220,837	220,900	220,900	220,900
Subtotal	220,837	220,900	220,900	220,900
Total All Funds	27,567,712	35,909,100	35,290,292	36,018,600

Personnel Summary

	FY 2023-24		FY 2024-25	
	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
Management Aide	1.00	0.00	1.00	0.00
Deputy City Clerk	1.00	0.00	1.00	0.00
Department Total	5.00	0.00	5.00	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
Sr Code Compliance/Animal Control Off.	2.00	0.00	2.00	0.00
Code Compliance/Animal Control Off.	1.00	0.00	1.00	0.00
Crime Prevention Specialist	0.75	0.00	0.75	0.00
Public Safety Outreach Coordinator	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Clerk/Typist Receptionist	1.00	0.00	1.00	0.00
Community Services Officer	0.00	3.50	0.00	3.50
Animal Control Officer	0.00	1.00	0.00	1.00
College Intern	0.00	1.00	0.00	1.00
Department Total	8.75	5.50	8.75	5.50
PARKS & RECREATION				
Director of Parks & Recreation	1.00	0.00	1.00	0.00
Recreation Manager	0.00	0.00	1.00	0.00
Recreation Supervisor	4.00	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	1.50	0.00	1.50
Recreation Leader/Cashier	0.00	11.25	0.00	11.25
Aerobic Instructor	0.00	0.50	0.00	0.50
Pool Manager	0.00	0.50	0.00	0.50
Lifeguard/Instructor	0.00	3.25	0.00	3.25
Computer Lab Instructor	0.00	0.50	0.00	0.50
Boxing Trainer	0.00	0.75	0.00	0.75
Assistant Boxing Trainer	0.00	1.25	0.00	1.25
Department Total	7.00	19.50	8.00	19.50

Personnel Summary

	FY 2023-24		FY 2024-25	
	Full-Time	Part-Time	Full-Time	Part-Time
FACILITY MAINTENANCE				
Facilities Maintenance Supervisor	1.00	0.00	1.00	0.00
Custodian	0.00	5.50	0.00	5.50
Department Total	1.00	5.50	1.00	5.50
COMMUNITY DEVELOPMENT				
Director of Community Development	1.00	0.00	1.00	0.00
Planning Manager	1.00	0.00	1.00	0.00
Associate Planner	2.00	0.00	2.00	0.00
Public Works Manager	1.00	0.00	1.00	0.00
Assistant Civil Engineer	2.00	0.00	2.00	0.00
Administrative Secretary	1.00	0.00	1.00	0.00
Building Permit Technician	1.00	0.00	1.00	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
Maintenance Technician	4.00	0.00	4.00	0.00
Senior Maintenance Technician	1.00	0.00	1.00	0.00
Department Total	6.00	0.00	6.00	0.00
ADMINISTRATIVE SERVICES				
Asst. City Manager/Dir.of Admin Services	1.00	0.00	1.00	0.00
Financial Services Manager	1.00	0.00	1.00	0.00
Transportation Supervisor	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
Payroll Specialist	1.00	0.00	1.00	0.00
College Intern	0.00	0.50	0.00	0.50
Department Total	8.00	0.50	8.00	0.50
CITY TOTAL	44.75	31.50	45.75	31.50

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

General Fund Revenues and Reimbursements

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Taxes					
100-4001	General Property Tax	3,229,402	3,130,000	3,106,000	3,280,000
100-4002	Sales and Use Tax - 19061	5,677,743	6,000,000	5,851,000	5,900,000
100-4003	Franchise Tax	1,441,317	1,490,000	1,500,000	1,510,000
100-4004	Business License Tax	388,301	350,000	350,000	370,000
100-4005	Transient Occupancy Tax	736,148	730,000	730,000	734,000
100-4006	Real Property Transfer Tax	75,630	75,000	90,000	100,000
100-4008	Sales and Use Tax - 783	4,147,243	4,050,000	4,200,000	4,300,000
	Total Taxes	15,695,784	15,825,000	15,827,000	16,194,000
Licenses and Permits					
100-4201	Building Permits	704,858	550,000	550,000	500,000
100-4202	Engineering Permits	121,504	150,000	100,000	100,000
100-4203	Industrial Waste Permits	80,479	50,000	50,000	60,000
100-4204	Animal Licenses	61,253	65,000	65,000	65,000
100-4205	Parking Permits	52,889	60,000	50,000	50,000
100-4206	Sign Permits	1,905	2,000	2,000	2,000
	Total Licenses and Permits	1,022,888	877,000	817,000	777,000
Fines and Forfeitures					
100-4301	Traffic Fines	29,130	20,000	20,000	25,000
100-4302	Parking Citations	381,066	275,000	245,000	250,000
100-4303	Other Fines	44,438	135,000	185,000	35,000
	Total Fines and Forfeitures	454,634	430,000	450,000	310,000
Use of Money & Property					
100-4401	Interest Earnings	494,597	711,000	718,000	718,000
100-4402	Community Center Rentals	26,483	23,000	27,000	27,000
100-4403	Swimming Pool Rentals	4,722	9,500	9,500	11,900
100-4404	Other Building Rentals	10,569	11,000	12,000	12,000
100-4405	Chamber Building Rental	6,000	6,000	0	6,000
100-4406	Restroom & Gazebo Rentals	28,520	30,000	27,000	28,000
100-4407	Sports Field Rentals	35,844	45,000	36,000	37,600
100-4408	Property Rental	126,295	150,000	144,000	150,000
100-4411	Interest (GASB 31)	(346,224)	(175,000)	(140,000)	0
	Total Use of Money & Property	386,806	810,500	833,500	990,500

General Fund Revenues and Reimbursements

General Fund Revenues and Reimbursements, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Intergovernmental					
100-4503	Other Federal Grants	2,633,292	30,000	39,000	0
100-4601	Motor Vehicle License Fees	2,782,305	2,960,400	2,969,000	3,100,000
100-4604	Public Safety Augmentation	158,115	150,000	150,000	160,000
100-4611	Grant Programs	150,000	0	0	0
100-4613	Other State Grants	163,240	285,000	286,000	172,000
100-4615	Recycling Grant	7,780	5,600	5,600	6,000
100-4616	America's Promise Grant	0	0	0	0
100-4618	Local Grants	0	0	10,000	0
	Total Intergovernmental	5,894,732	3,431,000	3,459,600	3,438,000
Service Charges - Parks and Recreation					
100-4801	Adult & Youth Recreation Class Fees	66,428	37,400	40,000	41,300
100-4802	Racquetball Court Fees	3,278	2,100	2,100	2,200
100-4803	Open Swim Fees	16,283	18,000	13,000	17,900
100-4804	Swim Team Fees	22,323	21,900	3,800	14,200
100-4805	Fitness Center Fees	8,101	8,000	4,000	9,800
100-4806	Adult Excursion Fees	28,646	21,000	21,000	27,000
100-4807	Health Membership Fees	34,818	26,600	26,600	31,000
100-4808	Swim Lesson Fees	56,169	49,500	35,000	59,000
100-4809	Sports Program Fees	21,111	21,600	21,600	21,900
100-4810	Teen Center Fees	3,552	3,600	3,800	5,300
100-4811	Boxing Fees	20,468	10,500	20,000	12,700
100-4812	Senior Center Fees	16,948	21,200	21,200	22,200
100-4813	Other Park & Recreation Fees	8,105	8,000	5,000	5,000
100-4814	Teen Excursion Fees	195	2,400	2,400	2,400
100-4815	Day Camp Fees	42,717	60,000	54,000	67,500
100-4816	Senior Recreation Class Fees	7,124	6,500	5,300	10,000
	Total Service Charges - P&R	356,266	318,300	278,800	349,400
Service Charges - Other					
100-4901	Plan Check Fees	288,952	600,000	600,000	400,000
100-4902	Waste Management Fees	79,018	80,000	80,000	86,000
100-4903	Business Lic Application Fees	11,655	11,000	11,000	11,000
100-4904	Zoning Fees	61,648	50,000	50,000	50,000
100-4905	DUI Fees	2,903	1,000	1,000	1,000
100-4907	Auto Impound Fees	3,360	5,000	2,000	1,000
	Total Service Charges - Other	447,536	747,000	744,000	549,000

General Fund Revenues and Reimbursements

General Fund Revenues and Reimbursements, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Miscellaneous					
100-5004	Other Revenue	595,313	100,000	145,000	100,000
100-5005	Taxable Sales	17	0	0	0
100-5006	Concerts in the Park	5,851	7,500	5,000	5,000
	Total Miscellaneous	601,181	107,500	150,000	105,000
Reimbursements					
100-5102	Reimbursements - Gas Tax	111,129	189,000	189,000	201,200
100-5103	Reimbursements - Prop. A & C	84,900	105,000	105,000	135,100
100-5105	Reimb. - Landscaping & Lighting	343,200	343,200	343,200	343,200
100-5106	Reimbursements - Measure R	116,814	83,000	75,600	116,000
100-5107	Reimbursements - AQMD	0	0	0	0
100-5108	Reimbursements - Measure M	0	48,000	58,000	123,000
100-5109	Reimbursements - SB1/RMRA	83,507	107,000	107,000	107,000
100-6911	Transfer In - Other	34,188	0	0	0
	Total Reimbursements	773,738	875,200	877,800	1,025,500
	Total General Fund Revenue	25,633,565	23,421,500	23,437,700	23,738,400

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.

City Council

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1005-7002	Regular Salaries	55,947	47,000	46,200	82,000
	Total Salaries	55,947	47,000	46,200	82,000
Fringe Benefits					
1005-7071	Health Insurance	74,298	99,000	99,800	88,000
1005-7072	Retirement	2,396	2,600	2,600	4,000
1005-7073	Disability Insurance	284	300	300	400
1005-7074	Life Insurance	109	100	100	100
1005-7075	Vision	1,410	1,500	1,500	1,500
1005-7077	Medicare	840	900	900	1,200
1005-7078	Dental	9,503	10,000	10,000	10,000
	Total Fringe Benefits	88,840	114,400	115,200	105,200
	Total Personnel	144,787	161,400	161,400	187,200
Services and Supplies					
1005-7614	Office Supplies	128	3,500	3,500	1,000
1005-7640	Council Expenses - Garcia	3,320	5,000	5,000	5,000
1005-7641	Council Expenses - Martin Del Campo	1,346	5,000	5,000	5,000
1005-7642	Council Expenses - Finlay	3,862	5,000	5,000	5,000
1005-7643	Council Expenses - Truong	2,821	5,000	5,500	5,500
1005-7644	Council Expenses - Schulz	3,144	5,500	5,500	5,000
1005-7648	Council Expenses - Kang	3,239	5,000	5,000	5,000
1005-7650	Council Expenses - Lewis	2,898	5,000	5,000	5,000
1005-7980	Other Expenses	124	1,000	1,000	1,000
	Total Services and Supplies	20,882	40,000	40,500	37,500
	Total City Council	165,669	201,400	201,900	224,700

City Manager/City Clerk



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

City Manager/City Clerk

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1010-7002	Regular Salaries	584,819	571,000	570,400	592,000
1010-7003	Part-Time/Temp Salaries	0	0	0	0
1010-7030	Overtime	1,046	2,000	1,000	1,000
	Total Salaries	585,865	573,000	571,400	593,000
Fringe Benefits					
1010-7071	Health Insurance	66,535	71,000	74,500	79,000
1010-7072	Retirement	45,260	65,000	60,000	63,000
1010-7073	Disability Insurance	3,020	3,000	3,000	3,000
1010-7074	Life Insurance	826	1,000	1,000	1,000
1010-7075	Vision	746	800	800	900
1010-7076	Tuition Reimbursement	3,000	0	0	3,000
1010-7077	Medicare	8,313	9,000	8,300	8,600
1010-7078	Dental	4,938	6,000	5,500	5,700
	Total Fringe Benefits	132,638	155,800	153,100	164,200
	Total Personnel	718,503	728,800	724,500	757,200
Services and Supplies					
1010-7610	Travel, Meetings and Conferences	11,403	15,000	15,000	16,700
1010-7612	Publications	11,317	12,000	12,000	12,000
1010-7614	Office Supplies	1,528	2,000	2,000	2,000
1010-7650	Vehicle Maintenance	0	0	500	0
1010-7651	Election Services	66,644	1,000	1,000	111,000
1010-7670	Legal Notices	20,439	20,000	20,000	20,000
1010-7685	Technology Services	34,841	30,200	30,200	32,500
1010-7965	Professional Expenses	39,837	220,000	216,000	85,000
1010-7980	Other Expenses	18,636	30,000	30,000	25,000
	Total Services and Supplies	204,645	330,200	326,700	304,200
	Total City Manager/City Clerk	923,148	1,059,000	1,051,200	1,061,400

Legal Services

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

Legal Services

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
1015-7680	City Attorney	141,370	185,000	188,000	165,000
1015-7682	Labor Counsel	27,493	100,000	100,000	50,000
1015-7684	Code Enforcement	176,737	250,000	250,000	225,000
1015-7686	Other Legal Services	82,413	100,000	100,000	100,000
	Total Services and Supplies	428,013	635,000	638,000	540,000
	Total Legal Services	428,013	635,000	638,000	540,000

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.

Community Promotions and Memberships

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
1020-7710	Chamber of Commerce	134,300	119,500	119,500	78,000
1020-7711	Employee Recognition Committee	15,115	14,000	15,000	15,000
1020-7712	Community Information	122,989	148,000	148,000	127,000
1020-7713	Duarte Historical Museum	30,658	18,000	15,000	17,000
1020-7716	Special Community Events	61,539	71,000	71,000	72,500
1020-7717	Route 66 Parade	0	0	0	0
1020-7718	City Newsletter	12,761	0	0	0
1020-7719	Volunteer Recognition	3,841	4,000	3,500	3,500
1020-7720	PEG Channel & Public Access	24,216	41,600	41,600	41,600
1020-7722	City Website	13,544	12,000	14,100	14,800
1020-7724	Post Office Parking	14,696	16,500	18,000	19,000
1020-7726	Council Cablecasting	11,900	13,000	12,000	12,000
1020-7980	Other Expenses	19,705	15,000	15,000	15,000
	Total Services and Supplies	465,264	472,600	472,700	415,400
	Total Community Promotions	465,264	472,600	472,700	415,400
Memberships					
Services and Supplies					
1025-7696	SGV Council of Government	13,891	14,000	14,300	14,500
1025-7698	SCAG	2,567	2,500	2,700	2,800
1025-7699	League of California Cities	10,550	11,000	11,000	11,000
1025-7700	SGV Economic Partnership	2,625	2,700	2,700	2,700
1025-7701	Area D Civil Defense	1,287	1,300	1,300	1,300
1025-7702	National League of Cities	2,064	2,100	2,100	2,200
1025-7703	Contract Cities Association	3,800	4,000	4,000	4,100
1025-7705	LAFCO Membership	663	800	800	800
1025-7706	MADIA	300	300	300	300
1025-7707	LARA membership	6,483	6,600	6,600	6,600
	Total Services and Supplies	44,230	45,300	45,800	46,300
	Total Memberships	44,230	45,300	45,800	46,300
	Total Community Prom. & Member.	509,494	517,900	518,500	461,700

Public Safety Department



The Public Safety Department oversees a variety of traditional police services including patrol, traffic enforcement, investigations, and special enforcement provided by the Los Angeles County Sheriff's Department. In addition, the Department 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

Public Safety Department

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1205-7002	Regular Salaries	892,394	835,000	801,200	870,000
1205-7003	Part-Time/Temp Salaries	133,796	250,000	250,000	246,000
1205-7030	Overtime	26,676	30,000	50,000	62,000
	Total Salaries	1,052,866	1,115,000	1,101,200	1,178,000
Fringe Benefits					
1205-7071	Health Insurance	102,305	100,000	103,100	109,000
1205-7072	Retirement	94,342	105,000	95,000	103,000
1205-7073	Disability Insurance	5,019	3,900	3,900	4,200
1205-7074	Life Insurance	1,288	1,300	1,300	1,400
1205-7075	Vision	1,524	1,700	1,600	1,700
1205-7076	Tuition Reimbursement	3,000	3,000	3,000	3,000
1205-7077	Medicare	15,024	16,000	15,100	16,200
1205-7078	Dental	10,491	12,000	10,600	11,100
	Total Fringe Benefits	232,993	242,900	233,600	249,600
	Total Personnel	1,285,859	1,357,900	1,334,800	1,427,600

Public Safety Department

Public Safety, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
1205-7610	Travel, Meetings and Conferences	5,297	7,500	7,500	8,500
1205-7612	Publications	2,720	3,500	3,500	4,000
1205-7613	Duplication and Photos	195	2,000	2,200	2,000
1205-7614	Office Supplies	2,978	3,000	3,000	3,000
1205-7615	Emergency Supplies	30,743	30,000	40,000	30,000
1205-7636	Uniforms	1,630	3,500	5,000	4,500
1205-7650	Vehicle Maintenance	33,042	27,000	30,000	35,000
1205-7655	Emergency Services	26,758	29,000	29,000	34,400
1205-7694	Public Safety Commission	183	200	200	200
1205-7760	Homeless Outreach Program	14,656	19,500	24,500	14,500
1205-7761	Parking Ticket Collections	120,581	115,000	100,000	110,000
1205-7762	Parking Pass Kiosk	6,319	7,000	7,000	7,600
1205-7779	Youth Programs	32,307	40,000	60,000	50,000
1205-7780	Animal Control	76,694	92,000	92,000	97,000
1205-7781	Contract Law Enforcement	4,810,698	5,164,500	5,125,300	5,375,800
1205-7782	Crossing Guard Contract	62,130	58,000	75,000	78,000
1205-7783	GAPP Program	106,300	109,000	109,000	99,000
1205-7784	Prisoner Maintenance	0	3,000	3,000	3,000
1205-7787	Public Safety Center Lease	158,211	160,000	165,000	170,000
1205-7814	Nuisance Abatement	0	5,000	5,000	5,000
1205-7823	Code/Animal Control Data System	8,709	10,000	10,000	10,500
1205-7887	Repairs and Maintenance	121	3,500	3,500	3,500
1205-7980	Other Expenses	32,246	20,000	20,000	20,000
	Total Services and Supplies	5,532,518	5,912,200	5,919,700	6,165,500
Capital Outlay					
1205-8030	Other Equipment	21,063	3,000	16,000	45,000
1205-8100	Other Capital Improvements	0	1,000	1,000	1,000
	Total Capital Outlay	21,063	4,000	17,000	46,000
	Total Public Safety	6,839,440	7,274,100	7,271,500	7,639,100

Community Development Department



The Community Development Department is comprised of four divisions: Planning, Engineering/Public Works, Building and Safety, and Field Services.. 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

Community Development Department

Community Development

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1405-7002	Regular Salaries	921,802	982,000	936,000	965,000
1405-7003	Part-Time/Temp Salaries	13,956	20,000	22,300	18,400
1405-7030	Overtime	0	0	0	0
	Total Salaries	935,758	1,002,000	958,300	983,400
Fringe Benefits					
1405-7071	Health Insurance	116,180	134,000	155,000	162,000
1405-7072	Retirement	84,769	100,000	96,000	99,200
1405-7073	Disability Insurance	5,246	4,700	4,600	4,800
1405-7074	Life Insurance	1,376	1,600	1,500	1,500
1405-7075	Vision	1,708	2,000	1,900	1,900
1405-7076	Tuition Reimbursement	0	6,000	4,000	4,000
1405-7077	Medicare	13,463	15,000	14,000	14,300
1405-7078	Dental	11,808	12,000	12,600	13,200
	Total Fringe Benefits	234,550	275,300	289,600	300,900
	Total Personnel	1,170,308	1,277,300	1,247,900	1,284,300
Services and Supplies					
1405-7610	Travel, Meetings and Conferences	5,498	8,000	8,000	10,000
1405-7612	Publications	2,460	9,000	9,000	9,000
1405-7613	Duplication and Photos	1,690	3,000	3,000	3,000
1405-7614	Office Supplies	1,914	10,000	10,000	10,000
1405-7650	Vehicle Maintenance	907	3,000	8,000	8,000
1405-7690	Planning Commission	907	6,000	6,000	6,000
1405-7800	Building Department Services	292,741	340,000	363,000	318,000
1405-7801	Industrial Waste Inspections	23,391	25,000	25,000	25,000
1405-7965	Professional Services	231,503	250,000	248,000	165,000
1405-7967	Public Works Inspections	1,200	10,000	10,000	0
1405-7969	City Engineer	105,337	120,000	120,000	120,000
1405-7975	Economic Development Expenses	6,684	745,000	745,000	620,000
1405-7980	Other Expenses	59,558	71,000	71,000	86,000
1405-8100	Other Capital Improvements	945,904	370,000	370,000	2,166,000
	Total Services and Supplies	1,679,694	1,970,000	1,996,000	3,546,000
	Total Community Development	2,850,002	3,247,300	3,243,900	4,830,300

Community Development Department

Community Development Department, *Continued*

Field Services

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1410-7002	Regular Salaries	367,579	378,000	378,000	416,000
1410-7030	Overtime	6,654	8,000	8,000	0
	Total Salaries	374,233	386,000	386,000	416,000
Fringe Benefits					
1410-7071	Health Insurance	83,126	89,000	92,000	94,000
1410-7072	Retirement	32,749	42,000	40,000	43,000
1410-7073	Disability Insurance	2,243	2,000	1,900	2,100
1410-7074	Life Insurance	570	700	700	700
1410-7075	Vision	971	1,100	1,200	1,200
1410-7076	Tuition Reimbursement	685	6,000	6,000	6,000
1410-7077	Medicare	5,405	6,000	5,500	6,000
1410-7078	Dental	6,081	7,000	7,700	8,100
	Total Fringe Benefits	131,830	153,800	155,000	161,100
	Total Personnel	506,063	539,800	541,000	577,100
Services and Supplies					
1410-7610	Travel, Meetings and Conferences	5,275	5,000	5,000	5,000
1410-7612	Publications	1,286	3,000	3,000	3,000
1410-7614	Office Supplies	0	2,000	2,000	2,000
1410-7621	Other Supplies	430	1,500	1,500	1,500
1410-7630	Equipment Rentals	1,288	3,000	3,000	3,000
1410-7636	Uniforms	4,030	7,500	7,500	7,500
1410-7650	Vehicle Maintenance	25,513	30,000	30,000	30,000
1410-7656	Emergency Generator	10,520	10,000	10,000	0
1410-7810	Street Sweeping	1,464	1,500	1,500	1,500
1410-7814	Graffiti Removal	36,713	50,000	50,000	70,000
1410-7815	Brush Clearance	57,734	80,000	80,000	20,000
1410-7887	Repairs and Maintenance	206	3,000	3,000	3,000
1410-7900	Emergency Cleanup/Maintenance	146,329	20,000	20,000	5,000
1410-7980	Other Expenses	19,649	16,000	16,000	22,000
1410-8030	Other Equipment	3,033	24,000	24,000	5,000
1410-8100	Emergency Capital Projects	199,400	270,000	270,000	100,000
	Total Services and Supplies	512,870	526,500	526,500	278,500
	Total Field Services	1,018,933	1,066,300	1,067,500	855,600

Community Development Department

Community Development Department, *Continued*

Sports Park

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
1415-7661	Sports Park - Other Services	2,154	600	600	600
1415-7843	Sports Park - Water	53,443	70,000	70,000	65,000
1415-7875	Sports Park - Lighting	15,269	12,000	12,000	12,000
1415-7889	Sports Park - Repairs	30,495	5,000	5,000	15,000
1415-7907	Sports Park - Tree Trimming	0	5,000	5,000	5,000
1415-7916	Sports Park - Landscape	22,719	40,000	38,000	41,200
	Total Services and Supplies	124,080	132,600	130,600	138,800
	Total Field Svcs. & Sports Park	1,143,013	1,198,900	1,198,100	994,400
	Total Community Development	3,993,015	4,446,200	4,442,000	5,824,700

Parks and Recreation Department



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

The responsibilities of the Facility Maintenance Division include maintaining and managing the upkeep of all City buildings, park playground equipment, and restrooms, the two sports park infields, the pools, trails, drinking fountains, and waste management at all parks and City bus stops. Additional responsibilities of the Division include set-up, clean up, and 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

Parks and Recreation Department

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1605-7002	Regular Salaries	449,236	444,000	443,600	515,900
1605-7003	Part-Time/Temp Salaries	0	0	0	0
1605-7010	Playground Supervisor Salaries	117,560	139,100	139,100	138,000
1605-7011	Fitness Center Salaries	170,637	200,300	202,300	213,200
1605-7012	Aquatics Salaries	145,341	128,000	119,000	140,600
1605-7013	Boxing Salaries	63,204	68,000	68,000	66,400
1605-7014	Teen Center Salaries	196,482	202,700	205,000	213,300
1605-7016	Senior Center Salaries	141,179	167,900	168,000	172,000
1605-7030	Overtime	546	1,000	1,000	1,000
	Total Salaries	1,284,185	1,351,000	1,346,000	1,460,400
Fringe Benefits					
1605-7071	Health Insurance	66,246	66,000	69,000	91,500
1605-7072	Retirement	72,750	85,000	84,000	97,400
1605-7073	Disability Insurance	4,149	4,000	3,500	4,100
1605-7074	Life Insurance	1,063	1,200	1,200	1,300
1605-7075	Vision	1,393	1,400	1,400	1,500
1605-7077	Medicare	17,363	20,000	20,000	21,300
1605-7078	Dental	9,707	10,000	9,500	10,000
	Total Fringe Benefits	172,671	187,600	188,600	227,100
	Total Personnel	1,456,856	1,538,600	1,534,600	1,687,500

Parks and Recreation Department

Parks and Recreation, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
1605-7610	Travel, Meetings and Conferences	9,367	8,000	8,000	9,000
1605-7612	Publications	1,705	2,000	2,000	2,000
1605-7614	Office Supplies	3,571	4,000	4,000	4,000
1605-7636	Uniforms	2,580	2,500	2,500	3,000
1605-7650	Vehicle Maintenance	14,954	6,000	6,000	6,000
1605-7653	ActiveNet Fees	18,902	16,000	16,000	16,000
1605-7691	Parks and Recreation Commission	196	1,200	1,200	1,200
1605-7693	Youth Council	3,077	2,100	3,200	3,700
1605-7728	AmeriCorps VIP Program				
1605-7729	Concerts in the Park	24,140	38,000	38,000	38,000
1605-7730	Special Events	32,702	35,000	35,000	39,000
1605-7732	City Picnic	34,421	35,000	38,000	45,000
1605-7733	Senior Center	46,975	50,000	50,000	56,000
1605-7734	Fitness Center	0	0	0	8,900
1605-7735	Teen Center	25,959	30,900	30,900	39,600
1605-7736	Adult & Youth Rec Classes	32,073	45,400	45,400	31,300
1605-7737	Adult Excursions	17,150	13,500	16,000	23,500
1605-7738	Teen Excursions	820	2,800	2,800	3,100
1605-7739	Publicity	34,617	82,000	82,000	84,000
1605-7740	Day Camps	13,306	12,100	10,000	13,500
1605-7741	Sports/Playground Program	16,145	17,500	20,000	18,800
1605-7742	Parks & Rec Financial Assistance Prog.	0	5,000	5,000	2,500
1605-7745	Boxing Program	15,906	22,400	22,400	22,600
1605-7750	Bus Rentals	6,765	13,000	13,500	22,000
1605-7753	Youth Sports/Programs	0	5,000	5,000	0
1605-7756	Senior Rec Classes	7,222	8,000	6,100	7,000
1605-7758	Independence Day Celebration	67,986	78,000	78,000	78,000
1605-7965	Professional Services	23,400	474,000	474,300	192,000
1605-7980	Other Expenses	9,525	35,000	34,000	10,000
	Total Services and Supplies	463,464	1,044,400	1,049,300	779,700
	Total Parks and Recreation	1,920,320	2,583,000	2,583,900	2,467,200

Parks and Recreation Department

Facilities Maintenance

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1610-7002	Regular Salaries	102,581	101,000	99,000	97,800
1610-7003	Part-Time/Temp Salaries	226,926	268,000	248,000	250,600
1610-7030	Overtime	0	0	0	0
	Total Salaries	329,507	369,000	347,000	348,400
Fringe Benefits					
1610-7071	Health Insurance	22,662	23,000	24,000	24,800
1610-7072	Retirement	14,095	14,100	14,000	13,900
1610-7073	Disability Insurance	602	500	500	500
1610-7074	Life Insurance	153	200	200	200
1610-7075	Vision	260	300	300	300
1610-7077	Medicare	4,755	5,400	5,100	5,100
1610-7078	Dental	1,780	1,800	1,800	1,900
	Total Fringe Benefits	44,307	45,300	45,900	46,700
	Total Personnel	373,814	414,300	392,900	395,100
Services and Supplies					
1610-7616	Pool Supplies	10,444	17,000	23,500	11,500
1610-7617	Pool Chemicals	18,497	23,000	19,000	16,000
1610-7618	Building Supplies	90,747	90,000	100,000	95,000
1610-7633	Cable Access	2,116	2,000	2,000	2,200
1610-7636	Uniforms	1,717	3,000	3,000	3,000
1610-7650	Vehicle Maintenance	15,137	11,000	11,000	1,100
1610-7652	Building Maintenance Services	230,972	173,000	173,000	173,000
1610-7660	Other Services	40,005	0	0	0
	Subtotal	409,635	319,000	331,500	301,800
1610-7836	Water - City Hall	1,364	1,400	1,400	1,400
1610-7837	Water - Community Center	1,374	1,200	1,400	2,200
1610-7838	Water - Fitness Center	15,585	16,000	18,000	20,700
1610-7839	Water - Public Safety Center	1,309	1,200	1,200	1,400
	Total Water	19,632	19,800	22,000	25,700

Parks and Recreation Department

Facilities Maintenance. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies, Continued					
1610-7851	Gas - City Hall	3,537	2,800	2,800	1,000
1610-7852	Gas - Community Center	2,920	2,700	2,700	2,000
1610-7853	Gas - Fitness Center	39,817	31,500	31,500	41,000
1610-7854	Gas - Public Safety Center	659	400	400	600
1610-7855	Gas - Senior Center	1,072	1,000	1,000	1,100
1610-7856	Gas - Teen Center	2,110	1,500	1,500	1,500
1610-7858	Gas - Royal Oaks Park Building	1,959	1,000	1,000	700
1610-7859	Gas - Duarte Park Building	727	600	600	600
1610-7860	Gas - Duarte Snack Bar	179	200	200	200
	Total Gas	<u>52,980</u>	<u>41,700</u>	<u>41,700</u>	<u>48,700</u>
1610-7867	Electric - Town Center	70,061	73,000	73,000	70,000
1610-7868	Electric - Public Safety Center	10,690	11,000	11,000	11,700
1610-7869	Electric - Senior Center	27,981	27,000	29,000	29,000
1610-7870	Electric - Teen Center	12,517	13,000	14,000	14,000
1610-7872	Electric - Duarte Park Building	1,021	1,000	1,200	1,200
1610-7873	Electric - Maintenance Yard	4,332	4,300	4,600	4,600
	Total Electric	<u>126,602</u>	<u>129,300</u>	<u>132,800</u>	<u>130,500</u>
1610-8100	Other Capital Improvements	542,843	693,000	696,000	1,297,000
	Total Other	<u>542,843</u>	<u>693,000</u>	<u>696,000</u>	<u>1,297,000</u>
	Total Services and Supplies	<u>1,151,692</u>	<u>1,202,800</u>	<u>1,224,000</u>	<u>1,803,700</u>
	Total Facilities Maintenance	<u>1,525,506</u>	<u>1,617,100</u>	<u>1,616,900</u>	<u>2,198,800</u>
	Total Parks and Recreation	<u>3,445,826</u>	<u>4,200,100</u>	<u>4,200,800</u>	<u>4,666,000</u>

Administrative Services Department



The Administrative Services Department is responsible for a number of the City's administrative functions, including finance, human resources, information technology, transportation, and risk management. The Department's financial activities consist of budget preparation, accounting, investments, 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

Administrative Services Department

Finance

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1805-7002	Regular Salaries	582,158	601,000	601,000	655,000
1805-7003	Part-Time/Temp Salaries	0	0	0	0
1805-7030	Overtime	157	0	0	0
	Total Salaries	582,315	601,000	601,000	655,000
Fringe Benefits					
1805-7071	Health Insurance	86,075	101,000	101,000	112,500
1805-7072	Retirement	60,224	70,000	72,000	76,000
1805-7073	Disability Insurance	3,223	3,000	3,000	3,200
1805-7074	Life Insurance	817	1,000	1,000	1,100
1805-7075	Vision	971	1,000	1,200	1,300
1805-7076	Tuition Reimbursement	0	0	0	0
1805-7077	Medicare	8,325	8,400	8,700	9,500
1805-7078	Dental	6,675	6,600	8,200	8,600
	Total Fringe Benefits	166,310	191,000	195,100	212,200
	Total Personnel	748,625	792,000	796,100	867,200
Services and Supplies					
1805-7610	Travel, Meetings and Conferences	4,350	10,000	10,000	10,000
1805-7612	Publications	625	3,000	3,000	3,000
1805-7614	Office Supplies	2,075	3,000	3,000	3,000
1805-7653	Bank Charges	33,041	33,000	33,000	33,000
1805-7654	Audit Services	33,290	51,100	51,000	45,000
1805-7762	Property Tax Collections	39,324	44,000	44,000	46,000
1805-7764	CEC Loan Principal	18,217	19,000	19,000	20,300
1805-7765	CEC Loan Interest	2,001	1,400	1,400	1,400
1805-7924	Bad Debts	72,100	7,500	7,500	16,000
1805-7965	Professional Services	31,342	38,000	36,000	36,000
1805-7980	Other Expenses	3,248	3,000	3,000	3,000
	Total Services and Supplies	239,613	213,000	210,900	216,700
	Total Finance	988,238	1,005,000	1,007,000	1,083,900

Administrative Services Department

Personnel

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
1810-7002	Regular Salaries	84,117	81,000	80,000	80,000
1810-7003	Part-Time/Temp Salaries	0	15,000	15,000	0
1810-7030	Overtime	143	500	500	0
	Total Salaries	84,260	96,500	95,500	80,000
Fringe Benefits					
1810-7071	Health Insurance	8,538	9,000	9,100	9,500
1810-7072	Retirement	10,173	12,000	12,000	11,700
1810-7073	Disability Insurance	506	400	400	400
1810-7074	Life Insurance	128	200	200	200
1810-7075	Vision	86	100	100	100
1810-7077	Medicare	1,222	1,200	1,200	1,200
1810-7078	Dental	630	700	700	700
	Total Fringe Benefits	21,283	23,600	23,700	23,800
	Total Personnel	105,543	120,100	119,200	103,800
Services and Supplies					
1810-7610	Travel, Meetings and Conferences	1,515	5,000	5,000	5,000
1810-7611	Trainings	297	4,000	4,000	4,000
1810-7612	Publications	0	1,200	1,200	1,200
1810-7614	Office Supplies	1,247	1,500	1,500	1,500
1810-7660	Other Services	3,287	5,000	5,000	5,000
1810-7671	Recruiting Advertisements	46	3,000	3,000	3,000
1810-7672	NeoGov	6,216	6,500	6,600	7,100
1810-7673	Physical Exams	1,985	2,500	2,500	2,500
1810-7774	Unemployment Insurance	13,381	15,000	15,000	15,000
1810-7965	Professional Services	0	45,000	15,000	10,000
1810-7980	Other Expenses	7,863	10,000	10,000	10,000
	Total Services and Supplies	35,837	98,700	68,800	64,300
	Total Personnel	141,380	218,800	188,000	168,100

Administrative Services Department

Information Technology

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
1815-7630	Equipment Lease	24,564	106,000	106,000	25,000
1815-7631	Equipment Maintenance	3,095	0	0	0
1815-7632	Software	58,366	70,000	70,000	78,000
1815-7820	Finance Software	105,172	62,500	62,500	65,000
1815-7821	Network & Internet Services	30,295	50,500	50,500	57,800
1815-7830	Telephone Services	39,461	31,000	31,000	33,000
1815-7831	Wireless Phones/Devices	27,995	25,000	25,000	25,000
1815-7965	Professional Services	150,000	150,000	150,000	150,000
1815-7980	Other Expenses	12,196	15,000	15,000	15,000
	Total Services and Supplies	451,144	510,000	510,000	448,800
Capital Outlay					
1815-8011	Computer Equipment	26,175	18,000	18,000	18,000
	Total Capital Outlay	26,175	18,000	18,000	18,000
	Total Information Technology	477,319	528,000	528,000	466,800

Risk Management

Account Number	Account Description				
Services and Supplies					
1820-7771	Repair of City Property	14880	25,000	34,000	25,000
1820-7772	Liability Coverage	258,332	321,400	321,400	320,100
1820-7773	Worker's Compensation Coverage	250,214	251,100	251,100	215,600
1820-7775	Property Coverage	71,110	86,800	86,800	90,200
1820-7776	Faithful Performance Bond	1,135	1,200	1,200	1,300
	Total Services and Supplies	595,671	685,500	694,500	652,200
	Total Risk Management	595,671	685,500	694,500	652,200

Administrative Services Department

General Services

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
1825-7072	Pension Rate Stabilization Fund	0	42,000	41,500	48,700
1825-7079	Unfunded Liability - PERS	1,278,285	1,237,000	1,277,800	1,457,000
1825-7613	Duplication and Photos	7,555	11,000	8,000	8,000
1825-7614	Office Supplies	1,220	1,000	1,000	1,000
1825-7626	Postage	14,268	15,000	15,000	15,000
1825-7630	Equipment Rental	26,940	27,100	27,100	27,100
1825-7631	Equipment Maintenance	8,171	8,000	8,000	8,000
1825-7674	Retiree Health Insurance	954,873	638,000	631,000	719,000
1825-7687	Waste Management Services	73,984	82,500	82,500	45,000
1825-7688	Oil Recycling Grant	6,946	5,000	5,000	5,000
1825-7747	Beverage Container Recycling	7,780	5,600	5,600	6,000
1825-7782	Admin Support of Debt Service	1,490	1,500	1,500	1,500
1825-7945	Operation of Acq Prop	999	800	200	0
1825-7980	Other Expenses	643	2,000	2,000	2,000
	Total Services and Supplies	<u>2,383,154</u>	<u>2,076,500</u>	<u>2,106,200</u>	<u>2,343,300</u>
	Total General Services	<u>2,383,154</u>	<u>2,076,500</u>	<u>2,106,200</u>	<u>2,343,300</u>
1830-8100	Vehicle Replacement	97,159	118,000	117,700	134,000
	Total Vehicle Replacement	<u>97,159</u>	<u>118,000</u>	<u>117,700</u>	<u>134,000</u>
	Total Administrative Services	<u><u>4,682,921</u></u>	<u><u>4,631,800</u></u>	<u><u>4,641,400</u></u>	<u><u>4,848,300</u></u>

Transfers Out and Reimbursements

Transfers Out and Reimbursements

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Transfers Out and Reimbursements					
1905-9020	Transfers Out - Landscaping/Lighting	536,120	717,900	717,900	803,000
1905-9055	Transfers Out - Housing Authority	0	0	0	0
1905-9056	Transfers Out - Infr Mod Loan Pmt	220,837	220,900	220,900	220,900
1905-9060	Transfers Out-Comm Imp	0	0	0	0
1905-9071	Transfers Out-AQMD	0	3,200	3,200	0
	Total Other Financing Uses	<u>756,957</u>	<u>942,000</u>	<u>942,000</u>	<u>1,023,900</u>
	Total Transfers Out & Reimb.	<u>756,957</u>	<u>942,000</u>	<u>942,000</u>	<u>1,023,900</u>
	Total General Fund:	<u>21,744,483</u>	<u>23,907,500</u>	<u>23,907,300</u>	<u>26,289,800</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.

Special Purpose Funds

State Gasoline Tax Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
220-4401	Interest Earnings	40,616	51,700	97,500	97,500
	Total Use of Money and Property	40,616	51,700	97,500	97,500
Intergovernmental - State					
220-4606	Gasoline Tax - 2105	123,395	142,200	138,800	141,500
220-4607	Gasoline Tax - 2106	75,635	85,400	82,900	84,400
220-4608	Gasoline Tax - 2107	168,165	170,800	189,500	193,400
220-4609	Gasoline Tax - 2107.5	5,000	5,000	5,000	5,000
220-4614	Gasoline Tax - 2103 (Prop 42)	176,670	214,800	200,700	202,400
	Total Intergovernmental - State	548,865	618,200	616,900	626,700
	Total Revenues	589,481	669,900	714,400	724,200

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Gas Tax 2105					
Capital Outlay					
2205-7980	Other Expenses	0	15,000	15,000	0
2205-8060	Sidewalk Improvements	0	10,000	10,000	10,000
2205-8070	Street Improvements	10,000	10,000	0	15,000
2205-8100	Other Capital Improvements	283,444	220,000	243,000	190,000
	Total Capital Outlay	293,444	255,000	268,000	215,000
	Total Gas Tax 2105	293,444	255,000	268,000	215,000

State Gasoline Tax Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Gas Tax 2106					
Capital Outlay					
2210-7811	Street Maintenance	10,239	20,000	20,000	20,000
2210-7812	Street Striping and Marking	93,708	70,000	57,000	70,000
2210-7813	Regulatory Signs	8,617	120,000	120,000	10,000
2210-7890	Repairs - Traffic Signals	0	100,000	100,000	80,000
2210-8070	Street Improvements	0	10,000	10,000	10,000
2210-8100	Other Capital Improvements	0	30,000	30,000	236,000
	Total Capital Outlay	112,564	350,000	337,000	426,000
	Total Gas Tax 2106	112,564	350,000	337,000	426,000
Gas Tax 2107					
Reimbursements					
2215-8610	Reimbursements - General Fund	111,129	189,000	189,000	201,200
	Total Reimbursements	111,129	189,000	189,000	201,200
	Total Gas Tax 2107	111,129	189,000	189,000	201,200
Gas Tax 2107.5					
Services and Supplies					
2220-7831	Wireless Phones	2,518	2,000	2,000	2,000
2220-7980	Other Expenses	4,325	3,000	3,000	3,000
	Total Services and Supplies	6,843	5,000	5,000	5,000
	Total Gas Tax 2107.5	6,843	5,000	5,000	5,000

State Gasoline Tax Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
 Gas Tax - 2103					
Capital Outlay					
2225-7811	Street Maintenance	1,575	15,000	15,000	90,000
2225-7965	Professional Services	0	250,000	250,000	0
2225-7980	Other Expenses	7,090	20,000	11,500	20,000
2225-8070	Street Improvements	21,606	10,000	10,000	10,000
2225-8100	Other Capital Improvements	112,520	65,000	73,500	240,000
	Total Capital Outlay	<u>142,791</u>	<u>360,000</u>	<u>360,000</u>	<u>360,000</u>
	Total Gas Tax - 2103	<u>142,791</u>	<u>360,000</u>	<u>360,000</u>	<u>360,000</u>
	Total Expenditures	<u><u>666,771</u></u>	<u><u>1,159,000</u></u>	<u><u>1,159,000</u></u>	<u><u>1,207,200</u></u>

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.

SB1/RMRA Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money & Property					
225-4401	Interest Earnings	17,332	12,200	29,200	29,200
225-4620	SB1/RMRA	483,777	535,800	545,800	583,400
	Total Use of Money & Property	<u>501,109</u>	<u>548,000</u>	<u>575,000</u>	<u>612,600</u>
	Total Revenues	<u>501,109</u>	<u>548,000</u>	<u>575,000</u>	<u>612,600</u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
2250-8070	Street Improvements	0	0	0	535,000
2250-8100	Other Capital Improvements	417,484	535,000	535,000	0
2250-8610	Reimbursements - General Fund	83,560	107,000	107,000	107,000
	Total Capital Outlay	<u>501,044</u>	<u>642,000</u>	<u>642,000</u>	<u>642,000</u>
	Total Expenditures	<u>501,044</u>	<u>642,000</u>	<u>642,000</u>	<u>642,000</u>

Landscaping and Lighting District Fund

The Landscaping and Lighting District Fund is used to account for costs associated with the provision of street-lights, 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.

Landscaping and Lighting District Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Special Assessments					
240-4101	Landscaping and Lighting Assess.	1,001,446	1,007,300	1,007,300	1,013,300
	Total Special Assessments	1,001,446	1,007,300	1,007,300	1,013,300
Miscellaneous					
240-5004	Other Revenue	24,700	0	0	0
	Total Miscellaneous	24,700	0	0	0
Other Financing Sources					
240-6901	Transfers In - General Fund	536,121	717,900	717,900	803,000
	Total Other Financing Sources	536,121	717,900	717,900	803,000
	Total Revenues	1,562,267	1,725,200	1,725,200	1,816,300

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Citywide Lighting					
Services and Supplies					
2405-7662	Other Services - Citywide	0	5,000	5,000	5,000
2405-7876	Electric - Citywide	188,777	168,000	168,000	200,000
2405-7877	Electric - Traffic Signal	35,980	20,000	20,000	40,000
	Total Electric	224,757	193,000	193,000	245,000

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
2405-7888	Repairs - Citywide	4,442	5,000	5,000	5,000
2405-7890	Repairs - Traffic Signal	79,768	80,000	80,000	80,000
	Total Repairs and Replacements	84,210	85,000	85,000	85,000
	Total Services and Supplies	308,967	278,000	278,000	330,000
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	403,867	372,900	372,900	424,900
Citywide Landscaping					
Services and Supplies					
2410-7662	Other Services - Citywide	10,828	11,000	11,000	35,000
2410-7663	Other Services - Medians	9,841	8,000	8,000	8,000
	Total Other Services	20,669	19,000	19,000	43,000
2410-7842	Water - Medians	40,486	47,000	47,000	47,000
2410-7844	Water - Citywide	204,088	237,000	237,000	237,000
	Total Water	244,574	284,000	284,000	284,000
2410-7874	Electric - Medians	9,015	16,000	16,000	16,000
2410-7876	Electric - Citywide	23,645	22,000	22,000	30,000
	Total Electric	32,660	38,000	38,000	46,000
2410-7888	Repairs - Citywide	3,940	6,000	6,000	6,000
2410-7891	Repairs - Medians	469	2,200	2,200	2,200
	Total Repairs and Replacements	4,409	8,200	8,200	8,200
2410-7896	Tree Planting - Citywide	12,381	10,900	10,900	10,900
2410-7898	Tree Planting - Medians	0	5,000	5,000	5,000
	Total Tree Plant	12,381	15,900	15,900	15,900
2410-7906	Tree Trimming - Citywide	59,817	64,500	64,500	64,500
2410-7909	Tree Trimming - Residential	81,955	91,300	91,300	91,300
	Total Tree Trimming	141,772	155,800	155,800	155,800
2410-7915	Landscape Maint. - Citywide	117,509	212,000	212,000	212,000
2410-7917	Landscape Maintenance - Medians	83,908	102,600	102,600	102,600
	Total Landscape Maintenance	201,417	314,600	314,600	314,600
	Total Services and Supplies	657,882	835,500	835,500	867,500

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 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	850,882	1,028,500	1,028,500	1,060,500

Kendrick Tract

Services and Supplies

2420-7835	Water	8,069	10,000	5,000	5,000
2420-7887	Repairs and Replacements	130	500	500	500
2420-7914	Landscape Maintenance	5,400	5,900	5,900	5,900
	Total Services and Supplies	13,599	16,400	11,400	11,400

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	15,799	18,600	13,600	13,600

Las Lomas Villas

Services and Supplies

2421-7835	Water	13,682	17,500	17,500	20,000
2421-7866	Electric	169	500	500	500
2421-7887	Repairs and Replacements	390	5,000	5,000	5,000
2421-7914	Landscape Maintenance	20,339	22,000	19,000	22,000
	Total Services and Supplies	34,580	45,000	42,000	47,500

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 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	44,580	55,000	52,000	57,500
<u>Encanto Parkway</u>					
Services and Supplies					
2422-7835	Water	3,530	4,300	4,300	5,300
2422-7866	Electric	152	1,100	1,100	1,100
2422-7887	Repairs and Replacements	1,365	2,500	2,500	2,500
2422-7914	Landscape Maintenance	7,519	8,100	8,300	8,400
	Total Services and Supplies	12,566	16,000	16,200	17,300
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	15,966	19,400	19,600	20,700
<u>Amberwood Homes</u>					
Services and Supplies					
2423-7835	Water	7,671	9,300	9,300	9,300
2423-7866	Electric	77	300	300	300
2423-7887	Repairs and Replacements	599	1,500	1,500	1,500
2423-7914	Landscape Maintenance	14,081	15,200	14,000	13,500
	Total Services and Supplies	22,428	26,300	25,100	24,600
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	24,628	28,500	27,300	26,800

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
<u>Village and Windsor Homes</u>					
Services and Supplies					
2424-7835	Water	1,815	4,000	4,000	4,000
2424-7866	Electric	78	300	300	300
2424-7887	Repairs and Replacements	130	1,600	1,600	1,600
2424-7914	Landscape Maintenance	8,605	9,300	9,300	9,300
	Total Services and Supplies	10,628	15,200	15,200	15,200
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	13,428	18,000	18,000	18,000
<u>Hearthstone Del Norte</u>					
Services and Supplies					
2425-7660	Other Services	0	5,300	5,300	2,000
2425-7835	Water	6,923	5,000	15,600	15,000
2425-7866	Electric	717	3,600	3,600	3,600
2425-7887	Repairs and Replacements	650	500	500	500
2425-7913	Brush Clearance	13,495	15,000	11,000	14,000
2425-7914	Landscape Maintenance	6,258	6,800	5,500	5,000
	Total Services and Supplies	28,043	36,200	41,500	40,100
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	31,243	39,400	44,700	43,300

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Emblem Homes					
Services and Supplies					
2429-7835	Water	4,012	2,800	2,800	4,000
2429-7866	Electric	76	300	300	300
2429-7887	Repairs and Replacements	130	1,000	1,000	1,000
	Total Services and Supplies	4,218	4,100	4,100	5,300
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	5,318	5,200	5,200	6,400
Mesa Gas Lights					
Services and Supplies					
2430-7850	Gas	13,682	15,000	15,000	15,000
2430-7887	Repairs and Replacements	550	3,000	3,000	1,000
	Total Services and Supplies	14,232	18,000	18,000	16,000
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	18,032	21,800	21,800	19,800

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Emblem Homes					
Services and Supplies					
2429-7835	Water	4,012	2,800	2,800	4,000
2429-7866	Electric	76	300	300	300
2429-7887	Repairs and Replacements	130	1,000	1,000	1,000
	Total Services and Supplies	4,218	4,100	4,100	5,300
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	5,318	5,200	5,200	6,400
Mesa Gas Lights					
Services and Supplies					
2430-7850	Gas	13,682	15,000	15,000	15,000
2430-7887	Repairs and Replacements	550	3,000	3,000	1,000
	Total Services and Supplies	14,232	18,000	18,000	16,000
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	18,032	21,800	21,800	19,800

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Las Brisas Homes					
Services and Supplies					
2431-7835	Water	3,127	5,000	5,000	5,000
2431-7866	Electric	200	300	300	300
2431-7887	Repairs and Replacements	902	2,700	2,700	2,700
2431-7914	Landscape Maintenance	12,516	10,700	11,500	10,700
	Total Services and Supplies	16,745	18,700	19,500	18,700
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	20,245	22,200	23,000	22,200
Las Posadas Homes					
Services and Supplies					
2432-7835	Water	3,328	5,000	5,000	5,000
2432-7866	Electric	200	300	300	300
2432-7887	Repairs and Replacements	130	500	500	500
2432-7914	Landscape Maintenance	13,064	14,100	14,100	14,100
	Total Services and Supplies	16,722	19,900	19,900	19,900
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	23,222	26,400	26,400	26,400

Landscaping and Lighting District Fund

Expenditures, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
<u>Buena Vista Villas</u>					
Services and Supplies					
2433-7835	Water	4,008	7,200	7,200	7,200
2433-7866	Electric	160	300	300	300
2433-7887	Repairs and Replacements	130	4,900	4,900	4,900
2433-7914	Landscape Maintenance	8,292	9,000	9,000	9,000
	Total Services and Supplies	12,590	21,400	21,400	21,400
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	16,290	25,100	25,100	25,100
<u>Citrus Villas</u>					
Services and Supplies					
2434-7835	Water	4,001	5,000	5,000	5,000
2434-7866	Electric	160	300	300	300
2434-7887	Repairs and Replacements	781	500	500	500
2434-7914	Landscape Maintenance	5,554	6,000	6,000	6,000
	Total Services and Supplies	10,496	11,800	11,800	11,800
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	13,396	14,700	14,700	14,700

Landscaping and Lighting District Fund

Expenditures. *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Ridgecrest					
Services and Supplies					
2435-7835	Water	4,452	6,000	6,000	6,000
2435-7866	Electric	66	400	400	400
2435-7887	Repairs and Replacements	780	1,200	1,200	1,200
2435-7914	Landscape Maintenance	7,823	8,500	8,900	9,000
2435-7918	Fuel Modification	9,107	9,000	6,400	8,500
2435-7920	Debris/Storm Drain System	3,054	4,000	4,000	4,000
	Total Services and Supplies	<u>25,282</u>	<u>29,100</u>	<u>26,900</u>	<u>29,100</u>
Reimbursements					
2435-8610	Reimbursements - General Fund	1,500	1,500	1,500	1,500
	Total Reimbursements	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Total Ridgecrest	<u>26,782</u>	<u>30,600</u>	<u>28,400</u>	<u>30,600</u>
	Total Expenditures	<u><u>1,568,200</u></u>	<u><u>1,774,800</u></u>	<u><u>1,770,900</u></u>	<u><u>1,860,000</u></u>

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.

Community Development Block Grant

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Intergovernmental - Federal					
260-4501	Community Development Block Grant	638,865	148,000	128,000	141,200
	Total Intergovernmental - Federal	638,865	148,000	128,000	141,200
	Total Revenues	638,865	148,000	128,000	141,200

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
2605-7965	Professional Services	0	15,000	15,000	10,000
2605-8060	Sidewalk Improvements	0	0	0	0
2605-8061	ADA Curb Ramps	35,226	113,000	113,000	131,200
2605-8062	ADA Improvements	601,877	0	0	0
2605-8070	Street Improvements	0	0	0	0
2605-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	637,103	128,000	128,000	141,200
	Total Expenditures	637,103	128,000	128,000	141,200

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.

PAEG Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money & Property					
270-4401	Interest Earnings	564	0	1,100	1,100
	Total Use of Money & Property	564	0	1,100	1,100
Intergovernmental - State					
270-4617	PAEG Fees	31,951	33,000	30,000	29,000
	Total Intergovernmental - State	31,951	33,000	30,000	29,000
	Total Revenues	32,515	33,000	31,100	30,100

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
2705-8100	Other Capital Improvements	40,378	10,000	10,000	185,000
	Total Capital Outlay	40,378	10,000	10,000	185,000
Reimbursements					
	Total Expenditures	40,378	10,000	10,000	185,000

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.

Supplemental Law Enforcement Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
290-4401	Interest Earnings	655	2,300	2,300	2,300
	Total Use of Money and Property	655	2,300	2,300	2,300
Intergovernmental - State					
290-4605	Supplemental Law Enforcement	165,271	186,000	186,000	165,000
	Total Intergovernmental - State	165,271	186,000	186,000	165,000
	Total Revenues	165,926	188,300	188,300	167,300

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
2905-7781	Contract Law Enforcement	144,015	164,300	164,300	143,300
2905-7785	Special Events Patrol	21,911	24,000	24,000	24,000
	Total Services and Supplies	165,926	188,300	188,300	167,300
	Total Expenditures	165,926	188,300	188,300	167,300

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.

Bicycle and Pedestrian Safety Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Intergovernmental - State					
300-4612	Bicycle and Pedestrian Grant	0	40,000	45,100	23,400
	Total Intergovernmental - State	<u>0</u>	<u>40,000</u>	<u>45,100</u>	<u>23,400</u>
	Total Revenues	<u><u>0</u></u>	<u><u>40,000</u></u>	<u><u>45,100</u></u>	<u><u>23,400</u></u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
3005-8060	Sidewalk Improvements	0	45,100	45,100	23,400
	Total Capital Outlay	<u>0</u>	<u>45,100</u>	<u>45,100</u>	<u>23,400</u>
	Total Expenditures	<u><u>0</u></u>	<u><u>45,100</u></u>	<u><u>45,100</u></u>	<u><u>23,400</u></u>

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.

Air Quality Management Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
320-4401	Interest Earnings	2,490	3,400	7,400	7,400
	Total Use of Money and Property	<u>2,490</u>	<u>3,400</u>	<u>7,400</u>	<u>7,400</u>
Intergovernmental - Local					
320-4701	AB 2766 Subvention	35,119	27,000	27,000	28,000
320-5004	Other Revenue	0	0	3,200	0
	Total Intergovernmental - Local	<u>35,119</u>	<u>27,000</u>	<u>30,200</u>	<u>28,000</u>
	Total Revenues	<u><u>37,609</u></u>	<u><u>30,400</u></u>	<u><u>37,600</u></u>	<u><u>35,400</u></u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
3205-8013	Vehicles	19,315	37,200	37,200	43,500
	Total Capital Outlay	<u>19,315</u>	<u>37,200</u>	<u>37,200</u>	<u>43,500</u>
Reimbursements					
3205-8610	Transfer Out - Other	0	0	0	0
	Total Reimbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u><u>19,315</u></u>	<u><u>37,200</u></u>	<u><u>37,200</u></u>	<u><u>43,500</u></u>

Park Development Fund

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

Park Development Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Other Financing Sources					
400-4401	Interest Earnings	0	0	0	0
400-4611	Grant Programs Revenue	19,294	564,000	248,000	122,000
400-6901	Transfers In - General Fund	0	0	0	392,500
	Total Other Financing Sources	<u>19,294</u>	<u>564,000</u>	<u>248,000</u>	<u>514,500</u>
	Total Revenues	<u>19,294</u>	<u>564,000</u>	<u>248,000</u>	<u>514,500</u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
4005-7965	Professional Services	29,097	62,000	49,500	46,000
4005-8040	Building Improvements	0	0	0	0
4005-8041	Park Improvements	9,005	502,000	201,000	468,500
4005-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	<u>38,102</u>	<u>564,000</u>	<u>250,500</u>	<u>514,500</u>
	Total Expenditures	<u>38,102</u>	<u>564,000</u>	<u>250,500</u>	<u>514,500</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.

Quimby Act Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Special Assessments					
420-4103	Quimby Act	0	0	0	0
420-4401	Interest Earnings	1,214	1,600	3,100	3,100
	Total Special Assessments	<u>1,214</u>	<u>1,600</u>	<u>3,100</u>	<u>3,100</u>
	Total Revenues	<u><u>1,214</u></u>	<u><u>1,600</u></u>	<u><u>3,100</u></u>	<u><u>3,100</u></u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
4205-8041	Park Improvements	0	0	0	75,100
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>75,100</u>
	Total Expenditures	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>75,100</u></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).

Proposition A Transit Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
440-4401	Interest Earnings	18,000	28,000	40,300	40,300
440-4409	Sale of Property	0	0	0	0
	Total Use of Money and Property	18,000	28,000	40,300	40,300
Intergovernmental - Local					
440-4703	Transit - Proposition A	563,991	614,300	614,300	641,200
440-5004	Other Revenue	19,696	21,000	11,000	10,000
	Total Intergovernmental - Local	583,687	635,300	625,300	651,200
Reimbursements					
440-5106	NTD Grant Revenue	0	0	0	0
440-6911	Transfer In - Other	0	0	0	0
	Total Reimbursements	0	0	0	0
	Total Revenues	601,687	663,300	665,600	691,500

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Salaries					
4405-7002	Regular Salaries	58,006	57,000	57,000	59,400
4405-7003	Part-Time/Temp Salaries	0	0	0	0
4405-7030	Overtime	0	0	0	0
	Total Salaries	58,006	57,000	57,000	59,400

Proposition A Transit Fund

Expenditures, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Fringe Benefits					
4405-7071	Health Insurance	12,462	13,000	13,000	13,600
4405-7072	Retirement	6,991	8,400	8,400	8,700
4405-7073	Disability Insurance	335	300	300	300
4405-7074	Life Insurance	86	100	100	100
4405-7075	Vision	143	200	200	200
4405-7077	Medicare	824	900	900	900
4405-7078	Dental	979	1,000	1,000	1,100
	Total Fringe Benefits	21,820	23,900	23,900	24,900
	Total Personnel	79,826	80,900	80,900	84,300
Services and Supplies					
4405-7610	Travel, Meetings and Conferences	852	500	500	1,200
4405-7613	Duplication and Photos	0	300	300	300
4405-7614	Office Supplies	362	400	400	400
4405-7619	Fuel and Oil	0	0	0	0
4405-7620	Tires	0	0	0	0
4405-7621	Other Supplies	0	100	100	100
4405-7636	Uniforms	0	0	0	0
4405-7650	Vehicle Maintenance	2,811	5,500	5,500	5,500
4405-7673	Physical Exams	88	0	0	300
4405-7674	Retiree Health Insurance	5,490	8,000	8,000	6,000
4405-7788	Recreation Shuttle Services	6,600	5,000	5,000	5,000
4405-7814	Graffiti Removal	6,600	5,000	5,000	5,000
4405-7821	Personal Computer Support	0	600	600	600
4405-7831	Wireless Phones/Devices	540	700	700	600
4405-7887	Repairs & Replacements	0	0	0	0
4405-7960	Foothill Transit Operations	359,367	360,000	275,000	213,600
4405-7965	Professional Services	0	0	0	0
	Total Services and Supplies	382,710	386,100	301,100	238,600
Capital Outlay					
4405-7980	Other Expenses	5,222	3,000	3,000	3,000
4405-8013	Vehicle Purchase (Capital)	46,645	47,000	47,000	47,000
4405-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	51,867	50,000	50,000	50,000
Reimbursements					
4405-8610	Reimbursements - General Fund	46,800	50,000	60,000	74,600
	Total Reimbursements	46,800	50,000	60,000	74,600
	Total Expenditures	561,203	567,000	492,000	447,500

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).

Expenditures, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
4605-7610	Travel, Meetings and Conferences	495	500	500	800
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	3,796	2,000	2,000	2,000
4605-7674	Retiree Health Insurance	4,492	6,000	6,000	5,000
4605-7788	Recreation Shuttle Services	5,358	4,000	4,000	4,000
4605-7814	Graffiti Removal	5,789	4,000	4,000	4,000
4605-7821	Personal Computer Support	0	500	500	500
4605-7831	Wireless Phones/Devices	470	1,100	1,100	400
4605-7960	Foothill Transit Operations	294,027	292,000	217,000	174,000
4605-7980	Other Expenses	1,046	4,000	4,000	4,000
	Total Services and Supplies	315,473	314,600	239,600	195,200
Capital Outlay					
4605-8013	Vehicle Purchase	38,164	38,200	38,200	38,200
	Total Capital Outlay	38,164	38,200	38,200	38,200
Reimbursements					
4605-8610	Reimbursements - General Fund	38,100	40,000	45,000	60,500
4605-8620	Reimbursements - Proposition A	0	0	0	
	Total Reimbursements	38,100	40,000	45,000	60,500
	Total Expenditures	455,823	458,800	388,800	363,000

Proposition C Transit Fund

Expenditures, *Continued*

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
4605-7610	Travel, Meetings and Conferences	495	500	500	800
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	3,796	2,000	2,000	2,000
4605-7674	Retiree Health Insurance	4,492	6,000	6,000	5,000
4605-7788	Recreation Shuttle Services	5,358	4,000	4,000	4,000
4605-7814	Graffiti Removal	5,789	4,000	4,000	4,000
4605-7821	Personal Computer Support	0	500	500	500
4605-7831	Wireless Phones/Devices	470	1,100	1,100	400
4605-7960	Foothill Transit Operations	294,027	292,000	217,000	174,000
4605-7980	Other Expenses	1,046	4,000	4,000	4,000
	Total Services and Supplies	<u>315,473</u>	<u>314,600</u>	<u>239,600</u>	<u>195,200</u>
Capital Outlay					
4605-8013	Vehicle Purchase	38,164	38,200	38,200	38,200
	Total Capital Outlay	<u>38,164</u>	<u>38,200</u>	<u>38,200</u>	<u>38,200</u>
Reimbursements					
4605-8610	Reimbursements - General Fund	38,100	40,000	45,000	60,500
4605-8620	Reimbursements - Proposition A	0	0	0	0
	Total Reimbursements	<u>38,100</u>	<u>40,000</u>	<u>45,000</u>	<u>60,500</u>
	Total Expenditures	<u><u>455,823</u></u>	<u><u>458,800</u></u>	<u><u>388,800</u></u>	<u><u>363,000</u></u>

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.

Measure R Local Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money & Property					
470-4401	Interest Earnings	17,630	30,300	53,500	53,500
	Total Use of Money & Property	17,630	30,300	53,500	53,500
Intergovernmental - Local					
470-4706	Transit - Measure R LR	350,760	382,200	382,200	398,900
	Total Intergovernmental - Local	350,760	382,200	382,200	398,900
	Total Revenues	368,390	412,500	435,700	452,400

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
4705-7915	Landscape - Sidewalk Repairs	0	0	0	0
4705-8060	Sidewalk Improvements	184,068	150,000	113,000	250,000
4705-8070	Street Improvements	400,000	265,000	265,000	300,000
4705-8100	Other Capital Improvements	0	0	0	30,000
	Total Capital Outlay	584,068	415,000	378,000	580,000
Reimbursements					
4705-8610	Reimbursements - General Fund	116,814	83,000	75,600	116,000
	Total Reimbursements	116,814	83,000	75,600	116,000
	Total Expenditures	700,882	498,000	453,600	696,000

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.

Measure M Local Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money & Property					
475-4401	Interest Earnings	17,191	10,000	22,400	22,400
	Total Use of Money & Property	17,191	10,000	22,400	22,400
Intergovernmental - Local					
475-4707	Transit - Measure M LR	396,784	433,100	433,100	452,100
	Total Intergovernmental - Local	396,784	433,100	433,100	452,100
	Total Revenues	413,975	443,100	455,500	474,500

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
4750-7965	Professional Services	0	70,000	70,000	0
4750-8060	Sidewalk Improvements	0	50,000	50,000	250,000
4750-8070	Street Improvements	0	150,000	150,000	365,000
4750-8100	Other Capital Improvements	0	20,000	20,000	0
	Total Capital Outlay	0	290,000	290,000	615,000
4750-8610	Reimbursements - General Fund	0	58,000	58,000	123,000
	Total Capital Outlay	0	58,000	58,000	123,000
	Total Expenditures	0	348,000	348,000	738,000

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.

Measure W Transit Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money & Property					
490-4401	Interest Earnings	3,839	600	3,000	3,000
	Total Use of Money & Property	3,839	600	3,000	3,000
Intergovernmental - Local					
490-4709	Transit - Measure W Stormwater	252,208	250,000	254,000	250,000
	Total Intergovernmental - Local	252,208	250,000	254,000	250,000
	Total Revenues	256,047	250,600	257,000	253,000

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
4905-7980	Other Expenses	89,764	0	140,000	181,000
4905-8100	Other Capital Improvements	14,055	230,000	0	150,000
	Total Capital Outlay	103,819	230,000	140,000	331,000
4905-8610	Reimbursements - General Fund	0	0	0	0
	Total Capital Outlay	0	0	0	0
	Total Expenditures	103,819	230,000	140,000	331,000

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.

Town Center Debt Service Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
520-4401	Interest Earnings		0	0	0
	Total Use of Money and Property	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Revenues	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Financing Services					
5205-8314	Trustee Services	0	0	0	0
	Total Financing Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Service					
5205-8340	Principal Payments	74,764	0	0	0
5205-8350	Interest Expenses	751	0	0	0
	Total Debt Service	<u>75,515</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Financing Sources					
5205-9040	Transfer Out	34,188	0	0	
	Total Other Financing Services	<u>34,188</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u><u>109,703</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Infrastructure Modernization Debt Service Fund

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

Infrastructure Modernization Debt Service Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
521-4401	Interest Earnings	0	0	0	0
	Total Use of Money and Property	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Financing Sources					
521-6901	Transfers In	220,837	220,900	220,900	220,900
	Total Other Financing Sources	<u>220,837</u>	<u>220,900</u>	<u>220,900</u>	<u>220,900</u>
	Total Revenues	<u><u>220,837</u></u>	<u><u>220,900</u></u>	<u><u>220,900</u></u>	<u><u>220,900</u></u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Financing Services					
5215-8314	Trustee Services	0	0	0	0
5215-8330	Other Expenses - Debt Service	0	0	0	0
	Total Financing Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Service					
5215-8340	Principal Payments	161,834	165,800	165,800	169,800
5215-8350	Interest Expenses	59,003	55,100	55,100	51,100
	Total Debt Service	<u>220,837</u>	<u>220,900</u>	<u>220,900</u>	<u>220,900</u>
	Total Expenditures	<u><u>220,837</u></u>	<u><u>220,900</u></u>	<u><u>220,900</u></u>	<u><u>220,900</u></u>

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.

Inclusionary Housing Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
610-4401	Interest Earnings	9,484	13,300	24,300	24,300
	Total Use of Money and Property	<u>9,484</u>	<u>13,300</u>	<u>24,300</u>	<u>24,300</u>
	Total Revenues	<u>9,484</u>	<u>13,300</u>	<u>24,300</u>	<u>24,300</u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Capital Outlay					
6105-8100	Other Capital Improvements	0	0	0	0
	Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Community Improvement Fund

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

Community Improvement Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
620-4401	Interest Earnings	13,625	20,600	44,000	4,400
620-4503	Other Federal Grants	0	1,600,000	1,600,000	800,000
620-4611	Grant Program Revenue	0	1,133,000	1,133,000	1,133,000
620-4613	Other State Grants	28,400	2,000,000	2,000,000	0
620-5004	Other Revenue	553,646	234,000	234,000	0
	Total Use of Money and Property	595,671	4,987,600	5,011,000	1,937,400
Other Financing Sources					
620-6901	Transfers In - General Fund	0	0	0	0
	Total Other Financing Sources	0	0	0	0
	Total Revenues	595,671	4,987,600	5,011,000	1,937,400

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Services and Supplies					
6220-7965	Professional Services	0	0	0	0
6220-7980	Other Expenses	0	0	0	0
	Total Services and Supplies	0	0	0	0
Capital Outlay					
6205-8100	Other Capital Improvements	25,607	234,000	234,000	0
6210-8100	Other Capital Improvements	84,700	1,600,000	1,600,000	800,000
6220-8100	Other Capital Improvements	0	2,000,000	2,000,000	0
6225-8100	Other Capital Improvements	3,693	1,154,000	1,154,000	1,133,000
	Total Capital Outlay	114,000	4,988,000	4,988,000	1,933,000
	Total Expenditures	114,000	4,988,000	4,988,000	1,933,000

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.

Housing Authority Fund

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
680-4401	Interest Earnings	35,984	40,200	82,900	82,900
680-5004	Other Revenue	39,254	0	0	0
680-5007	Gain on Sale of Land	0	0	0	0
	Total Use of Money and Property	75,238	40,200	82,900	82,900
Other Financing Sources					
680-6904	Transfers In - Affordable Housing	0	0	0	0
	Total Other Financing Sources	0	0	0	0
	Total Revenues	75,238	40,200	82,900	82,900

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Administration Services					
6805-7310	Meeting Stipends	3,990	5,100	5,100	5,100
6805-7312	Legal Counsel	0	1,000	0	0
	Total Administration Services	3,990	6,100	5,100	5,100
Services and Supplies					
6805-7965	Professional Services	8,198	117,600	117,600	115,000
6805-7980	Other Expenses	10,140	10,200	10,700	11,500
	Total Services and Supplies	18,338	127,800	128,300	126,500
	Total Expenditures	22,328	133,900	133,400	131,600

Housing Authority Fund

Housing Authority Fund, *Continued*

Revenues

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 Budget
Use of Money and Property					
681-4401	Interest Earnings	56,742	98,900	168,900	168,900
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	0	0	0	0
	Total Use of Money and Property	<u>56,742</u>	<u>98,900</u>	<u>168,900</u>	<u>168,900</u>
Other Financing Sources					
681-6904	Transfers In - Affordable Housing	0	0	0	0
	Total Other Financing Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Revenues	<u><u>56,742</u></u>	<u><u>98,900</u></u>	<u><u>168,900</u></u>	<u><u>168,900</u></u>

Expenditures

Account Number	Account Description	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2023-24 Estimated Actual	FY 2024-25 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Services and Supplies					
6815-7965	Professional Services	8,495	8,600	8,600	8,600
6815-7971	Cost of Land Sold	0	0	0	0
6815-7980	Other Expenses	0	0	0	0
6815-9010	Transfer Out - SA	0	0	0	0
	Total Services and Supplies	<u>8,495</u>	<u>8,600</u>	<u>8,600</u>	<u>8,600</u>
	Total Expenditures	<u><u>8,495</u></u>	<u><u>8,600</u></u>	<u><u>8,600</u></u>	<u><u>8,600</u></u>

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 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.

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.

Glossary

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.

Glossary

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

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

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

City Council's Budget Resolution

RESOLUTION NO. 24-05

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 2024-25 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 I, 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 2024-25 is \$47,820,037.

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 28th day of May 2024.

/s/ Vinh Truong
Vinh Truong

APPROVED AS TO FORM:

ATTEST:

/s/ Thai Viet Phan
Thai Viet Phan, City Attorney

/s/ Annette Juarez
Annette Juarez, City Clerk

City Council's Budget Resolution

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

I, Annette Juarez, City Clerk of the City of Duarte, California, do hereby certify that Resolution No. 24-05 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 28th day of May 2024, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

A YES: FINLAY, LEWIS, GARCIA, TRUONG

NOES: NONE

ABSTAIN: NONE

ABSENT: KANG, SCHULZ, MARTIN DEL CAMPO

/s/ Annette Juarez

Annette Juarez,
City Clerk

Gann Appropriation Limit Computation

Resolution 24-05

Attachment 1

CITY OF DUARTE COMPUTATION OF APPROPRIATIONS LIMIT

FY 2023-24 Appropriations Limit	\$44,787,876
Change in per capita personal income	103.62%
Change in County population = 0.05 (Change in City population = 3.04)	1.0362%
Cumulative compound change (1.0362 x 1.0304)	1.06770048
FY 2024-25 Appropriations Limit	\$47,820,037

Source: State of California, Department of Finance, Price and Population Information, April 2024