



AGENDA
**REGULAR JOINT MEETING OF THE CITY
 COUNCIL OF THE CITY OF DUARTE, THE
 DUARTE HOUSING AUTHORITY, AND THE
 DUARTE COMMUNITY FACILITIES
 FINANCING AUTHORITY**

TUESDAY, APRIL 9, 2024
 7:00 PM

6:00 PM - CLOSED SESSION
 CITY COUNCIL CHAMBERS,
 1600 HUNTINGTON DRIVE,
 DUARTE, CALIFORNIA 91010

MISSION STATEMENT

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

VINH TRUONG, MAYOR
 CESAR GARCIA, MAYOR PRO TEM
 MARGARET FINLAY, COUNCILMEMBER
 SAMUEL KANG, COUNCILMEMBER
 TONEY LEWIS, COUNCILMEMBER
 JODY SCHULZ, COUNCILMEMBER
 TERA MARTIN DEL CAMPO, COUNCILMEMBER

City/Agency/Authority Staff:
 Brian Villalobos, City Manager
 Kristen Petersen, Assistant City Manager and Director of Administrative Services
 Craig Hensley, Director of Community Development
 Manuel Enriquez, Director of Parks and Recreation
 Larry Breceda, Director of Public Safety Services
 Thai Viet Phan, City Attorney
 Annette Juarez, City Clerk

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

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

Notice: Duarte City Council meetings are videotaped for later broadcast on DCTV. Attendance at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

Members of the public may listen/view the City Council meeting broadcast on the City's website following each

meeting. To access the meeting, log onto www.accessduarte.com then on the homepage, click on the Agendas/View Meetings icon under the LATEST NEWS/QUICK LINKS banner, then on the Agendas & Minutes page, click on the City Council Meeting link. City Council meetings are also broadcast following each meeting through Spectrum Cable, Channel 3, daily at 12:00 p.m. and 7:00 p.m.

Public comments can be submitted by emailing duarteinfo@accessduarte.com, prior to 6:00 p.m. on the day of the meeting and will be distributed to the City Council and made available for public review. PLEASE NOTE: The subject line of your public comment email must contain the Agenda item number or title. Public comments are a matter of public record, including content that include emails and addresses, so consider content and remove private information as you deem appropriate.

6:00 PM CLOSED SESSION - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

A. [City Manager Written Comments](#)

2. ADOPTION OF THE AGENDA

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS - Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.

4. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL AND LABOR NEGOTIATOR - The Closed Session is authorized by the Government Code Sec. 54957.6.

AGENCY NEGOTIATOR: Kristen Petersen, Assistant City Manager and Director of Administrative Services; Katy Suttorp, Burke Williams & Sorensen, LLP, Outside Legal Counsel.

EMPLOYEE ORGANIZATION: SEIU Local 721 Management and Professional Employees and General Employee Units

7:00 PM OPEN SESSION - REGULAR MEETING - COUNCIL CHAMBERS

5. CALL TO ORDER AND ROLL CALL

6. PLEDGE TO THE FLAG

7. CITY ATTORNEY CLOSED SESSION REPORT

8. SPECIAL ITEMS

A. [Community Development Update](#)

B. [Parks and Recreation Update](#)

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

11. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA).
- B. Approve absence(s) of City Councilmember(s) from the City Council meeting
- C. Approval of Minutes - March 26, 2024 (CC/HA/FA).

It is recommended that the City Council approve the minutes of March 26, 2024.

- D. Approval of Warrants - April 9, 2024 (CC/HA/FA)

It is recommended that the City Council approve the warrants of April 9, 2024.

- E. Receive and File the Community Development Update

It is recommended that the City Council receive and file the Community Development Department Update for the month of April 2024.

- F. Receive and File the Parks and Recreation Department Update

It is recommended that the City Council receive and file the Parks and Recreation Department Update for the month of April 2024.

- G. Production Agreement with Pyro Spectaculars, Inc. for 2024 Independence Day Celebration Fireworks Show

It is recommended that the City Council authorize the City Manager to execute this production agreement with Pyro Spectaculars, Inc. in the amount of \$27,500 to produce the fireworks display at the City's Independence Day Celebration on July 3, 2024.

- H. Landscape Design Contract with Site Design Studio

It is recommended that the City Council authorize the City Manager to sign a Professional Services Agreement with Site Design Studio for Landscape Design Services and construction administration of the Highland Promenade in the amount of \$61,300.

- I. Lease Extension for Public Safety Office at 1042 Huntington Drive

It is recommended that the City Council authorize the City Manager to sign a 10 year extension to the current lease for Public Safety in the Mountain Vista Plaza Shopping Center.

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

13. PUBLIC HEARINGS - None

14. BUSINESS ITEMS

- A. Discussion Regarding the Public Utilities, Communications, and Technology Commission's Recommendation Concerning the "Report an Issue" Website Feature

It is recommended that the City Council concur with the Public Utilities, Communications, and Technology Commission's recommendation for City staff to continue using the "Report an Issue"

website feature and not move forward with a request to City Council to fund a city mobile application (“app”).

B. [Adoption of Resolution No. 24-02 regarding the proposed thresholds of significance for purposes of analyzing transportation impacts](#)

It is recommended that the City Council adopt Resolution 24-02, finding that the action is exempt from CEQA and establishing the proposed thresholds of significance for purposes of analyzing transportation impacts.

C. [City of Duarte City Council Reimbursement Policy](#)

It is recommended that the City Council discuss the amended Expense Reimbursement Policy and adopt the amended policy.

15. CONTINUATION OF ORAL COMMUNICATIONS

16. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR/REPORTS OF MEETINGS ATTENDED PER GOVERNMENT CODE SECTION 53232.3

17. ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall – 1600 Huntington Drive, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (www.accessduarte.com) not less than 72 hours prior to the meeting per Government Code 54954.2.

Dated this 3rd day of April, 2024.