



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, FEBRUARY 14, 2023
7:00 PM

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

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

City/Agency/Authority Staff:
Daniel Jordan, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Community Development Director
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, 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.

1. CALL TO ORDER AND ROLL CALL

A. City Manager Written Comments

2. PLEDGE TO THE FLAG

3. ADOPTION OF THE AGENDA

4. SPECIAL ITEMS

A. Community Development Department Update

B. Parks and Recreation Department Update

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

7. 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 - January 24, 2023 (CC/HA/FA).

D. Approval of Warrants - February 14, 2023 (CC/HA/FA).

E. Receive and file the Community Development Department Status Report

F. Receive and file the Parks and Recreation Department Status Report

G. Consideration and Approval of the Job Description and Salary Schedule for Part-Time Duarte Dance Instructor

Recommendation: 1) Adopt the job description for the position of part-time Duarte Dance Instructor; and 2) Approve the hourly pay rate of \$50 for the position of part-time Duarte Dance Instructor.

H.

Consideration of Award of Contract to Duthie Power Services for Professional Services for the Replacement of the Duarte Town Center Emergency Generator

Recommendation: Award a contract to Duthie Power Services for professional services for the replacement of the Duarte Town Center Emergency Generator.

I. Consideration of Award of Contract for the Citywide Curb House Address Number Project (FY 2022-23).

Recommendation: 1) Approve the award of contract for the Citywide Curb House Address Number Project to Care for the Children; and 2) Approve a budget amendment of \$63,000 to the Gas Tax Fund as part of the Mid-Year Budget review.

J. Consideration of Facility Use Agreement between the City of Duarte and Duarte Unified School District for the 2023 Swim Team Season

Recommendation: Authorize the City Manager to execute the Facility Use Agreement with Duarte Unified School District for use of the Fitness Center Pools for Duarte High School's 2023 Swim Team season.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS - None

10. BUSINESS ITEMS

A. Consideration of Award of Vendor Services Agreement for Civic Center Electronic Message Boards Replacement and Budget Amendment

Recommendation: 1) Award the vendor services agreement for the Civic Center Electronic Message Boards Replacement to Square Signs, DBA Front Signs, in the amount of \$80,351; and 2) Approve a budget amendment of \$80,500 from the General Fund (100-1610-8100).

B. Consideration of Professional Services Agreement with LPA for Conceptual Design Services of Initial Phase of Civic Center Master Plan

Recommendation: Authorize the City Manager to execute this Professional Services Agreement with LPA in the amount of \$45,000 for conceptual design services of the three-phase project - Civic Center Buildings (exterior), City Hall and Community Center (interiors).

11. CONTINUATION OF ORAL COMMUNICATIONS

12. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR

13. 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 9th day of February, 2023.

Annette Juarez
City Clerk