



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

**CITY COUNCIL CHAMBERS
1600 HUNTINGTON DRIVE, DUARTE, CA 91010
Tuesday, December 10, 2024
7:00 PM**

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 A. Garcia, Mayor Pro Tem
Margaret Finlay, Councilmember
Samuel Kang, Councilmember
Toney Lewis, Councilmember
Jody Schulz, Councilmember
Tera Martin Del Campo, Councilmember

City/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. 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 livestream the City Council meeting broadcast on the City's website. To access the meeting, log onto www.accessduarte.com, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link. City Council meetings are also broadcast daily at 12:00 p.m. and 7:00 p.m., following each meeting, via Spectrum Cable - Channel 3.

Public comment:

In-Person: Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk. Speakers shall be limited to three (3) minutes per person per item. At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

Written: Submit written comment by emailing duarteinfo@accessduarte.com, prior to 4:00 p.m. on the day of the meeting. Comments 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, including personal contact information, are considered public record. Please do not provide any personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published.

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

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. PLEDGE TO THE FLAG
4. SPECIAL ITEMS
 - A. Presentation of certificate to IHOP

- B. Certification of Election Results
 - C. Recognition of Councilmember Schulz
 - D. Oaths of Office to newly elected and re-elected City Councilmembers
 - E. City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor/Chairperson (City Clerk Presiding)
 - F. City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor Pro-Tem/Vice Chairperson (Mayor/Chairperson Presiding)
 - G. Recess (20 minutes) - Welcome Reception in honor of newly elected and re-elected City Councilmembers
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 - November 26, 2024 Regular Meeting (CC/HA/FA)
Recommended Action: Approve the minutes of November 26, 2024.
 - D. Approval of Warrants - December 10, 2024 (CC/HA/FA)
Recommended Action: Approve the warrants of December 10, 2024.
 - E. Community Development Department Update
Recommended Action: Receive and file the Community Development Department Update.
 - F. Parks and Recreation Department Update
Recommended Action: Receive and file the Parks and Recreation Department Update.
 - G. Receive and File Duarte Housing Successor Annual Report for Fiscal Year 2023-24
Recommended Action: Receive and file the Duarte Housing Successor Annual Report regarding the Low- and Moderate-Income Asset Fund pursuant to California Health and Safety Code Section 34176.1 (f).

H. Notice of Completion: Royal Oaks Park Gazebo Replacement, Project (24-9)

Recommended Action: Authorize the Notice of Completion for the Royal Oaks Park Gazebo Replacement Project in the amount of \$64,900.

I. Salary Increase Adjusting the Hourly Rate Schedule for Compliance with New Minimum Wage Requirements effective January 1, 2025

Recommended Action: Approve Resolution No. 24-23 adjusting the hourly rate schedule for compliance with the new minimum wage requirements as shown on the attached Citywide Salary and Pay Schedule that is attached as Exhibit A.

J. Second Reading and Adoption of Ordinance No. 928 amending the Duarte Municipal Code to comply with State law regarding tobacco, improve City enforcement of tobacco-related Municipal Code violations, and to enhance public safety, health and welfare

Recommended Action: Adopt Ordinance No. 928.

K. Approve Public Safety Director CACEO Conference Hotel Related Expenses

Recommended Action: Approve the reimbursement of hotel-related expenses in the amount of \$508.89.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS

A. Community Development Block Grant (CDBG) Program - Consideration to approve the City of Duarte's CDBG Proposed Program for Fiscal Year (FY) 2025-2026 (July 1, 2025 – June 30, 2026)

Recommended Action: 1. Conduct a Public Hearing and receive public testimony; 2. Allocate approximately \$130,000 in FY 2025-2026, plus unspent, carry-over CDBG funds in the amount of approximately \$10,800, for a total of \$140,800 to implement a new FY 2025-2026 CDBG Project, Installation of Americans with Disabilities Act-Compliant (ADA) Curb Ramps; 3. Authorize the City Manager, or designee, to execute all necessary contract documents in a form approved by the City Attorney; and 4. Authorize staff the ability to make adjustments due to changes in CDBG funding allocations and/or as needed due to programmatic interpretations by the Los Angeles County Development Authority (LACDA).

10. BUSINESS ITEMS

A. Duarte Chamber of Commerce Annual Update

Recommended Action: Receive and file the Chamber of Commerce Annual Report.

B. Approval of the FY 2024-25 Duarte Chamber of Commerce Services Agreement

Recommended Action: Approve the FY 2024-25 Services Agreement Term Extension in the amount of \$32,000 with the Duarte Chamber of Commerce through June 30, 2025.

C. Burrtec Waste 2023 Annual Performance Review and 2025 Rate Review

Recommended Action: Approve both the Burrtec Waste Services 2023 Annual Performance Review and Amendment No. 16 to the “Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services,” setting the refuse collection and recycling rates shown in the attached schedule to become effective January 1, 2025 and adding the required SB 1383 contract amendment.

D. Audited Financial Statements for Fiscal Year 2023/24

Recommended Action: Receive and file the Audited Financial Statements for Fiscal Year 2023/24.

E. Approval of a Professional Services Agreement with De Novo Planning Group for Preparation of an Initial Study and Mitigated Negative Declaration for a Residential Project located at 1404-1414 Royal Oaks Drive

Recommended Action: Authorize the City Manager to sign a Professional Services Agreement with De Novo Planning Group for the preparation of environmental documentation for the subject property.

11. CONTINUATION OF ORAL COMMUNICATIONS

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

13. ADJOURNMENT

In memory of Ken Mallory

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, 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 4th day of December 2024.
Annette Juarez, MMC, City Clerk