



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, JANUARY 23, 2024
 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

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.

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

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. [Mayor's Youth Council Update](#)

B. [Public Safety Department Update](#)

C. [Recognition of Years of Service - Victor Valenzuela](#)

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 9, 2024 \(CC/HA/FA\)](#)

D. [Approval of Warrants - January 23, 2024 \(CC/HA/FA\)](#)

E. [Receive and File the Monthly Financial Update for the months of October 2023 and November 2023.](#)

F. [Receive and File the Public Safety Department Update](#)

G. [Authorization for City Manager to Execute a Five-Year License Agreement with Southern California Edison Company \(SCE\) for a 21- Space Parking Lot at the Duarte Post Office, Effective May 1, 2024](#)

[- April 30, 2029](#)

It is recommended that the City Council approve and authorize the City Manager to execute a five-year License Agreement with Southern California Edison Company effective May 1, 2024 – April 30, 2029, for use of the 21-space parking lot at the Duarte Post Office located at 1220 Highland Avenue

H. [Contract with Armstrong & Walker to develop construction drawings for Donald & Bernice Watson Recreation Trail](#)

It is recommended that the City Council: 1) authorize the City Manager to sign a professional services agreement with Armstrong & Walker to develop construction drawings for landscape upgrades for the Recreation Trail; and 2) a General Fund budget amendment to account number 1405-7965 of \$77,500, which includes the contract amount with contingency

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS - None

10. BUSINESS ITEMS

A. [Update on Median Design Concept](#)

It is recommended that the City Council receive the oral presentation and provide direction to the consultant and staff.

B. [Approval of Royal Oaks Annexation Agreement](#)

C. [Contract for preparation of environmental review documents and planning services for the annexation of the Royal Oaks property, 1763 Royal Oaks Drive North, and a budget amendment for the contract](#)

Authorize the City Manager to sign a Professional Services Agreement with Rincon Consultants for environmental review documents and planning services for the annexation of the Royal Oaks property in the amount of \$113,563 and a \$25,000 contingency

D. [Conceptual Design Presentation for Initial Phase of Civic Center Master Plan](#)

It is recommended that the City Council receive and file the conceptual designs for the initial three phases of the Civic Center Master Plan and provide direction on next steps

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 17th day of January, 2023.