



City of Duarte

1600 Huntington Drive, Duarte, CA 91010 | Tel (626) 357-7931 | Fax (626) 358-0018 | accessduarte.com

NOTICE AND CALL OF SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF DUARTE

NOTICE IS HEREBY GIVEN that the majority of the City Council have called for a Special City Council Meeting to be held on Tuesday, January 11, 2022, at 6:00 p.m. in the Duarte City Council Chambers, 1600 Huntington Drive, Duarte, California. The special meeting agenda will appear as follows:

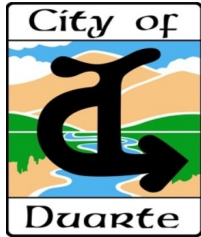
SPECIAL MEETING AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **ORAL COMMUNICATIONS**
Any person wishing to speak on any items listed on this special meeting agenda, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes. Public comments may be submitted by emailing duarteinfo@accessduarte.com before 6:00 p.m. on the day of the meeting. Under the Brown Act, members of the City Council and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.
3. **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 906 AMENDING SECTIONS 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, 2.29.040 OF THE DUARTE MUNICIPAL CODE TO CHANGE THE BEGINNING AND ENDING DATES OF COMMISSIONER TERMS**
4. **AWARD OF CONTRACT – CITY YARD FENCE AND GATE REPLACEMENT, PROJECT 22-5 TO QUALITY FENCE CO. INC. IN THE AMOUNT OF \$238,675.00; BUDGET AMENDMENT OF \$262,542.50**
5. **ANNUAL APPOINTMENT OF CITY COUNCILMEMBERS TO INTERGOVERNMENTAL ORGANIZATIONS**
6. **ADJOURNMENT**

Dated: January 6, 2022
Annette Juarez, City Clerk

I, Annette Juarez, City Clerk, hereby certify that the foregoing notice of special meeting was posted on January 6, 2022 at the following locations: City Hall – 1600 Huntington Drive Avenue, 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 24 hours prior to the meeting and delivered to each member of the Duarte City Council and to the following newspaper: Pasadena Star-News.

/s/Annette Juarez, City Clerk



AGENDA
SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF
DUARTE, CALIFORNIA
TUESDAY, JANUARY 11, 2022
6:00 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

CITY COUNCIL:

MARGARET FINLAY, MAYOR
TZEITEL PARAS-CARACCI, MAYOR PRO TEM
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
JODY SCHULZ, COUNCILMEMBER
VINH TRUONG, COUNCILMEMBER
CESAR GARCIA, 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 Clerk's office at (626) 357-7931. Notification no later than 48 hours 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/Agency/ Authorities to a majority of the City Council/Successor Agency/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Successor Agency/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 live-streamed and taped for later broadcast on the City's website. 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. 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.

1. CALL TO ORDER AND ROLL CALL

2. ORAL COMMUNICATIONS

Any person wishing to speak on any items listed on this special meeting agenda, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes. Public comments may be submitted by emailing duarteinfo@accessduarte.com before 6:00 p.m. on the day of the meeting. Under the Brown Act, members of the City Council and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.

3. CONSIDERATION OF ADOPTION OF ORDINANCE NO. 906 AMENDING SECTIONS 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, 2.29.040 OF THE DUARTE MUNICIPAL CODE TO CHANGE THE BEGINNING AND ENDING DATES OF COMMISSIONER TERMS

4. AWARD OF CONTRACT – CITY YARD FENCE AND GATE REPLACEMENT, PROJECT 22-5 TO QUALITY FENCE CO. INC. IN THE AMOUNT OF \$238,675.00; BUDGET AMENDMENT OF \$262,542.50

5. ANNUAL APPOINTMENT OF CITY COUNCIL MEMBERS TO INTERGOVERNMENTAL ORGANIZATIONS

6. 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 Avenue, 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 24 hours prior to the meeting per Government Code 54954.2.

Dated this 11th day of January, 2022.

/s/Annette Juarez, City Clerk



AGENDA REPORT

MEETING DATE: January 11, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Thai Viet Phan, Assistant City Attorney

SUBJECT: Consideration of adoption of Ordinance No. 906, amending Sections 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, 2.29.040 of the Duarte Municipal Code to change the beginning and ending dates of Commissioner terms

RECOMMENDATION: Introduce and pass on for second reading Ordinance No. 906, amending Duarte Municipal Code Sections 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, 2.29.040, Regarding the Terms of Various Commissioners

FISCAL IMPACT: None

BACKGROUND

In the summer of 2021, Councilmember Paras-Caracci requested that staff review the Duarte Municipal Code (DMC) provisions relating to the appointment and terms of the City's various commissions. Currently, commissioners are appointed by the City Council, typically for four-year terms, beginning in January of an even-numbered year and ending on the fourth December of their term, which is an odd-numbered year. (Note that the length of the terms of certain commissioners are two years or one year; the implications of the proposed amendment for commissioners with two- and one-year terms will be discussed as well.)

Councilmember Paras-Caracci proposed amending the terms in order to better align them with the election of new councilmembers. **Specifically, under the proposed amendment, commissioner terms would begin in January of odd-numbered years, and the terms would end in December of even-numbered years.** This amendment would make City Council elections, which occur in November of even-numbered years, much closer in time to the beginning of commissioner terms.

At the November 9, 2021, City Council meeting, the City Council discussed these potential revisions to the DMC. The Council directed staff to move forward with drafting an ordinance consistent with Mayor Pro Tem Paras-Caracci's proposal.

DISCUSSION/ANALYSIS

The analysis of the potential changes to commissioner terms were discussed in detail in the November 9, 2021, staff report and is reiterated below. Council provided direction consistent with staff's report and Mayor Pro Tem Paras-Caracci's proposal, therefore the analysis has not changed for this draft ordinance.

There are six commissions provided for in the DMC: (1) Planning; (2) Economic Development; (3) Traffic Safety; (4) Public Services; (5) Public Safety; and (6) Parks and Recreation. The Mayor's Youth Council is not a commission created under the DMC, therefore its term would not be affected by the discussion here.

Four of the commissions (Planning, Economic Development, Traffic Safety, and Public Services) have standard four-year terms for all commissioners. Public Safety has four commissioners with standards four-year terms, two commissioners with two-year terms, and one commissioner with a one-year term. Parks and Recreation has six commissioners with four-year terms and one commissioner with a one-year term.

With respect to the terms of **current commissioners**, the proposed amendments would have the following impact:

- If Council directs staff to update the commissioner terms, staff would provide draft amendments to the DMC to update the terms of the commissioners whose terms would end on December 31, 2023, to December 31, 2024. This would ensure the application cycles and terms are consistent with an updated timeline;
- It should be noted that because there are commission terms ending on December 31, 2021, those commissioners would need to be reappointed or have their seats filled under the current DMC provisions due to the timing of this item (e.g., two readings, 30 days to take effect) unless the City Council passes an urgency ordinance or holds a special meeting for the first reading of an ordinance.

Provided below is an overview of how the proposed amendments would impact the timing of the selection of commissioners with four-year terms, two-year terms, and one-year terms. Each over provides an example of current and proposed timeline

Impact on Four-Year Terms

Current Term Example

- Begins: January 1st of even years (e.g., January 1, 2022)
- Ends: The fourth December 31st from the beginning of the term (e.g., December 31, 2025)

4-Year Current Timeline Example

Date	Event
June – December 2019	Receive applications & interview
January 2020	Appoint commissioners/terms begin
November 2020	Council elections
June – December 2021	Receive applications & interview <i>w/ new councilmembers</i>
January 2022	Appoint commissioners/term begins
December 2025	End commission term

Potential Change:

- New Term Begins: January 1st of odd years (e.g., January 1, 2023)
- New Term Ends: The fourth December 31st from the beginning of the term (e.g., December 31, 2026)
 - Example New Term: January 1, 2023 – December 31, 2026

Thus, new Councilmembers may participate in the application review and appointment process in December of the election year and vote to appoint new commissioners in an upcoming January meeting.

4-Year Potential New Timeline Example

Date	Event
November 2022	Election
December 2022	Receive applications & interview <i>w/ new councilmembers</i>
January 2023	Appoint commissioners/terms begin
December 2026	End commission terms

Impact on Two-Year Terms

Current Term Example

- Begins: January 1st of even years (e.g., January 1, 2022)
- Ends: The second December 31st from the beginning of the term (e.g., December 31, 2023)

2-Year Current Timeline Example

Date	Event
June – December 2021	Receive applications & interview
January 2022	Appoint commissioners/terms begin
November 2022	Council elections
June – December 2023	Receive applications & interview <i>w/ new councilmembers</i>
December 2023	End commission terms
January 2024	Appoint commissioners/terms begin

Potential Change:

- New Term Begins: January 1st of odd years (e.g., January 2023)
- New Term Ends: The second December 31st from the beginning of the term (e.g., December 2024)
 - Example New Term: January 1, 2023 – December 31, 2024

2-Year Potential New Timeline Example

Date	Event
November 2022	Election
December 2022	Receive applications & interview <i>w/ new councilmembers</i>
January 2023	Appoint commissioners/terms begin
December 2024	End commission terms

Impact on One-Year Terms

Current Term Example

- Begins: January 1st of each year (e.g., January 1, 2020)
- Ends: December 31st of the same year (e.g., December 31, 2021)

Potential Change

- No change is necessary, as the commissioner is selected each year

RECOMMENDATION

It is recommended that the City Council introduce and pass on for second reading Ordinance No. 906, amending Duarte Municipal Code Sections 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, 2.29.040, Regarding the Terms of Various Commissioners.

FISCAL IMPACT

None

ATTACHMENTS

Ordinance No. 906

ORDINANCE NO. 906

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING DUARTE MUNICIPAL CODE SECTIONS 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, 2.29.040, REGARDING THE TERMS OF VARIOUS COMMISSIONERS

WHEREAS, the Duarte Municipal Code provides for the creation of the Planning Commission, Public Safety Commission, Parks and Recreation Commission, Economic Development Commission, Traffic Safety Commission, and Public Services Commission; and

WHEREAS, the City Council of the City of Duarte appoints commissioners to the various commissions created in the Duarte Municipal Code; and

WHEREAS, the commissioners serve different terms, some of which are for a period of four years, two years, or one year; and

WHEREAS, the commissioners who do not serve one-year terms are appointed at the beginning of each odd-numbered year; and

WHEREAS, the City Council seeks to encourage resident participation and engagement with City elections; and

WHEREAS, adjusting the commissioner terms ending only in odd-numbered years to even-numbered years after an election would further the City Council's goal of increasing engagement and participation; and

WHEREAS, the City Council seeks to adjust current commissioner terms to avoid shortening their current terms while ensuring the terms coordinate with the election cycle.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2. The following sections of the Duarte Municipal Code are amended to read as follows:

2.20.040 - Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the city council.

Commissioners shall be appointed for terms of four years commencing on January 1st of odd years and terminating on the fourth occurring December 31st thereafter.

Commissioners appointed in 2022 but prior to the effective date of this ordinance shall have their terms end on December 31, 2022.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1st, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31st after the January 1st when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the city council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.22.040 - Members and terms.

The commission consists of seven members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the city council.

Commissioners appointed pursuant to Section 2.22.050(a)(1) shall be appointed for terms of four years commencing on January 1st of odd years and terminating on the fourth occurring December 31st thereafter.

Commissioners appointed pursuant to Section 2.22.050(a)(2) and (a)(4) shall be appointed for terms of two years commencing on January 1st of odd years and terminating on the second occurring December 31st thereafter.

Commissioners appointed pursuant to Section 2.22.050(a)(3) shall be appointed for a term of one year commencing on January 1st of each year and terminating on the immediately following December 31st.

Commissioners appointed in 2022 but prior to the effective date of this ordinance shall have their terms end on December 31, 2022.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1st, the term shall be adjusted to a lesser period of time such that the end of the term shall occur as follows: (i) for those members defined in Section 2.22.050(a)(1), on the fourth occurring December 31st after the January 1st when the term normally would have commenced; (ii) for those members of the commission defined in Section 2.22.050(a)(2) and (a)(4), on the second occurring December 31st after the January 1st when the term normally would have commenced; and (iii) for the member of the commission defined in Section 2.22.050(a)(3), on the next immediately following December 31st. Notwithstanding anything in this section to the contrary, the city council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.24.040 - Members and terms.

The commission consists of seven members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the city council.

Except for commissioners appointed pursuant to Section 2.24.050(a)(4), all other commissioners shall be appointed for terms of four years commencing on January 1st of odd years and terminating on the fourth occurring December 31st thereafter.

Commissioners appointed pursuant to Section 2.24.050(a)(4) shall be appointed for a term of one year commencing on January 1st of each year and terminating on the immediately following December 31st.

Commissioners appointed in 2022 but prior to the effective date of this ordinance shall have their terms end on December 31, 2022.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

Notwithstanding the foregoing, (i) if the term of a commissioner, except for commissioners appointed pursuant to Section 2.24.050(a)(4), commences after January 1st, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31st after the January 1st when the term normally would have commenced, and (ii) if the term of the commissioner appointed pursuant to Section 2.24.050(a)(4) commences on a date later than January 1st, the term shall be adjusted to be such lesser period of time such that the termination of the term shall occur on the next immediately occurring December 31st. Notwithstanding anything in this section to the contrary, the city council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.27.040 - Members and terms.

The commission consists of seven members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the city council.

Commissioners shall be appointed for terms of four years commencing on January 1st of odd years and terminating on the fourth occurring December 31st thereafter.

Commissioners appointed in 2022 but prior to the effective date of this ordinance shall have their terms end on December 31, 2022.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1st, the term shall be adjusted to be such lesser period of time such that the termination of the term shall occur on the fourth occurring December 31st after the January 1st when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the city council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.28.040 - Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the city council.

Commissioners shall be appointed for terms of four years commencing on January 1st of odd years and terminating on the fourth occurring December 31st thereafter.

Commissioners appointed in 2022 but prior to the effective date of this ordinance shall have their terms end on December 31, 2022.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1st, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31st after the January 1st the commencement of the term normally would have commenced. Notwithstanding anything in this section to the contrary, the city council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.29.040 - Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the city council.

Commissioners shall be appointed for terms of four years commencing on January 1st of odd years and terminating on the fourth occurring December 31st thereafter.

Commissioners appointed in 2022 but prior to the effective date of this ordinance shall have their terms end on December 31, 2022.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1st, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31st after the January 1st the commencement of the term normally would have commenced. Notwithstanding anything in this section to the contrary, the city council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

SECTION 3. The City Council finds and determines that this ordinance is exempt from the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15060(c)(2), in that the adoption of this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment, and is further and independently exempt from the California Environmental Quality Act under State CEQA Guidelines Section 15061(b)(3), in that it can be seen with certainty there is no possibility the adoption of this Ordinance will have a significant effect on the environment. In addition, the repeal is exempt under CEQA Guidelines section 15321, relating to the enforcement of a law.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code Section 36933(c) by publishing the following:

After first reading of this Ordinance:

SUMMARY OF ORDINANCE NO. 906

NOTICE IS HEREBY GIVEN that the Duarte City Council, at its regular meeting of January 11, 2022, introduced for first reading, Ordinance No. 906 which will amend sections 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, and 2.29.040 in the Duarte Municipal Code regarding commissioner terms and time of appointment.

A certified copy of the Ordinance is available for review in the City Clerk's Office at City Hall, located at 1600 Huntington Drive, Duarte, California 91010. The Ordinance is scheduled to be considered and potentially adopted at the regularly scheduled City Council meeting of January 25, 2022. The Ordinance will take effect 30 days after second reading and adoption.

After second reading/adoption of this Ordinance, if adopted:

SUMMARY OF ADOPTED ORDINANCE NO. 906

NOTICE IS HEREBY GIVEN that on January 25, 2021, the City Council adopted Ordinance No. 906.

ORDINANCE NO. 906

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA AMENDING SECTIONS 2.20.040, 2.22.040, 2.24.040, 2.27.040, 2.28.040, AND 2.29.040 IN THE DUARTE MUNICIPAL CODE RELATED TO COMMISSIONER TERMS AND TIME OF APPOINTMENT

I, ANNETTE JUAREZ, City Clerk of the City of Duarte, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 906 was duly passed and adopted at a regular meeting of the City Council held on January 25, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

THE FOREGOING ORDINANCE IS PASSED, APPROVED, AND ADOPTED by a vote of no less than a majority of City Council at a regular meeting of the City Council of the City of Duarte held on the 25th day of January, 2022.

Margaret Finlay
Mayor

APPROVED AS TO FORM

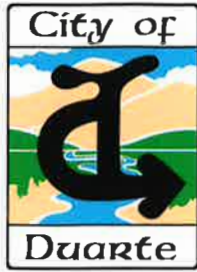
Thai Viet Phan,
Assistant City Attorney

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. 906 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 25th day of January 2022, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

Annette Juarez, City Clerk
City of Duarte, California



AGENDA REPORT

MEETING DATE: January 11, 2022

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Award of Contract – City Yard Fence and Gate Replacement, Project 22-5; Budget Amendment

RECOMMENDATION: Staff recommends City Council award the construction contract for the City Yard Fence and Gate Replacement to Quality Fence Co. Inc., as the lowest responsive and responsible bidder in the amount of \$238,675.00, in addition to a ten percent contingency, for a total budget amendment of \$262,542.50 from the General Fund.

FISCAL IMPACT: Budget amendment of \$262,542.50 from the General Fund (100-1610-8100).

BACKGROUND

During the latter half of last year, the City Yard experienced a wave of break-ins by homeless individuals and/or other persons living in or around the San Gabriel Riverbed. These break-ins, which often resulted in the theft of City property stored at the site, prompted City staff to reassess the overall security of the space while also putting some temporary measures in place until a permanent solution was approved.

DISCUSSION/ANALYSIS

Following the initial break-ins at the City Yard, upgrades were made to the location's already existing alarm system, surveillance cameras, and lighting. However, the current fencing along the Yard's perimeter was installed in 1988 and is well past its lifespan. Staff believes that a new, well-built fence and gate will greatly enhance the location's security and deter further crimes. For that reason, staff is recommending the City Yard Fence and Gate Replacement project this evening.

The project scope consists of the removal and haul away of the existing chain link fence, installation of industrial grade Aristo wrought iron fence - 8' tall with 1" square pickets, and the installation of a matching wrought iron sliding gate with a safety beam, automatic operator, and entry keypad.

On November 22, 2021, the City published an invitation to bid on the City Yard Fence and Gate Replacement, Project 22-5, in accordance with Duarte Municipal Code (DMC) Section 2.36.060. On December 6, 2021, the City received five (5) bids for the subject project. However, on December 9, 2021, the original lowest bidder, DASH Construction Company, withdrew their bid, citing critical errors by their estimator. Therefore, the remaining four (4) bids were reviewed for responsiveness to the bid specification requirements.

The following results were determined to be in conformance with the bid documents and specifications. Therefore, staff recommends that the bid be awarded to the lowest responsive and responsible bidder.

Responsive and responsible bidder results:

- | | |
|---------------------------------|---------------|
| 1. Quality Fence Co. Inc. | \$ 238,675.00 |
| 2. Nata Construction Inc. | \$ 239,965.00 |
| 3. J & A Engineering Corp. | \$ 283,500.46 |
| 4. Alcorn Fence Company | \$ 305,344.78 |

RECOMMENDATION

Staff recommends City Council award the construction contract for the City Yard and Gate Replacement to Quality Fence Co. Inc., as the lowest responsive and responsible bidder in the amount of \$238,675.00, in addition to a ten percent contingency, for a total budget amendment of \$262,542.50 from the General Fund.

FISCAL IMPACT

Budget amendment of \$262,542.50 from the General Fund (100-1610-8100).



Agenda Item:	5
CM Review:	
Fiscal Review:	

AGENDA REPORT

MEETING DATE: January 11, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

SUBJECT: Annual Appointment of City Councilmembers to Intergovernmental Organizations

RECOMMENDATION: It is recommended that the City Council make appointments to intergovernmental organizations for the upcoming year

FISCAL IMPACT: None

BACKGROUND

Each year, the City Council appoints individual Councilmembers to serve as either a Representative or Alternate to numerous intergovernmental organizations, a list of which is attached to this staff report. These annual appointments typically take place in December or January.

DISCUSSION/ANALYSIS

With the passing of Councilmember Urias, a vacancy currently exists for either a City's Representative/Delegate/Director or Alternate to the following intergovernmental organizations:

- **City Selection Committee**: Delegate
- **Duarte Community Coordinating Council**: Representative
- **San Gabriel Valley Economic Partnership**: Alternate
- **Sanitation Districts #15 and #22**: Director
- **Upper San Gabriel River Working Group**: Representative (This organization is an informal body consisting of representatives from the Cities of Duarte, Irwindale, and Azusa. Its purpose is to address homelessness in the San Gabriel Riverbed. This organization is not included on the attached list of intergovernmental organizations.)

Note also that the City Council may change the City's Representative/Delegate and/or Alternate to intergovernmental organizations for which a current vacancy does not exist.

RECOMMENDATION

It is recommended that the City Council make appointments to intergovernmental organizations for the upcoming year.

FISCAL IMPACT

None.

ATTACHMENTS

A. List of Duarte City Council Intergovernmental Organizations

DUARTE CITY COUNCIL – INTERGOVERNMENTAL ORGANIZATIONS

AREA “D” EMERGENCY SERVICES

City Manager *Representative*
Full Council *Alternates*

CALIFORNIA CONTRACT CITIES

Toney Lewis *Delegate*
Full Council *Alternates*
3rd Wednesday - 7:00 p.m.

CITY SELECTION COMMITTEE (COUNTY)

Bryan Urias *Delegate*
Full Council *Alternates*
3 or 4 times a year, at the call of the Chairman

COMMUNITY EDUCATION COUNCIL

Jody Schulz *Representative*
Tzeitel Paras-Caracci *Alternate*

DUARTE COMMUNITY COORDINATING COUNCIL

Bryan Urias *Representative*
Toney Lewis *Alternate*
4th Monday – 7:00 p.m.

DUARTE COMMUNITY SERVICE COUNCIL

Vinh Truong *Representative*
Toney Lewis *Alternate*

DUARTE EDUCATION FOUNDATION

Margaret Finlay *Representative*
Jody Schulz *Alternate*
1st Monday - 6:00 p.m.

FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM

Vinh Truong *Delegate*
Samuel Kang *Alternate*

FOOTHILL TRANSIT – \$150/mtg (4/yr)

Tzeitel Paras-Caracci *Delegate*
Toney Lewis *Alternate*

GOLD LINE PHASE II JPA – \$100/mtg (1/mo)

Tzeitel Paras-Caracci *Delegate*
Jody Schulz *Alternate*
2nd Thursday/month – 11:30 a.m.

JOINT POWERS INSURANCE AUTHORITY

Margaret Finlay *Director*
City Manager/Full Council *Alternates*
Annual Meeting – July

LEAGUE OF CALIFORNIA CITIES

Toney Lewis *Delegate*
Full Council *Alternates*
1st Thursday - 7:00 p.m.

SGV COUNCIL OF GOVERNMENTS - \$50/mo

Samuel Kang *Governing Board Rep.*
Jody Schulz *Alt. Governing Board Rep.*
3rd Thursday - 4:00 p.m.

SGV COG – Energy, Environment, Natural Resources Committee

Tzeitel Paras-Caracci *Representative*
3rd Wednesday – 3:00 p.m.

SGV COG – Homelessness Committee

Jody Schulz *Representative*
1st Wednesday – 8:30 a.m.

SGV ECONOMIC PARTNERSHIP

Vinh Truong *Representative*
Bryan Urias *Alternate*
2nd Tuesday of odd months – 12:00 noon

SGV VECTOR CONTROL DISTRICT - \$100/mo

Margaret Finlay *Representative*
(Appointments made upon occurrence of a vacancy)
2nd Friday – 7:00 a.m.

SANITATION DISTRICTS #15 AND #22 - \$250/mo

Bryan Urias *Director*
Margaret Finlay *Alternate*
4th Wednesday - 1:30 p.m.

SO. CAL. ASSOCIATION OF GOVERNMENTS

Margaret Finlay *Representative*
Full Council *Alternates*
Annual Meeting - April

***Note: Compensated positions
are shown in boxes**

Updated: February 2021