



**CITY OF DUARTE
AGENDA
AMENDED 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, January 14, 2025
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.

Cesar A. Garcia, Mayor
Tera Martin Del Campo, Mayor Pro Tem
Margaret Finlay, Councilmember
Samuel Kang, Councilmember
Toney Lewis, Councilmember
Vinh Truong, Councilmember
Martin Calderon, 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.

5:30 PM - STUDY SESSION/CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. ORAL COMMUNICATION
4. CITY COUNCIL TRAINING SESSION
 - A. Robert's Rules of Order and Brown Act Workshop

5. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957(b) - Title: City Manager

7:00 PM OPEN SESSION - REGULAR MEETING

6. CALL TO ORDER AND ROLL CALL

7. PLEDGE TO THE FLAG

8. CITY ATTORNEY CLOSED SESSION REPORT

9. SPECIAL ITEMS

- A. Recognition of Target and Walmart for their generous participation in this year's Neighborhood Watch Holiday Toy Drive.
- B. Community Development Department Update
- C. Parks and Recreation Department Update

10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

11. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

12. 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 - December 10, 2024 Regular Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of December 10, 2024.

- D. Approval of Warrants - December 24, 2024 and January 14, 2025 (CC/HA/FA)

Recommended Action: Approve the warrants of December 24, 2024 and January 14, 2025.

- E. Receive and File the Community Development Department Update

Recommended Action: Receive and file the Community Development Department Update.

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

Recommended Action: Receive and file the Parks and Recreation Department

Update.

G. Approval of Council Conference Attendance

Recommended Action: Approve City Councilmember attendance and travel to upcoming conferences.

H. Resolution establishing the date and time of regular City Council meetings for the 2025 calendar year.

Recommended Action: Adopt Resolution No. 25-01 establishing the date and time of regular City Council meetings for the 2025 calendar year.

I. Assessment of the Citywide Landscape and Lighting District and the associated Neighborhood Maintenance Districts

Recommended Action: 1) Authorize the City Manager to sign and Professional Services Agreement (PSA) with Harris & Associates to complete and assessment of the Citywide Landscape and Lighting District and the associated Neighborhood Maintenance Districts; and 2) approve a General Fund budget amendment to account number 1405-7965 of not to exceed \$106,000.

J. Notice of Completion: Royal Oaks Park Pickleball Court Conversion and Tennis Court Resurfacing Project (24-12)

Recommended Action: Authorize the Notice of Completion for the Royal Oaks Park Pickleball Court Conversion and Tennis Court Resurfacing Project in the amount of \$116,462.

K. Professional Services Agreement with Dahlin Group, Inc. for Design Services for the Duarte City Hall Building Façade Improvements Project

Recommended Action: Authorize the City Manager to enter into a Professional Services Agreement with Dahlin for design services related to the Duarte City Hall Building Façade Improvements Project, with a total amount not to exceed \$40,000.

L. Approval of City Council Expenses

Recommended Action: Approve the City Council expenses.

13. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

14. PUBLIC HEARINGS

15. BUSINESS ITEMS

A. Fitness Center Equipment Replacement Project: Updated Project Cost and Next Steps

Recommended Action: Based on the updated cost estimates for the Fitness Center Equipment Replacement project, staff is seeking further discussion and direction from

the City Council on how to proceed with this approved project.

B. Annual Appointment of City Councilmembers to Intergovernmental Organizations

Recommended Action: Make appointments to intergovernmental organizations for the upcoming year.

C. Resolution Proclaiming the Existence of a Local Emergency (Added January 9, 2025)

Recommended Action: Approve Resolution No. 25-02 proclaiming the existence of a local emergency due to extreme weather conditions, power outages, and wildfire risks, as described in the resolution.

16. CONTINUATION OF ORAL COMMUNICATIONS

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

18. 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, 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 8th of January 2025.

Annette Juarez, MMC
City Clerk