



**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, January 28, 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.

6:00 PM - CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. ORAL COMMUNICATION
4. CLOSED SESSION
 - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957(b) - Title: City Manager

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

5. CALL TO ORDER AND ROLL CALL
6. PLEDGE TO THE FLAG
7. CITY ATTORNEY CLOSED SESSION REPORT
8. SPECIAL ITEMS
 - A. Mayor's Youth Council Update
 - B. Public Safety Department Update
9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS
10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA
11. 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 14, 2025 Regular Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of January 14, 2025.
 - D. Approval of Warrants - January 28, 2025 (CC/HA/FA)

Recommended Action: Approve the warrants of January 28, 2025.
 - E. Monthly Financial Reports

Recommended Action: Receive and File the Monthly Financial Report for the months of October 2024 and November 2024.
 - F. Public Safety Department Update

Recommended Action: Receive and file the Public Safety Department Update.
 - G. Approval of Council Conference Attendance

Recommended Action: Approve City Councilmember conference attendance and travel.
 - H. Professional Services Agreement with Willdan Financial Services for Cost Allocation Plan and Comprehensive User Fee Study

Recommended Action: Authorize the City Manager to enter into a Professional Services Agreement with Willdan Financial Services for consulting services related to the development of a Cost Allocation Plan and Comprehensive User Fee Study, with a total amount not to exceed \$38,523.

I. Allocation of Permanent Local Housing Allocation (PLHA) Year 5 Funds to the San Gabriel Valley Regional Housing Trust (SGVRHT)

Recommended Action: Adopt Resolution No. 25-03, which would approve allocation of Permanent Local Housing Allocation (PLHA) Year 5 funds to the San Gabriel Valley Regional Housing Trust (SGVRHT), and authorize the City Manager to execute all documents to participate in the PLHA Program.

J. Request from the Duarte Rotary Club for the City of Duarte to Co-sponsor the Women in Rotary Event

Recommended Action: Co-sponsor the Duarte Rotary Club's Women in Rotary event.

K. Duarte Youth Athletic Club (DYAC) In-Kind Donation Request

Recommended Action: Authorize the City Manager's Office to publicize promotional materials for DYAC's 2025 registration across all the City's communication channels and upcoming Spring 2025 City News.

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

13. PUBLIC HEARINGS

A. Assembly Bill 2561

Recommended Action: Receive and file this report.

14. BUSINESS ITEMS

A. Request for Direction Regarding Voter Approved Measure QQ

Recommended Action: Discuss and consider directing staff to 1.) move forward with the process to adopt an ordinance in accordance with Measure QQ, 2.) conduct more research, or 3.) not move forward with adopting an ordinance in accordance with Measure QQ.

15. CONTINUATION OF ORAL COMMUNICATIONS

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

17. 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 23rd of January 2025.

Annette Juarez, MMC
City Clerk