



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

**5:00 P.M. COMMISSIONER INTERVIEWS
7:00 P.M. REGULAR SESSION**

**CITY COUNCIL CHAMBERS
1600 HUNTINGTON DRIVE, DUARTE, CA 91010
Tuesday, February 11, 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.

5:00 PM - INTERVIEWS OF COMMISSION APPLICANTS

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. PUBLIC COMMENT ON COMMISSION INTERVIEWS

4. INTERVIEW OF CANDIDATES FOR VACANT CITY COMMISSION POSITIONS

The following Commission vacancies exist:

Planning and Economic Development Commission

2 positions

Parks and Recreation Commission

2 positions

Public Safety Commission

2 positions

Public Utilities, Communications & Technology Commission

3 positions

Public Works & Traffic Safety Commission

3 positions

5. DISCUSSION OF INTERVIEWS AND CANDIDATES

7:00 PM - OPEN SESSION

6. CALL TO ORDER AND ROLL CALL

7. PLEDGE TO THE FLAG

8. CITY ATTORNEY CLOSED SESSION REPORT FROM FEBRUARY 3, 2025 SPECIAL MEETING

9. SPECIAL ITEMS

A. Recognition of Barbie Bylsma-Houghton, Parks and Recreation Commissioner for 41 years of service

B. Community Development Department Update

C. Parks and Recreation Department Update - Fish Canyon Trail Planning Grant Completion Report

D. Presentation by Russ Bryden, Executive Officer San Gabriel Valley Basin Water Master

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 - January 28, 2025 Regular Meeting and February 3, 2025 Special Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of January 28, 2025 and February 3, 2025.

- D. Approval of Warrants - February 11, 2025 (CC/HA/FA)

Recommended Action: Approve the warrants of February 11, 2025.

- 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. Approval of City Council Conference Attendance

Recommended Action: Approve City Councilmember conference attendance.

- H. Job Description and Salary Schedule for Lead Maintenance Worker

Recommended Action: Approve the job description and salary schedule for the position of Maintenance Lead Worker and amend the City Wide Salary Schedule.

- I. Notice of Completion: Fiscal Year 2024-25 CDBG ADA Curb Ramps Project CDBG Project No. 602666-24 for CJ Concrete Construction, Inc.

Recommended Action: Accept the project as complete in the amount of \$108,187.50.

- J. Notice of Completion: Fiscal Year 2024-25 Citywide Concrete Repair Project No. 25-3 for FS Contractors, Inc.

Recommended Action: Accept the project as complete in the amount of \$140,328.00.

- K. Authorizing the Purchase of a New Fitness Center Exercise Equipment and Flooring Replacement

Recommended Action: 1) Authorize the City Manager to execute the purchase contract with Advanced Exercise for new Fitness Center exercise equipment in the amount of \$129,803 and 2) Approve a total project budget amendment of \$118,000 from the General Fund.

L. Approval of Agreement with MIG, Inc. to Provide Strategic Planning Services

Recommended Action: Authorize the City Manager to approve a Professional Services Agreement with MIG, Inc. in the amount not-to-exceed \$81,000 for strategic planning services and approve a budget amendment of \$81,000 in the City Manager's Professional Services account number (100-1010-7965).

13. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

14. PUBLIC HEARINGS

15. BUSINESS ITEMS

A. Appointment of City Commissioners to Fill Existing Commission Vacancies

Recommended Action: Discuss and make appointments to fill existing Commission vacancies for four-year terms ending on February 28, 2029.

B. Parks and Recreation Commission Recommendation to Approve the Development of a Community Garden at Tzeitel Paras-Caracci Park

Recommended Action: Approve the development of a community garden at Tzeitel Paras-Caracci Park and a budget amendment of \$10,000 to cover the overage not funded by the California Urban Agriculture Grant Program.

C. Receive and File the Completed Broadband Assessment Study

Recommended Action: Receive and file the completed Citywide Broadband Assessment Study.

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 - IN MEMORY OF MITCHELL SKINNER - RESIDENT, PUBLIC SAFETY COMMISSIONER, AND TEMPLE STATION VOLUNTEER ON PATROL

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 5th day of February 2025. Annette Juarez, MMC, City Clerk