



**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, September 8, 2026
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 diverse community's future.

Tera Martin Del Campo, Mayor
Samuel Kang, Mayor Pro Tem
Margaret Finlay, Councilmember
Toney Lewis, Councilmember
Vinh Truong, Councilmember
Cesar A. Garcia, 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
Frances Jimenez, 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 <https://www.cityofduarte.ca.gov/home>, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link.

Public comment:

In-Person: Members of the public may provide in-person comments at the podium in the Council Chamber. Speakers who wish to address the Council must do so by submitting a speaker card **prior to the start of Closed Session for Closed Session items and prior to the start of the Regular Meeting for all other designated public comment periods as listed below.** Comments for public hearings will take place after the hearing is opened. Cards will not be accepted after the start of the meeting without the permission of the presiding chair. **Speakers shall be limited to three (3) minutes per person per designated public comment period.** At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

Written: Members of the public may submit written comment by emailing duarte91010@cityofduarte.ca.gov, prior to 4:00 p.m. on the day of the meeting. 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. Comments will be distributed to the City Council and made available for public review.

Virtual Public Comment: Members of the public may provide live comments during the meeting by Zoom or by phone. To join by Zoom click on or type the following address into your web browser <http://www.zoom.us/join> and enter MEETING ID: 824 3739 5412. To join the Conference Call: Dial (646) 558-8656 and enter MEETING ID: 824 3739 5412#. You will be prompted by the City Clerk when it is time for designated public comment periods. Virtually raise your hand from Zoom or dial *9 from your phone to join the queue to speak. Staff will call your name or the last four digits of your phone number when it is your time to speak. Press the microphone icon on Zoom or dial *6 to unmute. Callers are encouraged, but not required, to identify themselves by name for the record. Please mute other devices when it is your turn to speak. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the Mayor's discretion, the time limit may be shortened to allow all

speakers the opportunity to address the City Council.

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL

A. City Manager Written Comments

2. ADOPTION OF THE AGENDA

3. PLEDGE TO THE FLAG

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

Members of the public may address the City Council on agenda items listed under Special Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

5. SPECIAL ITEMS

A. Childhood Cancer Awareness Month Proclamation

B. National Surgical Technologist Week Proclamation

C. Community Development Department Update

D. Parks and Recreation Department Update

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Members of the public may address the City Council on matters which are not on the agenda but are within the subject matter jurisdiction of the City Council. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

Members of the public may address the City Council on agenda items listed on the Consent Calendar. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

9. 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 - August 25, 2026 Regular Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of August 25, 2026.

D. Approval of Warrants - September 8, 2026 (CC/HA/FA)

Recommended Action: Approve the warrants of September 8, 2026.

E. Monthly Financial Report

Recommended Action: Receive and File the Monthly Financial Report for the month of July 2026.

F. Community Development Department Update

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

G. Parks and Recreation Department Update

Recommended Action: Receive and File the Parks and Recreation Department Update.

H. Approval of Park Wi-Fi Project System Order and Subscription Agreement with The Technology Depot with Tech Cy Pres Fund Grant Award

Recommended Action: 1) Authorize the City Manager to execute this System Order and Subscription Agreement with The Technology Depot for the Parks Wi-Fi Project in the amount of \$31,500 and 2) Approve a budget amendment of \$31,500.

I. Award of Contract for the FY 26/27 Annual Striping Project, Project No. 27-2

Recommended Action: Approve the award of contract for the FY 26/27 Annual Striping Project to Specialized Pavement Marking, LLC in the amount of \$75,510.00.

J. Award of Contract for the Fiscal Year 2026-2027 CDBG ADA Curb Ramps Project, Project No. 27-1, CDBG Project No. 602794-26

Recommended Action: Approve the award of contract for the FY 26-27 CDBG ADA Curb Ramps Project to Van Engineering Inc, in the amount of \$125,105.00 and up to a 10% contingency for unforeseen work to a total of \$137,615.00.

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS - NONE

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

Members of the public may address the City Council on agenda items listed under Business Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

13. BUSINESS ITEMS

A. Professional Services Agreement with Food Education and Discovery for Administration and Management of the Duarte Community Garden

Recommended Action: Authorize the City Manager to 1) Execute this Professional Services Agreement with Food Education and Discovery in the amount of \$25,000 for the Administration and Management of the Duarte Community Garden and 2) Approve a budget amendment of \$4,000.

B. Recreation Trail Additional Lighting Cost Proposal

Recommended Action: Provide direction to Staff on proceeding with a change order approval to the Donald & Bernice Watson Multi-Use Pathway Improvement Project contract for the installation of 20 additional pedestrian lights along the trail within the identified dark areas and approve a budget amendment to increase the current construction contract to FS Contractors in the amount of \$294,000 or to direct another option.

C. Approval of Job Description for Assistant to the Director of Administrative Services and Budget Amendment of \$24,000

Recommended Action: Approve the attached job description; approve the attached revised City-Wide Salary Schedule and move the existing budget of \$133,000 from the City Manager's Department to the Administrative Services Department and approve a budget amendment of \$24,000 to account number 1805-7002.

D. Approval of Salary Increase for Director of Parks and Recreation and Budget Amendment of \$16,000

Recommended Action: Approve the attached job descriptions of the Director of Community Development, the Director of Parks and Recreation and the Field Services Manager; approve the attached revised City-Wide Salary Schedule and approve a budget amendment of \$16,000 to account number 1605-7002.

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

15. 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 (<https://www.cityofduarte.ca.gov/>) not less than 72 hours prior to the meeting per Government Code 54954.2.

Dated this 2nd day of September 2026.

Frances Jimenez
City Clerk