



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

TUESDAY, DECEMBER 12, 2023
 7:00 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

JODY SCHULZ, MAYOR
 VINH TRUONG, MAYOR PRO TEM
 MARGARET FINLAY, COUNCILMEMBER
 SAMUEL KANG, COUNCILMEMBER
 TONEY LEWIS, COUNCILMEMBER
 CESAR GARCIA, COUNCILMEMBER
 TERA MARTIN DEL CAMPO, COUNCILMEMBER

City/Agency/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 on DCTV. 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 listen/view the City Council meeting broadcast on the City's website following each

meeting. To access the meeting, log onto www.accessduarte.com then on the homepage, click on the Agendas/View Meetings icon under the LATEST NEWS/QUICK LINKS banner, then on the Agendas & Minutes page, click on the City Council Meeting link. 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.

Public comments can be submitted by emailing duarteinfo@accessduarte.com, prior to 6:00 p.m. on the day of the meeting and 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 are a matter of public record, including content that include emails and addresses, so consider content and remove private information as you deem appropriate.

1. CALL TO ORDER AND ROLL CALL

A. [City Manager Written Comments](#)

2. PLEDGE TO THE FLAG

3. ADOPTION OF THE AGENDA

4. SPECIAL ITEMS

A. [City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor/Chairperson \(City Clerk Presiding\)](#)

B. [City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor Pro-Tem/Vice Chairperson \(Mayor/Chairperson Presiding\)](#)

C. [Recess \(30 minutes\) - Welcome Reception in honor of newly appointed Mayor](#)

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

7. CONSENT CALENDAR

A. [Approve absence\(s\) of City Councilmember\(s\) from the City Council meeting](#)

B. [Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading \(CC/HA/FA\)](#)

C. [Approval of Minutes - November 28, 2023 Regular Meeting \(CC/HA/FA\)](#)

It is recommended that the City Council approve the November 28, 2023 Regular Meeting minutes.

D. [Approval of Warrants - December 12, 2023 \(CC/HA/FA\)](#)

It is recommended that the City Council approve the December 12, 2023 warrants.

E. [Receive and File the Community Development Department Update](#)

It is recommended that the City Council receive and file the Community Development Department Update.

F. [Receive and File the Parks and Recreation Department Update](#)

It is recommended that the City Council receive and file the Parks and Recreation Department Update.

G. [Consideration of an Engineering and Landscape Design Contract with KHR Associates for Bid Documents and Final Engineering Plans and Construction Administration of the Highland Promenade and Authorization of a \\$116,800 Budget Amendment](#)

It is recommended that the City Council authorize the City Manager to Sign a Professional Services Agreement with KHR Associates for Engineering and Bid Document Design Services and construction administration of the Highland Promenade in the amount of \$116,800.00.

H. [Consideration of an Acquisition of an 8' Easement from Highland Industrial Center LLC, property owner of 1801 Highland Avenue for the Highland Promenade, and Approval of an Agreement for Purchase and Sale and a budget amendment to Gas Tax Fund \(2205-8100\) for \\$55,500 for the Acquisition](#)

It is recommended that the City Council approve the agreement for purchase and sale and a budget amendment for \$55,500 for the acquisition to Gas Tax Fund (2205-8100).

I. [Receive and File the Duarte Housing Successor Annual Report for Fiscal Year 2022-23](#)

It is recommended that the City Council receive and file the Duarte Housing Successor Annual Report regarding the Low- and Moderate-Income Asset Fund pursuant to California Health and Safety Code Section 34176.1(f).

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS

A. [Consideration to approve the City of Duarte's Community Development Block Grant \(CDBG\) Program - Proposed Program for Fiscal Year \(FY\) 2024-2025 \(July 1, 2024 - June 30, 2025\)](#)

It is recommended that the City Council 1) conduct a public hearing and receive public testimony, 2) allocate approximately \$131,200 in FY 2024-2025 CDBG funds to implement a new FY 2024-2025 CDBG Project, Installation of ADA compliant curb ramps, 3) authorize the City Manager, or designee, to execute all necessary contract documents in a form approved by the City Attorney, and 4) authorize the staff the ability to make adjustments due to changes in CDBG funding allocations and/or as needed due to programmatic interpretations by the Los Angeles County Development Authority (LACDA).

10. BUSINESS ITEMS

A. [Receive and File the Audited Financial Statements for Fiscal Year 2022-23](#)

It is recommended that the City Council receive and file the audited financial statements for Fiscal Year 2022-23.

B.

[Consideration of a Professional Services Agreement with Magellan Advisors, LLC for Consulting Services for the Broadband Access and Connectivity Infrastructure Assessment](#)

It is recommended that the City Council authorize the City Manager to approve a Professional Services Agreement with Magellan Advisors, LLC, in the amount not to exceed \$200,000 to conduct a Broadband Access and Connectivity Infrastructure Assessment.

C. [Consideration of Proposal to Add Three Maintenance Technicians Positions and Remove Two Senior Maintenance Technician Positions](#)

It is recommended that the City Council amend the 2023-24 General Fund Budget to include three maintenance technician positions and remove two senior maintenance technician positions and a related budget amendment for \$25,000 in account 1410-7002.

D. [Consideration of Professional Services Agreement with Aquatic Design Group, Inc. for Design Services for the Fitness Center Pool Deck Renovation; Budget Amendment](#)

It is recommended that the City Council 1) authorize the City Manager to execute this Professional Services Agreement with Aquatic Design Group, Inc. in the amount of \$458,140 for design services for the Duarte Fitness Center Pool Deck Renovation, 2) Approve a budget amendment of \$458,140 to the General Fund (100-1605-7965) and 3) direct staff to use Special Project General Funds or Undesignated General Funds.

E. [Annual Appointment of City Councilmembers to Intergovernmental Organizations](#)

It is recommended that the City Council 1) appoint a Councilmember to the San Gabriel Valley Mosquito & Vector Control District Board of Trustees to serve a two or four year term and 2) make appointments to other intergovernmental organizations for the upcoming year.

11. CONTINUATION OF ORAL COMMUNICATIONS

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

13. 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 6th day of December, 2023.