



**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, October 8, 2024
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.

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

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

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. Municipal Code Prosecution Update

- B. Community Development Department Update
- C. Parks and Recreation Department Update
- 5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS
- 6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA
- 7. 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 - September 24, 2024 Regular Meeting (CC/HA/FA)
Recommended Action: Approve the minutes of September 24, 2024.
 - D. Approval of Warrants - October 8, 2024 (CC/HA/FA)
Recommended Action: Approve the warrants of October 8, 2024.
 - 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. Resolution Fixing the City's 2025 Medical Insurance Contribution
Recommended Action: Approve Resolution No. 24-16 and Resolution No. 24-17 fixing the City's Medical Insurance contribution for Councilmembers and Employees for 2025.
 - H. Exclusive Negotiating Agreement with Red Mountain Group for the Properties at 1303-1305 Huntington Drive
Recommended Action: Authorize the City Manager to sign an Exclusive Negotiating Agreement (ENA) with Red Mountain Group to provide a period of time for the parties to negotiate the sale and development of the City owned properties at 1303-1305 Huntington Drive.
 - I. Resolution adopting the holiday schedule for City employees
Recommended Action: Adopt Resolution No. 24-21 adopting a holiday schedule for City employees for July 2024 – June 2025.

J. Amendment to the Service Agreement with Civica Law Group APC

Recommended Action: Authorize the City Manager to sign and execute an amended agreement between Civica Law Group APC for the prosecution of municipal code violations and approve a \$45,000 budget amendment for FY 2024-2025 to account number 1015-7684.

K. Award of Contract for the Fiscal Year 2024-25 CDBG ADA Curb Ramps Project No. 25-4, CDBG Project No. 602666-24

Recommended Action: Approve the award of contract for the FY 2024-25 CDBG ADA Curb Ramps Project to CJ Concrete Construction, Inc. in the amount of \$98,500.00 and up to a 25% contingency for additional work.

L. Proclamation Recognizing Digital Inclusion Week, October 7-11, 2024

Recommended Action: Proclaim October 7-11, 2024, as Digital Inclusion Week in the City of Duarte.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS

A. 1763 Royal Oaks North – Royal Oaks Senior Living Facility Annexation and Prezone of the Royal Oaks property and abutting right-of-way into the City of Duarte.

Recommended Action: Approval of the project.

10. BUSINESS ITEMS

A. Ordinance Amending Sections of Duarte Municipal Code Chapters 5.04, 5.08, 5.12, 5.16, 5.24, and 5.60 Regarding License and Permit Fees and Resolution Adopting Existing License and Permit Fees

Recommended Action: Approve the first reading of Ordinance No. 926 and Resolution No. 24-22 confirming certain business license fees.

B. Discussion Regarding the Public, Education, and Government (PEG) Channel

Recommended Action: Discuss and consider whether the City should continue operating its Public, Education, and Government (PEG) channel.

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 2nd day of October, 2024.

Annette Juarez, MMC
City Clerk