



**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, SEPTEMBER 26, 2023**  
 7:00 PM

CITY COUNCIL CHAMBERS,  
 1600 HUNTINGTON DRIVE,  
 DUARTE, CALIFORNIA 91010

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***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

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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](http://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](mailto: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. Proclamation for the Week of September 10-16, 2023 as National Patriotism Week

B. Mayor's Youth Council Update

C. Public Safety Department Update

D. San Gabriel Valley Council of Government 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 12, 2023 Special Meeting and September 12, 2023 Regular Meeting \(CC/HA/FA\)](#)

It is recommended that the City Council approve the September 12, 2023 Special Meeting and Regular Meeting minutes.

D. [Approval of Warrants - September 26, 2023 \(CC/HA/FA\)](#)

It is recommended that the City Council approve the September 26, 2023 warrants.

E. [Consideration of Award of Contract for Professional Design Services for the Completion of the Plans, Specifications, and Cost Estimate for the FY 23-24 Street Rehabilitation Project](#)

It is recommended that the City Council 1) authorize the City Manager to execute a Professional Services Agreement with Elie Farah Inc. for the FY 23-24 Street Rehabilitation Project Design in the amount of \$33,500.00 and 2) approve a budget amendment of \$8,500 in account number 2225-8100.

F. [Consideration of Award of Contract for the FY 23-24 Citywide Striping and Marking Project No. 24-2](#)

It is recommended that the City Council approve the award of contract for the FY 23-24 Citywide Striping and Marking Project to WGJ Enterprises, Inc. dba PCI in the amount of \$53,367.05.

G. [Acceptance of Notice of Completion for City Yard Fence and Gate Replacement - Project 22-5 and Approval of a Budget Amendment](#)

It is recommended that the City Council 1) authorize the Notice of Completion for the City Yard Fence and Gate Replacement Project in the amount of \$242,655; and 2) approve a budget amendment of \$54,582.50.

H. [Second Reading and Adoption of Ordinance No. 920 to Increase City Council Salaries](#)

It is recommended that the City Council adopt by second reading Ordinance No. 920 to increase City Council salaries beginning December 10, 2024, pursuant to Government Code section 36516.

I. [Receive and File the Monthly Financial Update](#)

It is recommended that the City Council receive and file the monthly financial update.

J. [Receive and file the Public Safety Department Update.](#)

It is recommended that the City Council receive and file the Public Safety Department Update.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS - None

10. BUSINESS ITEMS

A. [Discussion Regarding Public Utilities, Communications, and Technology Commission Recommendation Concerning the "Report an Issue" Website Feature](#)

It is recommended that the City Council concur with the recommendation from the Public Utilities, Communications, and Technology Commission for City Staff to continue collecting data from the "Report an Issue" website feature and not move forward with a request to City Council for funding of a city mobile application ("app").

B. [Adoption of Resolution No. 23-24 to Rename Royal Oaks Parks Extension to Tzeitel Paras-Caracci Park](#)

It is recommended that the City Council 1) adopt Resolution No. 23-24 renaming Royal Oaks Park Extension to Tzeitel Paras-Caracci Park and to erect appropriate signage reflecting the park's new name; 2) and to approve a budget amendment not to exceed \$20,000 from Parks and Recreation Other Expenses line item (100-1605-7980).

C. [Discussion Regarding Nomination for a San Gabriel Basin Water Quality Authority Board Member and Alternate to Represent Cities without Pumping Rights](#)

It is recommended that the City Council discuss and nominate a councilmember for possible election to the San Gabriel Basin Water Quality Authority Board representing cities without pumping rights and approve Resolution No. 23-25 nominating a candidate if one is chosen.

D. [Discussion Regarding an Additional Councilmember Appointment to the Arts Ad Hoc Committee](#)

It is recommended that the City Council discuss and appoint Councilmember Finlay to the Freeway Walls and Utility Boxes Arts Ad Hoc Committee.

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](http://www.accessduarte.com)) not less than 72 hours prior to the meeting per Government Code 54954.2.

Dated this 20th day of September, 2023.