



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 10, 2024
7:00 PM

6:00 PM - CLOSED SESSION
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

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/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.

6:00 PM CLOSED SESSION - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

A. [City Manager Written Comments](#)

2. ADOPTION OF THE AGENDA

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS - Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.

4. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code § 54956.8:

Property: 1303-1305 Huntington Dr., Duarte, CA 91010

Agency negotiator: Community Development Director Craig Hensley

Negotiating parties: Graham Allchorn, Red Mountain Group

Under negotiation: Price and terms related to the possible disposition/acquisition of real property interest.

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

5. CALL TO ORDER AND ROLL CALL

6. PLEDGE TO THE FLAG

7. CITY ATTORNEY CLOSED SESSION REPORT

8. SPECIAL ITEMS

A. [Mayor's Youth Council Introductions and Swearing In](#)

B. [Community Development Department Update](#)

C. [Parks and Recreation Department Update](#)

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

11. 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 13, 2024 Special and Regular Meeting (CC/HA/FA)
Approve the minutes of August 13, 2024.
 - D. Approval of Warrants - August 27, 2024 and September 10, 2024 (CC/HA/FA)
Approve the warrants of August 27, 2024 and September 10, 2024.
 - E. Receive and File the Community Development Department Update
Receive and File the Community Development Department Update.
 - F. Receive and File the Parks and Recreation Department Update
Receive and File the Parks and Recreation Department Update.
 - G. Receive and File the Monthly Financial Update for June
Receive and File the Monthly Financial Update.
 - H. Award of Contract for FY 2024/25 Citywide Concrete Repair Project - Project No. 25-3
Approve the award of contract for the FY 2024-25 Citywide Concrete Repair Project to FS Contractors Inc. in the amount of \$147,575.00 and approve a \$12,332.50 budget amendment to provide for a 10 percent contingency.
 - I. Approval of City Council Expenses
Approve the City Council expenses.
12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION
13. PUBLIC HEARINGS - None
14. BUSINESS ITEMS
- A. Pathway Home Quarterly Update Report
Receive and File the Pathway Home Quarterly Update Report.
 - B. First Reading of Ordinance No. 923 amending the Duarte Municipal Code to change the beginning and ending dates of Commissioner terms
Approve the first reading of Ordinance No. 923.
 - C.

[Approval of Agreement with Evan Brooks Associates, Inc. to Provide Grant Research, Writing, and Administration Services](#)

1) Authorize the City Manager to approve a Two-year Professional Services Agreement with Evan Brooks Associates, Inc. with an optional additional year, in an amount not to exceed \$180,000 for grant research, writing, and administration services. 2) Approve a fiscal year 2024/25 budget amendment not to exceed \$60,000 in the City Manager/City Clerk Professional Expenses account (100-1010-7965).

D. [Consideration to Approve a Letter of Commitment \(LOC\) for the Digital Equity Competitive Grant Program](#)

Authorize the City Manager to execute a letter of commitment for the Digital Equity Competitive Grant Program.

15. CONTINUATION OF ORAL COMMUNICATIONS

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

17. 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 4th day of September, 2024

Annette Juarez, MMC
City Clerk