



**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, AUGUST 13, 2024**  
 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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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](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.

## 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. [Childhood Cancer Awareness Month Proclamation](#)

Proclaim the month of September 2024 as Childhood Cancer Awareness Month in the City of Duarte.

#### B. [Recognition of WIN \(Workforce Investment Network\) Summer Youth Internship Participants](#)

#### C. [San Gabriel Valley Regional Housing Trust Service Recognition for outgoing Board Member Margaret Finlay](#)

#### D. [Community Development Department Update](#)

#### E. [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 - July 23, 2024 Regular Meeting \(CC/HA/FA\)](#)

Approve the minutes of July 23, 2024.

#### D.

[Approval of Warrants - August 13, 2024 \(CC/HA/FA\)](#)

Approve the warrants of August 13, 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. [Award of Contract for the Fiscal Year 2023-24 Citywide Asphalt Repair Project No. 24-13](#)

1) Approve the award of contract for the FY 2023-24 Citywide Asphalt Repair Project to Gentry General Engineering, Inc. in the amount of \$103,700; and 2) Approve a budget amendment to use Gas Tax funds in the amount of \$108,885.

H. [Award of Contract for the Fiscal Year 2024-25 Citywide Striping and Marking Project No. 25-2](#)

Approve the award of contract for the FY 2024-25 Citywide Striping and Marking Project to WFJ Enterprises, Inc. dba PCI in the amount of \$74,300.00.

I. [Notice of Completion: Fiscal Year 2023-24 Street Rehabilitation Project No. 24-3 for All American Asphalt](#)

Accept the project as complete in the amount of \$1,125,825.38.

J. [Request to Co-sponsor the American Cancer Society Relay for Life of Santa Anita Park](#)

Co-sponsor the Relay for Life of Santa Anita Park Event.

K. [Resolution Approving the Blanket Authority to File Applications with Los Angeles County Regional Park and Open Space District for Measure A Grant Funds for Projects and Programs](#)

1) Adopt Resolution No. 24-13 approving the blanket authority to file applications with Los Angeles County Regional Park and Open Space District for Measure A Grant Funds for Projects and Programs; and 2) Authorize the City Manager to execute and submit all documents which may be necessary for the competition of projects or programs.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS - None

10. BUSINESS ITEMS

A. [Designation of Voting Delegate and Alternate for the League of California Cities Annual Conference and Expo](#)

Discuss and designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

B. [Consideration to Approve a Letter of Support for the Glendora City Council's Proposed Cal Cities Annual Conference Resolution](#)

Consider a letter of support for the Glendora City Council's proposed Cal Cities Annual Conference Resolution.

C. [Development of a plan for the undergrounding of utilities on Huntington Drive between Buena Vista Street and Mountain Avenue](#)

Provide direction to Staff on either: proceeding with a project to underground utilities on Huntington Dr. between Buena Vista Street and Mountain Avenue while establishing an underground utility district for the area and designating a funding source, or designate another option.

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 8th day of August, 2024

Annette Juarez, MMC, City Clerk