



**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, JULY 25, 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, Community Development Director  
 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. Public Safety 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 11, 2023 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - July 25, 2023 (CC/HA/FA).

E. Receive and file the Public Safety Department Update

F. Receive and file Monthly Financial Update

G. Acceptance of Notice of Completion for Fiscal Year 2022/23 Street Rehabilitation Project No. 23-5 for All American Asphalt.

Recommendation: Accept the project as complete in the amount of \$792,983.90.

H. Consideration of Resolution No. 23-20 to Establishing a Regular Council Meeting Schedule

Recommendation: Adopt Resolution No. 23-20 establishing the date and time of regular City Council meetings.

I. Consideration of Resolution No. 23-21 Establishing a Holiday Schedule for City Employees

Recommendation: Adopt Resolution No. 23-21 to establish a holiday schedule for City Employees for July 2023-June 2024.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS

A. Consideration of an Ordinance to Amend Duarte Municipal Code Regarding Holidays

Recommendation: 1) Conduct a Public Hearing to receive public testimony; and 2) Adopt Ordinance No. 919 amending Duarte Municipal Code Chapter 2.08 Regarding City Holidays

10. BUSINESS ITEMS

A. Consideration for Approval of a City Council Decorum Policy

Recommendation: 1) Discuss a decorum policy; and 2) adopt Resolution No. 23-22 approving a decorum policy for City Council Meetings.

B. Discussion and Possible Action Regarding the Designation of a Voting Delegate and Voting Alternate for the League of California Cities Annual Conference & Expo September 20-22, 2023, Sacramento

Recommendation: 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.

C. Consideration of Award of Contract for Professional Services Agreement with RKA Consulting Group to Complete Aerial Survey and Utility Research and Provide Final Basemap of Huntington Drive for the Purpose of Various Future Projects Along Huntington Drive Corridor

Recommendation: Authorize the City Manager to Sign a Professional Services Agreement with RKA Consultants for the Huntington Drive Aerial Survey and Utility Research in the Amount of \$50,000.00.

D. Consideration of Award of Contract for Professional Services Agreement with Armstrong & Walker to Develop Construction Drawings for Huntington Drive Medians

Recommendation: Authorize the City Manager to sign a Professional Services Agreement with Armstrong & Walker to Develop Construction Drawings for Landscape Upgrades to the Huntington Drive Medians; and 2) approve a budget amendment for \$75,000.

E. Consideration to Approve an Amendment to the Joint Powers Agreement with the Los Angeles Regional Agency (LARA) to Reflect Changes in the State Legislation Specific to New Organic Waste Reduction Laws

Recommendation: Adopt Resolution No. 23-23 approving an amendment to the Joint Powers Agreement with the Los Angeles Regional Agency.

F. Consideration of a Professional Services Agreement for Analysis of Proposed Cannabis Initiative

Recommendation: Authorize the City Manager to enter into a professional services agreement with HdL for the analysis of the proposed cannabis initiative in an amount not to exceed \$30,000.

11. CONTINUATION OF ORAL COMMUNICATIONS
12. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR
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 July, 2023.