



**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, JUNE 14, 2022**

7:00 p.m. - Regular Session

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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MARGARET FINLAY, MAYOR  
TZEITEL PARAS-CARACCI, MAYOR PRO TEM  
SAMUEL KANG, COUNCILMEMBER  
TONEY LEWIS, COUNCILMEMBER  
JODY SCHULZ, COUNCILMEMBER  
VINH TRUONG, COUNCILMEMBER  
CESAR GARCIA, COUNCILMEMBER

*City/Authority Staff:*

Daniel Jordan, City Manager  
Kristen Petersen, Assistant City Manager and Director of Administrative Services  
Craig Hensley, Community Development Director  
Manuel Enriquez, Director of Parks and Recreation  
Brian Villalobos, 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

City Manager Comments 

##### 2. PLEDGE TO THE FLAG

##### 3. ADOPTION OF THE AGENDA

##### 4. SPECIAL ITEMS

###### A. Parks and Recreation Department Update

Parks and Recreation Department Status Report - June 2022 

###### B. Community Development Department Update

Community Development Department Status Report - June 2022 

##### 5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

*Any person who wishes to make a brief announcement of a future community event that is open to the general public may do so at this time.*

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

*Any person wishing to speak on any issue that is not on the Agenda, but that is within the subject matter jurisdiction of the City or Authorities, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes. Under the Brown Act, members of the City Council/Housing Authority/Financing Authority, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.*

7. CONSENT CALENDAR

*All matters listed on the Consent Calendar are to be approved with one motion unless a member of the City Council/Housing Authority/Financing Authority removes an item for separate action. Any consent calendar item for which separate action is requested shall be heard as the next Agenda item. The respective entity's consent items are shown in parentheses at the end of each item as (CC) for City Council, (HA) for Housing Authority, and (FA) for C.F. Financing Authority.*

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 Council member(s) from the City Council meeting.

C. Approval of Minutes - May 10, 2022 (CC/HA/FA)

Minutes - May 10, 2022, Regular Meeting 

D. Approval of Warrants - June 14, 2022 (CC/HA/FA)

CC Warrant Register by Account 6-14-22 

CC Warrant Register by Vendor 6-14-22 

E. Receive and file Parks and Recreation Status Report

Parks and Recreation Department Status Report - June 2022 

F. Receive and file Community Development Status Report

Community Development Department Status Report - June 2022 

G. Authorization for the City Manager to execute a Professional Services Agreement with Nature for All in an amount not to exceed \$50,000.00, for project management, non-construction, of the Fish Canyon Trail Restoration and Access Planning Grant

Staff Report - Professional Services Agreement with Nature for All 

- H. Adoption of Resolution No. 22-17 setting a Public Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts on July 26, 2022

Staff Report - Citywide Landscape and Lighting Assessment District and Neighborhood Districts 

- I. Approval of the Job Description and Salary Schedule for Deputy City Clerk and Amendment of the City Wide Salary Schedule

Staff Report - Deputy City Clerk Job Description and Salary Schedule 

- J. Authorization for the City Manager to approve a Professional Services Agreement with KHR Associates for civil engineering services for design assistance to develop detailed concept plans and preliminary cost estimate for parking lot improvements for the Town Center North Shopping Center (Big Lots)

Staff Report - Professional Services Agreement with KHR 

- K. Authorization for the City Manager to approve a Professional Services Agreement with McKently Malak Architects for architectural services to develop detailed concept plans and preliminary cost estimate for a facade for the Town Center North Shopping Center (Big Lots)

Staff Report - Professional Services Agreement with McKently Malak Architects 

- L. Appointments to serve on the 2022/23 Mayor's Youth Council

Staff Report - Mayor's Youth Council Appointments 

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. BUSINESS ITEMS

- A. Fiscal Year 2022/23 Budget and Capital Improvement Program

Staff Report - Fiscal Year 22/23 Budget 

Attachment 1 - Recommended Budget FY 22/23 

Attachment 2 - Capital Improvement Program 

- B. Adoption of Resolution No. 22-18 declaring City owned properties at 1303 and 1305 Huntington Drive as surplus land to comply with the Surplus Land Act

Staff Report - Declaration of Surplus Land 

10. CONTINUATION OF ORAL COMMUNICATIONS

*Any person who did **not** speak during the initial Oral Communications period earlier in the meeting, who wishes to speak on any issue that is not on the Agenda but that is within the subject matter jurisdiction of the City Council/Housing Authority/Financing Authority, may do so at this time. Each person may speak once for no more than 3 minutes. Under the Brown Act, members of the City Council/Housing Authority/Financing Authority, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.*

11. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR (Reports on trips, conference attendance, and meetings, per California Government Code Section 53232.3)

12. ADJOURNMENT - In memory of Patricia Wolfe and Francesco Renna.

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 9 day of June, 2022.

Annette Juarez  
City Clerk