

CITY OF DUARTE

**MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL,
THE DUARTE HOUSING AUTHORITY, AND THE DUARTE COMMUNITY
FACILITIES FINANCING AUTHORITY**

TUESDAY, FEBRUARY 28, 2023

6:30 PM – Closed Session

7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Schulz called the meeting to order at 6:50 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz

Councilmembers Absent: None

Staff Present: Daniel Jordan, City Manager
Kristen Petersen, Assistant City Manager / Director of
Administrative Services
Annette Juarez, City Clerk

2. PUBLIC COMMENT – CLOSED SESSION ITEMS

None.

3. CLOSED SESSION

The City Council recessed into closed session at 6:50 p.m. to discuss the following:

CONFERENCE WITH LABOR NEGOTIATOR - The Closed Session is authorized by the Government Code Sec. 54957.6.

Agency Negotiator: Kristen Petersen, Assistant City Manager and Administrative Services Director

REGULAR SESSION

4. CALL TO ORDER

Mayor Schulz called the open session to order at 7:18 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz

Councilmembers Absent: None

Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager / Director of
Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Victoria Rocha, Assistant to the City Manager
Angela Chiaromonte, Financial Services Manager
Annette Juarez, City Clerk
Christine Soo, Deputy City Clerk/ Administrative Secretary

5. PLEDGE TO THE FLAG

The flag salute was led by Financial Services Manager, Angela Chiaromonte.

6. ADOPTION OF THE AGENDA

Councilmember Kang shared that neighboring Monrovia Councilmember, John Nobrega Jr., passed away and requested that the council meeting be adjourned in his memory.

City Manager Jordan reported that Items 11G and 11H will be pulled from the Consent Calendar for approval at a future meeting.

Moved by Councilmember Finlay, seconded by Councilmember Kang, and carried by the following vote of the Council to adopt the agenda as amended.

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO,
SCHULZ

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. SPECIAL ITEMS

A. Mayor's Youth Council Update

Members of the Mayor's Youth Council reported on recent events and shared upcoming events.

B. Public Safety Department Update

Public Safety Services Director Villalobos provided an update on Part One Crimes, the Big Lots parking lot, the status of the additional portable cameras, and the effects of the recent rainstorm.

Councilmember Finlay left the meeting at 7:32 p.m.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rocha announced upcoming city events.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

City Clerk Juarez announced that we received one written comment from Bill Lam regarding public transportation.

11. CONSENT CALENDAR

Consent Calendar Items 11G and 11H were pulled during the Adoption of the Agenda.

- A. Motion to read all Resolutions and ordinances presented for consideration by Title only and waive further reading. (CC/HA/FA)
- B. Approval of absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes –February 14, 2023. (CC/HA/FA)
- D. Approval of Warrants – February 28, 2023. (CC/HA/FA)
- E. Receive and file the Public Safety Department Status Report for February 2023.
- F. Receive and file the Monthly Financial Update.

G. Approval of Civica Law Group, APC, Agreement for Municipal Citation Legal Services

H. Approval of Civica Law Group, APC, Agreement for Code Enforcement Legal Services

Moved by Councilmember Garcia, seconded by Councilmember Kang, and carried by the following vote of the Council to approve Items 11A-11F of the Consent Calendar.

AYES: KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO, SCHULZ
NOES: NONE
ABSTAIN: NONE
ABSENT: FINLAY

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

13. BUSINESS ITEMS

A. Fiscal Year 2022/23 Mid-Year Budget Report

Assistant City Manager/ Director of Administrative Services Petersen gave a presentation of the City's mid-year budget.

City Manager Jordan presented an overview of last year's mid-year report and reviewed revenues.

In response to questions posed by Council, Assistant City Manager/ Director of Administrative Services Petersen clarified that a budget workshop will be held in May and other budget discussion related to projects can be discussed at the Goal Setting workshop.

B. Consideration of a Professional Services Agreement with LPA for Conceptual Design Services of Initial Phase of Civic Center Master Plan

Director of Parks and Recreation Enriquez gave a staff report and presented conceptual designs for the initial phase of the Civic Center Master Plan.

In response to questions posed by Council, Director of Parks and Recreation Enriquez clarified that once Council reviews the design renderings and decides to take action, the City may float RFPs for construction.

Moved by Mayor Pro-Tem Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to authorize the City Manager to execute this Professional Services Agreement with LPA in the amount of \$45,000 for conceptual design services of the three-phase project – Civic Center (exterior), City Hall and Community Center (interiors).

AYES: KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO, SCHULZ
NOES: NONE
ABSTAIN: NONE
ABSENT: FINLAY

14. CONTINUATION OF ORAL COMMUNICATIONS

None.

15. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/ FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR

Councilmember Martin Del Campo thanked the Public Safety Department for their work in addressing a constituent's concerns.

Councilmember Garcia shared a few words about Dr. Melvin Trousdale and expressed sympathy for his family.

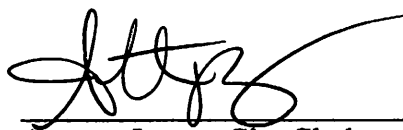
Councilmember Kang shared a few words about John Nobrega, former Mayor Pro-Tem of the City of Monrovia.

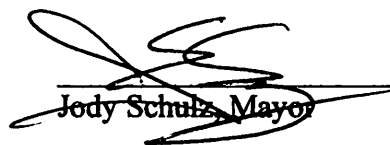
Councilmember Lewis suggested redesigning the City's Emergency Operations Center (EOC); he thanked Assistant City Manager/ Director of Administrative Services Petersen and City Manager Jordan for their work on the mid-year budget.

Mayor Schulz thanked City Clerk Annette Juarez and Deputy City Clerk Christine Soo for all the hard work they do.

16. ADJOURNMENT

At 8:25 p.m. the City Council adjourned the meeting in memory of Dr. Melvin Trousdale and John Nobrega.



Annette Juarez, City Clerk

Jody Schulz, Mayor