

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 14, 2023
7:00 PM – Regular Session**

1. CALL TO ORDER

Mayor Schulz called the meeting to order at 7:05 p.m.

ROLL CALL:

Councilmembers Present: Finlay (arrived at 7:05 p.m.), Lewis (arrived at 7:25 p.m.), Truong, Garcia, Martin Del Campo, Schulz

Councilmembers Absent: Kang

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
Annette Juarez, City Clerk
Christine Soo, Deputy City Clerk/ Administrative Secretary

2. PLEDGE TO THE FLAG

The flag salute was led by DUSD Representative Rosa Holguin.

3. ADOPTION OF THE AGENDA

City Manager Jordan reported that Business Item 10B would be pulled from the agenda.

Councilmember Finlay shared that the meeting would be adjourned in memory of Dr. Bob Packer, a former Superintendent of Duarte Unified School District.

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

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

NOES: NONE

ABSTAIN: NONE

ABSENT: KANG, LEWIS

4. SPECIAL ITEMS

A. Community Development Department Update

Community Development Director Hensley provided a department update. He reported on the water line break on Royal Oaks, the curb address number painting, and lighting repairs on Huntington Drive and Encanto Park.

B. Parks and Recreation Department Update

Parks and Recreation Director Enriquez provided a department update. He reported on the progress of working with the City of Azusa and Vulcan Materials on the Fish Canyon Falls Trails Restoration Planning project, the upcoming basketball tournament, the upcoming Duarte Spring Fashion Show, and potential revitalization of Duarte Park.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, from Duarte Library, announced upcoming library programs and events.

Assistant to the City Manager Rocha announced upcoming City events.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None.

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. Approval of absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes – January 24, 2023. (CC/HA/FA)
- D. Approval of Warrants – February 14, 2023. (CC/HA/FA)
- E. Receive and file the Community Development Department Status Report for February 2023.
- F. Receive and file the Parks and Recreation Department Status Report for February 2023.
- G. Approval of the Job Description and Salary Schedule for Part-Time Duarte Dance Instructor.
- H. Award of Contract to Duthie Power Services for Professional Services for the Replacement of the Duarte Town Center Emergency Generator.
- I. Award of Contract to Care for the Children for the Citywide Curb House Address Number Project (FY 2022-23); and approval of a budget amendment of \$63,000 to the Gas Tax Fund as part of the Mid-Year Budget review.
- J. Facility Use of Agreement between the City of Duarte and Duarte Unified School District for use of the Fitness Center Pools for Duarte High School's 2023 Swim Team Season.

Moved by Councilmember Garcia, seconded by Councilmember Finlay, and carried by the following vote of the Council to approve Items 7A-7J of the Consent Calendar.

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

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. PUBLIC HEARINGS

None.

10. BUSINESS ITEMS

- A. Consideration of Award of Vendor Services Agreement for Civic Center Electronic Message Board Replacement and Budget Amendment

Parks and Recreation Director Enriquez gave a staff report. He reported that the Civic Center Electronic Message board needs upgrading and is outdated; he shared that staff trainings for the message board are included in the proposal.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the Council to award a vendor services agreement to Square Signs, dba Front Signs, to replace Civic Center electronic message boards.

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

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

This item was pulled during the Adoption of the Agenda.

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Councilmember Martin Del Campo reported on attending League of California Cities New Mayor and Councilmembers conference.

Mayor Pro-Tem Truong thanked everyone for their birthday wishes and he wished everyone a happy Valentine's Day.

Councilmember Finlay reported on attending a SCAG tour of LAX.

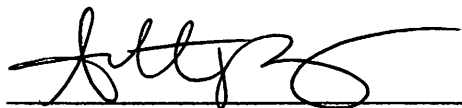
Councilmember Garcia wished Mayor Pro-Tem Truong a happy birthday and thanked Community Development Director Hensley and his team for their work on Evergreen.

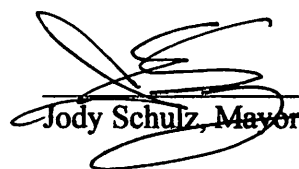
Councilmember Lewis apologized for his tardiness and wished everyone a happy Valentine's Day.

Mayor Schulz wished everyone a happy Valentine's Day.

13. ADJOURNMENT

At 7:37 p.m. the City Council adjourned the meeting in memory of Dr. Bob Packer.



Annette Juarez, City Clerk

Jody Schulz, Mayor