



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, JANUARY 9, 2024
 7:00 PM

CITY COUNCIL CHAMBERS,
 1600 HUNTINGTON DRIVE,
 DUARTE, CALIFORNIA 91010

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

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 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, 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. [San Gabriel Valley Council of Governments \(SGVCOG\) Energy Working Group Presentation - 2023 Energy Champion Award](#)
 - B. [Community Development Department Update](#)
 - C. [Parks and Recreation Department Update](#)
5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS
6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA
7. CONSENT CALENDAR
 - A. [Approve absence\(s\) of City Councilmember\(s\) from the City Council meeting](#)
 - B. [Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading \(CC/HA/FA\).](#)
 - C. [Approval of Minutes - December 12, 2023 Regular Meeting \(CC/HA/FA\)](#)
 - D. [Approval of Warrants - December 26, 2023 and January 9, 2024 \(CC/HA/FA\)](#)
 - E. [Receive and File the Community Development Department Update](#)
 - F. [Receive and File the Parks and Recreation Department Update](#)
 - G. [Notice of Completion: Fiscal Year 2023-24 Citywide Concrete Repair Project No. 24-1 for Ruiz Concrete and Paving, Inc.](#)

It is recommended that the City Council accept the project as complete in the amount of \$112,929.40

H. [Notice of Completion: Fiscal Year 2023-24 Citywide Striping and Marking Project No. 24-2 for WGJ Enterprises, Inc. dba PCI](#)

It is recommended that the City Council accept the project as complete in the amount of \$56,829.80.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS

10. BUSINESS ITEMS

A. [Job Description and Salary Schedule for Payroll Technician](#)

It is recommended that the City Council approve the job description and salary schedule for the position of Payroll Technician, amend the City Wide Salary Schedule and approve a budget amendment of \$29,000 to account number 1805-7002.

B. [Resolution Establishing the Date and Time of Regular City Council Meetings](#)

It is recommended that the City Council adopt Resolution No. 24-01 establishing the date and time of regular City Council meetings.

C. [Annual Appointment of City Councilmembers to Intergovernmental Organizations](#)

It is recommended that the City Council make appointments to intergovernmental organizations for the upcoming year.

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 3rd day of January, 2023.