

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, JANUARY 9, 2024
7:00 PM – Regular Session**

1. CALL TO ORDER

Mayor Truong called the open session to order at 7:04 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Martin Del Campo, Garcia, Truong, Martin Del Campo
Councilmembers Absent: Schulz
Staff Present: Brian Villalobos, 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
Larry Breceda, Director of Public Safety Services
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager/PIO
Salina Bautista, Permit Technician

2. PLEDGE TO THE FLAG

The flag salute was led by Sergeant Stevin Fiedler.

3. ADOPTION OF THE AGENDA

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

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

4. SPECIAL ITEMS

A. San Gabriel Valley Council of Governments (SGVCOG) Energy Working Group Presentation – 2023 Energy Champion Award

Nicholas Ryu, San Gabriel Valley Council of Governments Manager of Sustainability and Natural Services, presented the 2023 Energy Champion Award to the City and thanked Associate Planner Mena Abdul Ahad, Associate Planner Scott Nash, and Community Development Director Craig Hensley for their hard work.

B. Community Development Department Update

Director of Community Development Hensley provided an update on public works related projects; and the number of building permits, inspections, and plan checks issued over the past year.

In response to a question posed by the Council, he provided an update on Jersey Mike's; and landscape maintenance on Duarte Road.

C. Parks and Recreation Department Update

Director of Parks and Recreation Enriquez gave an update on upcoming winter classes; announced the MLK Day event on January 11; provided a progress update on the pool deck repair; and announced the Lunar New Year Event on February 3.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

City Clerk Juarez announced upcoming city events.

Hope Peoples, Mayor’s Youth Council President, announced that homeless care packages are currently being accepted at the Teen Center.

Los Angeles County Fire Department Battalion Chief Darren Walker announced the upcoming community sandbag giveaway event.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Doris Anderson expressed her appreciation of Councilmembers and Staff for their service to the community; suggested that the trees near the Duarte sign be trimmed and a citizen’s garden club be created to care for the area surrounding the sign; and suggested that students paint electrical signs throughout the community.

7. CONSENT CALENDAR

- A. Approval of 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. (CC/HA/FA)
- D. Approval of Warrants – December 26, 2023 and January 9, 2024. (CC/HA/FA)
- E. Receive and file the Community 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. 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 in the amount of \$56,829.80.

Moved by Councilmember Finlay, seconded by Councilmember Martin Del Campo, and carried by the following vote of the Council to approve Items 7A-7H of the Consent Calendar.

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

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. PUBLIC HEARINGS

None.

10. BUSINESS ITEMS

A. Job Description and Salary Schedule for Payroll Technician

City Manager Villalobos presented the staff report stating that the duties of a vacated Human Resources Manager position have been spread among various staff since 2011, however the complexity of payroll responsibilities have grown over time. Additionally, auditors have flagged the position as one that should be separate to minimize risk. The union reviewed the job description and salary, and their comments were incorporated in the position presented.

Moved by Councilmember Kang, seconded by Councilmember Finlay, and carried by the following vote of the 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.

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

B. Resolution Establishing the Date and Time of Regular City Council Meetings

City Manager Villalobos presented the staff report stating the Council has always canceled the second meeting of December as it typically falls during Christmas week; two years ago, the Council began taking off the second meeting of August; in order to formalize the process, last year the Council adopted a Resolution setting the Council calendar; and going forward, in order to assist with planning, Staff will be bringing the calendar to Council for adoption each January.

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote of the Council to adopt Resolution No. 24-01 establishing the date and time of regular City Council meetings.

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

C. Annual Appointment of City Councilmembers to Intergovernmental Organizations

City Clerk Juarez presented the staff report stating this item was presented at the December 12, 2023 meeting, at which time the Council decided to take additional time to think about the appointments and bring the item back at the following meeting.

Discussion ensued regarding the various appointments.

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote of the Council to make appointments to intergovernmental organizations for the upcoming year as discussed and directed.

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

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

City Manager Villalobos wished everyone a Happy New Year.

Councilmember Martin Del Campo thanked Doris Anderson for her comments and stated that she knows of other constituents interested in community gardening and is hoping to secure some funding for it.

Mayor Pro Tem Garcia wished Sergeant Fidler a Happy Law Enforcement Appreciation Day; inquired about Deputy staffing at Pamela Park; spoke about walking with the City of Hope float at the Rose Parade; and requested that the meeting be adjourned in memory of MAD Town Council Member Terrance Williams and Sue Haynie-Horn.

Councilmember Finlay stated that she went to the funeral services for Terrance Williams and shared kind words about him; expressed concern about pedestrian safety at Mount Olive and the bike path; and wished everyone a Happy New Year.

Councilmember Lewis wished everyone a Happy New Year; reported that he attended Senator Rubio's campaign launch party; shared memories of Terrance Williams; and requested that the meeting be adjourned in memory of Christina Evans and shared memories about her.

Councilmember Kang shared kind words about Terrance Williams; reported that he attended the City of Azusa's 125th celebration gala; thanked the SGVCOG for naming the City as 2023 Energy Champion and thanked staff for their work on the energy projects; and wished everyone a Happy New Year and Happy Lunar New Year to everyone.

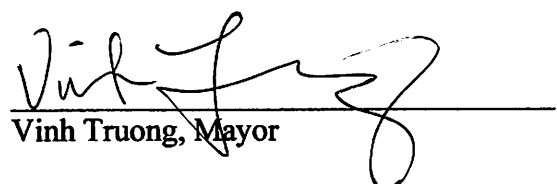
Mayor Pro Tem Garcia announced that Duarte High School will be hosting a blood drive on January 25, 2024.

Mayor Truong reported that he attended his first Sanitation District meeting; expressed his appreciation of Mayor Pro Tem Garcia participating in the Rose Parade with the City of Hope on his behalf; and wished everyone a happy 2024.

13. ADJOURNMENT

At 9:23 p.m., the City Council adjourned the meeting in memory of Terrance Williams, MAD Town Council Member, Sue Haynie-Horn, and Christina Evans.


Annette Juarez, City Clerk


Vinh Truong, Mayor