



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 25, 2024
 7:00 PM

5:30 PM - CLOSED SESSION
 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. 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, visit www.accessduarte.com, click on the Agendas & Meetings icon then on the Agendas & Minutes page, click on the City Council Meeting link. City Council meetings are also broadcast daily on Spectrum Cable, Channel 3.

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.

5:30 PM CLOSED SESSION - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

A. [City Manager Written Comments](#)

2. ADOPTION OF THE AGENDA

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS - Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.

4. CLOSED SESSION:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957(b)
Title: City Manager

CONFERENCE WITH LABOR NEGOTIATOR - The Closed Session is authorized by the Government Code Section 54957.6(a). AGENCY NEGOTIATOR: Thai Viet Phan, City Attorney. UNREPRESENTED EMPLOYEE: City Manager Brian Villalobos

5. 6:00 P.M. STUDY SESSION

A. [Interview of Candidates for Vacant Mayor's Youth Council Positions](#)

B. [Discussion of Interviews and Candidates](#)

7:00 PM OPEN SESSION - REGULAR MEETING - COUNCIL CHAMBERS

6. CALL TO ORDER AND ROLL CALL

7. PLEDGE TO THE FLAG

8. CITY ATTORNEY CLOSED SESSION REPORT

9. SPECIAL ITEMS

A. [Public Safety Department Update](#)

10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

11. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

12. CONSENT CALENDAR

- 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 Councilmember(s) from the City Council meeting

- C. Approval of Minutes - June 11, 2024 Regular Meeting (CC/HA/FA)

Approve the minutes of June 11, 2024.

- D. Approval of Warrants - June 25, 2024 (CC/HA/FA)

Approve the warrants of June 25, 2024.

- E. Receive and File the Monthly Financial Update for April

Receive and File the Monthly Financial Update.

- F. Receive and File the Public Safety Department Update

Receive and File the Public Safety Department Update.

- G. One Year and One Year Option Professional Services Agreement with R3 Consulting Group, Inc. for On-Call SB 1383 Support Services

1.) Approve a one year with an option for an additional year agreement for professional services between the City of Duarte and R3 Consulting Group, Inc. for a not-to-exceed amount of \$53,114 (FY 2024-25 - \$26,100 and FY 2025-26 - \$27,014) to provide On-Call SB 1383 Support Services; and 2.) Authorize the City Manager to execute the agreement.

- H. Amendment No. 1 to the City Manager Employment Agreement

Approve Amendment No. 1 to the City Manager Employment Agreement.

- I. Fiscal Year 2023-2024 Year- End Appropriation Adjustments

Approve the proposed amendments to the annual budget for Fiscal Year 2023-24.

- J. Amendment No. 2 to the Contract Services Agreement for City Attorney Services

Approve Amendment No. 2 to the Contract Services Agreement for City Attorney Services and a fiscal year 2024/25 budget amendment of \$8,000 in account numbers 1015-7690 and 1015-7686.

13. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

14. PUBLIC HEARINGS

A. [Levy and collection of assessments within the Lighting and Landscape Assessment District - Fiscal Year 2024-25](#)

Adopt Resolution No. 24-07 providing for the annual levy and collection of assessments for Fiscal Year 2024-25 within the Landscape and Lighting District.

15. BUSINESS ITEMS

A. [Appointments to the 2024/25 Mayor's Youth Council](#)

Appoint all sixteen (16) candidates that applied to serve on the 2024/25 Mayor's Youth Council.

B. [Award of Contract - Royal Oaks Park Pickleball Court Conversion and Tennis Court Resurfacing Project \(24-12\)](#)

1) Award the construction contract for the Royal Oaks Park Pickleball Court Conversion and Tennis Court Resurfacing Project, to Trueline Construction & Surfacing, Inc., as the lowest responsive and responsible bidder in the amount of \$116,462, in addition to a ten percent contingency and 2) Approve a total project budget amendment of \$54,109 from the Park Improvements fund.

C. [Consideration of a Service Agreement with Train Up a Child LLC](#)

(1) Find that waiving the competitive bidding process pursuant to Municipal Code Section 2.36.050(o) shall best serve the City due to the consultant's specialized nature of the programs and services, and (2) Authorize the City Manager to execute a five-year service agreement with Train Up a Child LLC.

D. [FY 2024/25 - 2026/27 Memorandums of Understanding](#)

Authorize the Mayor to execute the attached Memorandums of Understanding between the City of Duarte and SEIU Local 721 – Management & Professional Employees and General Employees and a budget amendment of \$340,000 to the FY 2024/25 budget for the first year of the MOU.

E. [Resolution Establishing the Salary Schedule and Compensation Plan for Unrepresented Regular Employees](#)

Adopt Resolution No. 24-11 rescinding Resolution No. 23-13 and establish a salary schedule and compensation plan for the unrepresented regular employees and approve a budget amendment of \$14,000 to the FY 2024/25 budget and amend the Citywide Salary Schedule accordingly.

F. [Temporary Services Agreement - Interim Recreation Supervisor](#)

Authorize the City Manager to enter into an agreement for temporary services with Peggy Diamond to serve as an Interim Recreation Supervisor for the Duarte Senior Center.

G. [Adoption of November 5, 2024, General Municipal Election Resolutions](#)

Adopt Resolution No. 24-08 calling for a General Municipal Election to be held on November 5, 2024; Resolution No. 24-09 requesting that the Los Angeles County Board of Supervisors consolidate the General Municipal Election with the Statewide General Election; and Resolution No. 24-10 adopting regulations pertaining to candidate statements.

16. CONTINUATION OF ORAL COMMUNICATIONS
17. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR/REPORTS OF MEETINGS ATTENDED PER GOVERNMENT CODE SECTION 53232.3
18. 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 19th day of June, 2024

Annette Juarez, MMC
City Clerk