

CITY OF DUARTE
MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF DUARTE

TUESDAY, APRIL 23, 2024 – 5:00 PM

1. CALL TO ORDER

Mayor Truong called the Special Meeting to order at 5:11 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis (arrived at 5:33 p.m.), Schulz, Martin Del Campo, Garcia, Truong

Councilmembers Absent: None

Staff Present: Brian Villalobos, City Manager
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
Stephanie Sandoval, Public Works Manager
Frances Jimenez, Deputy City Clerk

2. ORAL COMMUNICATIONS – ITEMS LISTED ON THIS AGENDA

None.

3. FIVE YEAR CAPITAL IMPROVEMENT PROJECT WORKSHOP

City Manager Villalobos thanked the council for attending; explained that the goal of the meeting was to solidify the CIP so that it can be incorporated into the budget; and commended the department heads for putting together the list of projects within the budget and their departments workload.

He gave a presentation on the various projects listed that fell under the categories of streets and roads, NPDES, municipal buildings, grounds, parks and trails as well as future projects.

Following questions posed by Council, clarification was made regarding the traffic signal project completion at Central Avenue.

Discussion ensued regarding the Huntington Drive median projects and the available funds that can be utilized.

City Manager Villalobos highlighted the Town Center project and the continued work with the property owners to bring in tenants and assist with site enhancements so as to further economic development. The goal is to reduce the number of ownerships with the potential for a property management company to oversee both properties.

He provided a brief overview regarding the Duarte Park revitalization project, fitness center pool area assessment, and city hall improvements.

Per City Council questions, Director of Parks and Recreation Enriquez provided an explanation for the need of new AV equipment inside Council Chambers.

The Council discussed the possibility of purchasing a public safety office and the current rent prices of the existing office space. Staff clarified the current terms of the lease extension approved on April 9, 2024 and explained the need for sufficient parking. Further discussion occurred regarding building on the vacant lot at Pops Rd., creating a parking structure and considering various office locations. Staff confirmed they can look at different options in the coming years before the lease extension term is up.

Assistant City Manager and Director of Administrative Services Petersen placed emphasis on the 2024-25 specific project totals as the budget will be approved in the following weeks, the following fiscal years include future projects that have room for changes.

Public Works Manager Sandoval provided a quick summary on PS&E and why it is necessary for the Huntington Drive Street Rehabilitation project; and further clarified that aspects from the Safe Routes to School plan would be incorporated into projects as they are able to.

The City Council expressed concern regarding the traffic calming on Royal Oaks and lack of safety for both pedestrians and drivers. Staff confirmed that this issue was identified within the Safe Routes to School plan.

Discussion was had regarding the type of funding that can be used for various projects.

Staff shared their opinion on the timeline of landscaping, median and street rehabilitation projects.

It was the consensus of the City Council to allocate \$2 Million in ARPA funds for the median projects.

Staff brought up the possibility of hiring grant writers to increase opportunities of receiving funds.

Discussion ensued regarding setting aside money to incentive the owners of the Town Center to obtain new tenants and alternate options for the future.

Staff confirmed that the topic can be revisited in preparation for the 25/26 budget and money can then be allocated for different options when it comes to improving the Town Center whether that be by using legal fees, code enforcement processes or further incentivizing. Director of Public Safety Services Breceda emphasized that we can only improve per the code what is existing.

The Council expressed concern with poor facade maintenance, graffiti, lack of lighting and security at the Town Center shopping center. There was discussion regarding the legality of subsidizing paying for certain improvements.

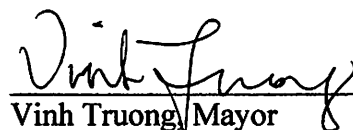
Per questions posed by the City Council Director of Parks and Recreation Enriquez clarified the process and timeline of approving the contract for expanding the teen center; explained the scope of work that has been completed; and detailed what is required in terms of compliance in order to add on a building as well as the price breakdown.

The City Council discussed the needs of the community that have been expressed and which projects align with the constituents best interest.

Conversation was had regarding the teen center expansion along with funding sources. The conversation was tabled to April 30, 2024 Budget Workshop.

4. ADJOURNMENT – To Scheduled Regular City Council Meeting

At 6:31 p.m. the City Council adjourned the meeting to the scheduled regular City Council Meeting.


Vinh Truong, Mayor


Annette Juarez, City Clerk