

CITY OF DUARTE

Minutes of the REGULAR JOINT MEETING OF THE CITY COUNCIL/HOUSING AUTHORITY/DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY

**Tuesday, October 22, 2024
7:00 PM — Regular Session**

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

1. CALL TO ORDER AND ROLL CALL

Mayor Truong called the open session to order at 7:08 p.m.

Councilmembers Present: Finlay, Kang, Lewis, Schulz, Martin Del Campo, Garcia, Truong
Councilmembers Absent: None
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
Larry Breceda, Director of Public Safety Services
Manuel Enriquez, Director of Parks and Recreation
Jason Golding, Planning Manager
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager
Albert Nuñez, Management Analyst
Salina Bautista, Permit Technician

2. PLEDGE TO THE FLAG

The flag salute was led by Los Angeles County Assessor, Jeff Prang.

3. ADOPTION OF THE AGENDA

Moved by Councilmember Finlay seconded by Mayor Pro Tem Garcia and carried by the following vote of the City Council to adopt the agenda.

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

4. SPECIAL ITEMS

A. Mayor's Youth Council Update

President Hope Peoples gave an update on recent and upcoming Mayor's Youth Council events.

B. Presentation by the Los Angeles County Assessor's Office

Los Angeles County Assessor Jeff Prang gave an overview of the duties of his office; presented data on median home sales price updates; and highlighted ongoing projects and services being offered by his office.

Public Comment

Neil Furukawa spoke on the user-friendly aspect of the Assessor's website.

C. Foothill Unity Annual Report

Julie Swayze, Director of Advancement provided an overview of Foothill Unity Center, explained their role in the community of Duarte; and shared the various food, social, health, volunteer, and job

development services provided.

In response to questions posed by the City Council, clarification was provided on how the organization notifies the community about services that they offer.

D. Public Safety Department Update

Director of Public Safety Services Breceda gave a summary of the decline in part 1 crimes; detailed recent community events public safety assisted with; and explained additional programs the department is focusing on such as neighborhood watch, bike patrols, and community policing.

The City Council commended the Department on actively patrolling certain areas in the city and their responsiveness in giving out homelessness resources.

Director Breceda also shared information on the most recent graduating class of the CERT program.

Discussion ensued regarding future training classes for residents.

Conversation was had regarding the use of electric bikes on the bike path and the possibility of controlling the speed limit of those traveling on said bikes. City Manager Villalobos stated that the Council may adopt a municipal code provision that prohibits electric bikes on the trail and suggested that the idea be presented to the Public Safety Commission first. The City Council concurred and gave the direction to Staff to proceed with the suggestion.

Per questions posed by the City Council, Director Breceda shared the number of captains the neighborhood watch program has.

There was additional conversation regarding Councilmembers becoming block captains for their corresponding neighborhoods and reminding residents that the program is always looking for additional members.

Councilmember Finlay asked to adjourn the meeting in memory of Sharman Warner, longtime community member.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming City events.

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Neil Furakawa gave his opinion on dog license fees and their corresponding penalty fees.

Davd Khun with Aris Builders gave a status update on construction of the hotel project, Hawthorne Suites by Wyndham, and praised the Community Development Department for their assistance.

Neil Furukawa spoke about the RCR in Duarte Mesa Tract 22-159.

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 absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes - October 8, 2024 Regular Meeting (CC/HA/FA)
- D. Approval of Warrants - October 22, 2024. (CC/HA/FA)
- E. Receive and File the Monthly Financial Report for August 2024.
- F. Receive and File the Public Safety Department Update.
- G. Approval of a Second Amendment to the Funding Agreement between the City of Duarte and Foothill Unity Center, Inc. in an amount not to exceed \$14,500 for FY 2024-25.

- H. Approval of Homeless Outreach Resources and Collaborative Efforts in North San Gabriel River Area; 1) The following accounts were amended to increase funding: 1205-7781 by \$13,000, 1205-7980 by \$5,000, 1205-7030 by \$5,000, 1205-8030 by \$77,000; 2) The City Manager was authorized to acquire a UTV at a cost of \$55,009.62, meeting the specifications outlined by the LA County Sheriff's Department; 3) The City Manager was authorized to acquire a drone, along with any necessary equipment or software, to meet the goals outlined in this report; 4) The City Manager was authorized to donate the UTV to the LA County Sheriff's Department for use by the Duarte Deputy Special Assignment Team, with the Sheriff's Department absorbing all future liability and costs for the vehicle; and 5) the competitive bidding process was waived under Municipal Code Section 2.36.050(l) since the LA County Sheriff's Department has already conducted purchasing procedures that ensure effective competition among responsible vendors for the UTV acquisition.
- I. The service agreement with Flock Group Inc. was approved for thirteen (13) ALPR camera subscriptions (\$40,800 in the first year, \$39,000 in the second year) and the City Manager was authorized to sign and execute the agreement; 2) It was found that approval of the agreement and subscription service with Flock Group Inc. is not a "Project" as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3), no environmental review is required; and 3) It was found that this agreement is exempt from the competitive bidding process pursuant to Municipal Code Section 2.36.050(f) -when there is only one vendor.
- J. The Notice of Completion: Beardslee Park Restroom Replacement Project, Site Work (24-10) was authorized in the amount of \$164,643; and a budget amendment in the amount of \$164,643 was approved.
- K. Removed from the Consent Calendar for discussion.
- L. Approval of a \$5,400 compensation amount Increase for the Temporary Services Agreement with Retired Annuitant Peggy Diamond to serve as an Interim Recreation Supervisor for the Duarte Senior Center.

Moved by Councilmember Finlay seconded by Councilmember Martin Del Campo and carried by the following vote of the City Council to approve items 7.A-7.J and 7.L of the Consent Calendar.

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

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

K. Red Ribbon Week Proclamation

Mayor Pro Tem Garcia read the proclamation aloud proclaiming October 23-31, 2024 as Red Ribbon Week in the City of Duarte and encourages all citizens of Duarte to participate in drug awareness activities, making a visible statement that we are firmly committed to healthy lives.

Moved by Councilmember Kang seconded by Finlay and carried by the following vote of the City Council to proclaim October 23-31, 2024 as Red Ribbon Week in the City of Duarte.

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

9. PUBLIC HEARINGS

A. Municipal Code Amendment (MCA) 24-02 - a City-initiated request to establish an Affordable Housing Overlay Zone by adding Chapter 19.26 to the Duarte Development Code

Planning Manger Golding provided background information on the proposed item that will create an Affordable Housing Overlay Zone per the Housing Element which must be updated every eight years; Chapter 19.26 will be added to the Duarte Development Code, to create the standards for the Affordable Housing Overlay Zone which relates to the properties that were identified in the Housing Element.

Karen Warner from Karen Warner Associates Inc., gave a presentation on the process of incentivizing

affordable housing through an Affordable Housing Overlay Zone in Duarte.

In response to questions made by the City Council, Planning Manager Golding explained the buildability challenges to several parcels at opportunity sites.

Discussion ensued regarding the location of low income housing in comparison to its surrounding area, as well as current data on the City’s Regional Housing Needs Allocation (RHNA). Conversation was had regarding outreach and the proper process of notifying the community of the project.

Mayor Truong opened the public hearing.

Public Comment

Steve Hernandez expressed concern with the lack of space and questioned the ability to build multiple stories at one of the site locations.

Mark Montgomery sought clarification on how the state will assess the units and compliance with the housing element every eight years.

Planning Manager Golding explained the goals of the overlay and confirmed that they are not requirements, but rather a target that the City is aiming for. He also stated that the zoning is not being changed, the overlay is providing additional variations on what can be allowed on certain properties.

Mayor Truong closed the public hearing.

Further discussion was had regarding the approved housing element, the viability of locations, and the possible impacts on neighbors.

City Attorney Phan explained the process of how the City adopted a housing element and provided clarification on the topic as a whole.

Councilmember Kang recused himself from the item due to his proximity to one of the properties.

Moved by Councilmember Schulz seconded by Councilmember Finlay and carried by the following vote of the City Council to approve Municipal Code Amendment 24-02 by introducing Ordinance No. 927 that will add Chapter 19.26 Affordable Housing Overlay Zone to the Duarte Development Code.

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

10. BUSINESS ITEMS

A. Professional Services Agreement with Western Audio Visual for the Replacement of Audio and Visual Equipment in the City Council Chambers/Community Center

Director of Parks and Recreation Enriquez presented a staff report for an agreement that would replace audio and visual equipment in the Council Chambers / Community Center. In response to questions made by the City Council further information was provided regarding the logistics of the new equipment.

Public Comment

Jim Kirchner expressed his opinion on the sound system within Council Chambers.

Discussion ensued regarding placement of speakers and sound quality.

Neil Furukawa gave suggestions about removing items near speakers.

Moved by Councilmember Finlay seconded by Councilmember Schulz and carried by the following vote of the City Council to authorize the City Manager to execute this Professional Services Agreement with Western Audio Visua in the amount of \$101,876, plus a fifteen percent contingency, for the replacement of the audio and visual equipment in the City Council Chambers/Community Center.

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

B. PEG Fees Assignment Agreement

Assistant City Manager/Director of Administrative Services Petersen presented a staff report which detailed the ability to assign PEG fees to pay for the purchase of audio and visual equipment for the Council Chambers / Community Center. Additional explanation was provided on how the funds are received.

Moved by Councilmember Schulz seconded by Councilmember Finlay and carried by the following vote of the City Council to approve the agreement which assigns the current balance of PEG fees and any future PEG fees as needed to pay for the purchase of audio visual equipment that will be used to broadcast and disseminate government programming to the public.

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

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Director of Public Safety Breceda reported he attended the JPIA Risk Management Educational Forum and the League of California Cities Conference.

City Manager Villalobos provided an update on the meeting he attended with the Rio Hondo San Gabriel River Watershed JPIA.

Councilmember Martin Del Campo reported she attended the Foothill Metro extension meeting.

City Manager Villalobos added that he has met with Metro regarding the TAP-to-Exit program.

Councilmember Schulz reported she attended the SGVCOG meeting and attended a special needs network event.

Councilmember Finlay shared past community events she attended including a Water Revolution seminar, a mobile workshop with SCAG, and also asked that a resident of Royal Oaks be honored for his 100th birthday.

Councilmember Lewis reported he attended the League of California Cities Conference.

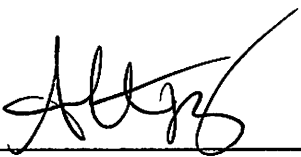
Councilmember Kang shared appreciation for the new installation of city signs and also reported he attended the League of California Cities Conference.

Mayor Pro Tem Garcia also thanked Director Hensley for the new signage in the city; reported he attended both the JPIA Forum and the League of California Cities Conference; shared upcoming community events; and asked to adjourn the meeting in memory of Fernando Valenzuela.

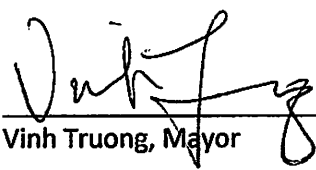
Mayor Truong reported he attended the JPIA Forum as well as the League of California Cities Conference and shared upcoming events he plans on attending.

13. ADJOURNMENT

At 9:20 p.m., the City Council adjourned the meeting in honor of Elizabeth Bagwell, Sharman Warner, and Fernando Valenzuela.



Annette Juarez, City Clerk



Vinh Truong, Mayor