

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, FEBRUARY 27, 2024

6:00 PM – Closed Session

7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Truong called the meeting to order at 6:03 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Martin Del Campo, Garcia, Truong

Councilmembers Absent: Schulz

Staff Present: Brian Villalobos, City Manager
Thai Viet Phan, City Attorney
Craig Hensley, Director of Community Development
Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

Moved by Councilmember Finlay, seconded by Councilmember Martin Del Campo, 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

Councilmember Kang announced that he is recused from discussing or voting on the closed session item because he lives within 500 feet of the property in question.

3. PUBLIC COMMENT – CLOSED SESSION ITEMS

None.

4. CLOSED SESSION

The City Council recessed into closed session at 6:00 p.m. to discuss the following:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code § 54956.8:

Property: 2400-2402 Huntington Dr., Duarte, CA 91010

Agency negotiator: Community Development Director Craig Hensley

Negotiating parties: Roger Kinoshita, Jamboree Housing Corporation

Under negotiation: Price and terms related to the possible disposition/acquisition of real property interest.

REGULAR SESSION

5. CALL TO ORDER

Mayor Truong called the open session to order at 7:10 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Truong, Garcia, 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
Salina Bautista, Permit Technician
Andres Rangel, Assistant to the City Manager
Angela Chiaromonte, Financial Service Manager
Marilyn Mays, Recreation Supervisor

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

6. PLEDGE TO THE FLAG

The flag salute was led by Assistant Fire Chief Cabrera.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. SPECIAL ITEMS

A. Mayor's Youth Council Update

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

B. Introduction of this Year's Youthworks Internship Program Participants

Recreation Supervisor Mays introduced the participants of the Youthworks Internship Program.

C. CSArts Update

Dr. Greg Endelman gave an overview of CSArts academics and gave an update on the school's success.

D. Public Safety Department Update

Director of Public Safety Breceda gave a department update stating that there was an increase to Part I crimes and the reasons for the increase; discussed the mud and debris flow from the recent rain.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

City Clerk Juarez announced upcoming city events.

Rotary Club of Duarte members gave a brief history of women in the club and announced upcoming International Women's Day events.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None

11. 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 – February 13, 2024. (CC/HA/FA)
- D. Approval of Warrants – February 27, 2024. (CC/HA/FA)
- E. Receive and file the Monthly Financial Update for December 2023.
- F. Receive and file the Public Safety Department Update.
- G. Ordinance No. 922 Purchasing Requirements to add language to the Duarte Municipal Code relating to Exemptions from Purchasing Requirements was adopted by second reading.
- H. Ordinance No. 921 adding Section 9.19 to the Duarte Municipal Code that establishes rules and regulations governing the public use of City Facilities was adopted by second reading.
- I. The City Manager was authorized to sign a five year agreement with Precision Concrete Cutting for sidewalk maintenance services.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Garcia, and carried by the following vote of the Council to approve Items 7A-7I of the Consent Calendar.

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

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

13. BUSINESS ITEMS

A. Fiscal Year 2023-24 Mid-Year Budget Report

Assistant to the City Manager/Director of Administrative Services Petersen presented the 2023-24 mid-year budget report which indicates a projected deficit of \$470k. Projected General Fund revenues are estimated at \$23.4 million which is a 7% increase from the adopted budget. Development related revenues are at historically average levels and Sales Tax revenue is plateauing. Projected General Fund expenditures are estimated at \$23.9 million which is a 2.5% increase from the adopted budget. The projected General Fund unassigned reserves balance as of June 2024 is \$22 million which is 93% of the General Fund expenditures.

Public Comment

John Fasana suggested that the City consider creating a grant or fund that could be used in conjunction with the State Brace + Bolt program to assist residents with protecting housing.

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote of the Council to receive and file the mid-year budget report and approve the corresponding budget amendments as delineated in Attachment 2.

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

B. Fiscal Year 2024-25 Budget Calendar

Assistant to the City Manager/Director of Administrative Services Petersen presented a proposed budget calendar which included a Capital Improvement Program workshop and Budget workshop.

Moved by Councilmember Finlay, seconded by Councilmember Kang, and carried by the following vote of the Council to approve the budget calendar, and set its budget workshop for 5:30 p.m. on April 30, 2024.

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

14. CONTINUATION OF ORAL COMMUNICATIONS

None.

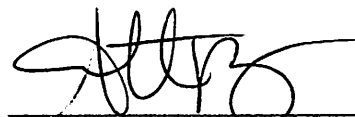
15. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR/REPORTS OF MEETINGS ATTENDED PER GOVERNMENT CODE SECTION 53232.3

Councilmember Kang commended LAHSA staff members Julian Flowers and Shannon Finley for their assistance with providing a local homeless individual with resources.

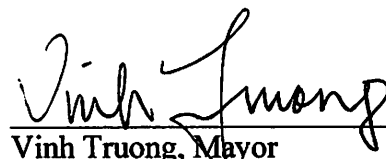
Mayor Pro Tem Garcia commended Assistant to the City Manager/Director of Administrative Services Petersen and the Finance team for their work on the budget.

13. ADJOURNMENT

At 8:15 p.m., the City Council adjourned the meeting.



Annette Juarez, City Clerk



Vinh Truong, Mayor