

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 23, 2024
7:00 PM – Regular Session**

1. CALL TO ORDER

Mayor Truong called the open session to order at 7:03 p.m.

ROLL CALL:

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
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
Albert Nunez, Management Aide
Salina Bautista, Permit Technician

2. PLEDGE TO THE FLAG

The flag salute was led by Andrew Smith.

3. ADOPTION OF THE AGENDA

Moved by Mayor Pro Tem Garcia, seconded by Councilmember Martin Del Campo, and carried by the following vote of the Council to adopt the agenda.

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

4. SPECIAL ITEMS

A. Mayor's Youth Council Update

Hope Peoples and Diya Patel announced upcoming events hosted by the Mayor's Youth Council. The City Council wished Hope a Happy Birthday.

B. Public Safety Department Update

Director of Public Safety Breceda presented the year end Part 1 Crime statistics which included a 15.37% decline; stated that some retail theft operations will be changed to overnight enforcement; and announced that the Department had opportunities to interact with the public in a positive atmosphere during the many City holiday events.

He responded to questions posed by the Council regarding stating that with violent crimes such as rape, it is common for the victim and suspect to know each other; and provided information about dispatch procedures when there is a call for service and stated that he would follow up with the resident that had an issue with the call for service.

C. Recognition of Years of Service – Victor Valenzuela

Director of Parks and Recreation Enriquez recognized Duarte Teen Center Boxing Trainer for his 19 years of service. The City Council thanked him for his service and wished him well in his retirement.

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

Michael Moore thanked the Council for everything that they're doing; and expressed his happiness with the Sheriff's and Fire Departments.

Bernie Moore spoke about the importance of community and suggested that the City create a community garden.

Steve Hernandez thanked City Clerk Juarez for her service; thanked City Manager Villalobos and Community Development Director Hensley for meeting with the hotel developer.

Doris Anderson suggested that the trees near the Duarte Route 66 sign be trimmed and expressed concerns that she has not yet been contacted by any member of staff regarding this matter.

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 – January 9, 2024. (CC/HA/FA)

D. Approval of Warrants – January 23, 2024. (CC/HA/FA)

E. Receive and file the Monthly Financial Update for the months of October 2023 and November 2023.

F. Receive and file the Public Safety Department Update.

G. Authorization for the City Manager to execute a five-year License Agreement with Southern California Edison Company (SCE) for a 21-Space parking lot at the Duarte Post Office located at 1220 Highland Avenue, effective May 1, 2024 – April 30, 2029.

H. Removed from the Consent Calendar for discussion.

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

H. Contract with Armstrong & Walker to develop construction drawings for Donald & Bernice Watson Recreation Trail

Councilmember Finlay stated that she is looking forward to seeing great things from consultants Anne Armstrong and Richard Walker.

Moved by Mayor Pro Tem Garcia, seconded by Councilmember Finlay, and carried by the following vote of the Council to 1) authorize the City Manager to sign a professional services agreement with Armstrong & Walker to develop construction drawings for landscape upgrades for the Recreation Trail; and 2) a General Fund budget amendment to account number 1405-7965 of \$77,500, which includes the contract amount with contingency.

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

9. PUBLIC HEARINGS

None.

10. BUSINESS ITEMS

A. Update on Median Design Concept

Consultants Armstrong & Walker presented design concepts for Huntington Drive medians which focused on safety, visibility, aesthetics, water conservation, ease of maintenance, and design flexibility.

There was discussion regarding types of trees and plants, concrete materials, and design.

The City Council provided direction regarding median design.

B. Approval of Royal Oaks Annexation Agreement

Mayor Pro Tem Garcia recused himself from discussion of the items 10B and 10C as HumanGood is a source of his income, and he left the room.

Public Comment

Jim Lawler provided historical facts about Royal Oaks and HumanGood; and stated his support for the annexation.

Andrew Smith, Royal Oaks Executive Director, expressed his support for the annexation and stated details of the Pre-Annexation Agreement presented to the Council, which includes a \$10k donation to the Duarte Senior Center.

Jim Kirchner expressed his support for the annexation of Royal Oaks.

City Manager Villalobos presented the Staff Report stating that the Agreement accounts for City staff time dating back to June 5, 2023, the reimbursement of the contract with Rincon Consultants, the indemnity of the City, and clarifies that the City retains permitting authority over the Royal Oaks Property.

Moved by Councilmember Kang, seconded by Councilmember Schulz, and carried by the following vote of the Council to approve the Pre-Annexation Agreement with HumanGood SoCal (“HumanGood”) relating to their annexation application to the Local Agency Formation Commission for the County of Los Angeles (LAFCO) requesting the annexation to the City of Duarte of the territory encompassing Royal Oaks Retirement Community; and direct staff to prepare a letter in support or opposition of HumanGood’s annexation application before LAFCO.

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

C. Contract for preparation of environmental review documents and planning services for the annexation of the Royal Oaks property, 1763 Royal Oaks Drive North, and a budget amendment for the contract

Director of Community Development Hensley responded to a question posed by the Council stating that Westminster Gardens is under its own specific plan and a new zone will need to be created for Royal Oaks.

He presented the staff report stating that Rincon Consultants would be providing assistance with the processing of the annexation, and developing the environmental documents needed for the adoption of the general plan amendment for the creation of the new zone.

Moved by Councilmember Finlay, seconded by Councilmember Schulz, and carried by the following vote of the Council to authorize the City Manager to sign a Professional Services Agreement with Rincon Consultants for environmental review documents and planning services for the annexation of the Royal Oaks property in the amount of \$113,563 and a \$25,000 contingency.

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

D. Conceptual Design Presentation for Initial Phase of Civic Center Master Plan

Director of Parks and Recreation Enriquez provided a brief recap of what brought forth the Civic Center Master Plan and the three phases of the plan.

James Wirick, LPA Design Studios, presented the conceptual designs of the Civic Center Master Plan - Phase I includes exterior improvements, Phase II includes City Hall interior improvements, and Phase III includes Community Center renovation; and project summary with the estimated cost and timeline for each phase.

There was discussion regarding conference room accessibility for City Councilmembers, the relocation of employees to City Hall, camera necessity, the number of conference rooms in the Community Center, construction costs, and Community Center use.

Director of Parks and Recreation Enriquez added that Staff recommends that the Council mull over the Master Plan in preparation for the Capital Improvement Project workshop. It is recommended that the Council consider making Phase I improvements. Should the Council not wish to proceed with the Phase III remodel, at a minimum Staff recommends the Council make A/V improvements to the Community Center as the technology is past its life cycle.

Moved by Councilmember Finlay, seconded by Councilmember Martin Del Campo, and carried by the following vote of the Council to receive and file the conceptual designs for the initial three phases of the Civic Center Master Plan and provide direction on next steps.

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

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

Assistant City Manager / Director of Administrative Services Petersen announced that the mid-year budget will be presented at the February 27 meeting, the Capital Improvement Program will be brought back in April, and the budget workshop will take place at the beginning of May.

City Manager Villalobos announced that he attended the North San Gabriel River Working Group meeting with Mayor Truong, Mayor Pro Tem Garcia, and Councilmember Schulz, and gave an update on the recent riverbed clean-up done by the Army Corps of Engineers; and announced that Supervisor Barger will be hosting a Public Safety Forum with Sheriff Luna at the City of Duarte on February 24.

Councilmember Martin Del Campo reported that she attended the Foothill Goldline JPA meeting.

Councilmember Schulz wished her daughter a Happy 12th Birthday; expressed her appreciation of the Tri-City working group and the progress that has been made in the riverbed; and reported that she attended the San Gabriel Valley COG meeting and Duarte was mentioned for the City's Ordinances for addressing homelessness.

Councilmember Finlay requested that the meeting be adjourned in memory of Socorro Trujillo.

Councilmember Lewis inquired about a city-wide clean-up.

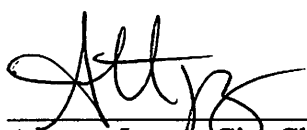
Councilmember Kang reported that he attended the San Gabriel Valley COG Transportation Committee meeting where the speaker recognized Duarte's Metro parking lot affordable housing project as a model for the San Gabriel Valley.

Mayor Pro Tem Garcia commended Marilyn Mays and the Teen Center for the MLK Celebration that took place; reported that he joined a Water Education for Latino Leaders Cohort; provided an update from the recent Art Ad Hoc Committee Meeting; inquired about presentation slides being posted on the City website; and suggested a median clean-up schedule be provided.

Mayor Truong announced that he will be touring the Pure Water Facility with the SGVCOG; and offered condolences to the City of Monterey Park and City of Half Moon Bay in honor of the one year anniversary of the mass shootings that took place.

13. ADJOURNMENT

At 9:47 p.m., the City Council adjourned the meeting in memory of Socorro Brito Trujillo.


Annette Juarez, City Clerk


Vinh Truong, Mayor