

CITY OF DUARTE

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

Tuesday, December 10, 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 7:00 p.m.

Councilmembers Present: Finlay, Kang, Lewis, Schulz, Martin Del Campo, Garcia, Truong
Councilmembers Absent: None
Staff Present: Brian Villalobos, City Manager
Shawna McKee, City Attorney
Craig Hensley, Director of Community Development
Larry Breceda, Director of Public Safety Services
Manuel Enriquez, Director of Parks and Recreation
Angela Chiaromonte, Financial Services Manager
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager
Albert Nuñez, Management Analyst
Frances Jimenez, Deputy City Clerk

2. ADOPTION OF THE AGENDA

Moved by Councilmember Finlay seconded by Councilmember Schulz and carried by the following vote of the City Council to Adopt the agenda.

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

3. PLEDGE TO THE FLAG

The flag salute was led by Councilmember Jody Schulz.

4. SPECIAL ITEMS

A. Presentation of certificate to IHOP

Mayor Truong presented a certificate of recognition to IHOP and their General Manager Gabino Campo for hosting a breakfast for the Duarte High School football team after a successful football season.

Gabino Campo and Raquel thanked the City Council and expressed what an honor it was to support local schools.

The City Council also thanked IHOP for donating supplies to the Duarte Rotary Club for their Breakfast With Santa event.

B. Certification of Election Results

City Clerk Juarez reported the results of the General Municipal Election held on November 5, 2024, which determined that Martin Calderon was elected as Councilmember in District 2, Vinh Truong elected as Councilmember in District 3, Toney Lewis elected as councilmember in District 7 and that the majority of voters supported Measure QQ, therefore, the Measure passed and will be considered by the City Council.

Moved by Councilmember Finlay seconded by Councilmember Schulz and carried by the following vote of the City Council to certify the election results.

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

C. Recognition of Councilmember Schulz

Mayor Truong presented a plaque to Councilmember Jody Schulz in recognition of her unwavering dedication and tireless service to the community and congratulated her on her accomplishments during her tenure.

Public Comment

Karen Vance thanked Councilmember Schulz for all that she has done in the name of public health, safety, and quality of life issues.

Lino Paras commended Councilmember Schulz for her hard work in collaboration with Los Angeles County Supervisor Kathryn Barger.

The City Council shared words of appreciation; thanked Councilmember Schulz for her commitment to the community, and wished her luck in her future endeavors.

Councilmember Schulz shared a few outgoing words; expressed gratitude for her journey serving the residents of Duarte; thanked everyone who contributed to her learning experience; and also thanked her daughter for her support.

Supervisor Barger recognized Councilmember Schulz for her partnership and dedication to the cleaning up of encampments along the riverbed as well as for her service to the City.

Karla Cardenas, Senator Rubio District Representative, presented a certificate of appreciation to Councilmember Schulz on behalf of Senator Susan Rubio.

Veronica Lopez, Assemblymember Rubio District Director, presented a certificate of appreciation to outgoing Councilmember Schulz on behalf of Assemblymember Blanca Rubio.

D. Oaths of Office to newly elected and re-elected City Councilmembers

Los Angeles County Supervisor Kathryn Barger administered the Oath of Office to re-elected City Councilmember Vinh Truong and re-elected City Councilmember Toney Lewis.

Assemblymember Lisa Calderon administered the Oath of Office to newly elected City Councilmember Martin Calderon.

E. City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor/Chairperson (City Clerk Presiding)

Councilmember Truong turned over the selection of Mayor/Chairperson to City Clerk Juarez.

City Clerk Juarez declared the position of Mayor/Chairperson and Mayor Pro Tem/Vice Chairperson as vacant and opened the floor for nominations for the next Mayor/Chairperson of the City of Duarte.

Councilmember Finlay moved to nominate Councilmember Garcia for Mayor/Chairperson.

Councilmember Kang seconded the nomination.

No other nominations were made.

Moved by Councilmember Finlay seconded by Councilmember Kang and carried by the following vote of the City Council to select Councilmember Cesar A. Garcia as Mayor/Chairperson for the city of Duarte.

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

Mayor Garcia thanked his colleagues, family, and friends for their support and shared excitement for the future.

F. City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor Pro-Tem/Vice Chairperson (Mayor/Chairperson Presiding)

Mayor Garcia opened the floor for nominations to fill the position of Mayor Pro Tem/Vice Chairperson.

Councilmember Finlay moved to nominate Councilmember Martin Del Campo for Mayor Pro Tem/ Vice Chairperson.

Councilmember Truong seconded the nomination.

No other nominations were made.

Moved by Councilmember Finlay seconded by Mayor Truong and carried by the following vote of the City Council to select Councilmember Martin Del Campo as Mayor Pro Tem/ Vice Chairperson for the City of Duarte.

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

G. Recess (20 minutes) - Welcome Reception in honor of newly elected and re-elected City Councilmembers

The City Council briefly recessed for a reception.

The City Council meeting resumed at 8:40 p.m.

10. BUSINESS ITEMS

A. Duarte Chamber of Commerce Annual Update

Kalpna Shah provided an overview of the financial health of the Duarte Chamber of Commerce; detailed events in the past year; gave an overall financial update; and shared goals for the future.

The City Council thanked Kalpna for her service.

In response to questions posed by the City Council, Kalpna shared steps that were taken to reduce the Chambers' debt and increase its revenue.

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

Mark Montgomery congratulated Mayor Garcia; thanked Councilmember Truong for his work; commented on the diversity of the City Council and wished everyone a Happy Holidays.

- 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 - November 26, 2024 Regular Meeting (CC/HA/FA)**
- D. Approval of Warrants - December 10, 2024 (CC/HA/FA)**
- E. Receive and file the Community Development Department Update**
- F. Receive and file the Parks and Recreation Department Update**
- G. Receive and file the Duarte Housing Successor Annual Report regarding the Low- and Moderate Income Asset Fund pursuant to California Health and Safety Code Section 34176.1 (f).**
- H. Authorize the Notice of Completion for the Royal Oaks Park Gazebo Replacement Project (24-9) in the amount of \$64,900.**
- I. Approve Resolution No. 24-23 adjusting the hourly rate schedule for compliance with the new minimum wage requirements effective January 1, 2025.**
- J. Second Reading and Adoption of Ordinance No. 928 amending the Duarte Municipal Code to comply with State law regarding tobacco, improve City enforcement of tobacco-related Municipal Code violations, and to enhance public safety, health and welfare**
- K. Approve Public Safety Director CACEO Conference hotel related expenses in the amount of \$508.89.**

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

None.

Mayor Garcia opened the public hearing.

Per questions posed by the City Council, Tina clarified the timeline of the project; highlighted the funding sources being used; and shared the number of ramps that are completed per project.

None.

Mayor Garcia closed the public hearing.

Moved by Councilmember Truong seconded by Councilmember Finlay and carried by the following vote of the City Council to allocate approximately \$130,000 in FY 2025-2026, plus unspent, carry-over CDBG funds in the amount of approximately \$10,800, for a total of \$140,800 to implement a new FY 2025-2026 CDBG Project, Installation of Americans with Disabilities Act-Compliant (ADA) Curb Ramps;

authorize the City Manager, or designee, to execute all necessary contract documents in a form approved by the City Attorney; and authorize staff the ability to make adjustments due to changes in CDBG funding allocations and/or as needed due to programmatic interpretations by the Los Angeles County Development Authority (LACDA).

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

10. BUSINESS ITEMS (continued)

B. Approval of the FY 2024-25 Duarte Chamber of Commerce Services Agreement

Assistant to the City Manager Rangel presented the staff report regarding approval of the Duarte Chamber agreement which would serve as interim for the next six months. In the meantime, city staff and the Chamber will work together to define an updated scope of work that aligns with Stratiscope's recommendations.

In response to questions posed by the Council, City Manager Villalobos confirmed that during the next budget meeting a revised agreement will be brought forward with additional requirements.

Moved by Councilmember Kang seconded by Councilmember Truong and carried by the following vote of the City Council to approve the FY 2024-25 Services Agreement Term Extension in the amount of \$32,000 with the Duarte Chamber of Commerce through June 30, 2025.

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

C. Burrtec Waste 2023 Annual Performance Review and 2025 Rate Review

Assistant to the City Manager Rangel summarized Burrtec's performance review based on key elements; detailed their 2025 goals; and explained the proposed updated scope of work to include SB 1383 components.

Richard Nino, Vice President of Burrtec, gave an overview of the proposed rates for residential, commercial and multi-family, explained the 2024 adjustment factors; and also shared the future of solid waste in their organization.

Discussion ensued regarding procurement requirements for recovered organic waste product as well as composting facility locations.

Public Comment

Steve Hernandez complemented Burrtec for their services and expressed support for the company.

Lino Parras stated his opinion on the contract with Burrtec and the City of Duarte.

Moved by Councilmember Finlay seconded by Councilmember Kang and carried by the following vote of the City Council to approve both the Burrtec Waste Services 2023 Annual Performance Review and Amendment No. 16 to the "Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services," setting the refuse collection and recycling rates to become effective January 1, 2025 and adding the required SB 1383 contract amendment.

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

D. Audited Financial Statements for Fiscal Year 2023/24

Financial Services Manager Chiaromonte gave an overview of the 2023/24 Year End Statements; summarized the final 23/24 numbers; and stated the overall economic conditions.

The City Council thanked the Finance Department for being fiscally conservative.

Moved by Finlay seconded by Councilmember Martin Del Campo and carried by the following vote of the City Council to Receive and file the Audited Financial Statements for Fiscal Year 2023/24.

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

E. Approval of a Professional Services Agreement with De Novo Planning Group for Preparation of an Initial Study and Mitigated Negative Declaration for a Residential Project located at 1404-1414 Royal Oaks Drive

Director Hensley presented a staff report regarding approval of an agreement for the preparation of environmental documentation for the properties at 1404 and 1414 Royal Oaks Drive; he shared the environmental review timeline; and explained that the costs will be funded by the property owner.

Discussion ensued regarding the ownership history of the property and the zoning.

Moved by Councilmember Truong seconded by Councilmember Finlay and carried by the following vote of the City Council to authorize the City Manager to sign a professional services agreement with De Novo Planning Group for the preparation of environmental documentation for the subject property.

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

11. CONTINUATION OF ORAL COMMUNICATIONS

Steve Hernandez thanked staff and the City Council for their service the past year and wished everyone a Happy Holiday Season.

Lino Parras congratulated new Councilmember Calderon, Mayor Garcia, and Mayor Pro Tem Del Campo; wished everyone a Happy Holidays; and asked the Council to project their voice so that residents sitting in the back of the Council Chambers can hear better.

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

City Manager Villalobos wished everyone a Merry Christmas.

Shawna McKee congratulated the City Council on their reorganization.

Councilmember Lewis congratulated his new colleagues; shared he saw Councilmember Kang in the Hollywood parade; and wished everyone a Happy Holidays.

Councilmember Kang congratulated Mayor Garcia, Mayor Pro Tem Martin Del Campo, Councilmember Lewis, and Councilmember Calderon; he also shared appreciation for Councilmember Truong and former Councilmember Schulz; thanked staff for their work; and wished everyone a Happy Holidays.

Councilmember Truong congratulated his colleagues; thanked his wife for her support; wished his son a Happy Birthday; thanked staff for the work they put in throughout the year; thanked former Councilmember Schulz for her service; and wished everyone a Happy Holidays.

In response to questions posed by the City Council Director Hensley clarified that there are no plans for section eight housing at 2400 Huntington Drive.

Councilmember Finlay congratulated her colleagues on their new positions and wished everyone a Happy Holidays.

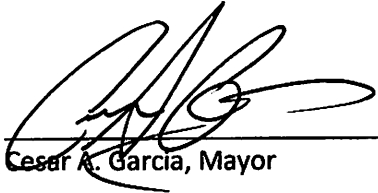
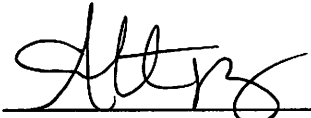
Councilmember Calderon thanked his colleagues for the warm welcome and shared excitement to serve his community, get to know staff, and work together with his fellow Councilmembers.

Mayor Pro Tem Martin Del Campo thanked her fellow Councilmembers for their help and support and also shared excitement to step into her new role. She also asked that the meeting be adjourned in honor of longtime resident Kirk Ludwig and shared details about his life in Duarte.

Mayor Garcia thanked Deputy Valenzuela for collaborating with Walmart and Target for holiday events and added an adjournment for the passing of his cousin Lizbeth Torres Garcia. He also shared words of appreciation for the rest of the City Council and wished everyone a Happy Holidays.

13. ADJOURNMENT

At 9:38 p.m., the City Council adjourned the meeting in memory of Ken Mallory, Kirk Ludwig, and Lizbeth Torres Garcia.


Cesar A. Garcia, Mayor
Annette Juarez, City Clerk