

CITY OF DUARTE

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

Tuesday, January 14, 2025
5:30 PM — Study Session/Closed Session
7:00 PM — Regular Session

5:30 PM - STUDY SESSION/CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the meeting to order at 5:39 p.m.

Councilmembers Present: Finlay, Lewis (arrived at 5:40 p.m.), Truong, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Kang
Staff Present: Brian Villalobos, City Manager
Thai Viet Phan, City Attorney
Annette Juarez, City Clerk
Frances Jimenez, Deputy City Clerk

2. ADOPTION OF THE AGENDA

Moved by Councilmember Martin Del Campo seconded by Councilmember Finlay and carried by the following vote of the City Council to adopt the agenda.

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

3. ORAL COMMUNICATION

None.

4. CITY COUNCIL TRAINING SESSION

A. Robert's Rules of Order and Brown Act Workshop

City Attorney Phan presented a training session on the Robert's Rules of Order and the Brown Act.

5. CLOSED SESSION

The City Council recessed into closed session at 6:29 p.m. to discuss the following:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957(b) - Title: City Manager.

7:00 PM OPEN SESSION - REGULAR MEETING

6. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the open session to order at 7:14 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Kang
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
Annette Juarez, City Clerk
Andres Rangel, Assistant to the City Manager
Albert Nuñez, Management Analyst
Frances Jimenez, Deputy City Clerk

7. PLEDGE TO THE FLAG

The flag salute was led by Deputy Valenzuela and members of the Mayor's Youth Council.

8. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

9. SPECIAL ITEMS

A. Recognition of Target and Walmart for their generous participation in this year's Neighborhood Watch Holiday Toy Drive.

Mayor Garcia thanked Deputy Valenzuela for his coordination efforts with businesses in the city.

Deputy Valenzuela expressed words of appreciation for the partnerships with Target and Walmart; shared his experience serving the community; and thanked everyone who donated.

The City Council presented certificates of recognition to Target representative, Maribel Castaneda and Walmart Representative, Ivette Alvarez for their generous donations and support of the community during the Neighborhood Watch Holiday Toy Drive.

B. Community Development Department Update

Director of Community Development Hensley commended the Field Services team, West Coast Arborists, and Mariposa Landscape, for their work with the windstorm clean up. Director Hensley shared the progress of the debris clean up; gave an update on development projects such as the Wyndham Hotel and their permitting process; and also detailed the scoping meeting that occurred for the Andres Duarte School development.

The City Council thanked the departments for their ongoing work cleaning up debris around the city; shared their own recent volunteer experiences; and encouraged residents to find ways to volunteer.

In response to questions posed by the City Council Director Hensley clarified the timeline of the Wyndham Hotel project.

The City Council thanked Field Services Manager Batista and his team for their hard work.

Mayor Garcia shared that the Solana at Duarte Station Apartments are leasing available units at a lower cost for individuals affected by the fires and encouraged residents from neighboring cities to look into the offer.

C. Parks and Recreation Department Update

Parks and Recreation Director Enriquez gave an update on the fitness center pool closure.

In response to questions made by the City Council, Director Enriquez clarified that members can pause their memberships or can continue using the fitness center amenities while the pool remains closed.

Director Enriquez also shared upcoming community events.

Discussion ensued regarding the status of the plans for the possible renovation of the pool deck.

The City Council thanked the Parks and Recreation department for their help with the evacuation resource site at the Duarte Community Center as well as the CERT team for their efforts assisting city staff.

10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced that while the library is still closed the book drop off is open.

Assistant to the City Manager Rangel announced upcoming city events.

Duarte Rotary Club members John Fasana member, Steve Hernandez, and President Rosa Holguin shared the history of their club; invited residents to attend the upcoming Women in Rotary program; and asked for a sponsorship from the city.

Councilmember Finlay asked staff to agendaize the item for the next meeting for in-kind support and shared her own traveling experiences where she met other Rotary organizations.

11. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Dr. Andrew Raubitschek shared his opinion the impact of climate change on the Duarte Wilderness preserve as it has become a dangerous fire zone. He proposed several ideas to combat the dangerous threat to the community.

John Fasana stated his opinion on the recent wildfires and gave suggestions for an improved strategic planning process to protect current infrastructure.

12. CONSENT CALENDAR

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 - December 10, 2024 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - December 24, 2024 and January 14, 2025 (CC/HA/FA).

E. The Community Development Department Update was received and filed.

F. The Parks and Recreation Department Update was received and filed.

G. Approval of Council Conference Attendance.

H. Adoption of Resolution No. 25-01 establishing the date and time of regular City Council meetings for the 2025 calendar year.

I. Removed from Consent Calendar for discussion.

J. Authorization of the Notice of Completion: Royal Oaks Park Pickleball Court Conversion and Tennis Court Resurfacing Project (24-12) in the amount of \$116,462.

K. Authorization of a Professional Services Agreement with Dahlin Group, Inc. for Design Services for the Duarte City Hall Building Façade Improvements Project with a total amount not to exceed \$40,000.

L. Approval of City Council Expenses

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to approve Items 12.A - 12.H and 12.J - 12K. of the Consent Calendar

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

13. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

I. Assessment of the Citywide Landscape and Lighting District and the associated Neighborhood Maintenance Districts

In response to questions posed by the City Council Director Hensley explained the issues of the districts; detailed what needs to be looked at in terms of effectiveness; and highlighted that an overall analysis of the economic effect on the city is necessary.

Discussion ensued regarding the differences in assessing the neighborhood maintenance districts in comparison to the Citywide Landscape and Lighting Districts.

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to 1) Authorize the City Manager to sign a Professional Services Agreement (PSA) with Harris & Associates to complete an assessment of the Citywide Landscape and Lighting District and the associated Neighborhood Maintenance Districts; and 2) approve a General Fund budget amendment to account number 1405-7965 of not to exceed \$106,000.

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

14. PUBLIC HEARINGS

None.

15. BUSINESS ITEMS

A. Fitness Center Equipment Replacement Project: Updated Project Cost and Next Steps

Director of Parks and Recreation Enriquez presented a staff report on the current state of the fitness center equipment; gave a breakdown of equipment replacement; and shared options for the City Council to consider.

Discussion ensued regarding the logistics of new equipment and maximizing space for both current and future use.

The City Council directed staff to move forward with the project with a full replacement of all equipment and flooring.

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to approve the full project for new exercise equipment at the Duarte Fitness Center which includes cardio equipment replacement: \$58,000, strength equipment replacement: \$76,000, and flooring replacement: \$22,000 for a total of \$156,000.

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

B. Annual Appointment of City Councilmembers to Intergovernmental Organizations

Mayor Garcia led the discussion regarding the various appointments.

The City Council made appointments to intergovernmental organizations for the upcoming year as discussed and directed.

C. Resolution Proclaiming the Existence of a Local Emergency

Director of Public Safety Services Breceda shared a summary of the recent wind events that created the need to proclaim a local emergency. He provided an update regarding the recent power outages, downed trees and utility infrastructure, blocked roadways, and the Eaton Fire along with their direct impact on the City. Director Breceda shared that all thresholds have been met in order to move forward with the reimbursement process; thanked staff and residents for their eagerness and willingness to volunteer in a time of need; and shared words of appreciation for all of the departments assistance and commended them for their coordinated efforts.

The City Council commended Public Safety staff and the Department Heads for their leadership during the time of crisis and stated their opinion on the recent windstorms and fires.

Public Comment:

Steve Hernandez shared his opinion on the recent fires and suggested ideas for future contingency planning.

The City Council commended the teams at senior communities for their quick response time in getting the seniors to a safe place.

Moved by Councilmember Truong seconded by Councilmember Lewis and carried by the following vote of the City Council to adopt Resolution No. 25-02 proclaiming the existence of a local emergency due to extreme weather conditions, power outages, and wildfire risks, as described in the resolution.

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

16. CONTINUATION OF ORAL COMMUNICATIONS

None.

17. 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 thanked the departments for their tremendous job during the recent windstorms.

Mayor Pro Tem Martin Del Campo reported she joined a call with Southern California Edison where it was confirmed that Duarte is on list for consideration for underground poles in high fire areas; shared her own volunteer efforts; and suggested coordinating to rent park space out to the Santa Anita Little League as they have taken in students who have lost the ability to play on their fields.

Councilmember Calderon thanked city staff; shared that he toured the Santa Anita Family YMCA donation center with Mayor Shevlin from the City of Monrovia; and suggested residents donate and look for ways to volunteer.

Councilmember Finlay commended Councilmember Calderon for his work thus far; congratulated City Manager Villalobos for being selected to sit on the Liability Trust Fund Oversight Committee for the Los Angeles County Sheriff's Department; and shared the rescheduled meeting date with Local Agency Formation Commission for the County of Los Angeles (LAFCO) who will vote to approve the annexation of the Royal Oaks Community.

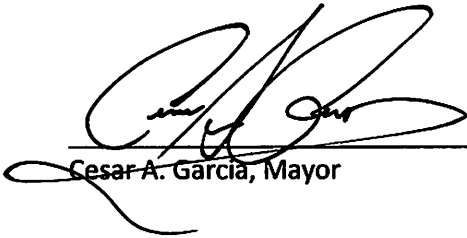
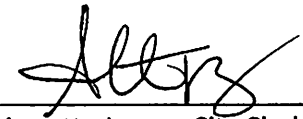
Councilmember Truong thanked city staff, Los Angeles County Sheriff's Department, and the Los Angeles County Fire Department for their hard work; shared his volunteer efforts; and provided information on his contact for push carts if any member of the community is in need of equipment to push donations around.

Councilmember Lewis echoed his colleagues sentiments thanking city staff, shared resources that the Salvation Army in Pasadena is providing; and expressed his thoughts on the recent fires.

Mayor Garcia shared the upcoming closure of Morralito Grill; expressed gratitude for Los Angeles County Sheriff's and Firefighters, as well as Mayor Gonzales from the City of Azusa for their consistent updates; thanked businesses for distributing water to the community center; and suggested looking for additional ways to support the community.

18. ADJOURNMENT

At 9:05 p.m., the City Council adjourned the meeting.


Cesar A. Garcia, Mayor
Annette Juarez, City Clerk