

CITY OF DUARTE

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

**Tuesday, February 11, 2025
5:00 p.m. — Commissioner Interviews
7:00 p.m. — Regular Session**

5:00 PM - INTERVIEWS OF COMMISSION APPLICANTS

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the meeting to order at 5:08 p.m.

Councilmembers Present: Finlay, Kang, Lewis, Truong, Calderon (arrived at 5:09 p.m.), Martin Del Campo, Garcia
Councilmembers Absent: None
Staff Present: Annette Juarez, City Clerk
 Frances Jimenez, Deputy City Clerk

2. ADOPTION OF THE AGENDA

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

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

3. PUBLIC COMMENT ON COMMISSION INTERVIEWS

None.

4. INTERVIEW OF CANDIDATES FOR VACANT CITY COMMISSION POSITIONS

A. The following Commission vacancies exist:

Planning and Economic Development Commission
2 positions

Parks and Recreation Commission
2 positions

Public Safety Commission
2 positions

Public Utilities, Communications & Technology Commission
3 positions

Public Works & Traffic Safety Commission
2 positions

The City Council interviewed the following candidates to fill City Commission vacancies:

Lisa Tovar
Danielle Riley
Juan Carlos Lopez Driotis
Mark Romejko
Ricardo Ortega
Eddie Olague

Patty Navarrete
Michael Powers
Erica Gonzalez
Jessica Workman
Danny Peterson
Richard Navarrete
Luz Paez
Stephanie Kovach
David Rodriguez
Tonette Parker Reyes

5. DISCUSSION OF INTERVIEWS AND CANDIDATES

The City Council discussed the interviews and deliberated over candidates to fill City Commission vacancies.

7:00 PM - OPEN SESSION

6. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the meeting to order at 7:17 p.m.

Councilmembers Present:	Finlay, Kang, Lewis, Truong, Calderon, Martin Del Campo, Garcia
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 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 Mayor's Youth Council Member Justice Peoples.

8. CITY ATTORNEY CLOSED SESSION REPORT FROM FEBRUARY 3, 2025 SPECIAL MEETING

City Attorney Phan stated that there was no reportable action.

9. SPECIAL ITEMS

A. Recognition of Barbie Bylsma-Houghton, Parks and Recreation Commissioner for 41 years of service

Director of Parks and Recreation Enriquez shared words of appreciation for Barbie Bylsma-Houghton, and her service as a Parks and Recreation Commissioner for the past 41 years; and the City Council presented a plaque in recognition of her volunteerism and years of service.

B. Community Development Department Update

Community Development Director Hensley gave an update on the ongoing Huntington Drive medians project; shared the progress being made on the windstorm repairs; highlighted Envision Ford's recently completed message board; and gave the status of multiple development projects such as the Wyndham Hotel.

Discussion ensued regarding upcoming developments and eateries in the city.

C. Parks and Recreation Department Update - Fish Canyon Trail Planning Grant Completion Report

Director of Parks and Recreation Enriquez gave a status update on the Fish Canyon Trail Restoration and Access Improvements Project.

Bryan Matsumoto, Senior Project Manager at Nature for All shared the planning grant completion report which highlighted the grant funding, constructing permitting process, concept design, probable cost estimates, and additional details.

Conversation was had regarding the project timeline and approximate costs.

D. Presentation by Russ Bryden, Executive Officer San Gabriel Valley Basin Water Master

Executive Officer San Gabriel Valley Basin Water Master Russ Bryden, provided information on Groundwater Management in the San Gabriel Valley, explained the various watermaster authorities; and detailed the Watermaster's actions in response to the United States Environmental Protection Agency's use of Lario Park as a hazardous waste sorting site for the Eaton Fire.

Discussion was had regarding water quality in the area and partnering together to further communication between organizations and the community.

10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

11. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

None.

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 - January 28, 2025 Regular Meeting and February 3, 2025 Special Meeting (CC/HA/FA)

D. Approval of Warrants - February 11, 2025 (CC/HA/FA)

E. Receive and file the Community Development Department update

F. Receive and file the Parks and Recreation Department update

G. Approval of City Council Conference Attendance

H. Approval of Job Description and Salary Schedule for Lead Maintenance Worker

I. Notice of Completion: Fiscal Year 2024-25 CDBG ADA Curb Ramps Project CDBG Project No. 602666-24 for CJ Concrete Construction, Inc. in the amount of \$108,187.50

J. Notice of Completion: Fiscal Year 2024-25 Citywide Concrete Repair Project No. 25-3 for FS Contractors, Inc. in the amount of \$140,328.00

K. Removed from Consent Calendar for Discussion

L. Removed from Consent Calendar for Discussion

Moved by Councilmember Truong seconded by Councilmember Kang and carried by the following vote

of the City Council to Approve items 11.A-11J of the Consent Calendar.

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

13. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

K. Authorizing the Purchase of a New Fitness Center Exercise Equipment and Flooring Replacement

Director Enriquez gave an approximate timeline of when the Fitness center will be closed for renovations.

L. Approval of Agreement with MIG, Inc. to Provide Strategic Planning Services

Per questions posed by the City Council, Management Analyst Nuñez clarified the scope of work that falls under the strategic planning services in the proposed agreement. Further information was provided regarding the vendor services and collaboration with staff and departments would entail.

Moved by Councilmember Finlay seconded by Councilmember Truong and carried by the following vote of the City Council to Approve Item 12.K. authorizing the City Manager to execute the purchase contract with Advanced Exercise for new Fitness Center exercise equipment in the amount of \$129,803 and 2) Approve a total project budget amendment of \$118,000 from the General Fund; and Approve Item 12.L. authorizing the City Manager to approve a Professional Services Agreement with MIG, Inc. in the amount not-to-exceed \$81,000 for strategic planning services and approve a budget amendment of \$81,000.

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

14. PUBLIC HEARINGS

None.

15. BUSINESS ITEMS

A. Appointment of City Commissioners to Fill Existing Commission Vacancies

City Clerk Juarez shared that the Council interviewed many great candidates to fill Commission vacancies for four-year terms ending on February 28, 2029.

Mayor Garcia announced the following appointments to the City’s commissions:

Public Utilities, Communications, and Technology Commission - Lisa Tovar, Danielle Riley, and Juan Carlos Lopez Driotis

Public Works and Traffic Safety Commission - Ricardo Ortega and Stephanie Kovach

Parks and Recreation Commission - Eddie Olague and Michael Powers

Public Safety Commission - Jessica Workman and Danny Peterson

Planning and Economic Development Commission - Luz Yesenia Paez and David Rodriguez

Moved by Councilmember Calderon seconded by Councilmember Finlay and carried by the following

vote of the City Council to appoint the selected candidates to the commission vacancies.

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

Suggestions were made by the City Council to implement additional training for new commissioners and a method to receive feedback from all applicants on what they would like to see improved in the City.

B. Parks and Recreation Commission Recommendation to Approve the Development of a Community Garden at Tzeitel Paras-Caracci Park

Director of Parks and Recreation Enriquez presented the Staff Report detailing the background of how the Parks and Recreation Commission recommended approval of the development of a community garden at Tzeitel Paras-Caracci Park. He also shared the project goals, vision and ongoing oversight.

Discussion ensued regarding the garden features, selection of the site location, and the expected demographics of participants. Further information was provided to address safety measures, maintenance of the area, and the difference between community and public garden beds.

Giangelo Leos, Program Director of Education and Gardening at Food ED went into further detail regarding the garden specifications, its purpose, Food Ed's specific role, and the education component of the program.

Conversation was had regarding the management system of the program and foreseen success due to public engagement and soil quality in the City.

Moved by Councilmember Calderon seconded by Councilmember Finlay and carried by the following vote of the City Council to approve the development of a community garden at Tzeitel Paras-Caracci Park and a budget amendment of \$10,000 to cover the overage not funded by the California Urban Agriculture Grant Program.

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

C. Receive and File the Completed Broadband Assessment Study

Assistant to the City Manager Rangel provided background information on the project whose goal was to develop a gap analysis, identify key issues and barriers related to addressing reliable, equitable, and affordable broadband access.

Alex Telthorst, Senior Broadband Consultant for ENTRUST Solutions Group, presented the findings of the Broadband Access and Connectivity Infrastructure Assessment Report stating, the broadband needs of the City, survey and focus group results, gap analysis findings, and conceptual network design.

There was conversation regarding public input and the specific needs of the community, especially in times of emergencies.

City Manager Villalobos clarified that the presentation provided conceptual ideas and are not recommendations to take action on as further funding and partnerships will need to be sought out to fulfill the project. Assistant to the City Manager Rangel also highlighted that the project will be a long-term ongoing process.

Moved by Councilmember Finlay seconded by Councilmember Kang and carried by the following vote of the City Council to Receive and file the completed Citywide Broadband Assessment Study.

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

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

Director of Public Safety Services Breceda reported he attended a meeting at Lario Park with regard to preparations for the upcoming storm event.

City Manager Villalobos reported he attended the League of California Cities City Manager's Conference and shared information received from Supervisor Barger regarding the Lario Park Staging Area.

Councilmember Calderon thanked city staff for putting on the Lunar New Year celebration and thanked all the commission applicants.

Councilmember Finlay shared she attended the Sheriff's Department Mental Health and De-escalation training; commended the deputies along with Sergeant Fiedler for his role in organizing the event; and reminded everyone about the upcoming LAFCO meeting that will vote on the Royal Oaks annexation into the City of Duarte.

Clarification was made regarding the boundaries of the Royal Oaks annexation.

Councilmember Lewis thanked those who applied for city commissions and encouraged them to continue to be involved in the community; thanked Barbie Bylsma-Houghton for her service; and wished everyone a Happy Valentine's Day.

Councilmember Truong reported he attended the SGVCOG EENR meeting; cautioned residents to be safe during the windstorm; wished everyone a Happy Valentines Day; and thanked Senator Rubio for attending the Lunar New Year event.

Mayor Garcia thanked Supervisor Barger for her partnership representing the community; reminded residents of upcoming community events; and wished Councilmember Truong a Happy Birthday.

18. ADJOURNMENT - In memory of Mitchell Skinner - resident, Public Safety Commissioner, and Temple Station Volunteer on Patrol

At 9:51p.m., the City Council adjourned the meeting in memory of Mitchell Skinner - resident, Public Safety Commissioner, and Temple Station Volunteer on Patrol.


Cesar A. Garcia, Mayor
Annette Juarez, City Clerk