

CITY OF DUARTE

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

**Tuesday, March 25, 2025
7:00 PM — Regular Session**

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the open session to order at 7:05 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
Angela Chiaromonte, Financial Services Manager
Stephanie Sandoval, Public Works Manager
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, CALDERON, MARTIN DEL CAMPO, GARCIA
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

3. PLEDGE TO THE FLAG

The flag salute was led by Mayor's Youth Council President, Hope Peoples.

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

Jim Lawler shared that he and his wife published a book on the history of Royal Oaks that can be purchased at the gift shop; gave a summary of the history of the Royal Oaks Senior Living Facility; and thanked LAFCO, the City Council, the Planning Commission and all who made the annexation possible.

Steve Hernandez shared excitement over the annexation and welcomed the new community members.

Andrew Smith introduced Jeremiah Hovsepian Bearce, Executive Director of Westminster Gardens and wished him a Happy Birthday; expressed gratefulness on behalf of HumanGood for the continued relationship with the City of Duarte; thanked the City Council, city leadership and the Royal Oaks residents for their engagement and efforts.

5. SPECIAL ITEMS

A. Mayor's Youth Council Update

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

B. Public Safety Department Update

Director Breceda reported a year-to-date 25.3% decline in part 1 crimes; gave an update on the successful use of the Automatic License Plate Reading Camera System (ALPRS); detailed special assignment operations occurring in the riverbed through the Tri-City Agreement which consists of Azusa, Irwindale, and the Army Corps of Engineers where clean-up efforts are taking place thanks to Senator Susan Rubio grant funding; and thanked City of Hope for graciously donating ten roll off bins for the clean-up efforts.

Conversation was had regarding the logistics of the clean-up efforts in the riverbed.

Director Breceda also shared that the EPA's hazardous materials processing site at Lario Park has been cleared out.

Discussion occurred regarding the impact residents made by speaking out against the EPA's designated location and the processing of hazardous materials.

City Manager Villalobos reported that the current active locations being used by the EPA as staging areas are the Charles S. Farnsworth Park and the Altadena Golf Course.

In response to questions asked by the City Council, Director Breceda clarified the intended use of drones by Public Safety and detailed steps being taken to reduce crime at the CVS on Huntington Drive.

The City Council thanked the Public Safety Department for their continued collaboration with the city of Azusa, Irwindale, and the Army Corps of Engineers.

C. Recognition of Royal Oaks Annexation

The City Council recognized the Royal Oaks Annexation; shared words of appreciation for everyone's hard-working efforts in support of the annexation; and welcomed the new residents into the community.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

The City Council announced an upcoming open house at Casa Convent in appreciation of those who serve the community.

Assistant to the City Manager Rangel announced upcoming city events.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Steve Hernandez requested that the meeting be adjourned in memory of Shirley Rawson, longtime volunteer at the senior center.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

None.

9. 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 - March 11, 2025 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - March 25, 2025 (CC/HA/FA).

E. Receive and File the Monthly Financial Report for the month of January 2025.

F. Receive and File the Public Safety Department Update.

G. Authorization of the City Manager to execute the production agreement with Pyro Spectacular, Inc. in the amount of \$28,500 to produce the fireworks display at the City’s Independence Day Celebration & Fireworks Show on July 3, 2025.

H. Second reading and adoption of Public Health Ordinance No. 25-01.

I. Authorization of the Mayor to sign a Letter to the Los Angeles County Board of Supervisors to take immediate steps that will reduce the number of vacancies and support retention efforts for Los Angeles County Deputy Sheriff Positions.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, and carried by the following vote of the City Council to approve items 9A - 9I of the Consent Calendar.

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS

A. Establishment of Underground Utility District No. 11

Public Works Manager Sandoval provided the background on the efforts to underground utilities; summarized the funding sources; detailed the process of establishing an underground utility district by resolution adoption; clarified that Southern California Edison would be the lead agency; and provided an estimated timeline.

Discussion ensued regarding Edison's role in the project and the generalized timeline.

Mayor Garcia opened the public hearing.

Public Comment
None.

Mayor Garcia closed the public hearing.

Moved by Councilmember Finlay, seconded by Councilmember Kang, and carried by the following vote of the City Council to adopt Resolution No. 25-07 to establish Underground Utility District No. 11.

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

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

13. BUSINESS ITEMS

A. Award of Contract for Services as the City's Independent Auditor

Financial Services Manager Chiaromonte presented the staff report, detailing the reasoning for issuing a Request for Proposals (RFP) for audit services, and shared the needs and criteria of the city.

In response to questions posed by the Council, she provided information on the decision-making process that led to the selection of LSL, LLP and highlighted the firm's qualifications.

Moved by Councilmember Finlay, seconded by Councilmember Kang, and carried by the following vote of the City Council to authorize the City Manager to enter into a Professional Services Agreement with LSL, LLP(“LSL”) for audit services for a three-year period beginning the fiscal year ending June 30, 2025, with an option to renew for an additional two one-year periods.

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

B. Adoption of Retention Schedule and Records Management Policy

City Clerk Juarez presented a staff report that detailed the process of creating a city-wide Records Retention Schedule and proposed Records and Information Management Program Policy; provided the history of retention schedules for Human Resources and the Finance division; and emphasized the need for establishing a schedule with retention requirements for all city departments.

In response to questions posed by the City Council, City Clerk Juarez clarified that the retention of documents depended on the type of record it is, as it can range from permanent to the minimum requirement of two years.

Moved by Councilmember Truong, seconded by Councilmember Lewis, and carried by the following vote of the City Council to adopt Resolution No. 25-06, adopting a Records and Information Management Program Policy and Record Retention Policy.

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

C. Utility Box Art Program - 2024 Call for Artists Installation Update

Planning Manager Golding presented an update on the finalized utility box art installations; shared where on the website further information can be found regarding the artwork and its corresponding artist; and discussed logistics that can be improved upon for future projects.

The City Council thanked staff for their hard work in leading the program.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, and carried by the following vote of the City Council to receive and file the Utility Box Art Installations update.

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

D. Selection of Recommending Body for Public Art Projects

Planning Manager Golding provided the history of the public art decision-making process that has occurred over the years; summarized the work done by the Freeway Walls and Utility Boxes Arts Ad Hoc Committee appointed in 2023; detailed the scope of public art that would be seen in the future; pointed out that the body or group responsible for future consideration of public art projects has yet to be decided; provided multiple options for consideration; and ultimately provided the reasoning behind staff's recommendation to select the Planning and Economic Development Commission to review and recommend art projects to the City Council.

Conversation was had regarding the various options of recommending bodies for Public Arts projects that would be the best fit for future projects and their scope of work.

City Attorney Phan outlined the various choices the City Council may make and clarified their discretionary ability to make decisions at a later date if they so choose.

Further conversation was had regarding keeping the community engaged and involved as well as the potential timeline for upcoming utility box art projects.

Planning Manager Golding detailed the tentative plan for future public art projects.

City Attorney Phan confirmed that members of the previously appointed Arts Ad Hoc Committee can be invited back to participate if they are willing to do so and provided options for the Council to consider so as to not delay upcoming art projects.

Discussion occurred among the City Council regarding using an arts Ad Hoc Committee as a reviewing body as opposed to using the Planning and Economic Development Commission as a permanent body.

Mayor Garcia moved to assign the next four utility box art projects to the Planning and Economic Development Commission and table the rest of the discussion regarding future public art projects. The motion died for lack of a second.

Councilmember Truong made a motion to assign the next four utility box art projects to an Arts Ad Hoc Committee and return at a later date with a final plan on which body should review and recommend public art projects to the City Council for ultimate consideration; Councilmember Lewis seconded the motion.

Mayor Garcia made a substitute motion to assign the next four utility box art projects to the Planning and Economic Development Commission and consider an Arts Ad Hoc Committee for the future public art project at Mountain Avenue; Mayor Pro Tem Martin Del Campo seconded the motion. The substitute motion failed by the following Roll Call vote:

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

The original motion to assign the next four utility box art projects to an Arts Ad Hoc Committee and return at a later date with a final plan on which body should review and recommend public art projects to the City Council for ultimate consideration carried with the following Roll Call vote:

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

E. Authorization for the City Manager to execute Community Recreation Joint Use Agreement with Duarte Unified School District

Director Enriquez gave an overview of the history of the agreement with the Duarte Unified School District; shared that both parties assessed their current needs when it came to identifying changes that needed to be made; and highlighted the largest differences made to the updated agreement.

Per questions posed by the City Council, Director Enriquez shared details on the negotiation process; explained that the decreased number of fields the City will have also means less upkeep and responsibility on the city's end; and confirmed that overall, the agreement is a net loss for the city.

Conversation was had regarding school relocations as well at the nature of the working relationship with the Duarte Unified School District.

Moved by Mayor Garcia, seconded by Councilmember Finlay, and carried by the following vote of the City Council to Authorize the City Manager to execute the updated Community Joint Use Agreement between the City and Duarte Unified School District.

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

14. 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 reported he along with Mayor Pro Tem Martin Del Campo attended a meeting with Congressman Cisneros where he confirmed that there will be no grants forthcoming this year from the federal government.

Mayor Pro Tem Martin Del Campo reported that after the meeting with Congressman Cisneros various cities discussed how to increase unity across communities and asked for directives from Congressman Cisneros on how to raise awareness around the repercussions that can occur from lost funds. She also reported she attended the Teen Center Fashion Show and thanked Macy's Santa Anita for their donations and all who assisted in organizing the event.

Councilmember Calderon thanked staff for putting on the Cesar Chavez Day of Service event and congratulated Councilmember Finlay along with Pam Romero for being nominated by Assemblymember Blanca Rubio and Senator Susan Rubio for the Woman of the Year award.

Councilmember Finlay thanked Councilmember Calderon; reported she went on a trip to Sacramento with the Southern California Association of Governments SCAG delegation; stated her interest in the city being involved in the 2028 Olympics; and congratulated staff for putting on the Cesar Chavez Day of Service event.

Councilmember Lewis congratulated Councilmember Finlay for receiving the Woman of the Year award.

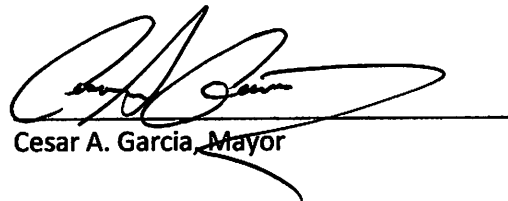
Councilmember Kang shared his experience attending the Nvidia conference in Silicon Valley and discussed the use of AI, increased energy consumption, and transportation trends.

Councilmember Truong reported he attended the SGVCOG Governing Board meeting as well as the Homeowners' Resource Fair hosted by the LA County Assessor's Office; and will be attending the League of California Cities Government Connection Network Seminar.

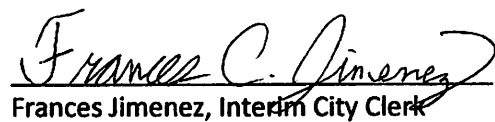
Mayor Garcia shared he was invited by Metropolitan Water Director Phan to tour the Delta and State Water Project and congratulated Councilmember Finlay, Lydia Carswell, and Pam Romero for representing Duarte in their nominations for the Woman of the Year award.

15. ADJOURNMENT

At 9:41 p.m., the City Council adjourned the meeting in memory of Shirley Rawson, longtime volunteer at the Senior Center.



Cesar A. Garcia, Mayor



Frances Jimenez, Interim City Clerk