

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, DECEMBER 12, 2023
7:00 PM – Regular Session**

1. CALL TO ORDER

Mayor Schulz called the open session to order at 7:02 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz

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
Jason Golding, Planning Manager
Stephanie Sandoval, Public Works Manager
Angela Chiaromonte, Financial Service Manager
Scott Nash, Associate Planner
Mena Abdul Ahad, Associate Planner
Albert Nunez, Management Aide
Salina Bautista, Permit Technician

2. PLEDGE TO THE FLAG

The flag salute was led by Laura Brantley, Senator Rubio District Representative.

3. ADOPTION OF THE AGENDA

Mayor Schulz expressed sentiments regarding her year serving as Mayor.

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

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO,
SCHULZ

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

Mayor Schulz stated that the meeting would be adjourned in memory of Claudia Heller and shared a few words about her.

4. SPECIAL ITEMS

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

Laura Brantley, Senator Rubio District Representative, presented certificates of appreciation to Mayor Schulz on behalf of Senator Rubio and Assemblymember Rubio.

Public Comment

Lino Paras thanked Councilmember Schulz for her leadership; thanked the Council for holding the reorganization after the second Thursday of November; and expressed his opinion regarding the City Council reorganization.

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

City Clerk Juarez announced that the position of Mayor/Chairperson was vacant and opened the floor for nominations for the next Mayor/Chairperson of the City of Duarte.

Councilmember Finlay moved to nominate Councilmember Vinh Truong for Mayor/Chairperson.

No other nominations were made.

City Clerk Juarez announced that nominations were closed.

Moved by Councilmember Finlay, seconded by Councilmember Garcia, and carried by the following vote of the Council to select Councilmember Vinh Truong as Mayor/Chairperson of the City of Duarte.

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

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

Public Comment

Lino Paras expressed his pride in the current composition of the City Council; inquired about whether there is new legislation regarding the presiding over the position of Mayor as in the past, it was done by the City Manager; and requested that the Council consider Councilmember Garcia to serve as Mayor Pro Tem.

Steve Hernandez stated his opinion regarding the selection of Mayor Pro Tem.

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

Councilmember Finlay moved to nominate Councilmember Garcia for Mayor Pro Tem/Vice Chairperson.

No other nominations were made.

Mayor Truong announced that nominations were closed.

Moved by Councilmember Finlay, seconded by Councilmember Schulz, and carried by the following vote of the Council to select Councilmember Cesar Garcia as Mayor Pro Tem/Vice Chairperson of the City of Duarte.

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

C. Recess (30 minutes) – Welcome Reception in honor of newly appointed Mayor

At 7:22 p.m., the City Council briefly recessed for a reception.

The City Council meeting resumed at 7:45 p.m.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

City Clerk Juarez announced upcoming city events.

Director of Community Development Hensley introduced newly hired Associate Planner Mena Abdul Ahad.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Steve Hernandez acknowledged staff and Council for a wonderful year; and expressed his sadness in the passing of Claudia Heller.

Lino Paras expressed his sympathy in the passing of Claudia Heller.

Doris Anderson commended the city for the Route 66 sign dedication ceremony; suggested that the trees to the side of the sign be trimmed to allow for better viewing; and thanked the Council for their service to the community.

7. CONSENT CALENDAR

- A. Motion to read all Resolutions and ordinances presented for consideration by Title only and waive further reading. (CC/HA/FA)
- B. Approval of absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes – November 28, 2023. (CC/HA/FA)
- D. Approval of Warrants – December 12, 2023. (CC/HA/FA)
- E. Receive and file the Community Department Update for December 2023.
- F. Receive and file the Parks and Recreation Department Update for December 2023.
- G. Removed from the Consent Calendar for discussion.
- H. Removed from the Consent Calendar for discussion.
- I. The Duarte Housing Successor Annual Report for Fiscal Year 2022-23 regarding the Low- and Moderate-Income Asset Fund was received and filed.

Moved by Councilmember Finlay, seconded by Councilmember Schulz, and carried by the following vote of the Council to approve Items 7A-7F and 7I 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

- G. Consideration of an Engineering and Landscape Design Contract with KHR Associates for Bid Documents and Final Engineering Plans and Construction Administration of the Highland Promenade and Authorization of a \$116,800 Budget Amendment

Director of Community Development Hensley gave the report stating that the city previously contracted with KHR Associates for the concept plan; this agreement is for the preparation of bid documents and final engineering plans; the Metro lot will be a differed design; and an undergrounding of two utility poles will take place.

He responded to questions posed by the Council, stating that the area where the Metro A Line parking will most likely be held off for now and Metro is willing to hold the grant funds.

Moved by Mayor Pro Tem Garcia, seconded by Councilmember Martin Del Campo, and carried by unanimous vote of the Council to authorize the City Manager to Sign a Professional Services Agreement with KHR Associates for Engineering and Bid Document Design Services and construction administration of the Highland Promenade in the amount of \$116,800.00.

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

H. Consideration of an Acquisition of an 8' Easement from Highland Industrial Center LLC, property owner of 1801 Highland Avenue for the Highland Promenade, and Approval of an Agreement for Purchase and Sale and a budget amendment to Gas Tax Fund (2205-8100) for \$55,500 for the Acquisition

Director of Community Development Hensley gave the report stating that the initial idea was to acquire the 25' of right-of-way, however it was going to cost over \$1M to acquire that property. The property owner agreed to an 8' easement that would allow the City to widen the sidewalk at the cost of \$55,000, which includes the replacement of their sign, landscape, and attorney's fees.

Moved by Mayor Pro Tem Garcia, seconded by Councilmember Martin Del Campo, and carried by unanimous vote of the Council to approve the agreement for purchase and sale and a budget amendment for \$55,500 for the acquisition to Gas Tax Fund (2205-8100).

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

9. PUBLIC HEARINGS

A. Consideration to approve the City of Duarte's Community Development Block Grant (CDBG) Program - Proposed Program for Fiscal Year (FY) 2024-2025 (July 1, 2024 - June 30, 2025)

Tina Gall, CDBG Consultant, gave the Staff Report stating that this item is an annual request to utilize Federal CDBG funds for the implementation of the ADA Curb Ramp Improvement Project; it is anticipated that the City will receive approximately \$131,200 in grant funds; and the project consists of the installation of ADA compliant curb ramps throughout the City.

In response to questions posed by the Council, Consultant Gall stated that the Staff hopes to install approximately 10-15 curb ramps with the allocated grant funds; and fund allocation is based upon many factors and varies by 3-5%, however that allocation is pre-determined by the Department of Housing and Urban Development on a national basis.

Mayor Truong opened the public hearing.

There were no public comments.

Mayor Truong closed the public hearing.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Garcia and carried by unanimous vote of the Council to 1) allocate approximately \$131,200 in FY 2024-2025 CDBG funds to implement a new FY 2024-2025 CDBG Project, Installation of ADA compliant curb ramps, 2) authorize the City Manager, or designee, to execute all necessary contract documents in a form approved by the City Attorney, and 3) authorize the 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, SCHULZ, MARTIN DEL CAMPO, GARCIA, TRUONG
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

10. BUSINESS ITEMS

A. Receive and File the Audited Financial Statements for Fiscal Year 2022-23

Financial Service Manager Chiaromonte presented the audited financial statements which included a final FY 2022/23 General Fund surplus of \$3.1 Million; and a total General Fund Cash Balance of \$29.2 Million.

Moved by Councilmember Finlay, seconded by Councilmember Schulz, and carried by unanimous vote of the Council to receive and file the audited financial statements Fiscal Year 2022-23.

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

B. Consideration of a Professional Services Agreement with Magellan Advisors, LLC for Consulting Services for the Broadband Access and Connectivity Infrastructure Assessment

City Manager Villalobos gave the Staff Report stating that Assemblymember Rubio assisted the City with the procurement of \$200,000 in funding for this study; the assessment will include a gap analysis, a review of city policies, and a conceptual network design; it is anticipated that the work will be completed in the next eight months; and community outreach will take place during that time. The bid received from Magellan Advisors came in at \$199,695, which is less than the \$200,000 received from Assemblymember Rubio.

He responded to questions posed by the Council, stating that Staff is working closely with the City of Monrovia, however this assessment would be specifically for the City of Duarte and is not part of the greater plan that was done with the San Gabriel Valley Council of Governments.

Moved by Councilmember Schulz, seconded by Councilmember Kang, and carried by unanimous vote of the Council to authorize the City Manager to approve a Professional Services Agreement with Magellan Advisors, LLC, in the amount not to exceed \$200,000 to conduct a Broadband Access and Connectivity Infrastructure Assessment.

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

C. Consideration of Proposal to Add Three Maintenance Technicians Positions and Remove Two Senior Maintenance Technician Positions

Director of Community Development Hensley gave the report stating that the two Senior Maintenance Technician Positions are currently vacant; Staff is seeking to replace the positions with three Maintenance Technician positions; during a recent recruitment, Staff found that there

were no hireable applicants at the Senior level; and adding these positions will allow for growth within the department.

City Manager Villalobos responded to a question regarding staffing levels, stating that Staff is evaluating every position in each department; and because they are existing positions, there is no need for the Union to review the changes.

Moved by Councilmember Finlay, seconded by Councilmember Martin Del Campo, and carried by unanimous vote of the Council to amend the 2023-24 General Fund Budget to include three maintenance technician positions and remove two senior maintenance technician positions and a related budget amendment for \$25,000 in account 1410-7002.

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

D. Consideration of Professional Services Agreement with Aquatic Design Group, Inc. for Design Services for the Fitness Center Pool Deck Renovation; Budget Amendment

Director Parks and Recreation Enriquez presented the item stating that the Council requested that the pool deck be repaired like for like and previously approved that contract; it is anticipated that the repair work will be completed by the beginning of February; Staff was also directed to begin the process to secure design services; the City received only one response to the RFP; Staff recommended that the Council approve the agreement with Aquatic Design Group so that the City may have a shovel ready infrastructure project that could begin construction late 2024 or early 2025.

Discussion ensued regarding the required threshold for years of experience in the aquatic industry and prospective bidders; the projected cost that was presented in the initial assessment; ARPA and undesignated funds and allocating the project to these funds; the possibility of grant funding; the components of the contract and what is included with design services; the cost of replastering the pool deck; the possibility of losing the years of experience and going out for RFP again; and the cost of past repairs that were made to the deck.

Moved by Councilmember Schulz, seconded by Councilmember Finlay, and carried by the following vote of the Council to authorize the City Manager to execute this Professional Services Agreement with Aquatic Design Group, Inc. in the amount of \$458,140 for design services for the Duarte Fitness Center Pool Deck Renovation; and approve a budget amendment of \$458,140 to the General Fund (100-1605-7965)

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

Moved by Councilmember Schulz, seconded by Councilmember Finlay, and carried by the following vote of the Council to direct staff to use Undesignated General Funds for the project.

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

E. Annual Appointment of City Councilmembers to Intergovernmental Organizations

City Manager Villalobos presented the item stating that the current seat on the Mosquito and Vector Control Board expires December 31 and the Council will need to appoint a delegate and alternate for that seat; according to the Health and Safety Code, the Sanitation District delegate must be the Mayor, however the Council must appoint an alternate to the Board; and should the

Council desire, the remaining appointments may be brought back for consideration at the next meeting.

It was the desire of the Council to take action on the Sanitation District and Mosquito and Vector Control Board appointments and revisit the remaining appointments at the following meeting.

Discussion ensued regarding the position of Sanitation District Board Alternate. Councilmember Kang expressed interest in serving. Councilmember Finlay also expressed interest in serving in order to remain on the Sanitation District's Personnel Committee.

Councilmember Schulz motioned to designate Councilmember Kang to serve as the alternate on the Sanitation District Board. Councilmember Kang seconded the motion.

Councilmember Finlay made a substitute motion to designate herself to serve as the alternate on the Sanitation District Board. Mayor Truong seconded the motion.

Moved by Councilmember Finlay, seconded by Mayor Truong, and carried by the following vote of the Council to appoint Councilmember Finlay as the Sanitation District Board alternate.

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

Discussion ensued regarding the appointment of a Delegate to the Mosquito and Vector Control Board.

Mayor Truong nominated Councilmember Finlay to serve as the Delegate for a two-year term.

Moved by Mayor Truong, seconded by Mayor Pro Tem Garcia, and carried by unanimous vote of the Council to appoint Councilmember Finlay to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for a two-year term.

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/SUCCESSOR AGENCY/HOUSING AUTHORITY/ FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR

City Manager Villalobos thanked and recognized Councilmember Schulz for her work as Mayor; congratulated Mayor Truong and Mayor Pro Tem Garcia; and wished everyone a Merry Christmas and Happy New Year.

City Attorney Phan thanked the Council for giving her the opportunity to serve.

Councilmember Martin Del Campo stated that she presented a certificate to Foothill Transit in celebration of their 35th anniversary; thanked Councilmember Schulz for serving as her first Mayor; and congratulated Mayor Truong and Mayor Pro Tem Garcia.

Councilmember Schulz thanked everyone for their kind words; congratulated Mayor Truong and Mayor Pro Tem Garcia; stated her reason for nominating Councilmember Kang as Sanitation District Alternate over Councilmember Finlay; and expressed sentiments about the passing of Claudia Heller.

Councilmember Finlay congratulated Councilmember Schulz for her term as Mayor; congratulated Mayor Truong and Mayor Pro Tem Garcia shared fond memories of Claudia Heller; stated that she met with 37 students from Japan at the City of Hope; and wished everyone Happy Holidays.

Councilmember Lewis stated his reason for voting for Councilmember Finlay to continue as the Alternate for the Sanitation District Board and making decisions that are in the best interest of the City; congratulated Mayor Truong and Mayor Pro Tem Garcia; and stated that his first Mayor was Tzeitel Paras-Caracci.

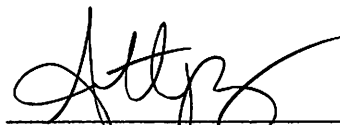
Councilmember Kang thanked Councilmember Schulz for her leadership over the past year; discussed the importance of equal opportunity amongst his colleagues; commended Staff for the Holiday at the Park event; discussed the importance of synergy and making the City better; and wished everyone a Merry Christmas and Happy Holidays.

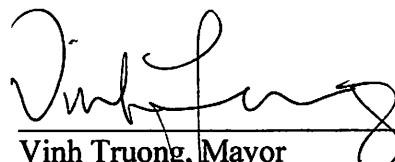
Mayor Pro Tem Garcia shared a few words about serving the community and being selected as Mayor Pro Tem; wished a Happy Birthday to Field Services Manager Batista and to Mayor Truong's son, Miles; encouraged everyone to shop local and support small businesses; congratulated Foothill Transit for 35 years; gave his condolences to the Hellers; requested that presentations shown during Council Meetings be put online after the meeting; and wished everyone a Merry Christmas and Happy New Year.

Mayor Truong thanked Councilmember Schulz for selecting him as Mayor Pro Tem last year and thanked her for the work she did as Mayor; shared memories of Claudia Heller and expressed gratitude for being able to get the Route 66 sign built; read a quote about leadership and discussed the importance of opportunity and the need to make the right choices; and wished everyone a Merry Christmas and Happy New Year.

13. ADJOURNMENT

At 9:23 p.m., the City Council adjourned the meeting in memory of Claudia Heller.


Annette Juarez, City Clerk


Vinh Truong, Mayor