

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, NOVEMBER 22, 2022

6:00 PM – Closed Session

7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Finlay called the meeting to order at 6:09 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Garcia, Finlay
*Councilmember Truong arrived at 6:15 p.m. after the adoption of
the agenda.
Councilmembers Absent: Schulz
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Craig Hensley, Director of Community Development
Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

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

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

3. PUBLIC COMMENT – CLOSED SESSION

None.

4. CLOSED SESSION

The City Council recessed into closed session at 6:10 p.m. to discuss the following:

CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code 54956.8:
Address of Property: 1303-1305 Huntington Dr., Duarte, CA 91010
Under Negotiation: Price and terms related to the possible disposition/acquisition of real property interest.

REGULAR SESSION

5. CALL TO ORDER

Mayor Finlay called the meeting to order at 7:13 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Truong, Garcia, Finlay
Councilmembers Absent: Schulz
Staff Present: Daniel Jordan, 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
Brian Villalobos, Director of Public Safety Services
Victoria Rocha, Assistant to the City Manager

6. PLEDGE TO THE FLAG

The flag salute was led by Thomas Warnick.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken during Closed Session.

8. SPECIAL ITEMS

A. Mayor's Youth Council Update

Members of the Mayor's Youth Council provided an update on recent activities, shared upcoming events, and highlighted that they will be hosting a homeless caregiving drive in December at the Duarte Teen Center.

B. Public Safety Department Update

Public Safety Director Villalobos gave an update on Part 1 Crimes and commercial vehicles thefts.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library programs and events.

Assistant to the City Manager Rocha announced upcoming city events.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None.

11. 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 8, 2022. (CC/HA/FA)
- D. Approval of Warrants – November 22, 2022. (CC/HA/FA)
- E. Receive and file the Public Safety Department Status Report for the month of November 2022.
- F. Receive and file the Monthly Financial Update for the month of October 2022.
- G. Receive and file Duarte Housing Successor Annual Report for Fiscal Year 2021-2022.
- H. Approval of a revised Citywide Salary Increase Adjusting the Hourly Rate Schedule for Compliance with New Minimum Wage Requirements; and Adoption of Resolution No. 22-38.
- I. Approval of Amendment to the All City Management Services Agreement for Crossing Guard Services
- J. Approval of the Amended Agreement with Duarte Unified School District for Crossing Guard Services
- K. Approval of City Council Conference Attendance

Moved by Councilmember Kang, seconded by Councilmember Garcia, and carried by the following vote of the Council to approve Items 11A-11K of the Consent Calendar.

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

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

13. PUBLIC HEARINGS

First Reading of Ordinance No. 913

City Manager Jordan provided a staff report regarding the restructuring of City Commissions.

In response to questions posed by the Council, he clarified the following details:

- The number of Commissions will be reduced to from six commissions to five commissions
- The standardized number of commissioners on each commission will be reduced to five commissioners
- Regularly scheduled commission meetings will be every other month, with the exception of the Planning Commission which will meet monthly
- Special requirements for membership will become optional, with the exception of the Public Safety Commission and the Parks and Recreation Commission which will have a mandatory spot for a Duarte Unified School District representative
- The Public Services Commission will be renamed Public Utilities, Communications, & Technology Commission
- The Traffic Safety Commission will be renamed Traffic Safety and Public Works Commission
- The ordinance implements a framework into the Duarte Municipal Code for creating, structuring, and dissolving ad hoc committees
- The annual reporting workshop for commissions is to be conducted during the second regularly scheduled council meeting in the month of November

Mayor Finlay opened the Public Hearing at 7:41 p.m.

City Clerk Juarez announced that no written comments were received.

No members of the public spoke.

Mayor Finlay closed the public hearing at 7:42 p.m.

Motioned by Councilmember Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to approve the first reading of Ordinance No. 913.

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

14. BUSINESS ITEMS

Foothill Transit Route Survey

Assistant City Manager/ Administrative Services Director Petersen gave a staff report and introduced Foothill Transit planner, Josh Landis.

Josh Landis presented the Foothill Transit Forward initiative which proposed changes to 2 existing bus routes to address the issue of low ridership.

Assistant City Manager/Director of Administrative Services Petersen gave a presentation offering solutions to improve ridership; shared details of the newly proposed bus routes; and proposed a community survey to include public engagement and receive their recommendations and inputs.

Kevin Parks McDonald, Deputy CEO of Foothill Transit, shared that even though the company cannot provide a formal “school bus” service, they can aid the City in providing information and educating parents to encourage the utilization of public transportation to combat the issues of low ridership and traffic congestion near schools.

Discussion ensued regarding motivating the community to utilize public transportation.

Council provided direction to Staff to conduct a public engagement session.

Moved by Councilmember Truong, seconded by Councilmember Kang, and carried by the following vote of the Council to receive and file the presentation.

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

Audited Financial Statements for Fiscal Year 2021/22

Assistant City Manager/Director of Administrative Services Petersen provided a presentation of the Audited Financial Statements for Fiscal Year 2021/2022.

City Manager Jordan continued the presentation of the Audited Financial Statements.

Moved by Councilmember Garcia, seconded by Councilmember Truong, and carried by the following vote of the Council to receive and file the presentation.

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

15. CONTINUATION OF ORAL COMMUNICATIONS

None.

16. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/ FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR

Councilmember Truong thanked Staff for their reports and wished everyone a Happy Thanksgiving.

Councilmember Garcia thanked Staff for their reports; reported on attending the art exhibit and the field event at Duarte High School; and wished everyone a Happy Thanksgiving.

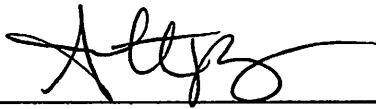
Councilmember Kang wished everyone a Happy Thanksgiving and happy holidays.

Councilmember Lewis thanked Staff for their informative reports; thanked Mayor Finlay for his birthday cookies; congratulated all the candidates who won their election races; wished everyone a Happy Thanksgiving; and expressed gratitude for his colleagues.

Mayor Finlay congratulated Councilmember Garcia, Councilmember Kang, and Tera Martin Del Campo on their election wins; she shared that address numbers on some curbs need repainting; thanked Captain Robledo and Captain Scott for assisting the deer that got stuck in her gate; gave a shoutout to Crumbl cookies and Los Angeles County Fire for their help; and wished everyone a Happy Thanksgiving.

17. ADJOURNMENT

At 8:54 p.m. the City Council adjourned the meeting.



Annette Juarez, City Clerk

Mayor