

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 8, 2022
6:00 PM – Commission Restructuring Workshop
7:00 PM – Regular Session**

COMMISSION RESTRUCTURING WORKSHOP

1. CALL TO ORDER

Mayor Finlay called the meeting to order at 6:11 p.m.

ROLL CALL:

Councilmembers Present: Lewis, Schulz, Truong, Garcia, Finlay
Councilmembers Absent: Kang
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
Annette Juarez, City Clerk
Christine Soo, Deputy City Clerk/Administrative Secretary

2. COMMISSION RESTRUCTURING WORKSHOP

City Manager Jordan presented a proposed restructure of the City's commissions.

Discussion ensued regarding the number of seats, new requirements for commissioners, and the frequency of meetings to be held.

Council directed Staff to reduce the number of commissioners for each commission to five; require that one commissioner for the Public Safety Commission and proposed Planning and Economic Development Commission be appointed by the Duarte Unified School District; reduce the number of meetings to every odd month; and implement an annual review session for Commissions to meet with the Council and discuss their accomplishments.

City Manager Jordan thanked Council for their direction.

REGULAR SESSION

3. CALL TO ORDER

Mayor Finlay called the meeting to order at 7:04 p.m.

ROLL CALL:

Councilmembers Present: Lewis, Schulz, Truong, Garcia, Finlay
Councilmembers Absent: Kang
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
Annette Juarez, City Clerk
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4. ADOPTION OF THE AGENDA

City Manager Jordan announced that a report on the Melcanyon Road emergency evacuation order and safety updates would be added under Special Items.

Moved by Councilmember Schulz, seconded by Councilmember Truong, to adopt the agenda as amended.

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

5. PLEDGE TO THE FLAG

The flag salute was led by Sergeant Fiedler.

6. SPECIAL ITEMS

A. Public Safety Department Update

Public Safety Director Villalobos gave an update on current rainfall and the evacuation order; reported that Staff will reevaluate the evacuation order based on weather conditions; and shared that most of the residents in the affected area have signed refusal waivers and remained in their homes.

He later reported that Valley View Elementary School will reopen tomorrow, and evacuation alerts had been lifted to yellow.

B. Community Development Department Update

Community Development Director Hensley gave an update on the damaged Verizon phone box on Buena Vista Street and the lights at Valenzuela Park.

C. Parks and Recreation Department Update

Parks and Recreation Director Enriquez gave a presentation on the Fish Canyon Trail improvements; reported that Bellfree conducted an initial assessment of the trail and provided estimations for cost, timeframe, and work scale; Staff will work in cooperation with Vulcan and the City of Azusa to have the trailhead bridge restored; he also shared upcoming City festivities and thanked local supermarkets for their donations.

7. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

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

Victoria Rocha, Assistant to the City Manager, announced upcoming City events.

8. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

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. Approval of absence(s) of City Councilmember(s) from the City Council meeting.

C. Approval of Minutes – October 25, 2022 Special Joint Meeting and October 25, 2022 Regular Meeting (CC/HA/FA)

- D. Approval of Warrants – November 8, 2022 (CC/HA/FA)
- E. Receive and file the Parks and Recreation Department Status Report.
- F. Receive and file the Community Development Status Report.
- G. Approval of a Certificate of Appreciation for Lois Gaston – Duarte Kiwanis.
- H. Historic Route 66 public art piece to be located on the northeast corner of Huntington Drive and Mt. Olive Street.

Moved by Councilmember Truong, seconded by Councilmember Schulz, and carried by the following vote of the Council to approve Items 9A-9H of the Consent Calendar.

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS

None.

12. BUSINESS ITEMS

None.

13. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Councilmember Lewis commended the Sheriff deputies who saved the lives of two Duarte teenagers and requested to have them recognized.

Councilmember Garcia wished Councilmember Lewis a happy birthday; he thanked the Sheriff's department for helping to celebrate a young resident's birthday with a drive-by; he thanked the Sheriff deputies for saving the lives of the two teenagers; and he shared that the Duarte High School library will be displaying an art exhibit highlighting the migrant journey.

Councilmember Schulz thanked everyone who put together the Unity March; she thanked the Sergeant for making her daughter's day at the Unity March; and thanked Staff for all their hard work.

Councilmember Truong thanked Staff for putting together the Halloween events; thanked the City's law enforcement and first responders for the good work they do; and he encouraged everyone to go out and vote.

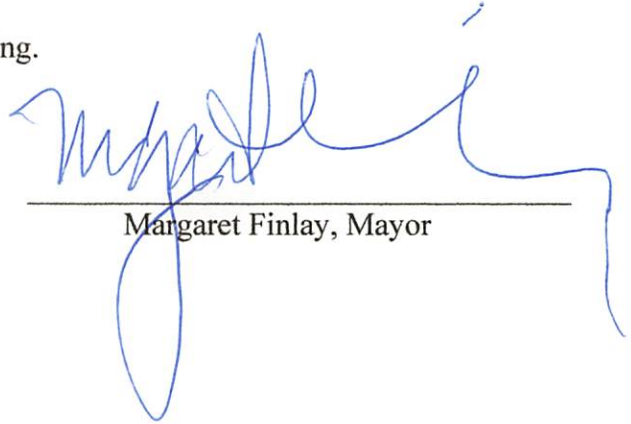
Mayor Finlay shared that she loved the Halloween Howl event and wished candidates best of luck.

15. **ADJOURNMENT**

At 7:48 p.m. the City Council adjourned the meeting.



Annette Juarez, City Clerk



Margaret Finlay, Mayor