

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, SEPTEMBER 27, 2022

6:00 PM – Workshop

7:00 PM – Regular Session

TOWN CENTER MEDIAN PROJECT WORKSHOP

1. CALL TO ORDER

Mayor Finlay called the meeting to order at 6:12 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Schulz, Truong, Garcia, Finlay
*Councilmember Garcia arrived at 6:20 p.m.
Councilmembers Absent: None
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager / Director of
Administrative Services
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Jennifer Zambrano, Administrative Secretary
Salina Bautista, Permit Technician

2. ADOPTION OF THE AGENDA

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

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

3. TOWN CENTER MEDIAN PROJECT WORKSHOP

Community Development Director Hensley provided a quick overview on the town center beautification project and introduced Richard Krumweide, President of Architerra Design.

Mr. Krumweide proposed sustainable designs for the medians along Huntington Drive.

In response to questions posed by the Council, Mr. Krumweide shared details about the plant pallet and creating a uniform look for the medians; and shared that the budget for this project includes demolition, the new cobble hardscape, decomposed granite, and new irrigation.

There was brief discussion regarding the future beautification of the medians along Duarte Road.

Moved by Mayor Finlay, seconded by Councilmember Schulz, and carried by the following vote of the Council to direct Architerra Design to prepare a proposal including the cost and detailed design plans; and agendize a future discussion regarding resources available for the center median project, design for town center project on the northeast and southeast corners, median work on Duarte Road, and the bike trail.

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

REGULAR SESSION

4. CALL TO ORDER

Mayor Finlay called the meeting to order at 7:47 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Schulz, Truong, Garcia, Finlay
Councilmembers Absent: None
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager / Director of Administrative Services
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Jennifer Zambrano, Administrative Secretary
Salina Bautista, Permit Technician

5. PLEDGE TO THE FLAG

The flag salute was led by Tera Martin Del Campo.

6. SPECIAL ITEMS

Mayor Finlay shared fond memories of Larry Marino and requested that the meeting be adjourned in his memory.

A. Public Safety Department Update

Director of Public Safety Villalobos gave an update on Part 1 Crimes, shared that the department has begun scheduling neighborhood watch meetings, and provided an update on Measure H and the City's partnership with Los Angeles Centers for Alcohol and Drug Abuse.

B. Monthly Financial Update

City Manager Jordan provided a financial update on the City's revenues, presented the California Local Agency Investment Fund "LAIF," and shared the next steps to update the City's Investment Policy.

In response to a question posed by the Council, City Manager Jordan shared that other investment options cities typically pursue include developing investment funds for businesses and revolving loan programs.

7. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

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

Director of Community Development Hensley introduced newly hired Administrative Secretary, Jennifer Zambrano.

Management Aide Nuñez announced upcoming City events.

8. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

John Fasana inquired about the placement of K-rails near the site of the Fish Canyon Fire to prevent potential mudslides.

Lino Paras greeted the City Council and shared a memory about Tera Martin Del Campo.

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 – August 9, 2022. (CC/HA/FA)
- D. Approval of Warrants – September 27, 2022. (CC/HA/FA)
- E. Receive and file the Public Safety Department Status Report for September 2022.
- F. Receive and file the Monthly Financial Update for August 2022.
- G. Approval of a grant submittal to San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) for the Donald and Bernice Watson Multi-Use Pathway Erosion Management/Active Transportation Improvement Project; and Adoption of Resolution No. 22-33 approving the submission of an application for grant funds from the RMC Climate Resilience Grant Program.
- H. Biennial Review of the City’s Conflict of Interest Code; and Adoption of Resolution No. 22-34.
- I. Second reading and Adoption of Ordinance No. 912 approving Municipal Code Amendment No. 22-03 – a city-initiated request to modify Duarte Municipal Code Chapter 16.04.100, to provide new building standards for electric vehicle charging stations that comply with State Law.
- J. Authorization for the City Manager to sign a Purchase Agreement with Mobile Modular for the purchase of a 12’ x 40’ storage trailer for the City Yard; and approval of a budget amendment to increase the project budget from the current \$40,000 to \$64,000.

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

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS

None.

12. BUSINESS ITEMS

Authorization for the City Manager to Execute an Agreement with Hinderliter De Llamas & Associates (HdL) for Business License Consulting & Software Services; and Budget Amendment of \$58,200 to the General Fund

Financial Services Manager Chairmonte provided a staff report, stating the need for updated business license software that would allow business owners to apply and pay for their licenses online. She further described the benefits of entering into the proposed agreement.

Moved by Councilmember Truong, seconded by Councilmember Schulz, and carried by the following vote of the Council to approve the agreement with Hinderliter De Llamas & Associates in an amount not to exceed \$58,200; authorize the City Manager to execute the agreement on behalf of the City; and approve a budget amendment of \$58,200 to the General Fund.

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

13. CONTINUATION OF ORAL COMMUNICATIONS

Steve Hernandez shared a few words on the passing of Larry Marino.

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

Councilmember Garcia inquired about the status of the grant submitted to Senator Napolitano's office.

Councilmember Truong thanked Staff and everyone that assisted with the setup of the City Picnic; and shared that it was a great event.

Councilmember Schulz shared that the picnic gets better every year. Despite missing two meetings, she assured the public that she is still present and available to reach.

Councilmember Garcia reported that he attended the DART meeting at the Senior Center; encouraged high school students to join DART; shared that the picnic was a great event and commended staff for their hard work; and wished his godfather a happy 60th birthday.

Councilmember Lewis thanked staff for their hard work on the City Picnic; and encouraged everyone to go vote in the upcoming election.

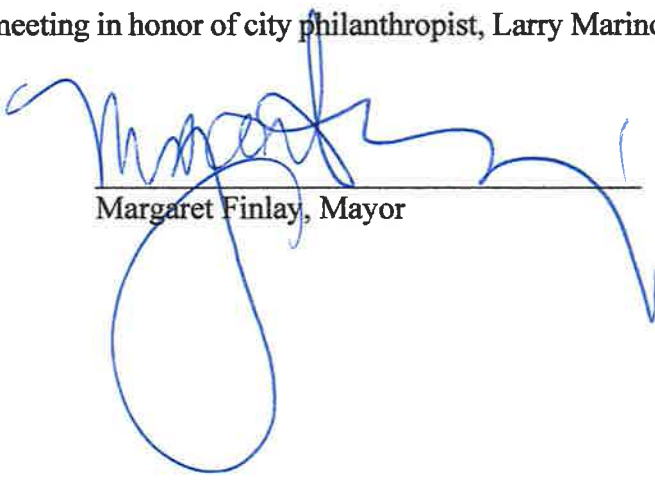
Mayor Finlay suggested having a barrel lighting; and inquired about the e-bikes on the trail and dog feces on city streets.

Parks and Recreation Director Enriquez provided an update on the prospective dog park; shared that a survey will be conducted to identify a potential space for a dog park; and reported that the dog park topic will be brought back at a future meeting for debriefing and further discussion.

Mayor Finlay announced that a tree planting ceremony will take place on Wednesday at 10:00 a.m. at Beardslee Park to honor former Mayor and City Councilmember, Bryan Urias.

15. ADJOURNMENT

At 9:12 p.m. the City Council adjourned the meeting in honor of city philanthropist, Larry Marino.


Annette Juarez, City Clerk
Margaret Finlay, Mayor