

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 10, 2024

6:00 PM – Closed Session

7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Truong called the meeting to order at 6:03 p.m.

ROLL CALL:

Councilmembers Present: Finlay (arrived at 6:36 p.m.), Kang, Lewis, Martin Del Campo, Garcia, Truong

Councilmembers Absent: Schulz

Staff Present: Brian Villalobos, City Manager
Kristen Petersen, Assistant City Manager / Director of Administrative Services
Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

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

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

NOES: NONE

ABSTAIN: NONE

ABSENT: FINLAY, SCHULZ

3. PUBLIC COMMENT – CLOSED SESSION ITEMS

None.

4. CLOSED SESSION

The City Council recessed into closed session at 6:04 p.m. to discuss the following:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to
Government Code § 54956.8:

Property: 1303-1305 Huntington Dr., Duarte, CA 91010

Agency negotiator: Community Development Director Craig Hensley

Negotiating parties: Graham Allchorn, Red Mountain Group

Under negotiation: Price and terms related to the possible disposition/acquisition of real property interest.

REGULAR SESSION

5. CALL TO ORDER

Mayor Truong called the open session to order at 7:05 p.m.

ROLL CALL:

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

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
Albert Nuñez, Management Analyst
Frances Jimenez, Deputy City Clerk

6. PLEDGE TO THE FLAG

The flag salute was led by Ethan Finlay.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. SPECIAL ITEMS

A. Mayor's Youth Introductions and Swearing In

Recreation Supervisor Mays introduced the 2024 Mayor's Youth Council.

City Clerk Juarez gave the Oath of Office to the new members of the Mayor's Youth Council.

B. Community Development Department Update

Director of Community Development Hensley shared an update on street work being done in the city and highlighted the status of upcoming developments which included the BP Pulse EV charging station, additional buildings at City of Hope, the Wyndham hotel project, and the median project.

C. Parks and Recreation Department Update

Director of Parks and Recreation Enriquez announced upcoming community events and reminded residents about the closure of the tennis courts at Royal Oaks Park due to the pickleball court conversion and tennis court resurfacing with a grand re-opening to come the first week of November.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

City Attorney Phan reminded residents about the intended use of the public comment portion of the meeting and clarified only topics that are within the city's jurisdiction may be discussed.

Dan Tran introduced himself and thanked the City Council for their work serving the residents of Duarte.

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 – August 13, 2024 Special and Regular Meetings. (CC/HA/FA)
- D. Approval of Warrants – August 27, 2024 and September 10, 2024. (CC/HA/FA)
- E. Receive and File the Community Development Department Update.

F. Receive and File the Parks and Recreation Department Update.

G. Receive and File the Monthly Financial Update for the month of June 2024.

H. Approval of the award of contract for the FY 2024-25 Citywide Concrete Repair Project to FS Contractors Inc. in the amount of \$147,575.00 and approve a \$12,332.50 budget amendment to provide for a 10 percent contingency.

I. Approval of City Council expenses.

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

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

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

13. PUBLIC HEARINGS

None.

14. BUSINESS ITEMS

A. Pathway Home Quarterly Update Report

City Manager Villalobos introduced Carter Hewgley and Onnie Williams from the LA County Homeless Initiative Chief Executive Office; discussed the ongoing progress of the program; and highlighted the continued communication with the city's partners.

Onnie Williams, Local Jurisdiction Coordinator, gave an overview on the last three months of the program; thanked the City Council and staff for their cooperation; listed a few accomplishments including the reduction of homelessness by over 50% in Duarte; detailed the process of transitioning individuals to permanent housing; and reviewed services that are being provided.

In response to questions posed by the City Council, clarification was made regarding which emergency service jurisdictions respond to the site. The City Council raised concerns about the location of the program; discussed factors that negatively impact surrounding businesses, residents, and the city as a whole; suggestions were also offered for ways to improve the security around the work site.

Conversation was had regarding the future of the program. Williams invited the City Council to participate in conversations regarding the possibility of a permanent solution to homelessness as the current Pathway Home operation is a temporary program.

The City Council recommended involving the service provider further; detailed success stories of the program; and requested additional statistics on the Duarte participants of the program.

Discussion ensued regarding the safety of the program and communication channels that can be used between the various partners. Additional ideas were brought up to address the issue of perimeter security. The City Council addressed the need to collaborate with their partners and develop a working group to address any future issues and work together towards a solution.

Per questions posed by the City Council, Williams explained the process of selecting a location for the Pathway Home program. Suggestions regarding capital improvements and updating the fencing at the location were also discussed.

Williams shared that he will be providing quarterly reports to the Council and meeting quarterly with the Director of Public Safety and City Manager.

B. First Reading of Ordinance No. 923 amending the Duarte Municipal Code to change the beginning and ending dates of Commissioner terms

City Clerk Juarez reviewed the staff report regarding amending the beginning and ending dates of Commissioner terms to coincide with election cycles. Per the changes, Commissioners would be appointed beginning March 1 of the odd number years with terms ending February 28, four years later. This term amendment would allow for flexibility when it comes to recruitment and allows for new Councilmembers to participate in the appointment process.

Moved by Councilmember Finlay, seconded by Councilmember Martin Del Campo and carried by the following vote of the Council to approve the first reading of Ordinance No. 923.

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

C. Approval of Agreement with Evan Brooks Associates, Inc. to Provide Grant Research, Writing and Administration Services

Management Analyst Nuñez provided background information on the need for grant research, writing and administration services to support the execution of projects detailed in the approved Five-Year Capital Improvement Project (CIP) FY 2024/25 - 2028/29. He responded to questions stating the logistics of the services that are outlined in the proposed agreement and provided examples of past work the vendor has done for the City.

Moved by Councilmember Finlay, seconded by Councilmember Martin Del Campo and carried by the following vote of the Council to approve the first reading of Ordinance No. 923.

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

D. Consideration to Approve a Letter of Commitment (LOC) for the Digital Equity Competitive Grant Program

Assistant to the City Manager Rangel addressed the City Council’s goal of closing the digital divide and explained the benefits of working with the Intergovernmental Broadband Coordinating Committee (IBCC) to be a subrecipient of the LA County Digital Competitive Grant application. He shared the focus of the grant application will be internet and device distribution events and summarized the funding allocation for various activities if awarded.

Discussion ensued regarding IBCC’s role and the formula used to allocate the amount of funding for the City of Duarte. Assistant to the City Manager Rangel clarified the focus of the grant is to improve digital literacy and distribute hardware devices, while the study conducted the City’s consultant addresses broadband infrastructure. He also provided additional information on the logistics of what each device offers, how the devices will be distributed, and to whom.

Moved by Councilmember Finlay, seconded by Councilmember Garcia and carried by the following vote of the Council to authorize the City Manager to execute a letter of commitment for the Digital Equity Competitive Grant Program.

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

15. CONTINUATION OF ORAL COMMUNICATIONS

None.

16. 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 attended the Duarte Chamber Board Special Meeting to introduce the City’s consultant Stratiscope; attended the press conference with Senator Rubio as she awarded funding to the cities of Azusa, Duarte and Irwindale for the work done at the riverbed; and also sat in on the Metro meeting regarding the TAP-to-Exit Program.

Councilmember Martin Del Campo announced she attended the Duarte Troop 185 Eagle Scout ceremony where they recognized four scouts for achieving the highest rank.

Councilmember Schulz shared appreciation for the updates regarding the fires from the Public Safety Department and Director of Public Safety Breceda.

Councilmember Finlay also thanked Director of Public Safety Breceda for the updates and inquired about the status of the LA County Sheriff’s contract and the liability trust fund. City Manager Villalobos clarified that the meeting to discuss that information will occur in the near future. Councilmember Finlay also recounted her encounters while traveling.

Councilmember Lewis welcomed his colleagues back after a canceled meeting in August.

Mayor Pro Tem Garcia reminded residents of upcoming community events and extended an invitation to residents who would like to volunteer with assisting him in bringing back the Route 66 parade.

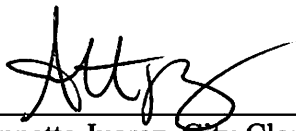
Councilmember Kang echoed his sentiments and volunteered to assist.

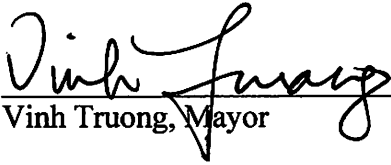
Mayor Truong thanked Councilmember Kang and Schulz for their work getting the riverbed encampment free. Councilmember Schulz mentioned that many of the individuals who lived in the riverbed were housed thanks to the Pathway Home program. Mayor Truong also invited community members to the City Picnic.

17. ADJOURNMENT

Councilmember Lewis requested the meeting be adjourned in memory of Jesse Ellis, longtime resident and graduate of Duarte High School; he also expressed his deepest condolences to the wife and daughters of Jesse Ellis.

At 8:34 p.m., the City Council adjourned the meeting in honor of Jesse Ellis, Duarte High School Alumni.


Annette Juarez, City Clerk


Vinh Truong, Mayor