

**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, AUGUST 9, 2022**

**5:30 PM – Closed Session**

**7:00 PM – Regular Session**

**CLOSED SESSION**

**1. CALL TO ORDER**

Mayor Finlay called the meeting to order at 5:30 p.m.

**ROLL CALL:**

Councilmembers Present: Lewis, Truong, Garcia, Finlay

Councilmembers Absent: Kang, Schulz

Staff Present: Daniel Jordan, City Manager  
Thai Viet Phan, City Attorney  
Annette Juarez, City Clerk

**2. PUBLIC COMMENT – CLOSED SESSION**

None

**3. CLOSED SESSION**

The City Council recessed into closed session at 5:31 p.m. to discuss the following:

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957(b) Title: City Manager**

**REGULAR SESSION**

**1. CALL TO ORDER**

Mayor Finlay called the meeting to order at 7:16 p.m.

**ROLL CALL:**

Councilmembers Present: Lewis, Kang, Truong, Garcia, Finlay

Councilmembers Absent: Kang

Staff Present: Daniel Jordan, City Manager  
Thai Viet Phan, City Attorney  
Kristen Peterson, Assistant City Manager / Director of  
Administrative Services  
Manuel Enriquez, Director of Parks and Recreation  
Brian Villalobos, Director of Public Safety Services  
Victoria Rocha, Assistant to the City Manager  
Albert Nunez, Management Aide  
Annette Juarez, City Clerk

**2. PLEDGE TO THE FLAG**

The flag salute was led by Management Aide Nunez.

### **3. ADOPTION OF THE AGENDA**

Councilmember Lewis requested that the meeting be adjourned in memory of Vin Scully and Grace Williams.

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

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

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

### **4. SPECIAL ITEMS**

#### **A. Presentation by the California Department of Insurance regarding the Safer from Wildfires Program**

Armine Sargsyan, California Department of Insurance, gave a presentation regarding the Safer from Wildfires framework, and provided information about suggested home upgrades that would allow homeowners receive insurance discounts.

She responded to questions regarding the various agencies that were consulted with, insurance carriers providing discounts, home hardening, and grants available to the City.

#### **B. Proclamation proclaiming August 7-13 as Farmers Market Week in the City of Duarte**

Shosana Puccia, Duarte Chamber of Commerce, announced various activities being hosted by the Chamber of Commerce in honor of Farmers Market Week.

The proclamation was presented to the Duarte Chamber of Commerce.

#### **C. Presentation by Burrtec regarding the Residential Food Waste Program for SB 1383 Compliance**

Michael Heftman, Burrtec, gave a presentation on the Residential Food Waste Program discussing SB 1383 regulations, best practices for residents to meet program requirements, and materials that are acceptable to be placed in the green trash bins.

#### **D. Presentation on 210 Freeway Closure Mitigation Plan**

Director of Public Safety Villalobos discussed the City's plan to mitigate the effects of the upcoming closure of the 210 Freeway.

### **5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

Jenny Gable, Duarte Library, announced upcoming library programs and events.

Assistant to the City Manager Rocha announced upcoming City events and introduced newly hired Management Aide, Albert Nunez.

### **6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA**

Lino Paras thanked City Staff for hanging a banner honoring the birthday of Mayor Pro-tem Paras-Caracci at the Teen Center; stated the importance of the City Clerk being available during the election period; and inquired about whether a qualified individual will be available at City Hall on the final day of the nomination filing period while City Hall is closed.

City Clerk Juarez confirmed that she would be available at City Hall on Friday from 7:30 a.m. – 6:00 p.m. for the closing of the election nomination period.

## **7. CONSENT CALENDAR**

### **Public Comment**

Lino Paras addressed the City Council regarding Item 7C to express his concerns regarding the minutes not being placed on the agenda for approval at the next consecutive meeting; and inquired about the amendment to Resolution Nos. 22-26 and 22-28 in Item 7K.

City Attorney Phan provided an explanation for the amendment to the ballot measure question and stated that the amendment is technical and did not affect the understanding of the question.

- 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 Council member(s) from the City Council meeting.
- C. Approval of minutes – June 14, 2022, Regular Meeting. (CC/HA/FA)
- D. Approval of warrants – August 9, 2022. (CC/HA/FA)
- E. Receive and file the Parks and Recreation Department Status Report for August 2022.
- F. Receive and file the Community Development Department Status Report for August 2022.
- G. Authorization for the City Manager to execute a Design professional Services Agreement with Bellfree Contractors, Inc. in the amount of \$30,000.00 for Trail Assessment of Fish Canyon Falls Trail.
- H. Adoption of Resolution No. 22-31 designating the applicant agent for the approved Application for Hazard Mitigation Grant Program by Federal Emergency Management Agency.
- I. Approval of a Letter of Support for Girl Scout Troop 2851 Gold Award Project's Advocacy Efforts.
- J. Approval of Amendment No. 2 of the Memorandum Agreement for Participation in the San Gabriel Valley Council of Governments (SGVCOG) Regional Food Recovery Program.
- K. Adoption of Resolution No. 22-32 amending Resolution No. 22-26 and Resolution No. 22-28 to reflect the corrected ballot question to meet word count requirements as determined by the Los Angeles County Registrar-Recorder/County Clerk.

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

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

## **8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION**

None.

## **9. BUSINESS ITEMS**

Discussion and possible action regarding City Councilmember attendance and designation of a voting delegate and voting alternate for the League of California Cities Annual Conference & Expo September 7-9, 2022

There was brief discussion regarding conference attendance and the selection of a voting delegate.

Moved by Councilmember Garcia, Seconded by Councilmember Truong, and carried by the following vote of the Council to designate Councilmember Lewis as the voting delegate for the League of California Cities Annual Conference & Expo.

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

**10. CONTINUATION OF ORAL COMMUNICATIONS**

None.

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

City Manager Jordan welcomed Management Aide Nunez; and thanked Assistant City Manager/Director of Administrative Services Petersen for her work during his absence.

City Attorney Phan announced deadlines to submit ballot initiative arguments and file nomination papers.

Councilmember Truong thanked Staff for their work and for hanging the Happy Birthday banner in honor of Mayor Pro-tem Paras-Caracci; and congratulated Director of Parks and Recreation Enriquez for being a 2022 California JPIA Capstone Award Finalist.

Councilmember Schulz expressed her appreciation of Staff.

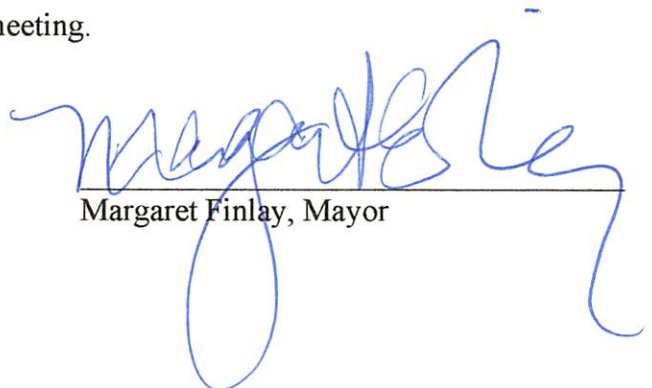
Councilmember Garcia thanked Staff for their work; and reminded everyone to visit the Farmers Market and attend the final Concerts in the Park event.

Councilmember Lewis thanked Staff for their work; thanked the Public Safety Department secretary for her assistance with obtaining documents; and thanked Los Angeles Supervisor Barger for the backpack giveaway event; thanked the M.A.D. Town Council for the invitation to the event; gave his sentiments and shared memories about Grace Williams; and shared interesting facts about Vin Scully in honor of his recent passing.

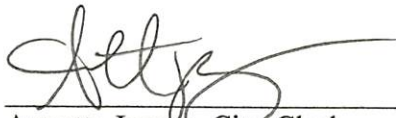
Mayor Finlay stated that Los Angeles County Assessor Jeff Prang sent a letter to the City Council expressing his condolences in the passing of Tzeitel Paras-Caracci.

**12. ADJOURNMENT**

At 8:45 p.m. the City Council adjourned the meeting.



Margaret Finlay, Mayor



Annette Juarez, City Clerk