

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, July 25, 2023
7:00 PM – Regular Session**

1. CALL TO ORDER

Mayor Schulz called the open session to order at 7:04 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz
Councilmembers Absent: Finlay
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
Manuel Enriquez, Director of Parks and Recreation
Annette Juarez, City Clerk
Albert Nuñez, Management Aide
Stephanie Sandoval, Public Works Manager
Christine Soo, Deputy City Clerk/ Administrative Secretary

2. PLEDGE TO THE FLAG

The flag salute was led by Mayor Schulz.

3. ADOPTION OF THE AGENDA

Moved by Councilmember Lewis, seconded by Mayor Pro Tem Truong, and carried by the following vote of the Council to adopt the agenda.

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

4. SPECIAL ITEMS

A. Public Safety Department Update

Sergeant Fiedler provided a Public Safety Department Update; he reported on public safety efforts for the Independence Day event, the fireworks suppression deployment, and Part 1 Crimes.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

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

Deputy City Clerk Soo announced upcoming city events.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Lino Paras suggested bringing back individual links to agenda items for online viewership.

7. CONSENT CALENDAR

City Clerk Juarez reported that there was a clerical error on the calendar included in Resolution 23-20 for Item H.

- 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 – July 11, 2023 Regular Meeting. (CC/HA/FA)
- D. Approval of Warrants – July 25, 2023. (CC/HA/FA)
- E. Receive and file the Public Safety Department Update for May 2023.
- F. Receive and file the Monthly Financial Update for May 2023.
- G. Acceptance of Notice of Completion for the FY 2022-2023 Street Rehabilitation Project No. 23-5 for All American Asphalt in the amount of \$792,983.90.
- H. Adoption of Resolution No. 23-20 to Establishing a Regular Council Meeting Schedule.
- I. Adoption of Resolution No. 23-21 Establishing a Holiday Schedule for City Employees.

Moved by Councilmember Martin Del Campo, seconded by Councilmember Garcia, and carried by the following vote of the Council to approve Items 7A-7I of the Consent Calendar, with the clerical amendment to Item H, Resolution No. 23-20.

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

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. PUBLIC HEARINGS

A. Consideration of an Ordinance to Amend Duarte Municipal Code Regarding Holidays

City Attorney Phan provided a staff report for the proposed ordinance. She reported that the item is a “clean-up” item for the section regarding holidays in the Duarte Municipal Code.

Mayor Schulz opened the Public Hearing at 7:18 p.m.

No public testimony was received.

Mayor Schulz closed the Public Hearing at 7:18 p.m.

Moved by Councilmember Garcia, seconded by Mayor Pro Tem Truong, and carried by the following vote of the Council to approve first reading of Ordinance No. 919 to amend Duarte Municipal Code Chapter 2.08 regarding City holidays.

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

10. BUSINESS ITEMS

A. Consideration for Approval of a City Council Decorum Policy

Lino Paras shared his concerns for the number of items on the Consent Calendar and suggested having a script for the running of the Council meetings.

City Attorney Phan reported that the proposed decorum policy lays out expectations for councilmembers, staff, and members of the public who attend council meetings.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Martin Del Campo, and carried by the following vote of the Council to adopt Resolution No. 23-22 approving a decorum policy for City Council meetings.

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

B. Discussion and Possible Action Regarding the Designation of a Voting Delegate and Voting Alternate for the League of California Cities Annual Conference & Expo September 20-22, 2023, Sacramento

Mayor Pro Tem Truong nominated Councilmember Lewis as the voting delegate.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Martin Del Campo, 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 September 20-22, 2023, Sacramento.

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

Mayor Pro Tem Truong nominated Councilmember Kang as the voting alternate.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Garcia, and carried by the following vote of the Council to designate Councilmember Kang as the voting alternate for the League of California Cities Annual Conference & Expo September 20-22, 2023, Sacramento.

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

C. Consideration of Award of Contract for Professional Services Agreement with RKA Consulting Group to Complete Aerial Survey and Utility Research and Provide Final Basemap of Huntington Drive for the Purpose of Various Future Projects Along Huntington Drive Corridor

Public Works Manager Sandoval reported on the scope of work that RKA Consulting Group would be performing for the City. She clarified that utilities have changed throughout the years, nonetheless, having the basemap, survey and research on hand is beneficial to the City for upcoming projects.

Moved by Councilmember Lewis, seconded by Councilmember Kang, and carried by the following vote of the Council to authorize the City Manager to sign a professional services agreement with RKA Consulting Group for the Huntington Drive Aerial Survey and Utility Research in the amount of \$50,000.

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

D. Consideration of Award of Contract for Professional Services Agreement with Agreement with Armstrong & Walker to Develop Construction Drawings for Huntington Drive Medians

Community Development Director Hensley reported that the agreement is for construction drawings and creating a concept plan for Huntington Drive medians; he shared that the project does not include undergrounding utility wires.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to authorize the City Manager to sign a professional services agreement with Armstrong & Walker to develop construction drawings for landscape upgrades to the Huntington Drive Medians and approve a budget amendment for \$75,000.

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

Anna Armstrong and Richard Walker briefly introduced themselves and the projects they previously worked on.

E. Consideration to Approve an Amendment to the Joint Powers Agreement with the Los Angeles Regional Agency (LARA) to Reflect Changes in the State Legislature Specific to New Organic Waste Reduction Laws

City Manager Villalobos gave a staff report, stating that the amendment to the Joint Powers Agreement would allow the City to continue working with the Los Angeles Regional Agency to meet SB 1383 requirements.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to adopt Resolution No. 23-23 approving an amendment to the Joint Powers Agreement with the Los Angeles Regional Agency.

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

F. Consideration of a Professional Services Agreement for Analysis of Proposed Cannabis Initiative

Lino Paras shared his concerns regarding the amount of money to be spent on the analysis.

Assistant City Manager Petersen reported that this agreement would allow the City to consider financial aspects and impacts of the proposed initiative; she shared that the analysis could generate options for the Council to consider.

City Manager Villalobos reported that City staff does not have the technical expertise to perform the analysis; and shared that the initiative could trigger a potential March 2024 election.

City Attorney clarified that the proposed agreement with HdL is solely a fiscal impact analysis specific to the cannabis initiative; and reported that qualifying signatures are reviewed by the LA County Registrar-Recorder's Office.

Moved by Mayor Pro Tem Truong, seconded by Councilmember Kang, and carried by the following vote of the Council to authorize the City Manager to enter into a professional services agreement with HdL for the analysis of the proposed cannabis initiative in an amount not to exceed \$30,000.

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

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

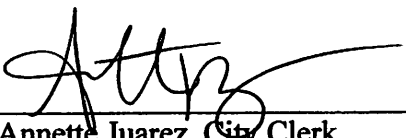
12. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/ FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR

Mayor Schulz asked Councilmembers, Staff, and all meeting attendees to state one thing they were grateful for.

13. ADJOURNMENT

At 8:19 p.m. the City Council adjourned the meeting.



Jody Schulz, Mayor

Annette Juarez, City Clerk