

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, JUNE 14, 2022
7:00 PM – Regular Session**

REGULAR MEETING

1. CALL TO ORDER

Councilmember Kang called the meeting to order at 7:04 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Truong, Garcia
Councilmembers Absent: Schulz, Finlay, Paras-Caracci
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, Assistant City Attorney
Kristen Petersen, Assistant City Manager / Director of
Administrative Services
Craig Hensley, Director Community Development
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Victoria Rocha, Assistant to the City Manager

2. PLEDGE TO THE FLAG

The flag salute was led by Joanna Gee.

3. ADOPTION OF THE AGENDA

City Manager Jordan announced that Item 9C will be added to the agenda to request that the City Council ratify an emergency declaration related to the recent Fish Fire.

Director of Public Safety Villalobos discussed the recent Fish Fire, potential impacts, and the proclamation of a local emergency.

Moved by Councilmember Truong, seconded by Councilmember Garcia to determine that there is an immediate need to take action regarding the Fish Fire and the need arose after the posting of the City Council agenda.

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

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

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

4. SPECIAL ITEMS

A. Parks and Recreation Department Update

Director of Parks and Recreation Enriquez announced summer recreation classes and upcoming events.

B. Community Development Department Update

Director of Community Development Hensley gave an update on ongoing projects and developments.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

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

Shosana Puccia, Duarte Chamber of Commerce, announced upcoming community events.

Assistant to the City Manager Rocha announced upcoming City events.

Director of Community Development Hensley introduced newly hired Community Development Technician Scott Nash.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Steve Hernandez addressed the Council to commend Community Development Technician Nash on his work for the City.

7. 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 Council member(s) from the City Council meeting.
- C. Approval of minutes – May 10, 2022, Regular Meeting.
- D. Approval of warrants – June 14, 2022. (CC/HA/FA)
- E. Receive and file the Parks and Recreation Department Status Report for June 2022.
- F. Receive and file the Community Development Department Status Report for June 2022.
- G. Removed from the Consent Calendar for discussion.
- H. Adoption of Resolution No. 22-17 setting a Public Hearing for Citywide Landscape and Lighting Assessment District and Neighborhood Districts on July 26, 2022.
- I. Removed from the Consent Calendar for discussion.
- J. Authorization for the City Manager to approve a Professional Services Agreement with KHR Associates for civil engineering services for design assistance to develop detailed concept plans and preliminary cost estimate for parking lot improvements for the Town Center North Shopping Center (Big Lots).
- K. Authorization for the City Manager to approve a Professional Services Agreement with McKently Malak Architects for architectural services to develop detailed concept plans and preliminary cost estimate for a façade for the Town Center North Shopping Center (Big Lots).
- L. Appointments to serve on the 2022/23 Mayor's Youth Council.

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

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

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

Authorization for the City Manager to execute a Professional Services Agreement with Nature for All in an amount not to exceed \$50,000.00, for project management, non-construction, of the Fish Canyon Trail Restoration and Access Planning Grant

Director of Parks and Recreation Enriquez presented the Staff Report and provided information about the Fish Canyon Trail Restoration grant and the partnership with Nature for All.

Public Comment

Lino Paras inquired about whether the City has already received the grant to maintain the Fish Canyon Trail and expressed his opinion regarding the Trail.

Moved by Councilmember Lewis, seconded by Councilmember Truong and carried by the following vote of the Council to authorize the City Manager to execute a Professional Services Agreement with Nature for All in an amount not to exceed \$50,000 for project management, non-construction, of the Fish Canyon Trail Restoration and Access Planning Grant.

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

Approval of the Job Description and Salary Schedule for Deputy City Clerk and Amendment of the City Wide Salary Schedule.

City Manager Jordan briefly discussed the Deputy City Clerk position.

Public Comment

Lino Paras expressed his opposition to the creation of a Deputy City Clerk position and stated his concerns.

Steve Hernandez expressed his opinion regarding the addition of a Deputy City Clerk and stated his support of the creation of the position.

Council discussion ensued regarding the needs of the City Clerk's Office.

City Manager Jordan provided an explanation for the creation of the Deputy City Clerk position; and requested that the City Council take action on the item as it is time sensitive.

Moved by Councilmember Kang, seconded by Councilmember Truong, and carried by the following vote of the Council to approve the job description and salary schedule for Deputy City Clerk and amend the City Wide Salary Schedule.

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

9. PUBLIC HEARINGS

None.

10. BUSINESS ITEMS

A. Fiscal Year 2022/23 Budget and Capital Improvement Program

Assistant City Manager/Director of Administrative Services Petersen presented the Fiscal Year 2022/23 budget and Capital Improvement Program stating that adjustments to the budget were made per the May 5, 2022 Budget Workshop. She gave an overview of Capital and Special

projects; General Fund projected revenues and expenditures resulted in a projected surplus of \$1,258,600; the estimated June 2023 General Fund Unassigned balance is \$17,828,400; and a description of delayed and new Special Fund Capital projects was provided.

There was discussion regarding the painting of the Duarte signage on the freeway underpass at Evergreen Street and Mountain Avenue, which Staff said they would look into and bring the item back to the Council at a future meeting; and beautification of the Town Center area.

Moved by Councilmember Truong, seconded by Councilmember Garcia, and carried by the following vote of the Council/Housing Authority Board to adopt the 2022/23 Annual Budget and Capital Improvement Plan.

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

B. Adoption of Resolution No. 22-18 declaring City owned properties at 1303 and 1305 Huntington Drive as surplus land to comply with the Surplus Land Act

Director of Community Development Hensley presented the Staff Report, providing information about the Surplus Land Act and the properties located at 1303 and 1305 Huntington Drive, and described development plans for the properties. He further described the process of the Surplus Land Act.

The City Council discussed the two properties.

Moved by Councilmember Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to adopt Resolution No. 22-18 declaring City owned properties at 1303 and 1305 Huntington Drive as surplus land to comply with the Surplus Land Act.

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

C. Adoption of Resolution No. 22-19 Ratifying the Existence of a Local Emergency regarding the Fish Fire.

This item was added to the agenda by a vote of the Council during the Adoption of the Agenda.

Moved by Councilmember Kang, seconded by Councilmember Truong, and carried by the following vote of the Council to adopt Resolution No. 22-19 ratifying the existence of a local emergency regarding the Fish Fire.

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

11. CONTINUATION OF ORAL COMMUNICATIONS

Joanna Gee, Duarte Library, announced that the library has free COVID kits available for the public.

Lino Paras commended Assistant to the City Manager Rocha for the work she does for the City; and expressed concerns regarding crime rates affecting business.

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

City Manager Jordan thanked Department Head Staff for their contributions to the City.

Councilmember Truong thanked Staff for their reports; thanked Director of Public Safety Villalobos for his work during the Fish Fire; and wished everyone a Happy Father's Day.

Councilmember Garcia thanked City Manager Jordan for attending the tree planting event over the weekend; thanked City Staff for their work; announced that the Teen Center raised over \$8,200 at their recent Fashion Show; expressed his excitement for the appointment of the Mayor's Youth Council members; and wished everyone a Happy Father's Day.

Councilmember Lewis thanked Staff for their reports; thanked residents for their input; and wished everyone a Happy Father's Day.

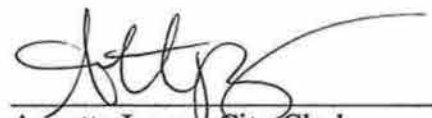
Councilmember Kang thanked Director of Public Safety Villalobos for his work during the Fish Fire; inquired about whether a camera could be placed in the area of the Fish Fire; expressed appreciation of everyone involved in extinguishing the fire; thanked Director of Community Development Hensley for his work at the Town Center location; and thanked Assistant City Manager/Director of Administrative Services Petersen for her work on the City budget.

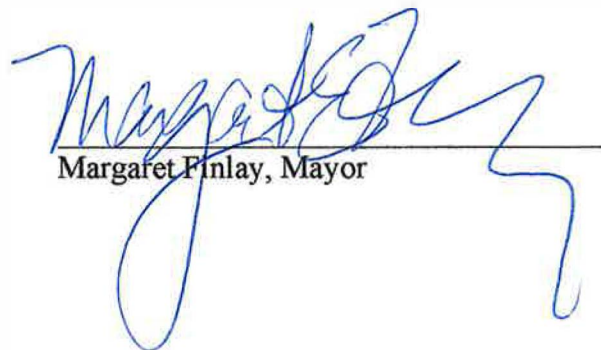
Director of Public Safety Villalobos stated that the City is taking steps to mitigate and investigate recent fires.

13. ADJOURNMENT

Steve Hernandez expressed sentiments about Patricia Wolfe.

At 8:43 p.m. the City Council adjourned the meeting in memory of Patricia Wolfe and Francesco Renna.


Annette Juarez, City Clerk


Margaret Finlay, Mayor