

CITY OF DUARTE

MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL/HOUSING AUTHORITY/DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY

**Tuesday, October 8, 2024
7:00 PM — Regular Session**

7:00 PM OPEN SESSION - REGULAR MEETING - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

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

ROLL CALL:

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

2. PLEDGE TO THE FLAG

The flag salute was led by Dr. Laura Jasso.

3. ADOPTION OF THE AGENDA

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

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

4. SPECIAL ITEMS

A. Municipal Code Prosecution Update

Director of Public Safety Services Breceda introduced prosecutor Matthew Silver from Civica Law Group APC. An update was given regarding Municipal Code Prosecution through the Code Enforcement & Los Angeles Sheriff's Department Legal Support Report. Silver shared how his team prosecutes LASD citations; provided criminal citation case data and examples; and explained how they collaborate to achieve code compliance per Duarte's Municipal Code.

B. Community Development Department Update

Community Development Director Hensley provided an update on the status of automobile dealerships within the city and detailed changes in ownership, locations and bringing in further business. Per questions posed by the City Council, he shared the progress of projects such as placing the lights on Evergreen Street and also discussed development projects such as the Wyndham Hotel and the Median

Project. Discussion ensued regarding tree trimming around power lines on Duarte Road and conversation was also had regarding undergrounding of utilities on Huntington Dr. between Buena Vista Street and Mountain Avenue.

C. Parks and Recreation Department Update

Director of Parks and Recreation Enriquez highlighted the timeline of ongoing capital improvement projects including the restroom replacement at Beardslee Park, the gazebo replacement at Royal Oaks Park, and the Royal Oaks Park pickleball court conversion and tennis court resurfacing. Residents were also reminded about upcoming recreation events.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

The City Council invited residents to upcoming community events.

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

None.

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 Councilmember(s) from the City Council meeting.
- C. Approval of Minutes - September 24, 2024 Regular Meeting. (CC/HA/FA)
- D. Approval of Warrants - October 8, 2024. (CC/HA/FA)
- E. Receive and file the Community Development Department Update.
- F. Receive and file the Parks and Recreation Department Update.
- G. Approval of Resolution No. 24-16 and Resolution No. 24-17 fixing the City's Medical Insurance contribution for Councilmembers and Employees for 2025.
- H. Authorization for the City Manager to sign an Exclusive Negotiating Agreement (ENA) with Red Mountain Group to provide a period of time for the parties to negotiate the sale and development of the City owned properties at 1303-1305 Huntington Drive.
- I. Adoption of Resolution No. 24-21 adopting a holiday schedule for City employees for July 2024 – June 2025.
- J. Authorization for the City Manager to sign and execute an amended agreement between Civica Law Group APC for the prosecution of municipal code violations and approve a \$45,000 budget amendment for FY 2024-2025 to account number 1015-7684.
- K. Approve the award of contract for the FY 2024-25 CDBG ADA Curb Ramps Project to CJ Concrete Construction, Inc. in the amount of \$98,500.00 and up to a 25% contingency for additional work.
- L. Proclamation Recognizing October 7-11, 2024 as Digital Inclusion Week in the City of Duarte.

Moved by Councilmember Kang seconded by Councilmember Martin Del Campo and carried by the following vote of the City Council to approve Items 7A-7L of the Consent Calendar.

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

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. PUBLIC HEARINGS

- A. 1763 Royal Oaks North – Royal Oaks Senior Living Facility Annexation and Prezone of the Royal Oaks property and abutting right-of-way into the City of Duarte.

Mayor Pro Tem Garcia recused himself from the discussion of Item 9.A as HumanGood is a source of his income, and he left the room.

Associate Planner Abdul Ahad shared the background on the project site; presented the timeline for the proposed annexation; and summarized the three resolutions and two ordinances that were brought forward.

Per questions posed by the City Council, clarification was made regarding the zoning of the parcel and usage of the property.

Mayor Truong opened the Public Hearing.

Public Comment

Jim Lawler shared enthusiasm on behalf of residents of Royal Oaks about becoming citizens of the City of Duarte and reminded residents that they are a retirement community.

Steve Hernandez expressed support for the annexation and voiced excitement for the new residents the City will gain. He also invited residents to visit the Senior Center and take advantage of resources that are offered.

Andrew Smith also shared excitement, on behalf of HumanGood, over the new relationship with the City of Duarte; thanked both city staff and Rincon Consultants for their work on the proposed project; and invited the City Council to their upcoming Anniversary Gala.

In response to questions posed by the City Council Director of Community Development Hensley discussed the details of the zoning designation in comparison to Westminster Gardens.

Mayor Truong closed the Public Hearing.

Moved by Councilmember Martin Del Campo seconded by Councilmember Schulz and carried by the following vote of the City Council to approve the project.

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

10. BUSINESS ITEMS

- A. Ordinance Amending Sections of Duarte Municipal Code Chapters 5.04, 5.08, 5.12, 5.16, 5.24, and 5.60 Regarding License and Permit Fees and Resolution Adopting Existing License and Permit Fees

Director of Administrative Services Petersen presented the staff report and detailed the need to amend the Duarte Municipal Code to update outdated provisions and to ensure all business license fees are consistently approved by City Council Resolution. She also explained the future process that will result from this approval in terms of a fee schedule and adjustments that will need to be made. Discussion ensued regarding the city's history of a comprehensive fee analysis.

Moved by Councilmember Martin Del Campo seconded by Councilmember Lewis and carried by the following vote of the City Council to approve the first reading of Ordinance No. 926 and adopt Resolution No. 24-22 confirming certain business license fees.

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

B. Discussion Regarding the Public, Education, and Government (PEG) Channel

Assistant to the City Manager Rangel provided context regarding recent issues with the Public, Education, and Government (PEG) Channel; detailed the current operating costs and future expenses that will be required to update existing equipment and continue operations; and explained the accessibility of other platforms that are being used by residents to stay up to date on city happenings.

City Manager Villalobos clarified that staff was not giving a recommendation, but are looking for discussion and direction given the upcoming award of contract for the replacement of audiovisual equipment would include items for the PEG Channel.

Discussion ensued regarding the channel viewership, lack of resident engagement, and the current amount of PEG funds received. Further conversation was had regarding the logistics of the channel, the type of content displayed, and the drawbacks in terms of the funding restrictions. In response to questions posed by the City Council Director of Administrative Services Petersen discussed the expenses to operate the channel, shared the process for cities to receive PEG funds and explained how other cities manage their communication outlets.

Moved by Councilmember Schulz seconded by Councilmember Kang and carried by the following vote of the City Council to not continue operating the Public, Education, and Government (PEG) Channel.

AYES:	KANG, LEWIS, SCHULZ, MARTIN DEL CAMPO, GARCIA, TRUONG
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/REPORTS OF MEETINGS ATTENDED PER GOVERNMENT CODE SECTION 53232.3

Director of Administrative Services Petersen shared that she is looking forward to attending the upcoming JPIA conference.

City Manager Villalobos reported he would also be attending the JPIA conference along with Director of Parks and Recreation Enriquez and Director of Public Safety Services Breceda.

Councilmember Martin Del Campo reported she attended Senator Rubio's Wings Women Empowerment Seminar and will be attending the upcoming Foothill Metro Extension meeting.

Councilmember Schulz shared that she attended recent community events, including a Habitat for Humanity event, and a Cancer Support Community event. She requested that the Parks and Recreation Department connect with the Cancer support Community organization to share resources and ensure residents can participate in the free services they offer. Councilmember Schulz also reported that she will be attending the SGVCOG Governing Board meeting.

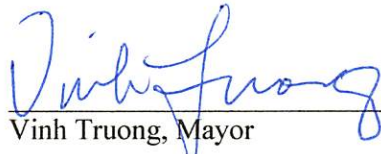
Councilmember Lewis reported he also attended the Wings Women Empowerment Seminar hosted by Senator Rubio and reminded residents that October is Cancer Awareness month.

Mayor Pro Tem Garcia shared recent community events he attended and invited residents to upcoming events.

Mayor Truong reported he attended the SGVCOG EENR/Water Committee meeting, the SGVCOG Homelessness Committee meeting, and will also be attending the JPIA conference.

13. ADJOURNMENT

At 8:23 p.m., the City Council adjourned the meeting in honor of former Monrovia Councilmember Gloria Crudgington.


Vinh Truong, Mayor


Annette Juarez, City Clerk