



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

**CITY COUNCIL CHAMBERS  
1600 HUNTINGTON DRIVE, DUARTE, CA 91010  
Tuesday, September 9, 2025  
7:00 PM**

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**MISSION STATEMENT**

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future.

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Cesar A. Garcia, Mayor  
Tera Martin Del Campo, Mayor Pro Tem  
Margaret Finlay, Councilmember  
Samuel Kang, Councilmember  
Toney Lewis, Councilmember  
Vinh Truong, Councilmember  
Martin Calderon, Councilmember

City/Authority Staff:  
Brian Villalobos, City Manager  
Kristen Petersen, Assistant City Manager and Director of Administrative Services  
Craig Hensley, Director of Community Development  
Manuel Enriquez, Director of Parks and Recreation  
Larry Breceda, Director of Public Safety Services  
Thai Viet Phan, City Attorney  
Frances Jimenez, City Clerk

**ADA ACCESSIBILITY NOTICE:**

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact the City Manager's office at (626) 357-7931. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

**Notice:**

Any documents distributed by the City/Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall,

1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

**Notice:**

Duarte City Council meetings are videotaped for later broadcast. Attendance at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

Members of the public may livestream the City Council meeting broadcast on the City's website. To access the meeting, log onto <https://www.cityofduarte.ca.gov/home>, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link.

**Public comment: In-Person:** Members of the public may provide in-person comments at the podium in the Council Chamber. Speakers who wish to address the Council must do so by submitting a speaker card prior to the start of Closed Session for Closed Session items and prior to the start of the Regular Meeting for all other designated public comment periods as listed below. Comments for public hearings will take place after the hearing is opened. Cards will not be accepted after the start of the meeting without the permission of the presiding chair. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

**Written:** Members of the public may submit written comment by emailing [duarteinfo@cityofduarte.ca.gov](mailto:duarteinfo@cityofduarte.ca.gov), prior to 4:00 p.m. on the day of the meeting. The subject line of your public comment email must contain the Agenda item number or title. Public comments, including personal contact information, are considered public record. Please do not provide any personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published. Comments will be distributed to the City Council and made available for public review.

**7:00 PM OPEN SESSION**

1. CALL TO ORDER AND ROLL CALL
  - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. PLEDGE TO THE FLAG
4. ORAL COMMUNICATIONS - SPECIAL ITEMS

Members of the public may address the City Council on agenda items listed under Special Items. Speakers shall be limited to three (3) minutes per person per

designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

5. SPECIAL ITEMS

- A. Pathway Home Update
- B. Presentation on the Encanto Park Stormwater Capture Project by the Rio Hondo/San Gabriel River Watershed Management Authority
- C. Community Development Department Update
- D. Parks and Recreation Department Update

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Members of the public may address the City Council on matters which are not on the agenda but are within the subject matter jurisdiction of the City Council. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

Members of the public may address the City Council on agenda items listed on the Consent Calendar. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

9. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA)
- B. Approve absence(s) of City Councilmember(s) from the City Council meeting
- C. Approval of Minutes - August 26, 2025 Regular Meeting (CC/HA/FA)  
Recommended Action: Approve the minutes of August 26, 2025.
- D. Approval of Warrants - September 9, 2025 (CC/HA/FA)  
Recommended Action: Approve the warrants of September 9, 2025.
- E. Monthly Financial Report

Recommended Action: Receive and File the Monthly Financial Report for the month of July 2025.

F. Community Development Department Update

Recommended Action: Receive and File the Community Development Department Update.

G. Parks and Recreation Department Update

Recommended Action: Receive and File the Parks and Recreation Department Update.

H. Approve purchase of new Buena Vista Street banner system from Colonial Flag and pole installation contract with FS Contractors

Recommended Action: Approve the purchase of new Buena Vista Street banner system from Colonial Flag for \$44,178. Award the bid for installation to FS Contractors for \$25,750 and approve a project contingency amount of 10% for a total project cost of \$77,000.

I. Approve purchase of a replacement brush chipper

Recommended Action: Approve the purchase of a replacement 2025 BVR 13 Brush Chipper from Morbark.

J. Award of Contract for Exterior Security Camera Installation at the Senior Center, Fitness Center, and Teen Center

Recommended Action: 1. Authorize a budget amendment of \$22,000 to Account 1610-8100 for the installation of security cameras at the Duarte Senior Center, Fitness Center, and Teen Center. 2. Authorize the City Manager to execute the contract with CORAM/Intelesys in an amount not to exceed \$22,000.

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS - NONE

12. BUSINESS ITEMS - NONE

13. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR/REPORTS OF MEETINGS ATTENDED PER GOVERNMENT CODE SECTION 53232.3

14. ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall – 1600 Huntington Drive, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (<https://www.cityofduarte.ca.gov/>) not less than 72 hours prior to the meeting per Government Code 54954.2.

Dated this 3rd day of September 2025.

Frances Jimenez  
City Clerk