

CITY OF DUARTE

**Minutes of the REGULAR JOINT MEETING OF THE
CITY COUNCIL/HOUSING AUTHORITY/DUARTE COMMUNITY FACILITIES FINANCING
AUTHORITY**

**Tuesday, November 11, 2025
7:00 PM — Regular Session**

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL

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

Councilmembers Present: Finlay, Lewis, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Kang, Truong
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
Bryan Ariizumi, Public Safety Manager
Manuel Enriquez, Director of Parks and Recreation
Andres Rangel, Assistant to the City Manager
Frances Jimenez, City Clerk
Patricia Alcala Aparicio, Deputy City Clerk

2. ADOPTION OF THE AGENDA

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote of the City Council to adopt the agenda.

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

3. PLEDGE TO THE FLAG

The flag salute was led by Melissa Sanchez Quintero.

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

None.

5. SPECIAL ITEMS

A. Recognition of Patsy Bartoli

The City Council introduced Mr. Patsy Bartoli, former New York firefighter who was on ground zero on September 11, 2001.

Mr. Bartoli thanked the City Council for the recognition; shared his experience before and after the incident; he spoke about his love for the community and the diversity as a resident; mentioned that being a firefighter was a childhood dream; and detailed how graduating from the academy and being a 9/11 firefighter for Engine Company 41 is his proudest accomplishment.

The City Council recognized Mr. Bartoli and thanked him for his bravery and heroism during September 11, 2001.

B. Community Development Department Update

Community Development Director Hensley shared information regarding the golf course; gave a brief history of the new owner and explained they are interested in keeping the place operable; and pointed out that the community has received information regarding methane issues, but the AQMD has not verified that information.

The City Council stated that before the golf course was built, the land had been used as an inorganic landfill and was designed so that it would not produce methane.

Director Hensley reported that a minor use permit has been received by SkyZone Trampoline Park with interest in occupying the vacant location that was previously occupied by Big Lots; he also noted improvements would need to be done to both the exterior and interior of the building before opening.

In response to questions asked by the City Council, Director Hensley provided an update on the Huntington Drive Greening and Traffic Calming project and shared that the City has received a grant of \$2.1 million from the Metro Active Transport Program (MAT) to complete the project.

The City Council thanked Director Hensley for being proactive in seeking grants to fund city projects; mentioned the importance of being part of intergovernmental organizations.

In response to questions posed by the City Council, Directory Hensley addressed the timeline pertaining to the Recreation Trail Upgrades; Cal Trans will give the final approval allowing the project to go out to bid, which is estimated to go out in a couple of months; highlighted that the MAT project is estimated to start sooner than anticipated.

The City Council requested a report from AMQD addressing the quality of the golf course.

C. Parks and Recreation Department Update

Parks and Recreation Director Enriquez updated the City Council on the Fitness Center Pool Deck Renovation Project; highlighted that the final design and construction documents are now complete and address all findings that were identified in the Fitness Center and Swimming Pools Assessment; he also shared that staff and the City's contracted grant writing firm are exploring all grant funding opportunities.

Per questions made by the City Council, Director Enriquez mentioned that construction costs have risen slightly but remain in line with the previously estimated costs. Director Enriquez also noted the project timeline would depend on securing grant funding and the contractor's discretion.

Director Enriquez updated the City Council on the completion of the new roof for the teen center and highlighted upcoming City events. He also commended Recreation Coordinator Kelly Barnes on her hard work and introduced Victoria Andrade, who will also be joining the Parks and Recreation department as a Recreation Coordinator.

The City Council welcomed Victoria Andrade.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Assistant to the City Manager Rangel announced upcoming city events.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

None.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

None.

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. Approved absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes - October 28, 2025, Regular Meeting (CC/HA/FA).
- D. Approval of Warrants - November 11, 2025 (CC/HA/FA).
- E. Receive and File the Monthly Financial Report for the month of September 2025.
- F. Receive and File the Community Development Department Update.
- G. Receive and File the Parks and Recreation Department Update.

- H. Approval of Resolution No. 25-27 adjusting the Hourly Rate Schedule for Compliance with New Minimum Wage Requirements effective January 1, 2025.
- I. Authorization for the City Manager to execute the Three-Year Term Agreement with Kaizen Laboratories Inc. (“Kaizen”) and approve the budget amendment of \$15,825 from the General Fund.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Martin Del Campo, and carried by the following vote of the City Council to adopt items 9A - 9I of the Consent Calendar.

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS - NONE

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

13. BUSINESS ITEMS

A. Amendments to the City of Duarte City Council and Employee Expense Reimbursement Policies

City Manager Villalobos provided information regarding the proposed amendments to the City Council and Employee Expense Reimbursement Policies; shared the proposed changes of modifying the time required to submit reimbursement from 30 days to 90 days, increasing the daily meal reimbursement total to align with the U.S. General Services Administration’s Meal and Incidental Expense per diem (GSA M&IE rates), and reducing the number of miles requiring prior City Council approval for overnight lodging from fifty (50) to thirty (30).

The City Council agreed that the City should maintain the same rates as the U.S. General Services Administration.

Moved by Councilmember Lewis, seconded by Councilmember Finlay, and carried by the following vote of the City Council to amend the Expense Reimbursement and Employee Expense Reimbursement Policies.

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

B. Establishment of an Ad Hoc Committee to Review and Make Recommendations Relating to the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup

Assistant to the City Manager Rangel presented a staff report regarding the establishment of an Ad Hoc committee for the 2029 Los Angeles Summer Olympics and 2026 FIFA World Cup. The tasks of the committee include, but not limited to, the establishment of analysts to recruit a NOC (National Olympic Committee) and the opportunity to create fan zones and viewing parties. Staff recommended that the committee consist of three City Council members, two Duarte Unified School Board members, a DCCC representative, a representative of the Chamber of Commerce, a California School of the Arts - San Gabriel Valley representative and a City of Hope representative.

The City Council stated that even though there is a committee, the meetings will be open to the public.

Moved by Councilmember Calderon, seconded by Mayor Garcia, and carried by the following vote of the City Council to adopt Resolution No. 25-28 establishing an Ad Hoc Committee to identify and make recommendations relating to activating the City for the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup; and appoint Councilmember Finlay, Councilmember Truong, and Mayor Garcia to said committee.

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

The City Council requested the addition of a Monrovia Arcadia Duarte (MAD) Town Council member to the committee. City Attorney Phan addressed the suggestion and stated that in order to add a MAD member to the Ad Hoc committee, there would need to be another motion to reconsider.

The City Council unanimously agreed to connect with the MAD Town Council to confirm their participation before adding an amendment to the resolution at a later meeting.

C. City Councilmember Speaking Time Limits

City Manager Villalobos presented the staff report proposing limiting Councilmembers speaking time during the council meetings and stated that after thorough research in surrounding cities, there is no standard.

The City Council discussed the option of setting speaking limits to 10 minutes for closing remarks only or the possibility of having a variety of times for different sections of the agenda; concerns were also raised on how to monitor a variety of time limits for each section. The City Council agreed to keep the time limit of 5 minutes across all agenda items with subsequent number of rounds for each Councilmember at the Chair's discretion.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Martin Del Campo, and carried by the following vote of the City Council to set a time limit of 5 minutes across all agenda items with a subsequent number of rounds for each Councilmember at the Chair's discretion.

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

D. Adoption of the Duarte Ten Year Strategic Plan

Assistant to the City Manager Rangel introduced the 2035 Duarte Ten-Year Strategic Plan to the City Council; the plan consisted of the strategic planning team engaging with community members, the City Council, and City department leaders to provide input regarding the City's strengths, challenges and goals it anticipates for the next 10 years.

City Manager Villalobos responded to the questions posed by the City Council and confirmed the dashboard will be implemented by MIG Inc; the dashboard that will be used to display and keep track of the goals to display the goals.

Moved by Councilmember Finlay, seconded by Mayor Garcia, and carried by the following vote of the City Council to adopt the Duarte 2035 Ten Year Strategic Plan.

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

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

Assistant City Manager / Director of Administrative Services Petersen shared that department heads, managers, and supervisors participated in JPIA supervisor training and thanked staff that attended.

City Manager Villalobos shared that the JPIA training met aspect of the strategic plan.

Mayor Pro Tem Martin Del Campo thanked Mayor Garcia for reading the honorees' stories at the Veterans Day Ceremony; and reported she will be attending the upcoming Foothill Gold Line JPA meeting.

Councilmember Calderon shared appreciation for the Veterans Day Ceremony.

Councilmember Finlay shared appreciation for the Halloween Howl and Dia de Los Muertos Event; shared memorable interactions she's had with residents; and reported she attended the Southern California Association of Governments meeting where the future of transportation was discussed.

Councilmember Lewis wished everyone a goodnight.

Mayor Garcia thanked the Parks and Recreation department for their Dia de Los Muertos event; shared that the community garden is thriving; invited the community to the Mayor’s Prayer Breakfast; thanked Kelly Barnes for the script reading for the Veteran's Day Event; shared he attended the Water Education for Latino Leaders graduation; thanked Congressman Gil Cisneros and Assemblymember Blanca E. Rubio for attending the Veteran's Day Event; and reminded residents that Assemblymember Blanca E. Rubio in partnership with Foothill Unity Center would be having her Annual Turkey and Food Giveaway.

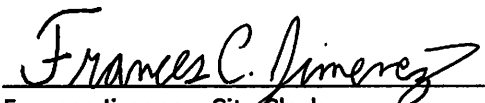
Councilmember Lewis thanked all Veterans for their service.

Councilmember Finlay recognized Veteran Ken Mallory, who passed away last December.

Mayor Garcia expressed his thanks to the community and wished everyone a goodnight.

15. ADJOURNMENT

At 8:18 p.m., the City Council adjourned the meeting.


Cesar A. Garcia, Mayor
Frances Jimenez, City Clerk