

CITY OF DUARTE

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

**Tuesday, November 25, 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 7:04 p.m.

Councilmembers Present: Kang, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: Finlay, Lewis, 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
Larry Breceda, Director of Public Safety Services
Manuel Enriquez, Director of Parks and Recreation
Andres Rangel, Assistant to the City Manager
Albert Nuñez, Management Analyst
Frances Jimenez, City Clerk
Patricia Alcala Aparicio, Deputy City Clerk
Stephanie Sandoval, Public Works Manager
Salina Bautista, Building Permit Technician

2. ADOPTION OF THE AGENDA

Moved by Mayor Pro Tem Martin Del Campo, seconded by Councilmember Kang, and carried by the following vote of the City Council to adopt the agenda.

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

3. PLEDGE TO THE FLAG

The flag salute was led by Victoria Ramirez.

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

None.

5. SPECIAL ITEMS

A. Mayor's Youth Council Update

Victoria Ramirez gave an update on recent and upcoming Mayor's Youth Council events.

B. Recognition of Madison Knight

The City Council introduced Madison Knight, who was a recent participant in the 2025 World Martial Arts Games in Oslo, Norway; earning five medals along with the title of Grand Champion.

Madison Knight thanked the City Council and Supervisor Barger for recognizing her achievements; mentioned that the City has been her second home and is proud to have had the opportunity to represent the USA at a world level. She thanked Sensei Jack, Sensei Issac, Coach Sam Diaz, the US Martial Arts Team and her family for supporting her.

Madison Knight proceeded to lead the City Council in a stretching exercise.

Field Deputy Vicky Paul from Supervisor Kathryn Barger's office presented Madison Knight with a certificate.

C. Recognition of Robert Sanchez

The City Council recognized Robert Sanchez, a Duarte resident of over 30 years who has worked at the Dodgers stadium for over 54 years.

Mr. Robert Sanchez shared he started working as a walking vendor for the Dodger Stadium in 1974, averages a walking distance of 5 miles every game; shared appreciation for all the walking vendors, sports fans, his job, and his wife for supporting him; and thanked the City Council for recognizing him.

In response to questions posed by the City Council, Mr. Sanchez recalled multiple memorable experiences working at the stadium.

D. Public Safety Department Update

Public Safety Director Breceda reported a decrease in Part 1 crimes by 13.8% compared to the same period last year; and informed the City Council that all 13 Flock cameras are now fully functional. He also welcomed the newly established San Gabriel Valley Crisis Assistance Response & Engagement (SGV CARE) team which will provide rapid in-person response to non-violent behavioral and mental health crises connecting individuals, both housed and unhoused, to critical services and long-term support; and provided an update on upcoming events they will be participating in.

The City Council thanked Director Breceda and the deputies for their work in decreasing crime; they requested that the SGV CARE team assist an unhoused person; and also thanked Director Breceda for assisting with a search and rescue team for a lost hiker that was recently rescued.

Director Breceda mentioned that the SGV CARE team had already been assigned that case and gave details pertaining to the search and rescue efforts.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

Director of Parks and Recreation Enriquez answered questions posed by the City Council regarding the logistics and judging component of the Holiday Decorating Contest.

The City Council thanked staff for working on the City's web page and posting on social media.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

City Clerk Jimenez announced that written public comment was received from Clifford Ball regarding concerns about Spectrum and its coverage in the City of Duarte.

The City Council requested that staff reach out to Mr. Ball and provide an update.

City Manager Villalobos confirmed staff has been directed to contact Mr. Ball.

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. Approve absence(s) of City Councilmember(s) from the City Council meeting.

C. Approval of Minutes - November 11, 2025, Regular Meeting (CC/HA/FA).

D. Approval of Warrants - November 25, 2025 (CC/HA/FA).

E. Receive and File the Public Safety Department Update.

F. Approval of the Award of Contract for the FY 25-26 Citywide Striping and Marking Project No. 26-1 in the amount of \$64,947.50.

G. Accept the Notice of Completion for the Duarte Teen Center Roof Replacement Project No. 26-8. in the amount of \$202,674.

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

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS

A. Municipal Code Amendment 25-01 Ordinance to Adopt 2025 California Building Codes by Amending Chapter 16.04 of the Duarte Municipal Code

Building Permit Technician Bautista presented the staff report recommending the adoption of Ordinance No. 25-05, which includes a comprehensive revision and select amendments to Chapter 16.04, reflecting updates to the California Building Code.

Mayor Garcia opened the Public Hearing.

Public Comment:
None.

Mayor Garcia closed the Public Hearing.

Moved by Councilmember Kang, seconded by Mayor Pro Tem Martin Del Campo, and carried by the following vote of the City Council to approve the first reading of Ordinance No. 25-01 and by Amending Chapter 16.04 of the Duarte Municipal Code.

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

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

13. BUSINESS ITEMS

A. Burrtec Waste 2024 Annual Performance Review and 2026 Rate Review

Assistant to the City Manager Rangel presented a staff report regarding Burrtec Waste 2024 Annual Performance Review provided by Burrtec Waste in 2025; reviewed all performance elements, highlighting illegal dumping, community clean-ups, and projected goals for 2026.

Assistant to the City Manager Rangel introduced Burrtec Waste Director of Municipal Services, Michael Heftman, to elaborate on the annual rate review. He provided a breakdown of the 2025 adjustment factors and the cost components; shared details on the increase of rates for residential, commercial and multifamily complexes, and shared progress reports for Assembly Bill 341, Assembly Bill 1826, Senate Bill 1383 and the future implementation of SB 54.

Director of Municipal Services Heftman responded to questions posed by the City Council regarding SB 54; went into further detail regarding the new recycling practices that pertain to SB 54 and ways to educate the community on how to sort recyclables; he further elaborated on the reasoning and history behind the recycling rate increase.

Moved by Councilmember Kang, seconded by Mayor Pro Tem Martin Del Campo, and carried by the

following vote of the City Council to approve both the Burrtec Waste Service 2024 Annual Performance Review and Amendment No. 17 to the "Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services" setting the refuse collection and recycling rates shown in the attached schedule to become effective January 1, 2026.

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

The City Council thanked Burrtec for their continued partnership, involvement in community events, proactive education efforts and competitive prices.

Director of Municipal Services Heftman thanked the City Council and wished the community happy holidays on behalf of the Burrtec Family.

B. Utility Boxes Arts Ad Hoc Committee Recommendation for Updated Utility Box Art Program Guidelines and 2025 Call for Artists

Management Analyst Nuñez presented the staff report on the Utility Boxes Arts Ad Hoc Committee Recommendation for Updated Utility Box Art Program Guidelines and 2025 Call for Artists; he elaborated on the Utility Box Art Program Guidelines based on committee and staff suggested revisions, such as adding irrigation control boxes, artist submission limits, artwork design orientation, stipends, modifications, copyright language, evaluation and scoring.

Management Analyst Nuñez responded to questions posed by Council regarding copyright language; assuring that the artist would retain copyright to the artwork, but that the City could utilize the artwork for outreach materials and other City promotional content.

Management Analyst Nuñez highlighted the first 15 locations that would be selected; detailed the different types of configurations; reviewed the logistics of participating in the program and presented the theme selected by the committee as "Duarte's Route 66 — Past, Present & Future" Conversation was had regarding the intention behind the subtheme selected for irrigation boxes.

The City Council posed questions regarding the budget after the stipend and final processing of the configurations; Management Analyst Nuñez mentioned that due to the newly assigned irrigation boxes, a final quote would have to be sent to Council after receiving that information.

Management Analyst Nuñez provided a projected timeline starting by announcing the project on December 1, 2025, and setting a deadline for February 2, 2026, by 6 p.m. or until 250 applications were received; final Council approval and design would take place from May–August 2026 and installation would be dependent on vendors during fall 2026; assured that a budget of \$30,000 was allocated for the 21 boxes and program.

Moved by Councilmember Kang, seconded by Mayor Pro Tem Martin Del Campo, and carried by the following vote of the City Council to approve the updated Utility Box Art Program Guidelines and the 2025 Call for Artists.

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

Director of Community Development Hensley responded to questions posed by the City Council regarding the City Holiday Decorations, mentioning that the new decorations have been received.

City Manager Villalobos shared he attended the Mayor's Prayer Breakfast, thanked the Duarte Chamber of Commerce, also stated he attended the CJPIA joint committee meeting, mentioning that the City will be receiving a safety device for the newly acquired chipper.

Mayor Pro Tem Martin Del Campo reported she attended the Foothill Expansion meeting, Mayor's Prayer Breakfast, and Monrovia Mayor's Prayer breakfast.

Councilmember Calderon stated he also attended the Mayor's Prayer Breakfast and El Monte's State of the City; and thanked his constituents, colleagues, and staff for his first year on the City Council.

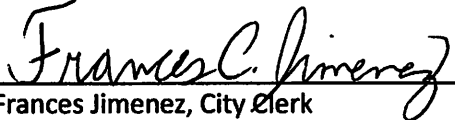
Councilmember Kang apologized for his absence during the last City Council meeting.

In response to questions made by the City Council, Public Works Manager Sandoval addressed the broken Crestfield street sign and mentioned that the City is waiting on approval for grant funding for the sign that was damaged during the windstorms; the application is currently under review by CalTrans. Conversation was had regarding traffic concerns near Maryvale Early Education Center and Huntington Drive.

Mayor Garcia shared he attended Nature for All's graduation at the senior center and Monrovia's Mayor Prayer Breakfast; and thanked the Chamber of Commerce for setting it up. He also attended the Poblave Shutterbugs graduation and reception, Assemblymember Blanca Rubio's Turkey Giveaway; thanked Foothill Unity Center for their support; encouraged community to donate a toy at the drop-off locations; thanked the Parks and Recreation department for setting up toy drop off boxes; expressed gratitude for his colleagues; and wished everyone happy festivities.

15. ADJOURNMENT

At 8:30 p.m., the City Council adjourned the meeting.



Frances Jimenez, City Clerk



Tera Martin Del Campo, Mayor