

# CITY OF DUARTE

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

**Tuesday, March 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 7:06 p.m.

Councilmembers Present: Kang, Lewis, Truong, Calderon, Martin Del Campo, Garcia  
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  
Andres Rangel, Assistant to the City Manager  
Albert Nuñez, Management Analyst  
Frances Jimenez, Deputy City Clerk

#### 2. ADOPTION OF THE AGENDA

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

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

#### 3. PLEDGE TO THE FLAG

The flag salute was led by Mayor's Youth Council member Brielle Finlay.

#### 4. ORAL COMMUNICATIONS - SPECIAL ITEMS

Steve Hernandez congratulated Pam Romero and thanked her for her service.

#### 5. SPECIAL ITEMS

##### A. Recognition of Pam Romero for her 40 years of service

The City Council presented a recognition plaque to Pam Romero for her 40 years of dedicated service to the City of Duarte and its residents.

City Manager Villalobos and Director Enriquez shared words of appreciation for Pam and thanked her for her commitment, hard work, and passion that has made a lasting impact in city hall and within the community.

Pam Romero thanked her past directors, the City Council, department directors, staff, and her family for their continued support and expressed gratitude for her ongoing journey serving the City of Duarte.

##### B. Community Development Department Update

Community Development Director Hensley gave an update that focused on the various development projects at the City of Hope over the past six years.

Per questions posed by the City Council, Director Hensley provided a status update on the Huntington Drive Median Project.

C. Parks and Recreation Department Update

Parks and Recreation Director Enriquez announced that registration for spring recreational classes has opened and shared upcoming community events.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced the reopening date of the library and shared upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Trina Madarazo introduced Saltbox, a hybrid warehouse and office space business located in Duarte whose goal is to empower local businesses by providing a variety of amenities such as loading docks, conference rooms, content studio, fulfillment center, and more.

In response to questions posed by the City Council additional information was provided regarding the logistics and services provided by Saltbox.

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 - February 25, 2025 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - March 11, 2025 (CC/HA/FA).

E. Receive and File the Community Development Department Update.

F. Receive and File the Parks and Recreation Department Update.

G. Acceptance of the Notice of Completion: Fiscal Year 2024-25 Citywide Striping and Marking Project No. 25-2 for WGJ Enterprises, Inc. dba PCI in the amount of \$81,700.00.

H. Acceptance of the Notice of Completion: ATP Cycle 4 Pedestrian Access and Bicycle Safety Improvement Project No. 24-5 for FS Contractors, Inc. in the amount of \$2,515,515.05.

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

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

**11. PUBLIC HEARINGS**

**A. Ordinance Adopting L.A. County Health Code Title 8 & 11**

City Manager Villalobos presented a staff report recommending the adoption of Ordinance No. 25-01 which would amend the Duarte Municipal Code and adopt by reference the Los Angeles County Health Code Title 8 and Title 11 pursuant to the requirement of the agreement with the Los Angeles County Department of Public Health Services.

Mayor Garcia opened the Public Hearing.

**Public Comment**

None.

Mayor Garcia closed the Public Hearing.

Moved by Councilmember Kang, seconded by Councilmember Truong, and carried by the following vote of the City Council to approve the first reading of Ordinance No. 25-01.

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

**12. ORAL COMMUNICATIONS - BUSINESS ITEMS**

None.

**13. BUSINESS ITEMS**

**A. Approval of the L.A. County Dept. of Public Health Contract**

City Manager Villalobos provided background information on the Public Health Services Contract with the County of Los Angeles which is in need of an amendment due to outdated terms and legal citations; explained that the contract would allow the County's Health Officer to serve as the Local Health Officer within the City's jurisdiction, handle the administration of local public health services, and perform any enforcement functions, all inspections, and other related functions within the City (Health and Safety Code Section 101400).

Moved by Councilmember Calderon, seconded by Councilmember Lewis, and carried by the following vote of the City Council to approve the Department of Public Health Services Contract and authorize the City Manager to sign the contract.

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

**B. Amendment No. 1 to the City Manager Employment Agreement**

City Attorney Phan detailed the modifications of the proposed Amendment No. 1 to the City of Duarte City Manager Employment Agreement per the recent evaluation and negotiations process between City Manager Villalobos and the City Council.

Conversation was had regarding fiscal responsibility and the financial future of the city.

The City Council commended City Manager Villalobos for his work executing the City Council's vision.

Moved by Councilmember Truong, seconded by Councilmember Lewis, and carried by the following vote of the City Council to approve Amendment No. 1 to the City Manager Employment Agreement.

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

**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**

City Manager Villalobos reported that he, along with Mayor Garcia attended a virtual discussion led by the Army Corps of Engineers regarding the Environmental Protection Agency's use of Lario Park and their upcoming soil testing and air samples.

Mayor Pro Tem Martin Del Campo reported she attended the Women in Rotary event and reminded residents about upcoming community events.

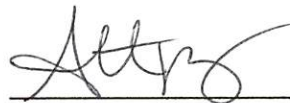
Councilmember Kang announced his appointment to the South Coast Air Quality Management District as a consultant for Vice Chair Michael A. Cacciotti and shared his opinion on renewable energy and the economy.

Councilmember Truong reported he attended the SGVCOG EENR meeting and advised residents to be on the lookout for mandates meant to protect the environment.

Mayor Garcia reminded residents about upcoming community events; shared recent events he attended; wished Assistant City Manager and Director of Administrative Services Petersen a Happy Birthday; reported that the biologists of the Army Corps of Engineers visited the EPA's site to ensure they were following standard operating procedures; and announced that the EPA will be vacating the area soon.

**15. ADJOURNMENT**

At 8:13 p.m., the City Council adjourned the meeting.

  
Cesar A. Garcia, Mayor  
Annette Juarez, City Clerk