

CITY OF DUARTE

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

**Tuesday, June 24, 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 7:07 p.m.

Councilmembers Present: Finlay, Kang, Lewis, Truong, Calderon, Martin Del Campo, Garcia
Councilmembers Absent: None
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

A. City Manager Written Comments

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

3. PLEDGE TO THE FLAG

The flag salute was led by Tony Hadloc.

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

None.

5. SPECIAL ITEMS

A. Public Safety Department Update

Director Breceda reported a year to date 23.2% decline in part 1 crimes; shared the action plan for high-risk areas; provided details on the Business Watch program; detailed the importance of good relationships between the deputies and the community; introduced the newest member of his team, Erika Ramos, Outreach Coordinator; and shared the promotion of Tony Hadloc, to Code Enforcement/Animal Control Officer.

Per questions made by the City Council, Director Breceda clarified the number of Flock cameras that are being used by the Public Safety department.

Dialogue occurred regarding how the deputies support businesses with high crime rates.

Director Breceda also shared the logistics of increased patrolling and security measures being taken for upcoming community events.

The City Council congratulated Director Breceda for the decrease in crime rates; welcomed Erika Ramos to the city; and congratulated Tony Hadloc on his new role.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library 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. Approve absence(s) of City Councilmember(s) from the City Council meeting.

C. Approval of Minutes - June 10, 2025 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - June 24, 2025 (CC/HA/FA).

E. Receive and File the Monthly Financial Report for the month of April 2025.

F. Receive and File the Public Safety Department Update.

G. Adoption of Resolution No. 25-15 establishing the Citywide Salary Schedule Effective July 1, 2025.

H. Approval of the proposed amendment to the Measure W annual budget for Fiscal Year 2024-25.

I. Approval of the City Council expenses.

J. Approval to partner with the American Red Cross to host a blood drive.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, and carried by the following vote of the City Council to approve items 9A-9H and 9J of the Consent Calendar.

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

I. Memo - City Council Expenses

Councilmember Lewis explained the reasoning for his request for overnight accommodations for the League of California Cities Annual Conference in Long Beach taking place October 8-10, 2025.

Moved by Councilmember Finlay, seconded by Councilmember Kang, and carried by the following vote of the City Council to approve the City Council expenses.

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

11. PUBLIC HEARINGS

A. Levy and collection of assessments within the Lighting and Landscape Assessment District – Fiscal Year 2025-26

City Engineer Cody Howling discussed the levy and collection of assessments for various zones; highlighted that eight special zones are subject to CPI increases; noted that the special zones are capped at a 3% increase; and reviewed the proposed increases.

In response to questions asked by the City Council, City Engineer Howling clarified the increases that can be applied to certain zones.

Mayor Garcia opened the public hearing.

Public Comment
None.

Mayor Garcia closed the public hearing.

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote of the City Council to adopt Resolution No. 25-16 providing for the annual levy and collection of assessments for Fiscal Year 2025-26.

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

B. Amendments to the Duarte Municipal Code (“DMC”) to amend and add key provisions relating to fire safety and enforcement including designating fire hazard severity zones and regulating activities near critical infrastructure and wildfire risk areas to ensure compliance with State law and enhance public safety, health and welfare

Director Breceda presented the Ordinance that complies with state law relating to fire hazard severity zones; detailed its three components of adopting the map, adopting the most current LA County fire code, and adopting a new section that prohibits camping in the wildfire risk area.

Per questions made by the City Council, Director Breceda shared the State Fire Marshall created the fire hazard severity zone map and explained the components that factor into high severity zones.

Discussion ensued regarding the riverbed area and its risk level.

In response to questions asked, Director Breceda clarified that fire insurance will not be impacted as insurance companies do not use the high severity zone map, rather they use their own models and highlighted the changes to the map in comparison to previous versions.

The City Council shared that the Cal Fire website provides informational videos that further explain the fire hazard severity zone map.

Mayor Garcia opened the Public Hearing.

Public Comment
Steve Hernandez stated his opinion on the models used by Cal Fire and the effects caused by individuals residing in the riverbed.

Mayor Garcia closed the Public Hearing.

Discussion ensued regarding the possibility of an increase in resource allocation for the city in terms of fire services and the increase in enforcement and prevention efforts.

Moved by Councilmember Lewis, seconded by Councilmember Truong, and carried by the following vote of the City Council to approve the introduction of Ordinance No. 25-03 for first reading that will amend

DMC Section 15.04.010 and 15.09.020 to ensure compliance with State law relating to fire hazard severity zones and add DMC Chapter 15.10 to provide additional tools to ensure fire safety including regulating activity near critical infrastructure and wildfire risk areas.

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

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

13. BUSINESS ITEMS

A. Establishment of an Ad Hoc Committee to Review and Make Recommendations Relating to Public Art on Utility Boxes

Management Analyst Nuñez provided background information on the public arts efforts made by the city that led to the Arts Ad Hoc Committee; detailed the structure of the proposed committee; and summarized the scope of work.

Discussion ensued regarding the proposed scope of work of the new committee.

City Manager Villalobos added that the City Council would potentially like to reach out to unsuccessful commission applicants and gauge their interest in participating.

The City Council concurred with City Manager Villalobos' comments.

After discussion, the City Council appointed Mayor Pro Tem Martin Del Campo, Councilmember Calderon, and Councilmember Finlay as members of the Arts Ad Hoc Committee.

Moved by Councilmember Truong, seconded by Councilmember Finlay, and carried by the following vote of the City Council to adopt Resolution No. 25-17, establishing an Ad Hoc Committee to review and make recommendations relating to public art on utility boxes. 2) Discuss and consider the formation of a new Arts Ad Hoc Committee comprised of six (6) interested individuals from the previous Freeway Walls and Utility Box Arts Ad Hoc Committee and up to three (3) City Councilmembers along with the amendment of extending the opportunity to recently unsuccessful commission candidates to join the committee if they are interested.

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

B. Fiscal Year 2025/26 Budget Highlights

Assistant City Manager and Director of Administrative Services Petersen presented an overview of the budget and capital improvement plan. Details were provided on the projected general fund revenues, projected general fund expenses, projected other fund expenses, the five year capital improvement plan, and potential enhancements to 25/26 Budget.

Conversation was had regarding the Duarte Road holiday decorations and the possibility of solar lights.

The City Council suggested decorations for the pedestrian walking bridge by the freeway.

City Manager Villalobos clarified that the Rule 20 item would be brought back to council for discussion and discussion ensued regarding the undergrounding of utilities.

There was discussion regarding new Buena Vista Street banner poles and its cost.

The City Council concurred that both Duarte Road Holiday decorations and new Buena Vista Street banner poles should be added to the budget.

Given the discussion, Assistant City Manager and Director of Administrative Services Petersen presented the revised projected general fund expenditures and general fund projected deficit.

Moved by Councilmember Truong, seconded by Councilmember Finlay, and carried by the following vote of the City Council to approve the 2025/26 Budget and Five-Year Capital Improvement Plan with an amendment approving both Duarte Road holiday decorations in the amount of \$18k for purchase, \$10k for install, removal, and storage, and approving new Buena Vista street banner poles in the amount of \$90k for purchase and installation.

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

Per questions made by the City Council, Assistant City Manager and Director of Administrative Services Petersen provided additional information on ARPA funds.

C. Approval of the FY 2025-26 Duarte Chamber of Commerce Services Agreement

Assistant to the City Manager Rangel presented the proposed FY 2025-26 Services Agreement with the revised scope of work.

Discussion ensued regarding the agreement term date and the options to extend.

Per questions made by the City Council, Assistant to the City Manager Rangel shared the goals that are expected to be completed by the Chamber of Commerce that best serves local businesses.

Executive Director Shah shared proposed ideas the Chamber plans to implement to increase business membership, increase exposure of new businesses, provide additional resources, and continue promoting existing members.

Dialogue ensued regarding the specific duties of the Chamber of Commerce, the value of the organization and its impact on the community.

The City Council shared their concerns regarding the history of performance metrics, current amount of staffing, the need for revised job descriptions, and the expected return on investment.

Discussion continued regarding the future of the Chamber of Commerce. Clarification was provided regarding the dynamic of city staff serving as a liaison and support.

The City Council discussed among themselves the services the Chamber is expected to offer and the duties they are tasked with, and they also expressed weariness at the annual process of entering into negotiations with no return on investment or added benefit to the community.

Assistant to the City Manager Rangel further detailed the scope of work and explained the metrics that will be measured.

City Manager Villalobos emphasized that it is the Chamber's role to ensure delivery of the broad scope of work.

Additional conversation was had concerning the Chamber's responsibility to carry out key outcomes listed in the agreement.

Moved by Mayor Pro Tem Martin Del Campo, seconded by Councilmember Kang, and carried by the following vote of the City Council to approve the FY 2025-26 Services Agreement in the amount of \$73,600 with the Duarte Chamber of Commerce through June 30, 2026 with an amendment of a one year initial term with an option for an additional year at the City's discretion with \$73,600 being the fixed rate each fiscal year, and the addition of providing a progress report to the city council twice a year.

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

The City Council shared their hopes for the future of the Chamber of Commerce; gave advice to the board; and made themselves available as a resource.

Executive Director Shah introduced the executive board.

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 he attended the City Managers Association Conference and the Duarte Rotary Club Installation Dinner and wished congratulations to Director Breceda as the incoming President of Rotary.

Mayor Pro Tem shared that she, along with Mayor Garcia and Councilmember Finlay attended the Volunteer Brunch for the Senior Center.

Councilmember Calderon encouraged residents to volunteer at the upcoming Community Garden Volunteer Day.

Councilmember Finlay reported she attended the SCAG Executive Committee Get Together hosted by the new President Cindy Allen where the Paralympics and Olympics was discussed and considered the possibility of being a host city for a country. She also commented on a successful neon foam party event held by the Recreation department and congratulated the city of Temple City for their recent playground addition.

Councilmember Lewis shared he attended the Juneteenth Celebration in Manhattan Beach along with other elected officials.

Per the City Council's request City Manager Villalobos provided a status update on the Wyndham Hotel and shared they have been given 120 days to finish all the contingencies on their permits.

Councilmember Kang commended Director Enriquez and Recreation Supervisor Castaneda-Salazar for the neon foam party and the recent fitness center grand opening.

Mayor Garcia commended the Parks and Recreation department for their hard work putting on the neon foam party and shared his efforts in inviting Nezza to perform the National Anthem at the upcoming third of July event.

City Manager Villalobos clarified that they have not yet heard back from her team.

Mayor Garcia expressed gratitude for the blessings the Duarte community has and shared excitement for the upcoming community events.

15. ADJOURNMENT

At 9:01 p.m., the City Council adjourned the meeting.


Cesar A. Garcia, Mayor
Frances Jimenez, City Clerk