

CITY OF DUARTE

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

**Tuesday, January 27, 2026
6:00 PM — Closed Session
7:00 PM — Regular Session**

6:00 PM CLOSED SESSION

1. CALL TO ORDER AND ROLL CALL

Mayor Martin Del Campo called the open session to order at 6:05 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Garcia, Calderon, Kang, Martin Del Campo
Councilmembers Absent: None
Staff Present: Brian Villalobos, City Manager
Craig Hensley, Director of Community Development
Thai Viet Phan, City Attorney
Frances Jimenez, City Clerk
Patricia Alcalá Aparicio, Deputy City Clerk

2. ADOPTION OF THE AGENDA

City Clerk Jimenez made a statement regarding an inadvertent clerical error on the agenda and clarified that item 7 should state "City Attorney Closed Session Report" rather than "Adoption of the Agenda" and recommended the City Council adopt the agenda with the amendment to item 7.

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

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

3. ORAL COMMUNICATIONS - CLOSED SESSION

None.

4. CLOSED SESSION

The City Council recessed into closed session at 6:06 p.m. to discuss the following:

A. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code § 54956.8:
Property: 1303-1305 Huntington Dr., Duarte, CA 91010
Agency negotiator: Community Development Director Craig Hensley
Negotiating parties: Graham Allchorn, Red Mountain Group
Under negotiation: Price and terms related to the possible disposition/acquisition of real property interest.

7:00 PM OPEN SESSION

5. CALL TO ORDER AND ROLL CALL

Mayor Martin Del Campo called the open session to order at 7:06 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Garcia, Calderon, Kang, Martin Del Campo
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
Frances Jimenez, City Clerk
Patricia Alcalá Aparicio, Deputy City Clerk

6. PLEDGE TO THE FLAG

The flag salute was led by Nuhaa Mohammad.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. ORAL COMMUNICATIONS - SPECIAL ITEMS

None.

9. SPECIAL ITEMS

A. Mayor's Youth Council Update

Vice President Elisa Ramos gave an update on recent and upcoming Mayor's Youth Council events and projects.

The City Council congratulated Vice President Ramos and her colleagues for being involved in the MLK Peace Walk and Breakfast.

B. SCE Government Relations Manager Introduction

Marissa Castro-Salvati, Southern California Edison Government Relations Manager for neighboring cities, introduced Daphne Sigala Morfin, SCE's Government Relations Manager assigned to the City of Duarte.

The City Council welcomed Daphne Sigala Morfin.

C. Presentation by Upper San Gabriel Valley Municipal Water District on the Pure Water Project

John Bednarski, Assistant General Manager for The Metropolitan Water District of Southern California and Tom Love, General Manager of the Upper San Gabriel Valley Municipal Water District gave an overview of the Pure Water Southern California Project. Details were provided regarding the project benefits, involved community partners, and logistics of program staging, including an estimated timeline. The regional water recycling program would purify and reuse cleaned wastewater; and would require collaboration with the City of Duarte as a pipeline is expected to go through the City, primarily within the public right of way, and the Duarte City Yard.

Per questions made by the City Council, General Manager Love clarified that water recycling programs are advocated for by the state, not mandated. Discussion ensued regarding the ability to become independent of state water projects and avoid water supply issues thanks to the Pure Water project; there was additional conversation regarding the financing options to fund the project and the opportunity of becoming water resilient.

In response to questions asked by the City Council, Assistant General Manager Bednarski, reviewed the options for the pipeline conceptual alignment in the City of Duarte and highlighted different approaches that can be taken when taking into account the impact on the City Yard.

D. Public Safety Department Update

Public Safety Director Breceda detailed the data points that make up the Part 1 crime category; provided background information on crime rates since 2022; reported a 15% decrease in Part I crimes for 2025 compared to 2024; and shared the meaning of aggravated assault. Additionally, he shared the LA County Sheriff's department launched its Virtual Deputy Program, which allows residents to schedule video

appointments with a deputy for non-emergency matters, such as low-level crimes. Director Breceda noted he will look into the ability to have translations and shared additional details regarding the logistics of the program.

The City Council commended Director Breceda and his team on the downward trend of crime rates.

Director Breceda shared appreciation and pride for the family-oriented environment in the community and workplace. He also highlighted another recently launched initiative, the FAST (Field Arrest Support Team) Deputy pilot program, where a FAST deputy will be on call to take custody of individuals and handle all transportation and booking procedures. This shared resource allows field deputies to continue patrolling rather than leave the city for extended periods of time.

Conversation ensued regarding the infrastructure requirements and process that is needed for the LA County Sheriff's department to build a shared resource jail in the City of Duarte.

As a response to inquiries made by the City Council, Director Breceda stated that private resources cannot be used as the city has a contract with the LA County Sheriff's department which requires using their own processes and facilities.

10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

11. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Assistant Fire Chief Cabrera reminded residents identified in the Local Responsibility Area, LRA, to be on the lookout for the annual defensible space clearance notices; shared that translated notices can be found on their website; and encouraged participation in the referee hearings if residents have concerns or would like to contest their property location on the fire hazard severity zones map.

Discussion ensued regarding Zone 0 requirements, an area of defensible space within the first five feet of a home or structure.

12. ORAL COMMUNICATIONS - CONSENT CALENDAR

None.

13. 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 - January 13, 2026 Regular Meeting (CC/HA/FA).

D. Approval of Warrants - January 27, 2026 (CC/HA/FA).

E. Receive and File the Public Safety Department Update.

F. Removed from the Consent Calendar for discussion.

G. Removed from the Consent Calendar for discussion.

H. Adoption of Resolution No. 26-08 approving the renewal of the General Services Agreement with the County of Los Angeles and approval of the agreement with the County of Los Angeles for general services for the term July 1, 2026 – June 30, 2031.

I. Adoption of Resolution No. 26-09 for the 2026 Local Hazard Mitigation Plan, authorization for City staff to forward the resolution of adoption to FEMA for issuance of a Letter of Approval and authorization of adoption of the 2026 Local Hazard Mitigation Plan into the General Plan Safety Element.

J. Second Reading and Adoption of Ordinance No. 26-01.

K. Adoption of Resolution No. 26-10, authorizing select Public Safety Personnel to perform law enforcement related functions.

L. Authorization for the Mayor to sign the Letter of Support for the San Gabriel Valley Council of Governments Rivers and Mountains Conservancy Consolidated Grant Program Application.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, and carried by the following vote of the City Council to approve items 13A - 13E and 13H - 13L of the Consent Calendar.

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

14. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

F. Production Agreement with Pyro Spectaculars, Inc. for 2026 Independence Day Celebration Fireworks Production

In response to questions posed by the City Council Director, Enriquez clarified that the cost of the fireworks show increased by 15% due to tariffs.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, and carried by the following vote of the City Council to authorize the City Manager to execute this production agreement with Pyro Spectacular, Inc. in the amount of \$31,350 to produce the fireworks display at the City's Independence Day Celebration & Fireworks Show on July 3, 2026.

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

G. Award of Contract - Community Center Door Replacement (26-12)

Conversation was had regarding the logistics of the replacement of the community center's main entry doors.

After suggestions were made regarding the possibility of upgrading technology to enter and exit facilities, Director Enriquez noted that staff had inquired in the past and could get an updated cost estimate.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, and carried by the following vote of the City Council to award the construction contract for the Duarte Community Center Main Entry Door Replacement Project (21-12) to JD Glass Inc., as the lowest responsive and responsible bidder, in the amount of \$32,000, plus a fifteen percent contingency and approve a budget amendment in the amount of \$2,800 from the General Fund.

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

15. PUBLIC HEARINGS

A. Public Hearing to consider and approve a resolution to approve the full cost analysis of User Fees prepared by Willdan Financial Services and amend and augment the City of Duarte Fee Schedule

Assistant City Manager / Director of Administrative Services Petersen gave a presentation on the comprehensive update to the charges for service that were last updated in 2017; reminded the City Council that in January 2025 the contract with Willdan Financial Services was approved; and thanked Financial Services Manager Angela Chiaromonte, the department heads, and Willdan Financial Services for their collaboration and assistance.

Priti Patel, Senior Project Analyst for Willdan Financial Services gave an overview of user fees and the need to update them; shared the fee study objectives; highlighted the scope of the study; listed the type of data used along with the staff participation that ensured accuracy in the process as a whole. She also

summarized the overall methodology used in the user fees study, including the fee structures that vary based on service type and service costs calculations. Senior Project Analyst Patel outlined the proposed fee changes for each department and shared policy considerations, including utilizing inflation factors to annually adjust fees and conduct a comprehensive study every five years.

Discussion occurred regarding best practices in terms of how often fee studies should be conducted and the last updates to the City of Duarte's fees.

Assistant City Manager / Director of Administrative Services Petersen noted that the proposed resolution includes a CPI factor and as such, staff would return annually for approval of the CPI-based increase to the schedule for applicable fees.

Conversation was had regarding the increase in fees in the Public Safety department, specifically services that previously did not charge a fee.

After questions were raised, Director of Parks and Recreation Enriquez clarified that recreation classes are contracted and are subject to the contractors rate, with a small percentage fee added to recover indirect costs.

The City Council shared appreciation for the accessible programming the City offers and offsetting costs.

Assistant City Manager / Director of Administrative Services Petersen commended Director Enriquez for researching and ensuring the City is aligned with the market. In response to questions asked by the City Council Director Enriquez confirmed that city facilities are heavily rented out.

The City Council continued to share their thoughts on the valuable services and programming offered.

Mayor Martin Del Campo opened the Public Hearing.

Public comment:
None.

Mayor Martin Del Campo closed the Public Hearing.

Parks and Recreation Director Enriquez reminded the City Council that they fund the financial assistance program which offsets costs.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to Approve Resolution No. 26-07 (Attachment A) approving the full cost analysis of user fees prepared by Willdan Financial Services and amend and augment the City of Duarte Fee Schedule effective February 2, 2026, except for fees related to the filing, accepting, reviewing, approving, or issuing of a land use application, permit, or entitlement to use, which shall not take effect until at least sixty (60) days from the adoption or increase of the fees and specifically will go into effect March 30, 2026.

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

16. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

17. BUSINESS ITEMS

A. Discussion Establishing the Date and Time of Regular City Council Meetings for the 2026 Calendar Year

City Clerk Jimenez presented a staff report stating the City Council asked the item be revisited after concerns were raised regarding potential schedule conflicts at the previous council meeting. These concerns referred to the second meeting in the month of November as, historically, the meeting fell on the week of Thanksgiving and in 2024 and 2025 three councilmembers were absent from said meetings. Due to the recurring low attendance and to promote organizational efficiency, City Clerk Jimenez recommended the City Council discuss establishing the calendar for the upcoming year.

Discussion followed regarding schedule conflicts and meeting efficiency.

City Manager Villalobos requested direction from the City Council and reiterated the details of the originally proposed calendar.

Further conversation was had regarding the need for a full meeting prior to the City Council reorganization meeting. The City Council suggested updating the language used when promoting meetings that are not canceled, rather removed from the calendar when adopted.

Moved by Councilmember Truong, seconded by Councilmember Calderon, and carried by the following vote of the City Council to bring back the calendar that was originally presented at the January 13, 2026, meeting City Council meeting for adoption through resolution at the next council meeting.

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

B. FY 25-26 Chamber of Commerce Update Presentation

Assistant to the City Manager Rangel introduced Executive Director Kalpna Sha and past President Victor Benavides to present the quarterly Duarte Chamber of Commerce report.

Executive Director Shah shared the progress on membership data; highlighted recent business and community engagements; and shared efforts made to further business marketing and education. She also provided a summary of the end-of-year finances; and in response to questions posed by the City Council, Executive Director Shah gave a breakdown of the payroll costs and specified the board charges are for errors and omissions insurance.

Past President Victor Benavides highlighted the organization's focus on partnering with other chambers of commerce to collaborate and build up membership and work towards hosting more community events.

Additional information was provided regarding business marketing and community engagement efforts reflected in upcoming events. Executive Director Shah thanked the City Council for securing additional parking from the City of Bradbury for the "Meet the Mayor" Community Breakfast. She pointed out their recent partnership with the Multicultural Alliance (MBA) of CA is furthering business education and growth initiatives as they work on expanding features on their website and apps.

Discussion followed regarding the platform's available tools and resources, which will include incorporating a marketplace and offering advertisement space through their agreement with Chamber Nation.

The Chamber of Commerce listed upcoming events and plans; shared the objective of the San Gabriel Valley Women's Summit; and requested sponsorship from the City of Duarte. The City Council expressed concerns regarding potential schedule conflicts due to conferences occurring on the same day. Additional conversation was had regarding acknowledging the history of the event in honor of late Councilmember Tzeitel Paras-Caracci as well as discussing the logistics of sponsoring the event, the benefits premium sponsorship provides, and ways to emphasize the partnership with the City of Duarte. The City Council requested further information on the estimated cost to host the proposed event.

The city council commended the Chamber's hard work and expressed interest in supporting the women's summit cause.

Victor Benavides thanked the City Council for their input and commended Executive Director Shah for her diligent work.

The City Council shared appreciation for Executive Director Shah's proactive efforts in keeping the chamber afloat.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to receive and file the Duarte Chamber of Commerce Update Report.

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

ABSTAIN: NONE

ABSENT: NONE

C. Budget Amendment for 2026 FIFA World Cup Viewing Party

Assistant to the City Manager Rangel presented a staff report detailing the request for a budget amendment in preparation for the proposed World Cup Viewing Party taking place in June; shared the involvement of the Ad Hoc Committee; and gave a breakdown of the budget details.

The City Council encouraged marketing and promotion of the event as soon as possible. Assistant to the City Manager Rangel assured the City Council they would do so.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to approve a \$20,000 budget amendment to account 100-1010-7980 to fund the 2026 FIFA World Cup Viewing Party.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to approve a \$20,000 budget amendment to account 100-1010-7980 to fund the 2026 FIFA World Cup Viewing Party.

AYES: FINLAY, LEWIS, TRUONG, GARCIA, CALDERON, KANG, MARTIN DEL CAMPO

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

18. 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 Breceda followed up on the items the City Council inquired about during the meeting and confirmed that the link online does lead directly to the Virtual Deputy platform and reported a 22.51% decline in aggravated assaults from 2023-2025.

Councilmember Garcia reported that he attended a WELL zoom meeting where the Safe Water Safer pilot program was discussed and is looking to involve the Duarte Unified School District in hopes of being chosen for a facility tour. He also reported he attended the Duarte Community Coordinating Council meeting, shared suggestions surrounding preparation for the Route 66 centennial by adding art behind the signs on the medians and hosting a block party at the end of the parade route.

Councilmember Calderon expressed happiness at having the community come together at the MLK Peace Walk and Breakfast.

Councilmember Finlay reported she attended the Alliance of Local Agency Formation Commission, LAFCO meeting; thanked Director Hensley for handling burst water pipes on Brookdale Lane; and reported she attended the Liability Trust Fund meeting.

Councilmember Lewis wished a happy birthday to his son Dom, and his coworker Dorothy Covington.

Councilmember Truong also wished Councilmember Lewis's son a happy birthday.

Mayor Pro Tem Kang thanked staff for lighting the monument sign on Duarte Road and suggested the shrubs be trimmed in order to increase visibility of the monument. He shared his experience participating in the MLK Peace Walk and Breakfast and thanked all the attendees.

Mayor Martin Del Campo also shared her experience participating in the MLK Peace Walk and Breakfast and thanked the youth for their engagement in the city.

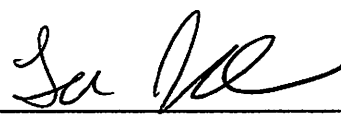
Councilmember Finlay shared an anecdote regarding Yufeng Li, mother of Sherry Ho. Mayor Martin Del Campo expressed her condolences to Sherry's family.

19. ADJOURNMENT

At 9:36 p.m., the City Council adjourned the meeting in memory of Yufeng Li.



Frances Jimenez, City Clerk



Tera Martin Del Campo, Mayor