

CITY OF DUARTE

Minutes of the SPECIAL MEETING OF THE CITY COUNCIL

Tuesday, April 14, 2026

5:00 PM WORKSHOP

1. CALL TO ORDER AND ROLL CALL

Mayor Martin Del Campo called the special meeting to order at 5:17 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
Stephanie Sandoval, Public Works Manager

2. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA

None.

3. FIVE YEAR CAPITAL IMPROVEMENT PROGRAM WORKSHOP

A. Capital Improvement Plan Presentation

Public Works Manager Sandoval presented on short and medium-range capital improvement needs; listed projects completed this year; reported a timeline of expected projects to be completed by June; highlighted projects carrying over to Fiscal Year 2026/27; and identified notable changes to future projected years.

Discussion ensued regarding funding sources, highlighting that funds from Measure M and the funds that are being matched can be utilized.

Conversation was had regarding the unfunded future projects costs, staff confirmed that they're working with Evan Brooks Associates, Inc. to seek any available or upcoming grants.

Director Enriquez gave an overview of the Phase II Duarte Park Revitalization Project, focusing on the construction implementation. Per the City Council's suggestions, he shared the price of additional amenities and construction costs for the parking lot.

The City Council made suggestions about the possibility of overflow parking on the green space. Further conversation was held regarding green space, the current project plans, and parking concerns.

Dialogue followed regarding parking enforcement; suggestions were given regarding barricades and potential costs.

Public Works Manager Sandoval provided a summary of projected funding.

Assistant City Manager/Director of Administrative Services Petersen proceeded with the presentation, focusing on streets and roads, NPDES, and municipal buildings, grounds, parks, and trails funding sources.

Director Enriquez shared details about the City Yard Modular Office Trailer. Additional dialogue ensued regarding cost estimates.

Director Breceda highlighted the future project for the Public Safety Office. Discussion circled around

costs, timelines, listed amenities, and layout.

The City Council questioned the current annual leasing costs, including triple net and potential funding. City staff responded that the City is currently paying approximately \$170,000 annually, with an occasional true up that can increase the total through triple net charges, depending on major projects completed during the year.

Assistant City Manager/Director of Administrative Services Petersen analyzed the Capital Improvement Plan funding table; underlying fund sources; reviewed special funds; and explained the breakdown of projects within the general fund.

Conversation was also held regarding general fund revenues, expenditures, transportation funds, unassigned fund balance, and the reserves.

Additionally, a conversation was had regarding investment opportunities and formalized procedures if a general fund reserve policy was set in place.

The City Council shared appreciation for Assistant City Manager/Director of Administrative Services Petersen and her fiscal responsibility.

Further conversation was had regarding obtaining grant funding for the Public Safety Office improvements. Discussion occurred on potentially receiving bonds, and the types of bonds that can be looked into.

In addition, a conversation was had about incentivizing homeownership or new development businesses.

City staff shared they will explore moving forward with looking into developing a general fund reserve policy and stated the City Capital Improvement Plan which will be formalized and finalized will come back to the City Council during budget adoption in June.

City Manager Villalobos thanked Public Works Manager Sandoval and Assistant City Manager/Director of Administrative Services Petersen.

The City Council expressed their appreciation for the workshop and noted they hope to see more in the future.

4. CONTINUATION OF ORAL COMMUNICATIONS

None.

5. ADJOURNMENT - To Scheduled Regular City Council Meeting

At 6:45 p.m., the City Council adjourned the meeting to the scheduled regular City Council meeting.



Tera Martin Del Campo, Mayor


Frances Jimenez, City Clerk