

# CITY OF DUARTE

## Minutes of the SPECIAL MEETING OF THE CITY COUNCIL

Tuesday, May 5, 2026

### 1. CALL TO ORDER AND ROLL CALL

Mayor Martin Del Campo called the open session to order at 5:15 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Garcia, Calderon (arrived at 5:22p.m.), Kang, Martin Del Campo  
Councilmembers Absent: None  
Staff Present: Brian Villalobos, City Manager  
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  
Angela Chiaromonte, Financial Services Manager  
Frances Jimenez, City Clerk  
Brianna Solis, Deputy City Clerk

### 2. BUDGET OVERVIEW

City Manager Villalobos announced that Assistant City Manager / Director of Administrative Services Petersen will be joining us through Zoom; and introduced Financial Services Manager Chiaromonte. He also shared that the majority of the heavy lifting was conducted during the CIP workshop; noted that the budget is cautious and fiscally sound; stated that the items for discussion will determine if the City has a surplus or deficit this year; highlighted projects up for discussion; and shared there was a public comment.

### 3. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA

Liz Riley, President of the Duarte Historical Society and Museum, noted that this year marks the 100th anniversary of Route 66; announced the organization's intention to host an open house on July 19, 2026, to honor the occasion; and requested financial assistance and related resources.

In response to City Council inquiries, City Manager Villalobos confirmed that this public comment is a line item and could be up for discussion, and asked Liz Reilly if there is a specific amount being requested.

Liz Riley shared that they are requesting \$750.00.

Per questions asked by the City Council, Riley noted that they would need assistance with marketing and outreach. She also confirmed that as a co-sponsor, the city logo could be used on event materials.

Assistant City Manager / Director of Administrative Services Petersen reminded the City Council that the workshop is intended to capture and incorporate their general direction into the final budget document which will be presented in June.

### 4. BUDGET DISCUSSION

Assistant City Manager / Director of Administrative Services Petersen summarized the projected general fund and reviewed the general fund revenues along with the general fund expenses which includes Phase 2 of the Duarte Park project, and the expected deficit. She also detailed spending patterns within the HdL Economic Forecast.

After reviewing departmental budget expenses, discussion ensued regarding the City Council's views on social inflation; conversation was also had regarding CA JPIA's Coalition to Protect Community Services and its legislative outreach efforts. City Manager Villalobos added that the letter of support for these efforts would be on the following agenda.

Assistant City Manager / Director of Administrative Services Petersen provided clarifying information regarding the IT contract with Maxtreme, stated the cost is \$150k without the addition of equipment and detailed the services provided. She also provided information on the City servers and cloud-based system,

as well as the support ticket process.

Assistant City Manager / Director of Administrative Services Petersen sought direction from the City Council regarding the option to close the Duarte Fitness Center Pool from October to January, as was done in the past, which would generate a net savings of approximately \$42k and would prolong the pool's life while the necessary rejuvenation funding is secured.

The City Council discussed the cost benefits, analyzed possibility of extending the pool's operational life, and shared resident feedback advocating for the closure.

Director of Parks and Recreation Enriquez noted that during the months of October through January revenue falls compared to peak seasons; highlighted the cost of pool maintenance and upkeep; shared details about the deteriorating condition of the upper deck; and noted the limited warranty on the work that was previously done on the lower deck.

In response to questions made by the City Council, Director of Parks and Recreation Enriquez assured that the City would continue to provide employees with opportunities to earn their wages through seasonal positions, with internal employees having priority in applications before taking in new employees. Further conversation was had regarding alternate nearby facilities available for community use and membership options. Director Enriquez affirmed that members would be notified of any closures well in advance.

The City Council reinforced their goal of the renovating and ensuring the pool's functionality and reiterated that funds should focus on providing swim lessons and pool safety during peak seasons. Further dialogue ensued regarding the usage data, estimated costs, and history of closures in the past.

Assistant City Manager / Director of Administrative Services Petersen stated that she has noted the commentary down and if the City Council is unsure, discussion could continue at the June meeting. The City Council concurred that reverting to the old schedule of the pool closure occurring from October to January would be most beneficial.

Discussion followed concerning Phase II of the Duarte Park project and incorporating City Council's suggestions from the CIP workshop of adding a parking lot to the project's construction drawings. Conversation was had about the design/plan costs, estimated construction costs, the possibility of phasing the project, and usage of the amenities within the park. Additionally, Director Enriquez shared his opinion regarding the cost estimates and emphasized the community's statements regarding the lack of parking surrounding the park.

The City Council engaged in dialogue with regard to the breakdown of parking lot costs, construction plans, and the community's need for the proposed parking lot. The City Council discussed amongst themselves and shared their opinions regarding the financial comparisons between the Duarte Park project and the Public Safety Office project, including the use of grant funding.

In response, staff explained that the Duarte Park Phase II project is currently being prioritized because it is not eligible for grant funding, whereas the Public Safety Office project qualifies for grants.

The City Council continued sharing their thoughts on financial costs for the City's upcoming projects; noted the need of an ADA complaint recreational space; and assessed their priorities while emphasizing the importance of each project.

The City Council expressed their opinion on budgeting \$20,000 for the parking lot drawings and optioning out the amenities at a later point, once the design plan has been finalized.

City staff provided information regarding the construction timeline for the Duarte Park Phase II project with the current scope.

Assistant City Manager / Director of Administrative Services Petersen continued the presentation with the breakdown of the estimated general fund balance for the rest of the fiscal year and fiscal year 2026/27, as well as projected other funds for fiscal year 2026/27. She also stated that the former ARPA funds are now categorized as assigned special projects, one of the City's fund categories alongside unassigned funds. Followed by the City Council's question, she added that these funds qualify for use toward half of the Duarte Phase II project.

Per the City Council's questions, City Manager Villalobos confirmed that the Duarte Chamber of Commerce's contract is a two-year agreement with the same requested amount from last year, which will remain unchanged unless there is further discussion and direction. He also confirmed they are in

compliance with their contract by providing quarterly and monthly reports to the City Manager's Office, noted that said reports will be provided to the City Council. Conversation was had regarding the Chamber's efforts to connect with all businesses within the community not just members. City Manager Villalobos confirmed that the Chamber of Commerce will be giving a report during business items at the upcoming City Council meeting.

Additionally, at the request of the City Council, City Manager Villalobos confirmed that savings amount resulting from no longer contracting social media services can be provided.

Director of Parks and Recreation Enriquez reiterated that all items previously approved in the Duarte Phase II project scope remain in the plan. He noted that the addition of a parking lot would enhance the existing plan and, because the drawings have not been finalized, now would be the appropriate time to incorporate it into the design and amend the project budget.

After further discussion regarding the breakdown of costs, it was the consensus of the City Council to budget the \$20,000 needed to include the addition of a parking lot to the Duarte Park Phase II site plans and add the full project construction cost into the budget.

**5. CONTINUATION OF ORAL COMMUNICATIONS**

None.

**6. DISCUSSION AND DIRECTION TO STAFF ON FY 2025-26 BUDGET**

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to receive and file the budget highlights.

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

**7. ADJOURNMENT - To Scheduled Regular City Council Meeting**

At 6:48 p.m., the City Council adjourned the meeting.



Tera Martin Del Campo, Mayor



Frances Jimenez, City Clerk