

CITY OF DUARTE

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

**Tuesday, May 12, 2026
6:00 PM — Workshop
7:00 PM — Regular Session**

6:00 PM WORKSHOP

1. CALL TO ORDER AND ROLL CALL

Mayor Martin Del Campo called the open session to order at 6:07 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Garcia, Calderon, Martin Del Campo
Councilmembers Absent: Kang
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
Bryan Ariizumi, Public Safety Manager
Frances Jimenez, City Clerk
Brianna Solis, Deputy City Clerk

2. ADOPTION OF THE AGENDA

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

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

3. PUBLIC COMMENT ON WORKSHOP ITEMS

None.

4. ANIMAL CONTROL WORKSHOP

Director of Public Safety Services Breceda requested City Council's direction regarding a potential transition to Pasadena Humane and the shift away from in-house animal control operations managed by City staff; provided an overview of the City's current contract landscape and recent changes; and presented alternative agencies for consideration to maintain operations and outlined details for each option.

In continuation of the presentation, he compared the City's current service model with Pasadena Humanes' operations; highlighted Duarte's shorter response times in comparison to other cities; announced that investigations are expected to increase due to the greater number of humane officers compared to control officers; and noted that the City has limited resources available for cats.

In response to questions raised by the City Council, Director Breceda confirmed that Pasadena Humane would be responsible for services related to feral cats; and noted that services for wildlife would be limited.

Director Breceda noted that Pasadena Humane has the ability to secure donations to help offset expenses; shared that under the new model, fees would apply to deceased animals, excluding strays; provided an overview of workload and wildlife response; noted that Pasadena Humane relies heavily on public

education regarding wildlife; shared that the San Gabriel Valley Council of Governments is seeking to hire a California Department of Fish and Wildlife officer for the Foothill Community; and provided the anticipated timeline of the new hire.

Per questions from the City Council, Director of Public Safety Services Breceda stated that coyote-related services include hazing, trapping, tranquilizing, and relocation; confirmed that staff do not trap coyotes unless they are severely injured; and noted that wildlife-related calls account for a significantly lower volume, estimated at approximately 10% of all calls. Additionally, in response to a follow-up question from City staff, Director of Public Safety Services Breceda shared that about six to nine cities are involved, while City Manager Villalobos added that participation extends from La Cañada to Glendora, though he was unsure whether all cities are participating.

The City Council noted that it is typical for fire departments to maintain a unit dedicated to rattlesnake-related calls. City staff expressed appreciation for the information; stated they would further review available resources for catching rattlesnakes; and announced they will determine the antivenom locations. Additionally, Assistant City Manager / Director of Administrative Services Petersen added that City staff are already exploring ways to promote resources available to the community.

Assistant City Manager / Director of Administrative Services Petersen summarized the financial details for the 2026/27 fiscal year for Inland Valley Humane Society and Pasadena Humane, including a comparison of financial and risks; outlined the services that each organization would provide; presented a risk assessment related to contracting out all Animal Control; and expressed appreciation for the work of the City staff.

In response to questions posed by the City Council, Assistant City Manager / Director of Administrative Services Petersen confirmed that the reduction of positions will reduce the rate of the City's workers' compensation policy.

Director of Public Safety Services Breceda provided an overview of what tasks staff would refocus on in the future; announced that all full-time staff will stay in place with part-time staff only remaining on for a year.

Per questions made by the City Council, City staff confirmed that Pasadena Humane will honor the City's fee schedule; noted that the fee schedule will need to be updated; reiterated that the City will continue issuing citations for one year until the transition period; highlighted that Pasadena Humane offers an online system with three-year licenses; and informed that rabies clinics are mandatory by law and will continue for a year until the transition, along with Pasadena Humane's rabies-related services.

Dialogue was had regarding the lower prices for services at Pasadena Humane in comparison to other cities.

The City Council provided suggestions regarding the possibility of hosting a one-time per year vaccination clinic for senior residents who lack transportation and inquired whether this service can continue to be provided. Director of Public Safety Services Breceda stated that it could be further looked into; and reassured the City Council that a follow up response will be provided.

Public Safety Manager Ariizumi shared that Vet Care Pet Clinic partners with local businesses to provide resources; highlighted that they host monthly vaccine clinics; and noted that pricing is the same as if the City were to host an event to provide services.

There was discussion regarding Vet Care Pet Clinic and their proactivity to attend community events.

City Manager Villalobos noted that the transition may create some concern among residents, reassured that Pasadena Humane is a great option; reiterated that this change was not by choice, but necessitated by various factors; and shared some background as to why.

In response to questions from the City Council, City staff shared that Pasadena Humane is an independent nonprofit organization; noted that the organization is well-funded; and highlighted its success in securing donations.

Director Breceda provided a timeline outlining the process should the City Council choose to move forward with contracting services through Pasadena Humane.

Discussion ensued regarding the benefit of opting for an agreement with Pasadena Humane.

Assistant to City Manager Rangel provided an overview of the City's public outreach efforts.

Per questions from the City Council, Director Breceda reassured that all licenses will continue to be accepted until the transition period. Public Safety Manager Ariizumi highlighted that the City currently utilizes prorated rates and noted that the fees would be reduced quarterly. Director Breceda shared that City staff are already working on materials to help inform the community about the fees.

Assistant City Manager / Director of Administrative Services Petersen added that, in the future, a formal mailing containing additional information would be sent to all license holders. In response to a question made by the City Council, Director Breceda stated that the agreement would consist of a three-year contract with two additional optional years, with estimates provided per year.

Moved by Councilmember Truong, seconded by Councilmember Calderon, and carried by the following vote of the City Council to proceed with Pasadena Humane contract development for full animal control services.

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

5. CONTINUATION OF ORAL COMMUNICATIONS

None.

7:00 PM OPEN SESSION

6. CALL TO ORDER AND ROLL CALL

Mayor Martin Del Campo called the open session to order at 7:08 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Garcia, Calderon, Martin Del Campo
Councilmembers Absent: Kang
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
Brianna Solis, Deputy City Clerk

7. PLEDGE TO THE FLAG

The flag salute was led by Ava Arzadon.

8. ORAL COMMUNICATIONS - SPECIAL ITEMS

None.

9. SPECIAL ITEMS

A. Community Development Department Update

Director Hensley gave an update for the fiscal year beginning July 1, 2025, reporting 498 building permits issued; 1,383 inspections conducted; a total building valuation of \$197,000,000; and a total revenue of \$6,800,000; noted key updates which included an analysis of Accessory Dwelling Units (ADUs) with 98 located within the city; and shared a timeline for the demolition of the Andres Duarte Elementary School expected to start in July and the installation of flashing stop signs near Kellwil Way and Buena Vista expected to start at the end of June and start of July.

The City Council expressed their excitement about the installation of the flashing stop signs.

In response to the City Council's question, Director Hensley stated that we have not received the Metro and Federal Emergency Management Agency (FEMA) funds for the damaged signs.

B. Parks and Recreation Department Update

Director Enriquez shared belated Mother's Day wishes; shared that Peggy Diamond has provided 37 years of service to the City; announced that credits within the ACTIVENet system will expire at the end of June; and highlighted upcoming community events, including the Summer Day Camp Program at Duarte Park Building and Royal Oaks Park and the End of Season Vegetable Garden Care Workshop on May 30 at the community garden.

C. Senior Volunteer of the Year

Recreation Supervisor Alexis Corral provided background on Older Americans Month; noted that this year's theme is "Champion Your Health"; and recognized Amy Hai as the Special Volunteer of the Year.

In response to the question made by the City Council, City staff confirmed that the Community Center has one full-time employee. The City Council expressed that this wouldn't be possible without the support of the community's volunteers.

The City Council celebrated May 2026 as Older Americans Month; expressed their appreciation to the City's volunteers; and congratulated Senior Volunteer of the Year, Amy Hai.

D. SGV Mosquito and Vector Control District Presentation

Director of Communications for the San Gabriel Valley Mosquito & Vector Control District, Anais Medina Diaz, provided a presentation regarding black fly activity affecting the Duarte community; shared background information on the organization; and explained that the District is an independent special district funded through a benefit assessment collected from property taxes.

Director of Communications Medina Diaz explained that black flies, also known as buffalo gnats, thrive in moving bodies of water and discussed their breeding patterns and size. She noted that unusual black fly activity occurred between February and March due to higher temperatures and mentioned that the issue had received news media attention. She further shared that the District is working with stakeholders to build relationships and strengthen efforts to manage black fly activity.

The presentation also included charts demonstrating black fly activity trends and provided information on the release treatments into the river as a control measure. Director of Communications Medina Diaz highlighted the expansion of the District's black fly program, including increased adult and larval surveillance sites and the addition of activity alerts. She also provided information on measures residents can take to repel black flies and report black fly activity.

In response to questions from the City Council, Director of Communications Medina Diaz stated that the life expectancy of a black fly is approximately three to five weeks and noted that black flies can travel up to five miles, making it difficult to control; accepted the City Council's suggestion to incorporate additional graphics on social media to help increase public engagement; thanked City staff for their support with outreach efforts; and confirmed that female black flies are typically the ones that bite because they require blood to produce eggs.

The City Council discussed the anesthetic sensation commonly associated with mosquito bites.

Per questions posed by the City Council, Director of Communication Medina Diaz explained that black fly bites are normally painful at the time of the bite, whereas mosquito bites are often not immediately noticeable until irritation develops afterward; confirmed that black flies are attracted to carbon monoxide; and noted that carbon monoxide is used in the creation of black fly traps.

The City Council thanked Director of Communications Medina Diaz for the presentation and information provided.

10. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Jenny Gable, Duarte Library, announced upcoming library events. In response to the question made by the public she shared the details about the play that the East West Players by Youth are having.

Assistant to the City Manager Rangel announced upcoming city events. The City Council thanked City staff for their efforts.

11. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Destiny Flores, Outreach Coordinator for the California Department of Insurance, announced a request for support of a package of wildfire recovery and insurance reform bills; shared that the bills are authored by Assembly Member Gipson, Assembly Member Calderon, and Assembly Member Padilla, focused on addressing recovery challenges across California. Additionally, she explained the goals of all three bills; highlighted the positive impact that local government support could have on advancing policies; and suggested the possibility of providing a formal presentation at a future City Council Meeting.

Niel Furukawa noted that he is awaiting a response regarding the Duarte Mesa sign; shared the history and his experiences with the signage; and suggested the recreation of the sign.

The City Council stated that they'll be in communication with the library to see how they can support future events.

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 - April 28, 2026 Regular Meeting, May 4, 2026 Special Meeting and May 5, 2026 Special Meeting (CC/HA/FA).

D. Approval of Warrants - May 12, 2026 (CC/HA/FA).

E. Receive and File the Monthly Financial Report for March 2026.

F. Receive and File the Community Development Department Update.

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

H. Award of contract for the Duarte Sports Park Courts Resurfacing Project No.26-15 to TrueLine Construction & Surfacing, Inc., as the lowest responsive and responsible bidder, in the amount of \$73, 111.58, plus a fifteen percent contingency.

I. Adoption of Resolution No. 26-13 adopting the holiday schedule for City employees for July 2026 – June 2027.

J. Adoption of Resolution No. 26-14 to Set Hearing for June 9, 2026 for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

K. Authorization for the Mayor to Sign the Letter of Support for the Coalition to Protect Community Services.

14. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

15. PUBLIC HEARINGS - NONE

16. ORAL COMMUNICATIONS - BUSINESS ITEMS

Steve Hernandez withdrew his comment card.

17. BUSINESS ITEMS

A. FY 25-26 Quarterly Chamber of Commerce Update Presentation

Assistant to the City Manager Rangel noted that the presentation serves as both the Duarte Chamber's fourth quarterly and annual update.

Executive Director Kalpna Shah shared the updates regarding membership data; highlighted recent

business and community events; thanked the City Manager's office for its continued support; shared ongoing efforts related to business marketing and education; and noted frequent business inquiries. The presentation also included the annual update, which reviewed the year-to-date performance matrix, summarized the year-to-date finances; and announced the launch of the Chamber's new chamber website and mobile applications.

In response to a question from the City Council, Executive Director Shah stated that the new Chamber of Commerce website monthly fee would be \$20; and noted that approximately 80% of the funds would go toward the organization.

In continuation of the presentation, Executive Director Shah shared upcoming events and plans; announced the keynote speaker and media publication for the San Gabriel Valley Women's Summit; highlighted social media efforts, detailed plans for the upcoming year including hiring a permanent Chief Executive Officer; and introduced Duarte Chamber Board President Gregory Endelman to provide additional remarks.

President Endelman, expressed appreciation to the City Council, City staff, and Executive Director Shah for their support; announced that the California School of the Arts—San Gabriel Valley had been recognized as a California Distinguished School by the California Department of Education; reiterated that the Chamber is seeking a full-time Chief Executive Officer and encouraged the interested individuals to apply; and announced that he would be stepping away from his active role as Board President.

Per questions made by the City Council, Executive Director Shah clarified that the \$73,600 from the City of Duarte does not include office space or the sponsorships; noted that the Chamber does not directly receive rent charges and referred questions regarding rent to City staff; agreed that office space funding could be incorporated into the \$73,600; explained that office rent has historically not been included as part of the City of Duarte income; shared that the Chamber contributes \$500 toward rent expenses; and accepted the City Council's suggestion to include this information in future reports.

The City Council requested additional reporting that would include the total funds provided by the City, revenue generated through fundraising events and memberships; and related financial information to provide a clearer overall financial picture. City staff stated that the information could be compiled and provided by themselves for City Council review.

In response to additional questions from the City Council, Executive Director Shah clarified that she would remain involved during the leadership transition process and would assist in training the new Chief Executive Officer; acknowledged the City Council's concerns; and stated that she had committed to one year with the organization and had fulfilled that commitment.

The City Council complimented Anissa Rivera's article in the San Gabriel Valley Tribune; and suggested that the Chamber consider developing an inventory of available commercial spaces within the community for prospective businesses.

Executive Director Shah accepted the City Council's suggestion; and shared that she had requested information regarding new businesses opening within the community.

The City Council clarified Executive Director Shah's earlier comment regarding business spotlights; and stated that only four business shout-outs had been completed through the City in partnership with Dilma Duran.

Per questions made by the City Council, Executive Shah discussed the Chamber's plans to increase revenue by 3% this upcoming year; accepted suggestions related to increasing social media engagement; and shared her perspectives regarding social media outreach efforts.

The City Council additionally suggested that the Chamber create more volunteer opportunities for community members. In response, Executive Director Shah stated that the organization is in the process of bringing on two interns.

Past Board President Victor Benavides thanked the City Council and Executive Director Shah for their support; and reiterated that the organization seeks to recruit an Executive Director if any residents are interested.

The City Council expressed their appreciation for the Chamber of Commerce's continued efforts and contributions to the community.

Moved by Councilmember Finlay, seconded by Councilmember Calderon, 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, MARTIN DEL CAMPO
NOES: NONE
ABSTAIN: NONE
ABSENT: KANG

B. Unrepresented Regular Employees Salary Schedule Effective July 1, 2026

City Manager Villalobos shared that Resolution No. 26-15 will establish a salary schedule and compensation plan for unrepresented regular employees, which will include the Assistant City Manager and the currently vacant Human Resources Manager position; noted that the compensation plan will have a 1% base salary increase which is consistent with the third year unrepresented employee's current MOUs; emphasized all other components of the compensation plan are consistent with last year's resolution; and recommended the City Council to adopt Resolution No. 26-15.

Moved by Councilmember Calderon, seconded by Councilmember Finlay, and carried by the following vote of the City Council to adopt Resolution No. 26-15 rescinding Resolution No. 25-14 and establishing a salary schedule and compensation plan for the unrepresented regular employees.

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

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

Assistant City Manager / Director of Administrative Services Petersen thanked everyone for their flexibility during Tuesday's meeting while she participated via Zoom; and noted that the meeting was efficient.

Councilmember Garcia congratulated Anissa Rivera on her report from the Women's Summit and the Varsity baseball team, DHS Falcons for making the playoffs, announcing their first game; expressed excitement for the "One Nation Under Gol" event and thanked City staff, community partners, and volunteers for their efforts; commented positively on the State of the City and State of the Schools event and the Duarte High School gymnasium; congratulated everyone involved for a successful event; acknowledged the 50th anniversary celebration of the City of Hope Bone Marrow Transplant program; and wished everyone a Happy Mother's Day.

Councilmember Calderon commented positively on the State of the City and appreciated how the event incorporates the councilmembers personality; noted that Mexico is actively involved in World Cup-related activities and expressed excitement about the City hosting future events; and wished everyone a Happy Mother's Day.

Councilmember Finlay congratulated Mayor Martin Del Campo and Duarte Unified School District Board President Diaz on the State of the City event; shared a personal story in relation to the Bone Marrow Transplant program, discussed attending a Southern California Association of Governments (SCAG) conference and referenced the CV Link, a 40-mile bicycle, pedestrian, and golf cart route in Coachella as a potential inspiration for the City to review lighting improvements.

Councilmember Lewis announced the passing of Mary Lou McGee, the mother of his friend Raymond McGee; and shared personal memories in remembrance.

Councilmember Truong reported attending the San Gabriel Valley Council of Governments (SGVCOG) Olympic Committee meeting, where transportation improvements and ADA accessibility were discussed; attended the SGVCOG Homeless Committee meeting; shared his insight on the bills mentioned by the Department of Insurance; and expressed appreciation that the Duarte High School gymnasium is available to host community events.

Mayor Martin Del Campo thanked City staff and students for their participation and efforts at the State of the City and State of School Address; reported she attended the Community Education Council meeting; shared she attended the 50th anniversary of the City of Hope Bone Marrow Transplant event with Councilmember Garcia; noted that she took part in the Burrtec Community Clean-Up, Shred & Compost Event; attended the Duarte Women's Club installation event; also attended the Duarte Unified School

District (DUSD) Board of Education meeting where they honored Mayor Pro Tem Kang's donation for the cheer team's mats, and noted that the DUSD removed an agenda item that will return as a special item. The item is related to Mount Olive Innovation & Technology (MIT) moving to Duarte High School and will allow students from both schools the opportunity to play sports together.

19. ADJOURNMENT

At 9:08 p.m., the City Council adjourned the meeting in memory of Mary Lou McGee.



Tera Martin Del Campo, Mayor



Frances Jimenez, City Clerk