



**CITY OF DUARTE
AGENDA
SPECIAL MEETING OF THE CITY COUNCIL**

**CITY COUNCIL CHAMBERS
1600 HUNTINGTON DRIVE, DUARTE, CA 91010
Tuesday, August 18, 2026
5:00 PM**

MISSION STATEMENT

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our diverse community's future.

Tera Martin Del Campo, Mayor
Samuel Kang, Mayor Pro Tem
Margaret Finlay, Councilmember
Toney Lewis, Councilmember
Vinh Truong, Councilmember
Cesar A. Garcia, Councilmember
Martin Calderon, Councilmember

City/Authority Staff:

Brian Villalobos, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Larry Breceda, Director of Public Safety Services
Thai Viet Phan, City Attorney
Frances Jimenez, City Clerk

ADA ACCESSIBILITY NOTICE:

In compliance with the Americans with Disabilities Act, if you need assistance participating in this meeting, contact the City Manager's office at (626) 357-7931. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

Notice:

Any documents distributed by the City/Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 24 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

Notice:

Duarte City Council meetings are audiotaped for later broadcast. Attendance at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

Members of the public may livestream the City Council meeting broadcast on the City's website. To access the meeting, log onto <https://www.cityofduarte.ca.gov/home>, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link.

Public comment:

In-Person: Members of the public may provide in-person comments at the podium in the Council Chamber. Speakers who wish to address the Council must do so by submitting a speaker card **prior to the start of the Regular Meeting for all designated public comment periods as listed below**. Cards will not be accepted after the start of the meeting without the permission of the presiding chair.

Speakers shall be limited to three (3) minutes per person per designated public comment period. At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

Written: Members of the public may submit written comment by emailing duarte91010@cityofduarte.ca.gov, prior to 4:00 p.m. on the day of the meeting. The subject line of your public comment email must contain the Agenda item number or title. Public comments, including personal contact information, are considered public record. Please do not provide any personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published. Comments will be distributed to the City Council and made available for public review.

Virtual Public Comment: Members of the public may provide live comments during the meeting by Zoom or by phone. To join by Zoom click on or type the following address into your web browser <https://www.zoom.us/join> and enter MEETING ID: 824 3739 5412. To join the Conference Call: Dial (646) 558-8656 and enter MEETING ID: 824 3739 5412#. You will be prompted by the City Clerk when it is time for designated public comment periods. Virtually raise your hand from Zoom or dial *9 from your phone to join the queue to speak. Staff will call your name or the last four digits of your phone number when it is your time to speak. Press the microphone icon on Zoom or dial *6 to unmute. Callers are encouraged, but not required, to identify themselves by name for the record. Please mute other devices when it is your turn to speak. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

1. CALL TO ORDER AND ROLL CALL

A. Special Meeting Notice

2. ORAL COMMUNICATION - ITEMS LISTED ON THIS AGENDA

Any person wishing to speak on any items listed on this special meeting agenda, may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak once for no more than 3 minutes for all Oral Communications at this time. Public comments may be submitted by emailing

duarte91010@cityofduarte.ca.gov, prior to 4:00 p.m. on the day of the meeting.

Under the Brown Act, members of the City Council and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.

3. BUSINESS ITEMS

A. Appointment of Unopposed Candidates to the Offices of Members of the Duarte City Council representing Districts 4, 5, and 6; and cancellation of the associated portions of the November 3, 2026, General Municipal Election

Recommended Action: Adopt Resolution No. 26-25 providing for the appointment to the offices of members of the Duarte City Council Districts 4, 5, and 6 that were to be elected on Tuesday November 3, 2026.

B. Trail Lighting Analysis Report

Recommended Action: Provide direction to Staff to either: proceed with a change order to the Donald & Bernice Watson Multi-Use Pathway Improvement Project for the installation of additional pedestrian lights along the trail within the identified dark areas in the amount of \$500,000.00 or designate another option.

4. CONTINUATION OF ORAL COMMUNICATIONS

Any person wishing to speak on any items listed on this special meeting agenda, may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak once for no more than 3 minutes for all Oral Communications at this time. Public comments may be submitted by emailing

duarte91010@cityofduarte.ca.gov, prior to 4:00 p.m. on the day of the meeting.

Under the Brown Act, members of the City Council and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.

5. ADJOURNMENT - TO SCHEDULED REGULAR CITY COUNCIL MEETING

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall – 1600 Huntington Drive, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (<https://www.cityofduarte.ca.gov/>) not less than 24 hours prior to the meeting per Government Code 54954.2.

Dated this 13th day of August 2026.

Frances Jimenez
City Clerk



City of Duarte

1600 Huntington Drive, Duarte, CA 91010 | Tel (626) 357-7931 | Fax (626) 358-0018 | CityofDuarte.ca.gov

NOTICE AND CALL OF SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF DUARTE

NOTICE IS HEREBY GIVEN that the majority of the City Council have called for a special meeting of the City Council of the City of Duarte to be held in the City Council Chambers on Tuesday, August 18, 2026, at 5:00 p.m.

The Special Meeting will be for the purpose of discussing the Appointment of Unopposed Candidates to the Offices of Members of the Duarte City Council representing Districts 4, 5, and 6; and cancellation of the associated portions of the November 3, 2026, General Municipal Election and the Trail Lighting Analysis Report. Visit the City website at <https://www.cityofduarte.ca.gov/home> for all details and agenda.

Dated: August 13, 2026

Frances Jimenez
City Clerk

I, Frances Jimenez, City Clerk, hereby certify that the foregoing notice of special meeting was posted on August 13, 2026 at the following locations: City Hall – 1600 Huntington Drive Avenue, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (www.cityofduarte.ca.gov) not less than 24 hours prior to the meeting and delivered to each member of the Duarte City Council.

Frances Jimenez
City Clerk



AGENDA REPORT

MEETING DATE: August 18, 2026

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Frances Jimenez, City Clerk

SUBJECT: Appointment of Unopposed Candidates to the Offices of Members of the Duarte City Council representing Districts 4, 5, and 6; and cancellation of the associated portions of the November 3, 2026, General Municipal Election

RECOMMENDATION: Adopt Resolution No. 26-25 providing for the appointment to the offices of members of the Duarte City Council Districts 4, 5, and 6 that were to be elected on Tuesday November 3, 2026

FISCAL IMPACT: The recommended action will result in a cost savings of approximately \$24,300 that would otherwise be spent to hold a General Municipal Election in Districts 4, 5, and 6

STRATEGIC PLAN IMPACT: There is no strategic plan impact associated with this item

BACKGROUND

On May 26, 2026, the City Council adopted Resolution No. 26-19 calling for an election to be held for Districts 1, 4, 5, and 6. As of the close of the nomination period on August 7, 2026, the deadline for filing nomination papers, there are not more candidates than offices to be elected for Districts 4, 5 and 6. An election will be held as planned for District 1 since there are more qualified candidates than elected office.

Only one person, incumbent Tera Martin Del Campo, filed nomination papers and qualified to run for the office of Member of the Duarte City Council District 4; only one person, incumbent Samuel Kang, filed nomination papers and qualified to run for the office of Member of the Duarte City Council District 5; and only one person, incumbent Cesar A. Garcia, filed nomination papers and qualified to run for the office of Member of the Duarte City Council District 6.

DISCUSSION/ANALYSIS

Elections Code section 10229 provides that if by the close of the nomination period there are not more candidates than offices to be elected, then the Elections Official shall submit a certificate of these facts to the City Council, publish a notice, and after the fifth day following the date of publication the City Council may take one of the following courses of action:

1. Appoint to the office the person who has been nominated; or
2. Appoint to the office any eligible elector if no one has been nominated; or
3. Hold the election if either no one or only one person has been nominated.

The Elections Official has provided the required certification to the City Council and published the Notice of Insufficient Nominees in the *Pasadena Star News*. The City Council has the option to appoint the nominees to the corresponding office and cancel the associated portions of the City's election.

Although the City Council could choose to hold the election in its entirety despite there being no contest for the offices in District 4, 5, and 6, staff does not recommend this option as it will result in unnecessary costs.

Should the City Council appoint the three unopposed candidates to their respective offices, they will each qualify and take office in December 2026 and serve exactly as if elected at a municipal election for their office.

RECOMMENDATION

Adopt Resolution No. 26-25 providing for the appointment to the offices of members of the Duarte City Council Districts 4, 5, and 6 that were to be elected on Tuesday November 3, 2026.

FISCAL IMPACT

The recommended action will result in a cost savings of approximately \$24,300 that would otherwise be spent to hold a General Municipal Election in Districts 4, 5, and 6.

ATTACHMENTS

- A. City Clerk Certification
- B. Resolution No. 26-25

Fiscal Review:

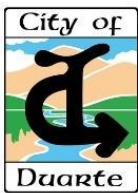


Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



City of Duarte

1600 Huntington Drive, Duarte, CA 91010 | Tel (626) 357-7931 | Fax (626) 358-0018 | CityofDuarte.ca.gov

CITY CLERK'S CERTIFICATION THAT THERE ARE NOT MORE CANDIDATES THAN OFFICES TO BE ELECTED

I, Frances Jimenez, City Clerk, Elections Official of the City of Duarte, do hereby certify that pursuant to § 10229, Elections Code of the State of California, to the following facts relating to the General Municipal Election to be held on Tuesday, November 3, 2026:

As of the close of the nomination period on August 7, 2026, there are not more candidates than offices to be elected for Members of the City Council representing District 4, District 5, and District 6.

The person(s) so nominated are:

Tera Martin Del Campo	Member of the City Council	District 4	4-Years
Samuel Kang	Member of the City Council	District 5	4-Years
Cesar A. Garcia	Member of the City Council	District 6	4-Years

That § 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council:

1. Appoint to the office the person who has been nominated.
2. Appoint to the office any eligible elector if no one has been nominated.
3. Hold the election if either no one or only one person has been nominated.

A notice of these facts was posted on Friday, August 7, 2026, and will be published on August 12, 2026, in a newspaper of general circulation in the city pursuant to § 6061 of the Government Code. After the fifth day following the date of publication, on August 18, 2026, the City Council will meet to either make the appointment(s) and cancel the election for that office or direct an election to be held. The person(s) appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office.

If, by the 75th day before the municipal election, no person has been appointed to the office(s) pursuant to (1) or (2) above, the election shall be held.

If the City Council makes an appointment pursuant to § 10229, Elections Code, the City Clerk shall not accept for filing any statement of write-in candidacy for Member of the City Council from Districts 4, 5, or 6 which are submitted after the appointment is made.

Frances Jimenez
City Clerk
Dated: August 7, 2026

RESOLUTION NO. 26-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, PROVIDING FOR THE APPOINTMENT TO THE OFFICES OF MEMBERS OF THE DUARTE CITY COUNCIL DISTRICTS 4, 5, AND 6 THAT WERE TO BE ELECTED ON TUESDAY, NOVEMBER 3, 2026

WHEREAS, on May 26, 2026, the City Council of the City of Duarte called for holding of a General Municipal Election to be held on Tuesday, November 3, 2026, for the purpose of electing four Members of the City Council for the full terms of four years; and

WHEREAS, pursuant to § 10229 of the Elections Code of the State of California, as of the close of the nomination period on August 7, 2026, there are not more candidates than offices to be elected for the office of three (3) members of the Duarte City Council representing Districts 4, 5, and 6 and that § 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council:

1. Appoint to the office the person who has been nominated.
2. Appoint to the office any eligible elector if no one has been nominated.
3. Hold the election if either no one or only one person has been nominated; and

WHEREAS, a Notice of Insufficient Nominees was published on Tuesday, August 12, 2026, in a newspaper of general circulation pursuant to law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The Recitals above are true and correct and are incorporated as if restated herein.

SECTION 2. That pursuant to § 10229 of the Elections Code of the State of California, the following persons are being appointed as Members of the Duarte City Council to Districts 4, 5, and 6, the offices to which they were nominated, and are considered to be the same as being elected, pursuant to § 10229(a)(3) of the Elections Code:

District 4 – Tera Martin Del Campo – Term expires December 2030

District 5 – Samuel Kang – Term expires December 2030

District 6 – Cesar A. Garcia – Term expires December 2030

SECTION 3. The Consolidated General Municipal Election scheduled to be held on

Tuesday, November 3, 2026, for the offices of Members of the Duarte City Council Districts 4, 5, and 6 is now canceled.

SECTION 4. The persons appointed shall qualify and take office and serve exactly as if elected at a municipal election for the office.

SECTION 5. That the City Clerk shall notify the Los Angeles County Registrar of Voters of the City Council's action.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 7. This Resolution will become effective immediately upon adoption.

PASSED, APPROVED and ADOPTED this 18th day of August 2026.

Tera Martin Del Campo
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Frances Jimenez
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF DUARTE)

I, Frances Jimenez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 26-25 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 18th day of August, 2026, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:
ABSENT: Councilmembers:

Frances Jimenez
City Clerk



AGENDA REPORT

MEETING DATE: August 18, 2026

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Stephanie Sandoval, Public Works Manager

SUBJECT: Trail Lighting Analysis Report

RECOMMENDATION: That the City Council provide direction to Staff to either: proceed with a change order to the Donald & Bernice Watson Multi-Use Pathway Improvement Project for the installation of additional pedestrian lights along the trail within the identified dark areas in the amount of \$500,000.00 or designate another option

FISCAL IMPACT: The fiscal impact will be based on City Council direction

STRATEGIC PLAN IMPACT: Goal G – G1.1 Infrastructure and Beautification

BACKGROUND

On April 14, 2026, the construction contract for the Donald & Bernice Watson Multi-Use Pathway Improvement Project was awarded to FS Contractors, Inc. At the time, Council directed Staff to conduct a lighting assessment for the trail. The City worked with lighting consultants, South Coast Lighting, to conduct field assessments at night and provide lighting recommendations. On July 28, 2026, Staff presented Council with results of trail lighting needs and recommendations. It was determined that there were two areas of the trail that would benefit from additional lighting: 1) the area under the Oak Street bridge, west of Royal Oaks Drive North (east side), lighting for this area is part of the current contract; and 2) the section of the trail between Vineyard Ave. and a few hundred feet west of Mt. Olive, a section of the trail which are not included in the pathway improvements project.

DISCUSSION/ANALYSIS

At the request of Council, during the July 28, 2026, meeting, Staff is providing additional information for 1) pedestrian lighting (14-ft pole), 2) electric bollard lights, and 3) solar bollard lights.

The estimated numbers in these cost estimates are rough estimates and are not contract bid prices. The consultants and staff have given their best effort in the time allotted to provide a fair estimate. The numbers are based on light fixture cost and comparing the actual contract cost for lighting that was part of the contract. The estimates do not include any contingency.

1. Pedestrian lighting – these lights are recommended to be installed between Vineyard Ave. and west of Mt. Olive Dr. at a varying spacing between 100-ft. to 150-ft. The estimated change order cost to the current construction contract would be \$500,000. This estimate increased slightly from the last meeting, with additional information on light fixture spacing and unit cost.

No.	Item Description	Quantity	Unit	Pedestrian Lights	
				Unit Price	Total Price
1	Mobilization and Demobilization (Approx. 5% of total)	1	LS	\$ 24,500.00	\$ 24,500.00
2	Furnish Bollard	20	EA	\$ 1,398.00	\$ 27,960.00
3	Install LED Light Standard and Foundation	20	EA	\$ 6,500.00	\$ 130,000.00
4	Install 1.5" Light Conduits, Wiring, Photocell, and Conductors for LED Lights	2700	LF	\$ 110.00	\$ 297,000.00
5	No. 5 Pullboxes (every 5 lights)	5	EA	\$ 1,200.00	\$ 6,000.00
Total Cost Estimate					\$ 500,000.00

2. Electric (grid tied) bollard lights – these lights would need to be placed at a 10-ft spacing to accomplish sufficient lighting. Because the linear foot cost was so high, the estimate provided does not include bollards for the entire length of the trail, but only the section between Vineyard Ave. and west of Mt. Olive Dr. Approximately 270 lights would be needed. For the purpose of providing options, two styles of bollards were priced for this application: one metal bollard and one concrete bollard. This is based on a cost per fixture of \$610.00 for the metal bollard and \$1,150.00 for the concrete bollard. The final cost also includes conduit, pole foundations and other related costs.

<u>Bollard Type</u>	<u>Cost Estimate</u>
Metal Electric Bollard	\$ 2,402,700.00
Concrete Electric Bollard	\$ 2,557,000.00

No.	Item Description	Quantity	Unit	Metal Electric Bollard Lights	
				Unit Price	Total Price
1	Mobilization and Demobilization (Approx. 5% of total)	1	LS	\$ 120,000.00	\$ 120,000.00
2	Furnish Bollard	270	EA	\$ 610.00	\$ 164,700.00
3	Install LED Light Standard and Foundation	270	EA	\$ 6,500.00	\$ 1,755,000.00
4	Install 1.5" Light Conduits, Wiring, Photocell, and Conductors for LED Lights	2700	LF	\$ 110.00	\$ 297,000.00
5	No. 5 Pullboxes (every 5 bollards)	55	EA	\$ 1,200.00	\$ 66,000.00
Total Cost Estimate					\$ 2,402,700.00

No.	Item Description	Quantity	Unit	Concrete Electric Bollard Lights	
				Unit Price	Total Price
1	Mobilization and Demobilization (Approx. 5% of total)	1	LS	\$ 128,500.00	\$ 128,500.00
2	Furnish Bollard	270	EA	\$ 1,150.00	\$ 310,500.00
3	Install LED Light Standard and Foundation	270	EA	\$ 6,500.00	\$ 1,755,000.00
4	Install 1.5" Light Conduits, Wiring, Photocell, and Conductors for LED Lights	2700	LF	\$ 110.00	\$ 297,000.00
5	No. 5 Pullboxes (every 5 bollards)	55	EA	\$ 1,200.00	\$ 66,000.00
Total Cost Estimate					\$ 2,557,000.00

3. Solar bollard lights – The lighting consultant does not recommend this option due to the shaded conditions along the section where lighting is needed. Limited solar exposure would cause the batteries to drain more quickly, reducing their overall lifespan and requiring more frequent replacement. This would result in increased maintenance costs following installation.
4. Full-size pole solar lighting – Exploring this option would require further analysis based on the trail's shaded conditions along the section where lighting is needed. This would involve hiring a lighting consultant to conduct additional study.

The current contract includes: security lighting at the intersections between streets and the trail and lighting under the Oak Street bridge, west of Royal Oaks Drive North (east side). Based on the consultant evaluation, existing Edison lighting covered security lighting on other parts of the trail except for the section, generally, between Mt. Olive Drive west to Vineyard Avenue.

RECOMMENDATION

That the City Council provide direction to Staff to either: proceed with a change order to the Donald & Bernice Watson Multi-Use Pathway Improvement Project for the installation of additional pedestrian lights along the trail within the identified dark areas in the amount of \$500,000.00 or designate another option.

FISCAL IMPACT

The fiscal impact will be based on City Council direction.

ATTACHMENTS

None.

Fiscal Review:



Kristen Petersen
Assistant City Manager/Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager