

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
May 9, 2016

7:00 p.m.

ROLL CALL:

PRESENT: Elisabeth Dugan, Ted Rudolph, Kirsten Nielsen, Anne Wilkins, Jim Dinsmore, Tom Reyes, Barbie Bylsma-Houghton
ABSENT: None
STAFF: Cesar Monsalve, Department Director
AUDIENCE: Resident Steve Hernandez, Council Member Liz Reilly

APPROVAL OF MINUTES:

Dinsmore moved and Reyes seconded to approve the April 2016 minutes. The motion carried unanimously.

ITEMS OF BUSINESS:

1. Field Use Waiver Requests:

Cesar Monsalve, Parks and Recreation Director, reported that there were no waiver requests.

2. Discussion on Encanto Park Bicyclists Issue

Monsalve presented a review of the parking issue taking place at Encanto Park that is due to a large number of cyclists using the parking lot as a starting point for excursions along the riverbed trail. Pertinent information included:

- There are probably two separate issues that at times are connected. Issue one would be cyclist "Pelotons" that navigate through City streets that create driver and pedestrian safety and behavior concerns. This is a matter that should be handled more appropriately by the Traffic and Safety and Public Safety Commissions. The second issue involves cyclists who use the park as a starting point for excursions and how can this be mitigated.
- Monsalve presented printouts from various cycling club scheduled rides from past, present and future that begin at Encanto Park, highlighting the popularity of the location regionally among enthusiasts.
- Monsalve provided Google Map street views on the smart TV for the commissioners to better visualize the location and suggest solutions.
- Discussion included enforcement of new ordinances, possibly allowing only permitted visitors, encouraging parking on both sides of the road and adding signage to the park entrances.
- The consensus was to take a measured approach with the first step being to add signage that asks cyclists to park on the street. If this approach doesn't work, then review permit and enforcement approaches. Measurable data should be gathered to gauge if there has been any change in cyclist user behavior. Conduct visual surveying of cars in the lot that are cyclists during a consistent time over a period of time prior to installing signs and then survey parking behaviors after signs are installed over a

- period of time. Revisit later in the summer and resurvey.
- Dinsmore made a motion to recommend to staff to add signs to each entrance that requests cyclists to respect park users and to park their cars in the street and to conduct surveying over the summer and report back. Signs would be in place from Memorial Day weekend to Labor Day weekend. Nielsen seconded and the motion carried unanimously.
 - Monsalve stated that he would share wording for the signs through email and would welcome suggestions.

3. Review of Proposed New Recreation Specialist Positions

Monsalve presented an overview of a request made to the City Manager to add two new part-time positions to the Recreation Department. The requests were presented by the City Manager to the Duarte City Council during the annual budget workshop and will be part of the fiscal 2016-17 City budget that will be presented to the Council for approval on June 12. Pertinent information included:

- The two positions would cost \$35,000 and would be part time positions. One Specialist would be assigned to the Duarte Teen Center and would oversee the Duarte Health and Nutrition Program that includes the development and implementation of Health Camps for elementary school age children, the coordination of the Teen Nutrition Council, and the development of Walking Clubs and Bike Trail activities for all ages. The Specialist would also act as the liaison and collaborator with our very important partnerships for grants and nutrition programs with the City of Hope CCARE Population Sciences department. This is a well-established partnership that is now entering our 10th year. The specialist would be assigned to establish Teen Center sports programs and leagues using the new Futsal multi-courts including basketball, volleyball and Futsal play. Lastly, the Specialist would assist the Teen Center Supervisor with the coordination of special events and activities at the Teen Center including Club Duarte, the Summer Special Event Weeks series, the Amazing Family Race and more.
- The second Recreation Specialist would be assigned to the Recreation Department office at City Hall. The Specialist would be assigned to assist with the administration of the Active Net online registration component including updating and checking class and program rosters and assisting Supervisors with the coordination and development of specific special events including the City Picnic, Easter Egg Hunts, Family Wilderness Day and Concerts in the Park series. The Specialist would assist with the Field Use Allocation coordination including updating electronic scheduling calendars and site visits and will assist with the added Futsal Courts related leagues and programming and scheduling uses. The Specialist will be assigned to act as the group leader for the very popular two-week long Adventure Club excursion program and will be assigned to assist with the development of Fish Canyon Falls Trail related activities and programming.
- Dinsmore made a motion to support the addition of two Recreation Specialist positions to the Duarte Parks and Recreation Department. Reyes seconded the motion and it carried unanimously.

ITEMS FROM
STAFF:

1. Staff presented a request to Commissioners to assist with judging for the Green Home Awards that would reward and recognize residents who have made outstanding efforts to beautify their landscaping with drought tolerant practices. Commissioners Dinsmore, Rudolph and Nielsen agreed to assist and Monsalve stated that he would forward them the information through Recreation Supervisor Lupe Valerio, who is heading the program.
2. Staff presented the Senior and Teen Center Newsletters, Activity Reports and flyers.

ITEMS FROM
COMMISSIONERS:

Youth and Family Committee (Y & F) Report & Commissioner Report by Nielsen: No reports

Wilkins: No report

Dugan: No report

Rudolph: No report

Bylsma-Houghton

1. Reported that she tried Pickle Ball at the new Futsal Courts and had a lot of fun and progressed her skill level rapidly and highly recommends play.

Reyes: No report

Dinsmore: No report

ITEMS FROM
AUDIENCE:

- Reilly announced that there would be a public hearing on street sweeping in a pilot area in the northern part of Duarte during the Duarte City Council meeting on 5/10/16 at 7pm.

ADJOURNMENT:

Wilkins moved and Nielsen seconded to adjourn the meeting at 8:15 p.m. The motion carried unanimously.

ATTEST:

Commission Chairperson
Bylsma-Houghton


Cesar Monsalve, Secretary