

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
August 10, 2015

7:00 p.m.

ROLL CALL:

PRESENT: Houlemarde, Reyes, McLaurin, Nielsen,
de Lira Lopez, Bylsma-Houghton
ABSENT: None
STAFF: Monsalve
AUDIENCE: Councilmember Liz Reilly

**APPROVAL OF
MINUTES:**

Houlemarde moved and Nielsen seconded to approve the July 2015 minutes. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

A. Field Use Waiver Requests
Cesar Monsalve, Parks and Recreation Director reported that there were no waiver requests.

B. Announcement: Council Approval of Commission Recommendation for Field Use Policy
Monsalve announced that the Duarte City Council approved the recommendation by the Commission to approve the new Field/Park Administrative Policies. A meeting to present and discuss the new policy will be scheduled for all regular users and renters of fields on Wednesday, September 9 at 7:00 p.m. in the Community Center.

C. Online Registration: Review of Future Contract With Active Network and Commission Involvement Discussion
Monsalve presented the Commissioners with information about the City's move towards online registration. Monsalve announced that the City Council has approved an expense of \$16,000 to contract with Active Network to provide this service. Pertinent information was presented to the Commission including the following highlights:

- The goal is to provide an easier and more convenient method for participants to register for programs and hopefully increase participation. This move will also allow for electronic scheduling and enable analytics and data to be accessible for marketing and surveying. Currently some participants have to line up to register for programs at 6:00 a.m.
- Active is used by 1,200 municipalities nation-wide. Locally San Dimas, Glendora, West Covina, Claremont, Sierra Madre, Arcadia, Temple City and Pasadena use Active and a total of 300 California cities use it.
- Duarte, El Monte, Covina, Rosemead and Montclair do not use online registration.
- Active is a business and will collect transaction fees including 2.5% for check and cash transactions and 5.5% for credit card.
- The City will therefore lose this percentage in revenue per each transaction and the Commission is being asked to make a recommendation to the City Council on how to proceed.
- Staff would like to present information at the next

Commission meeting to help the Commission make an informed decision for their commendation. Monsalve stated that he would have several supervisors present to answer questions and provide additional information about programs.

- Bylsma-Houghton asked the Commissioners to come up with questions for Cesar and email them to him to help his staff be better prepared at the next meeting.

D. Restroom Signage Discussion

Monsalve asked for direction from the Commission in regard to the proper signage to be located at City parks. Highlights of this discussion included the following:

- The restroom schedule was limited for many years to weekends only and weekdays only when a park supervisor was present. There was a great fear of vandalism and damage and the costs associated for repairs and maintenance. Over the years the schedule for opening restrooms has been extended and now includes weekdays and the feared damages and big additional costs have not come to pass.
- Currently temporary signs have been placed on the restrooms but professional signs are needed.
- McLaurin asked about basketball court use at Royal Oaks Park and until what time could players be out there. Monsalve responded that lights for court games including tennis and basketball could be energized through a push button until 10pm. That is the Muni Code's park hour limit.
- Bylsma-Houghton stated that the signage could indicate "Sunrise to Sunset" and still allow for extended hours as needed for particular uses where parks have lighted courts or late uses such as at Otis Gordon Park. This would be done at the discretion of staff depending on the use.
- De Lira Lopez made a motion to approve park restroom signs to be made and posted that indicate the restrooms will be open from sunrise to sunset. McLaurin seconded. The motion carried unanimously.

ITEMS FROM STAFF:

1. Attendance reports for July and the Senior Center Newsletter and Teen Star newsletter were distributed.

ITEMS FROM COMMISSIONERS:

Youth and Family Committee Report & Commissioner Report by Nielsen: No report

Houlemarde: No report

McLaurin: No report

Reyes: No report

Bylsma-Houghton: No report

De Lira Lopez: No report

ITEMS FROM AUDIENCE:

Reilly reported that the Special Olympics Host City activity day went well with enthusiastic positive response from the participants throughout the day.

Reilly reported that the Duarte Gold Line Station dedication is scheduled for Saturday, August 15 at 10:00 a.m.

ADJOURNMENT: Reyes moved and Houlemarde seconded to adjourn the meeting at 7:55 p.m. The motion carried unanimously.

Commission Chairperson
Bylsma-Houghton

ATTEST:



Cesar Monsalve, Secretary