

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
November 9, 2015

7:00 p.m.

ROLL CALL:

PRESENT: Reyes, McLaurin, Nielsen, de Lira Lopez,
ABSENT: Houlemarde, Bylsma-Houghton
STAFF: Monsalve
AUDIENCE: Steve Hernandez

**APPROVAL OF
MINUTES:**

de Lira Lopez moved and Nielsen seconded to approve the September 2015 minutes (No meeting in October). 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. Online Registration: Update
Monsalve presented an update to the Commission including the following highlights:
- In September the Commission made a recommendation to the City Council to set transaction fees at 50% of their actual cost, for staff to decide on the process, and for staff to decide on which programs to include for the online process. The motion passed on a 4 – 2 vote. (This motion would therefore involve the City absorbing 50% of the transaction fee costs.)
 - Active Net is a business and will collect transaction fees including 2.5% for check and cash transactions and 5.5% for credit card.
 - City attorneys and Active Net attorneys have been working on a mutually acceptable agreement.
 - Unlike what we were told by Active Net, it does not allow us to find a method to meet the 50% balance for City and participants to pay for the transaction fees. Active Net will not allow the percentage of fees to change.
 - The City's option is to accept all of the transaction fee costs and conduct a fee study to determine if certain fees need to be updated. One fee that is already proven in need of updating is the Swim Lesson fee and the Commission has already made a recommendation to establish a non-resident rate, changing current \$30 fee to \$40.
- C. Pools Renovation Project Update
Monsalve presented an update to the Commission including the following highlights:
- The project is initially projected to cost up to \$484,000, including a project consultant who has developed the RFP and plans, and depending on the bidding process.
 - The City was awarded \$257,000 in grants so the Council will be asked for up to \$227,000 from the general fund.

D. Senior Survey Presentation

Monsalve presented the completed Duarte Senior Age Survey and reviewed the results.

E. L.A. County Needs Assessment

Monsalve announced L.A. County is conducting a countywide Parks and Recreation Needs Assessment and that the Commission will be involved by hosting a community engagement meeting on January 11, 2016, to coincide with a regular Commission meeting. Monsalve will be attending a training workshop next week where he will be instructed on how to conduct the engagement meeting and he will report back to the Commission on the details to come.

ITEMS FROM

STAFF:

1. Attendance reports for October and the November Senior Center Newsletter, Teen Star newsletter were distributed. Flyers for Veteran's Day, Unity March, Mayor's Prayer Breakfast were also distributed.

ITEMS FROM

COMMISSIONERS:

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

McLaurin

1. Announced that he will not be re-applying for the Commission and he will not be attending the December meeting. Monsalve thanked him for his service to the Commission and community.

Reyes – No report

De Lira Lopez – No report

ITEMS FROM


AUDIENCE:

None

ADJOURNMENT:

McLaurin moved and Nielsen seconded to adjourn the meeting at 7:58 p.m. The motion carried unanimously.

ATTEST:


Cesar Monsalve, Secretary

Commissioner
Reyes