

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
July 11, 2016

7:01 p.m.

ROLL CALL:

PRESENT: Elisabeth Dugan, Ted Rudolph, Kirsten Nielsen, Anne Wilkins, Jim Dinsmore, Tom Reyes
ABSENT: Barbie Bylsma-Houghton
STAFF: Cesar Monsalve, Department Director
AUDIENCE: Council Member Liz Reilly

APPROVAL OF MINUTES:

Dugan moved and Nielsen seconded to approve the June 2016 minutes. The motion carried unanimously.

ITEMS OF BUSINESS:

1. L.A. County Needs Assessment Review of Results
Cesar Monsalve, Parks and Recreation Director, presented a review of the LA County executive summary for the needs assessment effort and presented The City of Duarte Assessment results. Highlights included:
 - 88 cities were involved with almost every city completing a needs assessment workshop.
 - 3,023 parks were inventoried.
 - Survey showed that there are about 1,190 restrooms, 51 dog parks, 518 Senior Centers, 96 skate parks, 218 pools and more.
 - Countywide the average is 3.3 acres of parkland available per 1,000 persons.
 - Duarte's ratio is 2.6 acres of parkland available per 1,000 persons.
 - 76% of Duarte's population lives within ½ mile of a park as compared to the L.A. County average of only 49%.
 - Overall the City of Duarte was assessed to have a low park need.
 - Several acres of parkland included in the assessment are leased land owned by DUSD. Changes to the lease agreement would affect the assessment percentages and change the "need".
2. Field Use Waiver Requests:
Monsalve reported that there were no waiver requests.
3. Report on Fire Emergency Parks and Recreation/Red Cross Shelter Operation
Monsalve presented a review and PowerPoint slide show of the Parks & Recreation Department's efforts during the Complex Fire emergency. Highlights included the following information:
 - The P & R Dept. is tasked with overseeing disaster shelter management.
 - When the Complex Fire grew in size and County Fire declared a mandatory evacuation for the foothill areas, P & R mobilized to open an Evacuation Center.
 - After opening the center, it was determined by the County that the evacuations would be over several days. The Red Cross was immediately contacted to open an Evacuation "Shelter" as opposed to a "Center."
 - Red Cross arrived and took over operations and

- prepared for overnight stays.
- The Shelter was open for 4 nights/5 days. The maximum number of overnight evacuees was 41.
- 3 meals were served daily.
- P & R staff was assigned 24 hrs. per day to assist the Red Cross's efforts including custodial service, Fitness Center availability for showers, errands and moving/set up of supplies and equipment.

Commissioners noted several issues with the City response to the emergency including the following:

- Sheriff shift changes at the closure areas caused confusion.
- CERT trained volunteers could have been used to help.
- Commissioners want to be involved in future emergencies. They can be a good resource to communicate with neighbors.

ITEMS FROM
STAFF:

1. 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

1. Reported that Smart & Final is open and great.

Dugan

1. Asked about non-resident fees for swim lessons or if all lessons are the same fee.

Monsalve reported that currently the fees are \$30 flat for residents and non-residents, but that the City is currently conducting a service fee analysis that will likely include a fee for non-residents and in fact the P & R Commission one year ago made the recommendation to increase the fee. Currently residents do get the opportunity to register early.

Rudolph No report

Reyes

1. Reyes reported that during the 4th of July next day clean up there was drug use noticed at Otis Gordon and Encanto Parks and asked if Public Safety could be contacted to patrol. Reyes also reported that a custodian cleaned the Otis Gordon restroom but ignored the floor. Monsalve reported that the floors should be cleaned as part of the regular servicing and that the custodian's work will be evaluated.

Dinsmore

1. Reported that a large dog was sprawled on a picnic bench and it may be unhygienic.

ITEMS FROM
AUDIENCE:


Reilly commented that she was interested in the Commissioner's input regarding the fire emergency response.

ADJOURNMENT:

Dinsmore moved and Reyes seconded to adjourn the meeting at 8:50p.m. The motion carried unanimously.

Commission Vice-Chairperson
Dugan

ATTEST:


Cesar Monsalve, Secretary