

**CITY OF DUARTE  
PARKS AND RECREATION COMMISSION  
M I N U T E S**

Regular Meeting  
February 10, 2020

7:00 p.m.

**ROLL CALL/INTRODUCTIONS:**

**PRESENT:** Anne Wilkins, Jennifer Luna-Nguyen, Jim Dinsmore, Kirsten Nielsen, Barbie Bylsma-Houghton, James Finlay, Elisabeth Dugan  
**ABSENT:** None  
**STAFF:** Manuel Enriquez, Department Director  
**AUDIENCE:** Councilmember Liz Reilly

**APPROVAL OF  
MINUTES:**

Wilkins moved to approve the January minutes and Luna-Nguyen seconded. The motion carried unanimously.

**ITEMS OF  
BUSINESS:**

- A. Field Use Waiver Requests: No requests at this time.
- B. Educational Presentation on Measure D  
Enriquez presented an educational overview of Measure D and distributed a fact sheet. Some information provided included the following:
- The City of Duarte provides unmatched community services that have earned us the title of City of Health by ensuring residents have access to critical services such as Public Safety, safe streets and sidewalks, Parks and Recreation, and quality of life programs
  - These resources make the City of Duarte a great place to live, work, play, and do business
  - Crucial revenue sources such as sales and property taxes haven't kept up with the rising costs of providing these essential services
  - City Council has taken a number of steps to protect these services while reducing costs, but challenges still remain for the City
  - If sustainable and sufficient resources are not found, 10% cuts will be needed across all departments by June of 2020
  - Reductions would need to be made to Public Safety, street and traffic improvements, infrastructure, maintenance, Parks and Recreation programming, overall staffing hours, and youth and senior activities

- In April 2019 Council approved a Finance Ad Hoc Committee comprised of 16 Duarte residents of all facets to assess the City's finances and then accumulated a list with recommendations
- Dozens of options were examined by the committee and overall they concluded that a ¾% sales tax measure was the best option to protect services and address budget shortfall
- 12 out of 14 members had the sales tax in their top 10
- 10 out of the 14 listed it as their number one option

Finlay asked about the TOT tax and if Airbnb and VRBO were required to pay the tax.

Enriquez explained the TOT tax and replied he would do a follow-up regarding Airbnb and VRBO.

- After careful consideration, the City Council decided the best course of action was to present Measure D to Duarte voters
- Measure D will be on the March 3, 2020 ballot
- Measure D would take the current tax rate of 9.5% to 10.25% if approved by voters and could generate about \$2.6 million
- Measure D would provide funding necessary to address the city's \$1.2-million shortfall this year and maintain essential services

Finlay asked if it was required by law to put it to the voters or if council elected to present it to voters.

Enriquez replied that it is a requirement to put it to the voters.

- All Measure D monies would stay in the city and could not be taken by the state, county, regional agencies, or special districts
- Things that could be supported with funds are: sheriff's neighborhood school patrols, 911 emergency response time, disaster preparation, parks and recreation, protect drinking water, streets, homeless, and youth and senior services

Wilkins asked why it would affect 911 services.

Enriquez replied that it would tie into Public Services since we have a contract with the Sheriff's Department.

It could affect response time if additional deputies were needed out in the field and the city would also need to cut any overlapping patrols. Other services/special events that could be cut are Concerts in the Park, and recreational activities.

Dinsmore asked if a study has been done on what employee cuts could be made.

Enriquez replied not at this time, but that every department would need to make a 10% cut across the board.

There was discussion among commissioners and Enriquez regarding cuts.

- The tax would cost consumers 75 cents for every \$100 spent on taxable goods, which would be collected by all consumers shopping in Duarte
- It is estimated that over 70% of revenue collected from the sales tax would be from non-residents who shop at Duarte's local businesses like Wal\*Mart and Target
- Some items that are non-applicable and would have a zero tax applied include food items such as groceries, prescription medication, labor, and real estate transactions
- The City currently only controls 1% of the 9.5% collected. The remaining 8.5% is divided up between the state and county on various services such as regional public safety, transportation, and homeless program
- As an example, the City of Duarte generated \$11.75 million in special sales tax funds for the county, but only received \$1.28 million in return
- Duarte has provided more than \$41.35 million in Measure H funds, but has only received \$30,000 to date
- Several local cities have already voted to approve similar measures to keep tax dollars local and many other cities have almost identical measures as Duarte on their March 3rd ballots
- Measure D includes strict accountability requirements and will be included in audits
- Information can be found on the City's website, along with information on new voting system

Finlay asked about the significance of the 10.25% and if that number could go up.

Enriquez replied that 10.25% is the maximum per California State law and that any increases would be addressed on a State level.

There was discussion among commissioners and Enriquez regarding tax percentages.

C. Update: CPRS Conference

Enriquez shared a mass schedule of workshops and a link to CPRS where commissioners can view workshops that will be offered at the conference this year. Encouraged commissioners to browse through it for anything they might like to attend or have staff attend and report back with recommendations at the March meeting.

D. Independence Day Celebration – July 3rd

Enriquez gave an update on the upcoming Independence Day Celebration. Some of the information included:

- It is the largest city event to date in terms of attendance
- The 2020 pyrotechnic contract is being presented at the February 11<sup>th</sup> council meeting for consideration
- If approved by council, Enriquez requested commissioners bring their feedback and suggestions from last year's event to the next meeting
- This year's pyrotechnic contract has a slight increase of \$500
- Staff is compiling a letter to solicit additional sponsorships to help offset expenses
- Booths would be expanded this year to accommodate more vendors, including non-profit groups

Commissioners shared thoughts and asked questions regarding event.

ITEMS FROM  
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and January Activity Report.
2. Staff also updated commissioners with the following information:
  - Announced the Senior Center is having the following events: Cupid's Corner Holiday Boutique this week and free tax preparation by appointment

- Announced the Teen Center is having their Battle of the Sexes-Valentine's Day Trivia Challenge on February 13<sup>th</sup> and a trip to 6 Flags Magic Mountain during Spring Break
- Reported the City has a conditional contract with a new City Manager, Daniel Jordan, who comes to Duarte from the City of Westlake Village where he currently holds the position of Finance Director
- Announced Mr. Jordan was selected out of 41 applicants and Council is set to approve his contract at the February 11<sup>th</sup> meeting and that Mr. Jordan is set to start Tuesday, March 3<sup>rd</sup>
- Announced his duties as Interim City Manager end March 2<sup>nd</sup> and that he has enjoyed the experience and is very thankful for the opportunity

ITEMS FROM  
COMMISSIONERS:

Wilkins:

- Announced she passed the FBI background check in order to work for the census
- Announced residents of Westminster Gardens each received a mailer on Measure D

Luna-Nguyen:

- Asked if there was a contact list for commissioners

Enriquez replied that communication is usually done by email.

- Asked if educational material regarding Measure D could be provided at activities such as the basketball program

Enriquez replied that information is currently posted in park buildings, which includes where additional information can be found. It is also posted on website, weekly City News updates, and can be found in the city's brochure that goes out to all residents.

Dinsmore:

- Announced he is happy to hear the City of moving forward with the July 3<sup>rd</sup> event

Nielsen:

- Announced she is having guests arriving July 3<sup>rd</sup> for a July 4<sup>th</sup> event and might not make it

Bylsma-Houghton:

- Announced she wanted to give praise to Enriquez and City Council for the Donald and Bernice Watson ribbon cutting ceremony and inquired to whether there was any press on it

Enriquez replied yes, there was a very nice article with photos in the San Gabriel Valley Tribune and he would forward it.

- Announced she is excited for the CPRS Conference and feels it's a good networking experience and is thankful for the opportunity to attend

Finlay:

- Announced he is excited to see how much the Teen Center is used after perusing the Activity Report
- Asked if there was an update on the cell tower at Royal Oaks Park Extension

Enriquez replied that he could put it back on the agenda and reiterated that permits have been pulled, but it will be a number of months before they get recommendations.

ITEMS FROM  
AUDIENCE:

Liz Reilly

1. Announced that she is happy with the selection of the new City Manager who has a PhD in Finance, feels this is a plus for the City because the City's finances are something that needs to be looked into
2. Announced the upcoming census is very important due to the fact that this is what determines where funding is applied
3. Announced the Duarte Museum is having a Black History Month event on February 22<sup>nd</sup>

ADJOURNMENT:

Wilkins motioned and Finlay seconded to adjourn the meeting at 8:14 p.m. The motion carried unanimously.

Chairperson  
Dugan

ATTEST:



Pamela Romero, Secretary