

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
March 9, 2020

7:00 p.m.

ROLL CALL/INTRODUCTIONS:

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

**APPROVAL OF
MINUTES:**

Wilkins moved to approve the February minutes and Bylsma-Houghton seconded. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

A. Field Use Waiver Requests: No requests at this time.

B. CPRS Conference Schedule Review

Enriquez asked Commissioners for feedback on training sessions they would like to see staff attend. Some information provided included the following:

- Three full-time staff will be attending
- Three part-time staff will volunteer at the conference, earning them a free day of admission
- Announced sessions staff has highlighted to attend, such as full inclusion sessions for parks and aquatics, encampments in parks, designing special events, time management, and skate parks

Enriquez asked Bylsma-Houghton which sessions she found interesting and asked other commissioners to look over sessions and comment.

Bylsma-Houghton announced she is interested in attending a hazardous waste session for aquatics, she also would like to attend the full inclusion sessions, and marketing and media.

C. Update: Prop 68 Statewide Park Development

Enriquez reported that he received a letter stating the City of Duarte would not be awarded this round, and is still waiting to hear details on the Prop 68 Per Capita portion of funds.

D. 2020/21 Parks and Recreation Department Event Schedule

Enriquez gave a presentation of the Parks and Recreation Department's yearly special events. Some of the information provided included:

- Special Events listed are under the Parks and Recreation Department budget
- Teen Center has its own budget within Parks and Recreation
- Staff is preparing for 2020/2021 budget and looking at suggestions offered by the Finance Adhoc Committee
- Enriquez will meet with Parks and Recreation staff, make suggestions, and compile a wish list
- Reviewed yearly events and gave descriptions of each event
- Underwater Egg Hunt and Floating Pumpkin Patch in the pool events were new events added last year
- Announced Egg Hunts will be combined into one event held at the Duarte Sports Park instead of Beardslee and Royal Oaks Parks
- Egg Hunt will include additional activities, such as jumpers and crafts, besides just an egg hunt as in previous years

Luna-Nguyen announced she feels December may have too much going on once you add in other events, such as school events.

Commissioners discussed current special events, different options, and possible changes to special events.

ITEMS FROM
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and February's Activity Report.
2. Staff also updated commissioners with the following information:
 - Announced the Senior Center will have a St. Patrick's Day party on March 17th and continues to offer tax appointments.
 - The Senior Center will be closed in observance of Cesar Chavez Day.

- The Senior Center will have it's first spring yard sale event on May 16th.
- The Teen Center is having its annual Cesar Chavez essay contest and a Youth Employment Workshop on April 8th.
- The City was notified today that it would not be able to hold its Cesar Chavez event at Westminster Gardens due to the Coronavirus.
- Facility Maintenance staff has met to review cleaning procedures in regards to the virus.
- As of now all special events are set to happen.
- The City will keep residents updated through social media.
- The new City Manager, Dan Jordan, is starting tomorrow and commissioners were invited to attend a reception for him at 6:00 p.m. before the council meeting.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Announced Westminster Gardens is not allowing events that include more than 15 participants.
- Westminster Gardens is keeping entrance gate closed and has instituted a screening process for visitors.
- Announced the next CERT meeting will be held at Duarte Park.

Dinsmore:

- Inquired as to whether the City gets reports of petty crimes at the parks.

Enriquez replied that Public Safety does notify him of any incidents.

Bylsma-Houghton:

- Announced she's excited to attend the CPRS Conference
- Asked if there were any plans to cancel any Spring events.

Enriquez replied not as of today, but would inform commissioners of any changes.

Finlay:

- Asked if the city has ever had a frisbee golf course and if it could be a possibility.

Enriquez replied he would look into it.

Luna-Nguyen:

- Inquired about the process of selecting activities or special events.

There was discussion regarding the process and options.

Nielsen

- Reminded everyone about the importance of washing your hands and keeping things dry.

ITEMS FROM
AUDIENCE:

Liz Reilly

1. Announced the Duarte Library is taking measures to reduce the risk of Coronavirus transmission by removing all toys, due to all the cleaning that would be required, and adding art.
2. Announced a mobile job unit is coming to Duarte and handed out flyers.
3. Announced the census is very important and postcards with information should be arriving starting March 12th.

ADJOURNMENT:

Finlay motioned and Wilkins seconded to adjourn the meeting at 8:22 p.m. The motion carried unanimously.

Chairperson
Dugan

ATTEST:



Pamela Romero, Secretary