

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

Regular Meeting  
March 8, 2021

7:00 p.m.

**ROLL CALL/INTRODUCTIONS:**

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

**PLEDGE OF  
ALLEGIANCE:**

Bylsma-Houghton led the Pledge of Allegiance.

**APPROVAL OF  
MINUTES:**

Finlay moved, and Luna-Nguyen seconded to approve the February 2021 minutes. The motion carried unanimously.

**PUBLIC COMMENTS:**

Michael Chang, Play Share Lockers  
Play Share Lockers is a company that offers park visitors the opportunity to rent sports equipment. Chang presented the City with an alternative to his previous presentation in which Play Share would manage the lockers for a 6-month trial basis.

Chang gave a brief overview of the program for any new commissioners who may not have seen the previous presentation.

Chang shared some photos of the lockers and answered commissioner questions.

Based on the Commissioner's interest, Enriquez invited Chang back to next month's meeting to provide a formal presentation and more details on Play Share Lockers.

**ITEMS OF  
BUSINESS:**

**A. CPRS Conference & Expo 2021 - Virtual**

Enriquez gave an overview of the upcoming Conference and shared a PowerPoint presentation. Some information included:

- Dates, fees and a schedule for the week-long

Conference.

- The conference will be virtual this year.
- RSVP to Enriquez by March 16<sup>th</sup> if you are interested in attending one day or the full conference.

Enriquez asked if commissioners had any questions.

Bylsma-Houghton stated that it doesn't sound as interesting and is disappointed that the cost is a little high for a virtual event.

Enriquez stated that he would not be attending due to another training. Bylsma-Houghton also stated she was not interested in attending either at that price.

#### B. Spring Programming Overview

Enriquez gave an update of the upcoming Spring programming. Some information provided included the following:

- Spring registration for youth and adult classes/events went live this morning at 6:00 a.m.
- A digital copy of the Spring City News is available for viewing on the City's website.
- There are a few hard copies available at City Hall and copies have also been handed out to participants in the Senior Center lunch program.
- The Cesar Chavez event will not be held at Westminster Gardens again this year due to the pandemic.
- The City is still committed to honoring Cesar Chavez and will do so through a pop-up exhibit on the Donald and Bernice Watson Recreation Trail March 27<sup>th</sup>-31<sup>st</sup>.
- AmeriCorp Lead Daisy Perez and staff are working on an exhibit of Chavez's life and finalizing the location.

Finlay asked what plans the City has for the exhibit once it was over.

Enriquez replied that the City could use it again for this event and other events as well and would use it for as long as possible. Also stated that he is working with Gerard, the Field Services Manager, to make sure framing options make it secure with minimal damage to the trail.

Luna-Nguyen asked if there would be a walk involved

like events in the past.

Enriquez replied that it is only the exhibit for this event. The exhibit does involve some walking on the trail, at your own pace. Stated that this event usually involves gardening, planting and landscaping work done at Westminster Gardens.

Bylsma-Houghton inquired as to how the exhibit will stay safe during the night hours.

Enriquez replied that in working with Field Services, they'll make sure they are secure, and staff will be checking on them at different times throughout the day.

- Announced the Senior Center will start offering Parking Lot Bingo this season for seniors 55 and older.
- Equipment has been purchased in order to offer it.
- Participants pay a \$1 fee, receive a flag, and radio station information, (in order to hear the numbers called) and 8 bingo cards.
- Once a participant gets a bingo, they will raise their flag and have their numbers verified.
- There will be as minimal contact as possible.
- Another event that launched today, and has filled up quickly, is the Duarte EGGFEST 2021 drive thru event.
- EGGFEST will be similar to the Halloween Howl event with cars driving down the bunny trail.
- Enriquez thanked commissioners who have already signed up to participate.
- Mr. & Mrs. Easter Bunny will be there to greet attendees and goodies will be handed out.
- In learning from the Halloween event, a different approach was taken this time, where cars will need to register in advance for the event.
- 20 vehicles will be allowed every 15 minutes with a total of 240 cars. Registrants are allowed to pick any open time slot.
- There is no fee for Duarte residents and non-residents will be charged \$15 per car.

Enriquez asked if Commissioners had any questions.

Nielsen commented that the Senior Center's Valentines flower and heart balloon give away event was a big success and that they received many calls of appreciation. Stated that she also liked the Senior Center's virtual Valentine's event that included

entertainment.

Wilkins also received the balloon and note card gift and thought it was very nice.

Luna-Nguyen stated the February Cupid's Treat Box was awesome and Finlay agreed.

Bylsma-Houghton inquired as to whether there were any boxes left over.

Enriquez replied that all the boxes that were put together were sold and that they worked off the Slumber Party event to create the February boxes.

Luna-Nguyen asked if classes/activities didn't say "virtual" were they in person.

Enriquez stated that some of the fitness classes or classes offered in nearby parking lots could be held in person with safety precautions in place and should say "in person".

Luna-Nguyen thanked Enriquez for all the virtual classes/activities offered during this time and thanked instructors who have been very patient with students.

Bylsma-Houghton announced the pool was full and asked if that was part of any new guidelines.

Enriquez replied that they have been open for lap swim pretty consistently for a while and abiding by LACPH protocols. He also stated that an update to the existing order is expected soon.

Bylsma-Houghton asked if locker rooms were available for lap swim participants.

Enriquez replied that lockers and showers are not available at this time.

C. UPDATE: Verizon Cell Phone Tower

Enriquez gave an update on the Royal Oaks Park Extension cell tower. Some of the information provided included the following:

- The cell tower is completed for the most part.
- Presented slides of the tower and what is still needed

to complete the project.

- Verizon contributed \$210,000 for additional improvements that included improving the parking lot/ADA compliance, and the balance will go to Parks and Recreation for additional improvements/enhancements to the park. A walk-through path was also included.
- There are new trash receptacles and some of the landscaping will be enhanced.
- A walkway repair at Royal Oaks Park in front of the tennis courts was also included in an amendment to the extension side.
- The total amount used so far is \$146K, leaving about \$64K to work with.

Enriquez asked if anyone had any questions.

Wilkins replied that she is very impressed with what has been done.

Bylsma-Houghton asked if the landscaping is included in what has been allotted.

Enriquez replied that the section next to the courts is planned and will not come out of those funds.

Finlay stated that the tower looks great and was asking if the tower is turned on yet.

Enriquez stated that he didn't think it was as of yet but will check with Craig Hensley in Community Development.

Luna-Nguyen asked if there was a contact number for Verizon if residents are interested in switching.

Enriquez stated that they do not have a specific person and recommended starting with logging on to Verizon's website to see if they service her area.

#### D. Measure A Funding – Capital Projects

Enriquez presented a slide presentation regarding Measure A funding. Some information included:

- The City has started receiving money.
- One-time payments to cities from L.A. County started back in 2018.
- It was initially held up in litigation.

- Once it was released, the City received two deposits and a third back in 2020.
- There is about \$212,000 banked right now for park improvements, open space improvements, etc.
- Once projects are completed and cleared by LAC, the City is reimbursed.
- Enriquez is currently working on the upcoming 2021-2022 budget and grant funding is included.
- There are enough funds to get at least one project done.
- Three high priority projects include:
  - Hacienda Park – Lokville Circa 1995; play structure is out of code
  - Duarte Park – Kids Choice and Lokville Circa 1995; play structure is out of code
  - Restroom Replacement – Beardslee Park; has been on our list for quite some time.
- Commissioners were told they could discuss choices and make recommendations that could be charged to the grant or even general funds.

Enriquez asked what commissioners' thoughts were on recommendations.

Bylsma-Houghton asked what the costs were to refurbish the park equipment.

Enriquez replied about \$175,000 - \$200,000. The biggest costs being resurfacing the playgrounds.

Nielsen asked about the restrooms and the importance of them.

Enriquez replied that restrooms are still open and working but do need updating and that commissioners can offer other suggestions.

Finlay inquired as to whether there are any legal ramifications with outdated playgrounds in regard to ADA compliance, etc.

Enriquez replied that we are current but updating them would make them more accessible to persons with disabilities and his end goal would be to make all parks accessible to all residents.

Enriquez reported that there have been multiple complaints regarding crowds gathered with dogs off

leash at Hacienda Park. Also reported that additional signage has been added to address it. Also received a call from a resident requesting it be turned into a dog park due to underutilization.

Wilkins and Nielsen mentioned noise and water runoff being a problem in establishing a location for a dog park.

Bylsma-Houghton asked Enriquez if he would like commissioner recommendations.

Enriquez and commissioners discussed options that included: dog parks/runs, park groundcover replacement, Hacienda and Duarte Park play equipment replacement, and Beardslee Park/Duarte Park restroom updates.

Commissioners decided to put Duarte Park play equipment at the top priority with a budget-friendly option for Beardslee Park restrooms. Additionally, to further explore if Hacienda Park meets the physical dimensions required for a dog park and see if it's feasible.

ITEMS FROM  
STAFF:

N/A

ITEMS FROM  
COMMISSIONERS:

Wilkins:

- Requested the Senior Center newsletter be posted on the City website. Also mentioned she would like early access to the newsletter whenever possible in order to announce events/activities in the Westminster Gardens newsletter.

Enriquez replied that the Senior Center newsletter is usually posted but is on hold for now due to the Center being closed. Stated he would see about getting information to them earlier.

Nielsen: No comments

Luna-Nguyen:

- Shared that she has received positive comments from the community about the Encanto Park restrooms being cleaned and well maintained.

Finlay:

- Announced that hopefully Duarte kids will be going back to school part time after spring break. Hopes to see more activity around our schools and parks.
- Stated that he passes Hacienda Park, Royal Oaks and Encanto Park on morning walks with Megan and thinks they look great and being well utilized.

Bylsma-Houghton:

- Also feels our parks are being well maintained. On her morning walk she passes Orange Blossom Park.
- Announced she is thrilled with the use of the trail and of the pool being open.
- Asked if a Pool Manager or Fitness Center Manager has been hired yet.

Enriquez replied that at this time they have not and that they were exploring options.

ADJOURNMENT: Wilkins moved, and Finlay seconded to adjourn the meeting at 8:30 p.m. The motion carried unanimously.

Vice Chairperson  
Bylsma-Houghton

ATTEST:



Pamela Romero, Secretary