

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION
MINUTES**

Regular Meeting
August 9, 2021

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Barbie Bylsma-Houghton, Anne Wilkins, Jennifer Luna-Nguyen, James Finlay
ABSENT: Elizabeth Dugan, Kirsten Nielsen
STAFF: Manuel Enriquez, Department Director
AUDIENCE: Vanessa Gonzales

PLEDGE OF ALLEGIANCE:

Bylsma-Houghton led the Pledge of Allegiance.

PUBLIC COMMENTS:

Vanessa Gonzales, a local soccer league group representative, inquired about the restroom fees, opening times of restrooms and cleanliness.

Enriquez replied that the request of opening restrooms at 7 AM isn't feasible as there are too many parks and restrooms to open. City personnel starts opening facilities at 7 AM and all are open by 8 AM. There were a handful of instances at the beginning of the field rentals reopening where restrooms weren't open. Fees were refunded to those respective renters for those dates.

Lastly, staff are currently abiding by the fees approved by City Council, which wasn't always the case in the past. Enriquez was able to get permission to reduce restroom fees by 50%.

APPROVAL OF MINUTES:

Finlay moved, and Wilkins seconded to approve the July 2021 minutes. The motion carried unanimously.

ITEMS OF BUSINESS:

A. Review Capital Improvement Plan: 2021-2026

Enriquez gave a review and presentation of the Capital Improvement Plan. Some information provided included the following:

- This year's Capital Improvements Plan (CIP) for Parks and Recreation/Facility Maintenance include: City Hall Restroom remodel, Duarte Park playground equipment, City Hall counter tops-ADA improvements, electronic sign upgrades, and exterior painting of Civic Center.

- Shared five-year CIP projects for 2022-2026 and future projects such as Donal & Bernice Watson Recreation Trail and Sports Field improvements.

Bylsma-Houghton asked if Beardslee Park restrooms were put on hold.

Enriquez replied that they are looking at Measure A funding that has been accruing and possibly using a portion of it for the restrooms.

Wilkins asked if commissioners could receive a copy of the projects list.

Enriquez replied that he would make sure everyone got a copy.

B. Prop 68: Per Capita Program Funding

Enriquez presented a PowerPoint updating commissioners on Prop 68 Per Capita Program. Some information included the following:

- We have currently been allocated \$177,952 in Per Capita funds that are available for rehabilitating existing infrastructure. Park restrooms fall within this category.
- Deadline to submit for our usage of funds is December 31st.
- Required matching component of 20% is being waived as Duarte is deemed a socially disadvantaged community.
- Enriquez asked commissioners if Beardslee Park restrooms were still their priority or if they had other priorities.

Finlay asked if the \$177,952 is already allocated for Duarte or do we have to apply for it and whether it is a use it or lose it situation.

Enriquez replied that it is already allocated to the city but has to get project approval and that it is use it or lose it.

Luna-Nguyen was inquiring as to whether playground repairs are still included.

Enriquez replied yes but that previously the Beardslee restrooms had been a priority.

Bylsma-Houghton asked where funds would come from to finish projects that totaled more than 177,952.

Enriquez replied that we will try to stay within the fund balance and that we have the option to go to City Council to request the remaining balance be covered by the General Fund.

Bylsma-Houghton asked for a motion to make Beardslee Park restrooms a priority. Finlay motioned and Luna-Nguyen seconded. The motioned carried unanimously.

C. City Picnic 2021

Enriquez gave a report regarding the 2021 City Picnic. Some information provided included the following:

- The City Picnic will be held Saturday, September 25 from 11 AM – 3 PM at Royal Oaks Park.
- No Route 66 Parade will be held this year.
- The City will be following current health order.
- There will be vendor food booths, a beer and wine garden, live entertainment, carnival games and rides on a smaller scale, and a mini car show.
- Duarte service groups/community organizations and nonprofits will be notified in case they would like to participate.

Luna-Nguyen asked about having a virtual 5K for the City Picnic.

Enriquez replied that the Independence Day Celebration 5K attendance was down this year and he would discuss it with the team.

D. UPDATE: Fish Canyon Falls Restoration Project

Enriquez gave an update of the Restoration Project. Some information provided included the following:

- The City is still waiting to hear from the Rivers and Mountains Conservatory.
- Enriquez submitted a preliminary application to the Wildlife Conservation Board – Public Access Grant Program and was notified that we are invited to complete a full application by September 16th.

There was general discussion amongst commissioners and Enriquez.

ITEMS FROM
STAFF:

1. Staff also updated commissioners with the following information:
 - Susie Perez is the new appointed Senior Center Supervisor.
 - Announced that today was Susie's first day at the Senior Center.
 - She will be introduced at the Council meeting tomorrow.

- There will be a small in-person reception for Susie on Wednesday, 11 AM at the Senior Center.
- She comes to us from West Covina but was a part-time employee for the City of Duarte back in 2000-2005.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Asked if she could get a recording of the meeting as she missed part of the City Picnic presentation and was wondering why there was no parade this year.

Enriquez replied that he would send her the minutes and that the City does not oversee the parade component. The parade is run by the Parade Committee and their decision not to host one this year.

Luna-Nguyen:

- Apologized for missing the last two meetings.
- Wanted to thank Chrisley and all staff involved in the youth sports programs this summer.

Finlay:

- Announced that Duarte schools are starting this week.
- Asked commissioners to be patient when passing in front of schools this week as parents adjust to dropping off and picking up their children.
- The District is cautiously optimistic about keeping COVID under control.
- Announced that schools are also offering an independent study option for parents who would like to keep their children home for now. He gave an overview of the independent study program mandated by the state.
- Announced his children are excited to get back in school.
- Announced that he has been visiting the Fitness Center recently and feels that city staff has done a great job in making it feel like a safe place to work out.

Bylsma-Houghton:

- Asked if the Senior Center is open tomorrow as she would like to stop by and say hello to Susie.

Enriquez replied that it is open and that she would be there.

- Complimented Enriquez on the great job he has done this summer with limited staff.

ADJOURNMENT:

Wilkins moved, and Finlay seconded to adjourn the meeting at 8:57 PM. The motion carried unanimously.

Vice Chairperson
Bylsma-Houghton

ATTEST:



Pamela Romero, Secretary