

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

Regular Meeting  
March 11, 2019

7:00 p.m.

ROLL CALL:

PRESENT: Anne Wilkins, Elisabeth Dugan, Kirsten Nielsen, Barbie Bylsma-Houghton, Ted Rudolph  
ABSENT: Jim Dinsmore, Doug Edwards  
STAFF: Manuel Enriquez, Department Director  
AUDIENCE: Councilmember Liz Reilly

APPROVAL OF  
MINUTES:

Nielsen moved to approve the February minutes and Wilkens seconded. The motion carried unanimously.

ITEMS OF  
BUSINESS:

- A. Field Use Waiver Requests: No requests at this time.
- B. Follow Up: 2019 CPRS Conference Education Sessions:  
Enriquez gave an update on the 2019 conference. Information and input included the following:
- Presented copies of the Conference guide book.
  - Guide book is now an application available on your mobile device.
  - Enriquez contacted CPRS in Sacramento to get more thorough information to present to commissioners.
  - Tuesday is generally check in day with a social gathering in the evening.
  - Educational sessions begin Wednesday at 8:00 a.m.
  - There is a general session where everyone comes together where they have special guest speakers, key note speaker, and any special recognitions.
  - Sessions resume in the afternoon.

Dugan asked if staff would be attending.

Enriquez replied that three staff would be attending.

Dugan asked if staff knew what sessions they would be attending?

Enriquez replied that he just received the list of sessions and will meet with staff to decide what their interests are, and as mentioned at the previous meeting, also get input in what the commission would like to see staff attend.

- Bylsma-Houghton pointed out two sessions with Ruby Newell Legner on Thursday that she would love to see staff attend. One is “Employee Engagement Before Customer Engagement” and “Supervisory Skills for Success”. Said she is a fantastic speaker and gave a little background on her.
- Bylsma-Houghton suggested a session offered by Mike Shilatoe, a retired city manager and parks and recreation director, is a very good speaker. His session is “Using the DISC Assessment to be a More Effective Leader” on Thursday.

Dugan asked what the DISC assessment method was.

Enriquez replied it’s like the Myers-Brigg method where staff takes a survey and it provides input on what kind of personality they have. It gives a better understanding on whether they’re more creative or logical, etc.

- Bylsma-Houghton also suggested another session by Ruby, “How to Develop an Effective Employee Training Program”.
- Bylsma-Houghton asked if the city is no longer paying for their membership to CPRS.

Enriquez replied that the city pays for membership when the conference is in Southern California.

Bylsma-Houghton stated that she used to receive CPRS information in the mail, but hasn’t recently and asked about membership

- Bylsma-Houghton asked if Enriquez could check to see if membership fees are included in the budget.

Enriquez replied that he would look into it.

- Enriquez asked if any other sessions stood out to the

commissioners.

Wilkins mentioned "Program Enrichment for Tomorrow's Seniors".

- Bylsma-Houghton asked Enriquez if Peggy Diamond, Senior Center Supervisor, could put together something that shows the statistics of the ages of the Senior Center participants.

Reilly stated that age is something you cannot ask participants.

There was discussion about the age range of Senior Center participants.

- Enriquez asked if there were any more sessions commissioners would like staff to attend.

Wilkins asked if staff deals with participants on the Autism spectrum range.

Enriquez replied that nothing has been identified on paper, but that we very well could be.

- Bylsma-Houghton requested a report at the April meeting by the attendees.

Enriquez replied that there will be a report at the April meeting.

C. Follow Up: Orange Blossom Park Interpretive Signage:

Enriquez gave an update on changes to interpretive sign. Updates included:

- Adjustments were made to the hardware, but the content of the sign remains the same.
- Signs are made with an anti-graffiti material.
- Enriquez spoke to B & H Signs and they should have a rendering of sign soon that he will share with commissioners.

Bylsma-Houghton asked if they had a tentative opening date yet.

Enriquez replied that he will check with Community Development, but that there was still some work to be done.

D. Update: Royal Oaks Park Cell Phone Tower:

Enriquez updated commissioners and presented the following information:

- Community Development Director Craig Hensley reported to Enriquez that the Verizon contract is being finalized.
- Hopefully the plan check and fees will be done in the next few months.
- Enriquez will budget for \$250,000 contingent on whether funds are received within this fiscal year or carried over to next fiscal year.

Dugan asked if the project concept has changed at all.

Enriquez replied that plans have not changed and that they could revisit plans at the July commission meeting.

E. Proposed Independence Day Celebration:

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

- Enriquez will be doing a presentation at the next council meeting regarding possible 2019 Independence Day Celebration.
- The presentation/summary is available online.
- Duarte residents banned fireworks in the November 2018 election.
- There are two models that are being proposed.
- Fireworks show would be presented by a sanctioned company at the Duarte Sports Park.
- The proposed event would be held on Wednesday, July 3<sup>rd</sup>. Holding it on the 3<sup>rd</sup> would save on costs, also with needing assistance from Public Safety, and allowing staff to celebrate the 4<sup>th</sup> with their families.

- During research, Enriquez has found there are two traditional models of firework shows. One is a full on, all day event and the other is just the fireworks show where the community gathers in the evening.
- There will be food and games and live entertainment leading up to the fireworks show.

Dugan asked if pre-events would be held at the Sports Park.

Enriquez replied that they would.

- If event is approved by council, the Parks and Recreation Department would be in charge of the event.

Bylsma-Houghton asked if Concerts in the Park will still be held.

Enriquez replied that they would and that one could potentially perform at the Independence Day event if event is approved.

Houghton asked if Council meeting agenda item was posted on Nixle.

Enriquez replied that yes, the community was made aware of the possible fireworks show through Nixle. The City wants to reach out to Duarte's non-profit groups and see what feedback they might have.

Wilkins mentioned a comment she saw on Next Door that someone mentioned they only banned illegal fireworks and that legal ones could still be used.

- Enriquez said that Public Safety will be giving a presentation and reminding the public that all fireworks are banned.
- Announced that commissioners are welcome to attend the Council meeting presentation tomorrow.

Dugan asked if it was in this year's budget.

Enriquez replied that there was a placeholder added to

the midyear budget.

- The actual fireworks show will be about 20 minutes long.

ITEMS FROM  
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and February Activity Reports.
2. Enriquez announced there is an event date change for the Mother's Day Tea in the Senior Center Newsletter due to date change for Taste of Duarte.

Wilkins announced that volunteers will be at Westminster Gardens doing a project for Cesar Chavez Day.

Enriquez replied that the volunteers would be from the AmeriCorp Promise Fellows.

3. Spring activity flyers were distributed.

Dugan mentioned that basketball enrollment is down.

Enriquez said he's not sure.

Bylsma-Houghton said that the number of activity days was lower, also resulting in a lower participation total.

Enriquez said he would talk to George Dang about numbers.

ITEMS FROM  
COMMISSIONERS:

Youth and Family Committee (Y & F) Report & Commissioner Report by Nielsen: No report

Wilkins:

- Stated she had a great time at the State of the City event.
- Announced the Chamber of Commerce is offering a free Active Shooter seminar on Saturday, April 6 from 8:00 a.m. to 12:00 p.m. at Westminster Gardens. RSVP at the Duarte Chamber of Commerce.

Dugan:

- Announced that she saw a post on Next Door that mentioned a vile of drugs was found at Royal Oaks Park.
- Mentioned that issues regarding the homeless at Encanto Park were also on Next Door.

Wilkins mentioned that Tony Hadlock from Public Safety gave out a phone number to call if there are any issues with the homeless.

Enriquez announced that Tony has done a great job so far, placing three homeless so far.

Rudolph:

- Asked if staff monitors the Next Door activities or conversations.

Reilly said you have to be invited and have a Duarte address.

Enriquez announced that commissioners can send him a screen shot of any concerns on Next Door.

- Asked about Encanto Park signage mentioned at last meeting.

Enriquez replied that he has reached out to multiple vendors and found original vendor. The vendor is researching to find original prints and will get a quote on reprinting signs.

Nielsen:

- Nielsen mentioned a Senior Center visitor who is believed to be homeless who is there until closing time at the Center.

Bylsma-Houghton

- Announced that she also attended the State of the City event and was entertained. She asked where she might be able to see it to be able to share the information with others.

Enriquez stated that the entire event was posted on Facebook and that he would find out where it could be viewed.

- Asked if organized soccer was allowed at Beardslee Park.

Enriquez replied that he believed there was.

- Bylsma-Houghton reported that there was so much activity, she believes some might not be permitted.

- Stated that commissioners should call City Hall if they see any graffiti or have any questions about any activities happening in the city they feel might not be approved.

Enriquez replied that there is some soccer activity from Nick Lopez's group and that he is a longtime renter.

ITEMS FROM  
AUDIENCE:

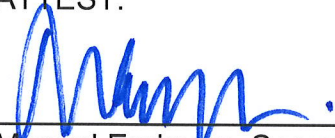
Councilmember Reilly announced that Lario Park now has showers brought in for the homeless once a week on Tuesdays from 10:00 a.m. - 2:00 p.m. from Showers of Hope. They also provide services such as legal or mental health issues.

ADJOURNMENT:

Wilkins moved and Dugan seconded to adjourn the meeting at 8:01 p.m. The motion carried unanimously.

Chairperson  
Rudolph

ATTEST:

  
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Manuel Enriquez, Secretary