

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

Regular Meeting
June 10, 2019

7:00 p.m.

ROLL CALL:

PRESENT: Anne Wilkins, Elisabeth Dugan, Kirsten Nielsen, Barbie Bylsma-Houghton, Ted Rudolph, Doug Edwards, Jim Dinsmore (7:06 p.m.)

ABSENT: None

STAFF: Manuel Enriquez, Department Director

AUDIENCE: Councilmember Liz Reilly, Steve Hernandez

**APPROVAL OF
MINUTES:**

Wilkins moved to approve the May minutes with one correction regarding it being the builder who stopped a worker from revealing the tile to Blysmas-Houghton and not Bylsma-Houghton, and Bylsma-Houghton seconded. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

- A. Field Use Waiver Requests: No requests at this time.
- B. Review of Independence Day Celebration Timeline:
Enriquez gave an overview of the event. Information provided included the following:
- Timeline is still being finalized.
 - The event is being held at the Duarte Sports Park.
 - Spectator viewing will be on the upper field and the pyro company will set off from the lower field.
 - Had a final walkthrough with the pyro vendor last week with the Lead Technician who is very acclimated with Duarte.
 - Once a Fire Marshal is assigned, the Fire Marshall will have a final walkthrough with the pyro vendor when everything is staged and set up.
 - The pyro vendor will start set-up on July 2.
 - The event starts at 6:00 p.m. on Wednesday, July 3.
 - The day of the event spectators will be allowed in viewing area starting at 5:30 p.m. and all food trucks should be ready by 5:30 p.m. as well.
 - There will be live entertainment leading up to our hired band at 7:00 p.m., the Soto band, who staff discovered at an All Cities Showcase.
 - Duarte Dance will perform at 8:05 p.m.

- The Soto band will perform again from 8:15 p.m. through 8:45 p.m.
- A CSArts student will sing the National Anthem.
- Mayor and Council will be invited on stage for comments before countdown begins.
- Pyro show will start at 9:00 p.m. and end at 9:20 p.m.
- At 9:20 p.m. lights will come back on so visitors can start exiting.
- This is the first time the City of Duarte and the Parks and Recreation Department have put on a show like this.

Enriquez asked commissioners if they had any questions. Some questions included: shuttle service, parking, street closures, and portable restrooms.

Enriquez replied staff is working on having the city's two Foothill Transit buses offer extended hours with two additional stops at event location, but no shuttle service from parking lots. Parking will be available at the Performing Arts Center, Duarte High School, local street parking, and at the Duarte Town Center. The snack bar parking lot will be closed off due to the pyros, but there is lots of parking in the area and all gates will be open for visitors to walk through. More information will be available at the upcoming City Council meeting. There will not be any street closures. Portable restrooms would be located on the east end.

Enriquez is in the process of working with a local ride share application to offer a coupon or incentive. Updates will be posted on social media and city's website where we are heavily promoting the event.

Dinsmore asked if there has been discussion regarding event date being held July 3 and if there are plans for doing something on July 4 in the future.

Enriquez replied there were several factors considered in selecting event date. Some factors included: a short amount of time to plan the event, consideration of local events already established, staff time and costs, and allowing staff to have family time on July 4.

Dinmore asked what is the cost was and where has the city advertised.

Enriquez replied that the event is free to the public and event is being advertised all over the city with flyers, banners, City Newsletter, website and social media.

Dinsmore asked why it wasn't held at the Duarte High School football field.

Enriquez replied there were too many constraints in using the field.

Dugan asked where food trucks would be located.

Enriquez gave an overview of where everything would be located.

Dinsmore asked if there was discussion regarding having the snack bar open and that it seemed like a good way for groups who relied on previous fireworks sales to make money and if a percentage of food trucks sales would come back to the city.

Enriquez replied that it would be used for a command center due to permitting and food compliance regulations and that those groups were invited to sell non-food items and that a percentage of food trucks sales would come back to the city.

Dugan asked what items vendors would be selling.

Enriquez replied things like glow-in-the-dark lights, safety pin flags, face painting and other items.

Bylsma-Houghton asked if there would be a first aid station.

Enriquez replied that there would be a first aid station on site.

C. Follow Up: Exeloo Intelligent Public Restroom System:

Enriquez gave a follow-up of the system. Some of the information included:

- Currently in the process of collecting bids.
- Presented a video of the system and gave an overview.

Enriquez asked if commissioners had any questions. Some questions included: Can it sense if someone is in the restroom, could someone be locked inside, and safety concerns.

Enriquez replied that the system will shut down its cleaning process if it senses someone inside, a person could not be locked inside, there is a 10-minute limit and doors will open and you can open from the inside at any time before the 10-minutes.

Dugan asked if there was an emergency override button on the outside in case of an emergency inside.

Enriquez said he would ask in a follow up with the vendor.

Edwards asked if the city is thinking of a single or double unit.

Enriquez replied they're looking at getting a double.

Bylsma-Houghton asked about the smell.

Enriquez said the site he visited didn't smell at all and has been there for 7 years with a few updates and still looks great.

Edwards asked how often they are cleaned.

Enriquez replied we can set the cycle.

- System alerts staff if there are any problems with the system, such as a clogged toilet.

Bylsma-Houghton asked if it would be Prop A funds that would be used.

Enriquez replied it would be Measure A funds.

Edwards asked if they would be purchased this year or next year.

Enriquez replied the hope is this fiscal year.

- Enriquez asked Miracle Playground to inventory other playgrounds and check for compliance and that Hacienda Park and Duarte Park playground structures will need to be addressed shortly. More research will be done regarding replacement of equipment. He would like to look into equipment that's more inclusive and would like each park to have a theme.

Edwards asked if they were inventorying other park restroom conditions and if any dollar figures have been set.

Enriquez replied yes the department is and that monies would be between \$120,000 - \$140,000 for a double unit.

D. Follow Up: PlayShare Estimate:

Enriquez updated commissioners and presented a refined video. The following information was provided:

- Enriquez had a follow-up meeting with Michael and got a cost estimate of \$400 a month cost per park to pilot this locker feature.

- The City could receive a check every month depending on usage.

E. Prop 68-Community Based Planning Meetings

Enriquez provided the following information regarding the community based planning meetings

- Enriquez will be scheduling a series of dates for 5 required meetings that must fit certain criteria.
- In the process of collecting information to help with funding.
- There is no space in the City for a new park.
- Attended a Parks and Recreation Summit at the Arboretum in Arcadia and attended a session on Prop 68 funding and dog parks (due to past interest) and shared information presented.
- The best chance at funding is to present something brand new to the city.
- With no options for a dog park, the addition of an amphitheater could be a good option.
- Purpose of meetings will be to get community/resident input, which is a requirement.
- Will share dates in an upcoming email due to a quick turn-around time.
- Enriquez is hoping commissioners will be able to attend some of the meetings.
- Shared information regarding a meeting he had with a Bike Park vendor at the CPRS Conference.
- Verizon cell tower monies haven't come in yet, but will be coming very quickly. Nothing has been approved regarding proposed ideas, so list of ideas can be revisited.
- Enriquez shared information regarding a vendor who came out to Royal Oaks Extension Park and presented a layout of a Bike Park track as an option.

There was discussion among commissioners on ideas. Some questions asked were: how it is incorporated with the other plan that was presented, would grass need to be removed, could both options be shown to the public, and what other parks are being considered.

Enriquez replied it would be either one or the other and that a Bike Park would compliment the current bike path, some grass would have to be removed and replace with paving, and that the original presentation is not an option because grant funds must be used for something new, and other parks being considered are an expansion of the Teen Center and an amphitheater at Duarte Park.

- Some ideas that will be presented are: picnic or BBQ areas, open space for nature area, outdoor gymnasium, jogging/walking loop, dog park, community/recreation center, athletic courts, amphitheater, and more.

ITEMS FROM
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and May Activity Reports.
2. Enriquez made the following announcements: 23 athletes qualified at the track championship in San Dimas. It was the highest representation the City has had in a while. Summer recreation classes will start soon. The Senior Center Volunteer Recognition Dinner will be held June 28 and that Steve Hernandez was selected as Volunteer of the Year. The Duarte Dance Camp kicked off today and was highly attended. The In-N-Out event at the Senior Center was successful.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Attended the In-N-Out event and had a fun time. Loved the band and will attend event next year.

Dugan:

- Announced she went to Royal Oaks Park last weekend and noticed a couple people with their dogs running loose. She wished there was a dog park for them.
- Feels the extension park gets a lot of use on the weekend and would hate to lose the open grass space.

Dinsmore:

- Nice to see the parks getting lots of use.
- Apologized for missing 3 meetings. One meeting was a business, one was vacation and one he was sick.

Bylsma-Houghton:

- Announced it was fun to see the pool busy, but would like to see more lifeguards on deck.
- Getting excited for Orange Blossom Park to open.
- After having Paula Watson-Gardner attend the meeting, she did her best to get a copy of On the Duarte, but it's out of print. She was able to borrow a copy, is almost done, and is so excited about it.
- Has some ideas about the grand opening after learning Duarte's Thompson Oranges won a State prize over the cities of Redlands and Riverside.
- In the book Recreation is the second biggest thing and she would like the renaming of the Bike Trail to include the word Recreation to replace Bike/Multipurpose.

Enriquez replied that he doesn't want to change what she submitted on the application, but will ask if she would consider it.

- Asked if we could have a commission meeting at the museum.

Enriquez replied that he would coordinate with Claudia Heller.

Edwards:

- Due to all the bike usage along Royal Oaks Drive, maybe a bike repair station should be considered for Royal Oaks Extension Park.

ITEMS FROM
AUDIENCE:

Councilmember Reilly

- Announced she was at the museum Saturday and noticed a truck on the field.

ADJOURNMENT:

Edwards moved and Bylsma-Houghton seconded to adjourn the meeting at 8:37 p.m. The motion carried unanimously.

Chairperson
Rudolph

ATTEST:


Pamela Romero, Secretary