

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
July 8, 2019

7:00 p.m.

ROLL CALL:

PRESENT: Anne Wilkins, Jim Dinsmore, Elisabeth Dugan, Barbie Bylsma-Houghton, Kirsten Nielsen, Ted Rudolph
ABSENT: Doug Edwards
STAFF: Manuel Enriquez, Department Director
AUDIENCE: Play Share representative Michael Chang, Councilmember Liz Reilly, Duarte Historical Society and Museum President Claudia Heller, Steve Hernandez, Judy Blake

APPROVAL OF MINUTES:

Dinsmore motioned to approve the June minutes and Wilkins seconded. The motion carried unanimously.

ITEMS OF BUSINESS:

- A. Field Use Waiver Requests: No requests at this time.
- B. Recap: Independence Day Celebration:
Enriquez gave an overview of the event. Some information provided included the following:
- Shared media coverage of event
 - Feedback has been very positive
 - Event was very well attended
 - The wind affected debris fallout

Commissioners discussed food trucks, restrooms, parking, and event entrance locations and gave a few suggestions for next year.

Bylsma-Houghton asked for a follow-up report from the Sheriff's Department on whether there was a reduction in fireworks usage on July 4th throughout the city.

Enriquez replied that he heard the numbers were down, with 8 citations issued, and that there would be a Public Safety follow-up report at the next council meeting.

- C. Update: Prop 68-Community Based Planning Meetings:
Enriquez gave an update on Prop 68 and some of the information included:

- Enriquez is currently working with the City's grant writing team.
- A fact-finder is used to select the location of proposed development/improvement.
- Three criteria are used in the process. 1) Must be less than 3 acres of park space for every 1,000 residents. 2) Must be less than \$51,000 median income per household. 3) Something brand new. If all three are included, chances are greater for grant selection.
- Some small gray areas include property leased from the Duarte Unified School District, which has limited opportunities.
- Royal Oaks Extension is being targeted because it meets criteria one.
- 5 required meetings will be held at Royal Oaks Park. The first meeting is scheduled on July 11th at 2:00 p.m. Meetings need to include all stakeholders in the community and the July 11th meeting will include children. Future dates need to include one held in the evening and one held on the weekend. A follow-up evening meeting will be held on July 16th at 6:00 p.m. and a weekend meeting on July 20th per requirements. Other meetings will be held July 24th at 6:00 p.m. and July 30th at 3:00 p.m., targeting Day Camp parents picking up their children.

Dugan asked if meetings would be publicized.

Enriquez replied that there are four different ways meetings would be publicized to increase chances of being selected. 1) On the City's website 2) Solicitation by mail, which will be targeted through the City's registration system 3) Personal invitation – targeting day camp participants and parents 4) Social media and community announcements

D. Update: Orange Blossom Park:

Enriquez updated commissioners and presented the following information:

- Construction is moving along and builders are expecting Edison to be out before the end of the month.
- The developer would like the park to be opened in conjunction with the building project.
- Interpretive signage costs needed adjustment and Enriquez shared a rendering of the sign.
- Enriquez will update commission when a ribbon cutting date is selected.

E. Follow Up: Play Share Pilot Program:

Enriquez introduced Michael Chang from Play Share and they provided the following information:

- Play Share is offering a 3-month trial for 4-unit locker.

Dinsmore asked if it could be a temporary installation to avoid any permanent damage.

Enriquez replied that they would do their best and that lockers would need to be secured.

- Lockers should be at a park with big open space and traffic like Royal Oaks Park.

Enriquez asked if commissioners had any additional input.

Rudolph asked if there would be any signage indicating it's a trial run and the ability to get input from users.

Enriquez replied that there would be signage and that they could get input using email addresses provided by users.

- The 4-unit locker is available now and items/fees would be set by City.
- Lockers located at Royal Oaks Park could fall under Prop 68 funds.

Dinsmore asked if there was a graffiti protection coating on the unit.

Chang replied that there was not, but the 8-unit locker has the option of an advertisement wrap.

Commissioners discussed costs and different options for fees.

- Commissioners will be updated on timeline.
- Enriquez will work with the City Manager's office to promote lockers on website and social media.
- Announced that there will be a Parks Make Life Better proclamation at the July 9th council meeting and invited commissioners to attend.

ITEMS FROM STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and June Activity Report.
2. Enriquez made the following announcements: the Senior Center will be offering a BBQ and Vinyl Record Listening Party, Senior Center ping pong attendees could use additional space, the Teen Center is continuing its extended summer hours through July 19th, and to save the date for the boxing tournament to be held in August.
3. Activity Report discussion included supervised park usage, new summer day camp program that is being very well received, and the Dive-In Movie Night had a great turnout.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Announced she loved the July 3rd event and thought it was amazing.
- As a CERT member, she had a couple complaints. Someone trying to get through an area closed off and another incident involving people in their cars. Suggested CERT members from surrounding areas could be contacted to assist in the future.
- Announced she is pleased with Concerts in the Park and wished more people attended.

Dinsmore:

- Requested commission meetings follow agenda for better flow to avoid less back and forth.

Dugan:

- Mentioned incident at Lena Valenzuela Park and is disturbed by lack of communication between departments.
- Announced city staff were great at the July 3rd event.

Bylsma-Houghton:

- Announced she was thrilled with the July 3rd event and thought it was fun. Enjoyed watching people come and go and talking to attendees.
- Talked to a resident at the event that works for Foothill Transit who had seen the advertisement sign on the bus and taken a picture as a reminder.
- Asked about posters made for Independence Day event and if transit bus posters were made for Concerts in the Park.

Enriquez replied that three were made for the Independence Day event, one for each of the city's three buses, and none for Concerts in the Park

- Mentioned her concern regarding new Metro parking lot fees.

Nielsen

- Announced she thought the July 3rd event went by quick and hope it's back next year.

ITEMS FROM
AUDIENCE:

Councilmember Reilly

- Announced the City of Duarte is one of the last Metro parking lots to start charging a fee.
- Announced she was out of town and missed the July 3rd event. While on vacation she attended a rodeo where their fireworks show is paid for by outside sponsorship.

Steve Hernandez

- Announced Duarte is the one of the few cities with a small Metro parking lot and his understanding was that if the parking lot was filled by 7:30 a.m. Metro would start charging.

ADJOURNMENT: Bylsma-Houghton moved and Wilkins seconded to adjourn the meeting at 8:33 p.m. The motion carried unanimously.

Chairperson
Rudolph

ATTEST:


Pamela Romero, Secretary