

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

Regular Meeting
December 9, 2019

7:00 p.m.

ROLL CALL:

PRESENT: Anne Wilkins, Jim Dinsmore, Elisabeth Dugan, Kirsten Nielsen, Barbie Bylsma-Houghton, Ted Rudolph
ABSENT: None
STAFF: Manuel Enriquez, Department Director
AUDIENCE: Steve Hernandez

**APPROVAL OF
MINUTES:**

Dinsmore motioned to approve the October minutes and Dugan seconded. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

A. Field Use Waiver Requests: No requests at this time.

B. Update: Prop. 68 Grant Submission

Enriquez gave an update of the Prop. 68 grant submission. Some of the information included:

- The City completed the application after 5 community planning meetings
- The submission is for a splash pad at Royal Oaks Park Extension and the extraction of the existing playground equipment at Royal Oaks Park with the addition of a full-inclusion play structure
- The state has communicated that they are in the process of reviewing applications and making their final decisions, and expressed that it is a very competitive grant cycle
- The state is maintaining the timeline of announcing decisions by January 2020
- Note, Senator Portantino wrote a letter in support of Duarte's grant submission

C. Major Projects Report:

Enriquez gave commissioners a project list for possible Measure A Fund projects that included project location, a brief description, and gave the following update. Some of the information included:

- Presented Commission with list of projects that were approved by Council
- Would like commission to fine tune project list
- There should be almost \$170,000 available for use at the City's discretion
- The process includes Enriquez sending in appropriate forms stating project and amount of funds needed
- The City pays upfront costs and is then reimbursed by the State at completion of project
- The list includes items already approved by council 2019 fiscal year
- With the City currently operating at a deficit, there were a number of things that were removed from the list
- Enriquez presented Council with a list that included a 5-year projection of projects that would need to be addressed and the status of said projects
- Projects slated for 2020/2021 were included in the presentation
- Play structures and field leveling are on the list
- The Fitness Center shade structure process has begun and work should start the beginning of 2020
- The Teen Center furniture has already been upgraded and some interior painting has been done
- Painting the exterior of the Teen Center is going out to bid with a new online bidding process that also notifies the appropriate vendors with a mass email once bid is posted
- Work on the Senior Center roof began today after a three-week weather delay, but shouldn't take long to complete
- Beardslee restrooms are still a priority
- City Hall counter tops will be remodeled to make them ADA compliant
- City Hall interior painting and way-finding signs are listed
- The Donald & Bernice Watson Recreation Trail renaming and associated signage changes were approved by Council
- Enriquez met with vendor and approved final concept and work on sign should start next week
- Parks and Recreation will have our Martin Luther King Jr. event incorporating the trail
- The renaming ceremony will take place early February in recognition of Black History month

Dugan asked where the signage would be located.

Enriquez replied signage would be located at Buena Vista Street and Royal Oaks Drive.

Bylsma-Houghton inquired about the cell tower at Royal Oaks Extension Park.

Enriquez replied that the tower has been approved and Verizon has pulled permits, but funds will not be exhausted until an external analysis of the parking area is done and resurfacing of pavement to be ADA compliant is completed.

There was discussion amongst commissioners regarding tower and use of funds.

- Parks in most need of repairs were highlighted

Commissioners discussed park projects and issues with working on parks leased by the City.

D. Update: Donald & Bernice Watson Recreation Trail Signage
Enriquez gave an update of the project under Items of Business: C.

ITEMS FROM
STAFF:

1. Staff presented the current Senior Center and Teen Center newsletters and November Activity Report.
2. Staff also updated commissioners with the following information:
 - The Senior Center had a nice Thanksgiving Potluck
 - The Senior Center is having a Christmas Dinner Party on Thursday, December 12th
 - Announced City facility holiday closures
 - The Teen Center Winter Holiday Festival is Wednesday, December 11th

Nielsen mentioned she is not happy with the lights on the City Christmas Tree at City of Hope.

There was discussion amongst commissioners regarding the Tree Lighting Ceremony and its current location.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Announced she participated in the Tree Lighting Ceremony as a CERT member directing visitors.

- Stated that rain has affected the last two tree lightings.
- Stated she would have liked to have seen more going on outside during event.

Dinsmore:

- Inquired as to what happens to playground equipment that is replaced and whether it could be donated.

Enriquez replied that it is disposed of properly and would have to check with the City's insurance company regarding any liability the City could incur.

- Stated he would like the City Tree Lighting Ceremony returned to the Town Center.
- Thanked Commissioners for a wonderful year and is happy to be a part of the commission.

Dugan:

- Nothing to report

Nielsen:

- Nothing to report

Bylsma-Houghton:

- Stated she loved the Halloween Howl and how well it was received by the community and how helpful staff was to participants.
- Stated the costume parade was fun.
- Mentioned parking is a problem at the event.
- Stated she enjoyed the Tree Lighting Ceremony and food trucks.
- Asked if food trucks required a minimum number of sales.

Enriquez replied that they did not and that the trucks return a small percentage of sales back to the City.

Rudolph:

- Asked about commission reappointment notices.

Enriquez replied that appointments would be made at the December 10th Council meeting and that applicants would be notified by the City Clerk.

ITEMS FROM
AUDIENCE:

Steve Hernandez gave a little history on the cell tower at Royal Oaks Park Extension.

Announced that the Youth and Family Committee had completed its purpose.

Wished commissioners a Merry Christmas and thanked them for their work.

ADJOURNMENT: Dugan motioned and Bylsma-Houghton seconded to adjourn the meeting at 8:11 p.m. The motion carried unanimously.

Chairperson
Rudolph

ATTEST:



Pamela Romero, Secretary