

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
December 13, 2021

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Kirsten Nielsen, Anne Wilkins, Jennifer Luna-Nguyen, Barbie Bylsma-Houghton, James Finlay
ABSENT: None
Manuel Enriquez, Department Director
AUDIENCE: None

PLEDGE OF ALLEGIANCE:

Bylsma-Houghton led the Pledge of Allegiance.

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES:

Nielsen motioned, and Wilkins seconded to approve the November 2021 minutes with the following correction: The Senior Center held a Thanksgiving Dinner, but it was not a potluck. The motion carried unanimously.

ITEMS OF BUSINESS:

A. Winter City News Overview
Enriquez gave commissioners. Some information provided included the following:

- The City continues to offer the City Newsletter electronically.
- Based on the commission's recommendation at a previous Commission meeting where Enriquez asked for input regarding the electronic version, the Spring Newsletter will once again be printed.
- Staff will evaluate whether it will make a difference in registration numbers.
- Reviewed winter events that have already happened and announced upcoming events.
- Public Safety held their first Stuff a Bus event and reported that they did very well, almost filling the bus with toys.
- Santa's Mailbox will finish up this week.
- The City held its first Holiday Tree Lighting event in the Civic Center Courtyard.
- Today is the deadline to enter the Holiday Decorating Contest and we have already received quite a few entries.

- A request was made to have a map created of all the entries so anyone interested can drive by and check out all the entries.
- Winners will be announced on Monday, December 20th.
- Enriquez stated that he was glad to see some commissioners at the new Holiday in the Park event at Beardslee Park.
- There was a snow play area, sledding, and Santa Claus. Dasher and Dancer also made an appearance.
- Winter registration went live today.
- Santa's Hotline will also be held tomorrow followed by the Teen Center's Winter Holiday Festival, which is open to everyone.
- This week is the Senior Center's Week of Holiday of Magic, where they'll have something special each day from 10 AM – 12 PM.
- Today there were carolers. Tuesday will be festive arts and crafts, a Christmas movie will be on Wednesday, no event Thursday (foodbank day) and then the week will end with a continental breakfast and visit from Santa.
- Santa Claus is coming to Duarte and will drive thru the city Wednesday, Thursday and Friday night from 5 – 9 PM. Event maps are available on our social media and Special Events page on the City's website.
- Things will quiet down just a little in the new year, but we will still have our Martin Luther King Jr. Remembrance Day event spearheaded by Teen Center Supervisor, Marilyn Mays.
- There will be an open assembly at Duarte High School if weather permits.
- Interactive components will be incorporated to help keep students engaged throughout the program.
- Winter recreation classes will start in January and are included in the Winter City News publication.
- On February 3, the City will hold its annual Groundhog Job Shadow Day and will be in person.

Luna-Nguyen inquired as to where she could find the phone number for Santa's Hotline and announced it was very helpful to receive social media reminders regarding registration.

Enriquez replied the number is (626) 386-6804 and that it's also listed in the newsletter.

B. Mid-Year Report

Enriquez gave an update of the mid-year report. Some information provided included the following:

- Stated he is proud that Parks and Recreation has done a great job in working towards accomplishing our goals.
- Appreciates and is thankful that with our council not everything is revenue generated and that first and foremost we are planning things that benefit our community.
- Shared some general budget information regarding revenue this past year.
- Some revenue accounts are down due to COVID.

Enriquez asked if commissioners had any questions.

Wilkins asked if the On the Move Riders Club would be starting up again and requested that they consider Fridays, Saturdays and Sundays.

Enriquez replied that Susie Perez is working on incorporating programs safely back to the Center as soon as possible.

ITEMS FROM
STAFF:

1. Staff updated commissioners with the following information:

- Annette Juarez, our new City Clerk, will be contacting commissioners regarding upcoming vacancy announcements for the commission.
- Enriquez is conducting second-round interviews with 4 candidates this week for the vacant Recreation Supervisor position at the Fitness Center.
- Announced that Commission meetings will return to in-person beginning January.

ITEMS FROM
COMMISSIONERS:

Nielsen:

- Announced that things are slowly getting back to normal at the Senior Center, and that registration is still a little slow.

Wilkins:

- Announced she attended the Holiday in the Park event and stated there were more in attendance than she and the CERT team expected. Had a great time but thought the food truck was a little expensive.

Luna-Nguyen:

- Announced she also attended the Holiday in the Park event and the City Tree Lighting and thought both were amazing.
- Stated that she's not too crazy about Commission meetings going to in-person with COVID numbers spiking.

Enriquez stated that Zoom could still be an option and he would research it, and also mentioned face masks would be required.

Finlay:

- Announced that he also attended the holiday event last night and that it was really well done. He was pleased with the attendance.
- Stated that he is fine either way with meetings in person or via Zoom.
- Announced that if a hybrid choice is selected, he recommends using an Owl, if within budget, as it has a 360° camera that works with conferencing software.
- Announced an important DUSD board meeting this Thursday as it involves discussion and possibly taking action in consolidation of a Duarte school.
- Announced the Duarte School District is in the process of setting up districts, which will also be a topic of discussion.
- The District will be appointing a new representative to the Parks and Recreation Commission and is hoping to be reappointed as he has enjoyed it.

Bylsma-Houghton:

- Gave lots of compliments and congratulated staff for the new Christmas tree in the courtyard and all the fun activities offered.

ADJOURNMENT:

Finlay motioned, and Luna-Nguyen seconded to adjourn the meeting at 7:32 PM. The motion carried unanimously.

Vice Chairperson

Bylsma-Houghton

ATTEST:



Pamela Romero, Secretary