

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
August 8, 2022

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Anne Wilkins, Jennifer Luna-Nguyen, James Finlay,
Barbie Bylsma-Houghton
ABSENT: None
Manuel Enríquez, Department Director
AUDIENCE: Mayor Margaret Finlay, Brad Finlay, Megan Finlay
& kids

**PLEDGE OF
ALLEGIANCE:**

Bylsma-Houghton led the Pledge of Allegiance.

**PUBLIC
COMMENTS:**

Mayor Finlay brought Ooey Goey Toffee Cake for James Finlay's birthday.

**APPROVAL OF
MINUTES:**

Wilkins motioned, and Finlay seconded to approve the April 2022 minutes. The motion carried unanimously.

**ITEMS OF
BUSINESS:**

A. Recap: Summer Programming & Special Events

Enriquez reviewed highlights of the Parks and Recreation Department's special events. Some of the highlights presented included:

- Summer started with a free Duarte Day at the Pool on Saturday, June 11 with almost 100 participants attending.
- Hosted our first Party in Duarte: Summer Kick-off on the first day of summer, Tuesday, June 21.
 - The event was held in the Civic Center parking lot with a concert, vendors, and food trucks followed by a Dive-In Movie at the Fitness Center pool.
 - The event is something the department would like to offer again, however, with adjustments to the event hours.
 - Attendance was at about 400 in total. The Dive-In Movie sold out with 200 attendees.
- Our annual Independence Day Celebration was held on Sunday, July 3, with a record 5,176 attendees.
 - People enjoyed the event being on the weekend.

- The department used many resources for advertising along with the help of the San Gabriel Valley Tribune.
 - The entertainment was great, and the fireworks went off without any glitches or safety issues.
 - The City dedicated the celebration in honor of Tzeitel Paras-Caracci.
- The Department continued its Red, White, & Pool Party with approximately 150 participants this year.
 - The event included food, entertainment, inflatables, and a view of the fireworks show for a nominal fee.
- Summer Concerts in the Park series resumed this year. The first concert had over 600 attendees.
 - Each concert has a different genre of music.
 - Activities and DJ begin at 6 PM and the band starts at 7 PM. The last concert will be held this Wednesday, August 10.
 - Home Depot was secured to facilitate a craft area for children, and they handed out aprons.
 - They will also be attending the last concert and have committed to facilitate a craft area at the Holiday in the Park to be a part of Santa's Workshop.
 - In total, the City had 5 concerts this summer.
- A Dive-In-Movie was held July 22 with good attendance.
- Last week was the Splashtacular event at the pool where local kids and camp participants attend.
 - The event has relay races with inflatables, games, and a splash contest crowning the king and queen of the pool.
- Touch a Truck was held Saturday in the Senior Center parking lot with an eclectic array of vehicles. This year the event was held on a Saturday so more families would be able to attend.
- This Saturday the 13th the City will be hosting its annual boxing show at the Duarte High School Gym from 1 – 5 PM with about 20 bouts scheduled. Boxing Clubs participating in the event come from all around. Some come from different states.
- We'll be wrapping up the summer with our first overnight campout at Encanto Park from Saturday, August 27 – 28.
 - Participants will need to provide their tent, sleeping bags and pillows and we'll provide the rest, including food, games, and entertainment.
 - Staff will be present during the event and deputies will be monitoring/patrolling throughout the night.

B. Update: Dog Park Analysis

Enriquez gave an update and shared a conceptual design of a dog park. Some information provided included the following:

- The department has made great strides in securing researching the possibility of introducing a dog park in Duarte.
- There have already been two community meetings with the third one scheduled for August 20, 10 AM at Hacienda Park.

Finlay asked if they would be removing the play structure.

Enriquez replied that they would be removing it and gave some background.

- At a City Council meeting in February, a number of residents attended the meeting and voiced their concerns over the lack of a dog park in Duarte.
- They also voiced the misconceptions of having a dog park in a neighborhood, such as noise concerns and sanitation.
- From there City Council directed staff to again research the idea of a possible space for an off-leash dog park.
- Enriquez had previously attended a conference at the Arboretum that had a breakout session regarding dog parks that he participated in and pulled out his notes as he remembered she was a great presenter and was able to reach out to her at her new company FLD. She had just finished up building out her 4th or 5th dog park with L.A. County Parks and Recreation.
- Enriquez wrote up a professional service agreement with FLD and invited them out to tour the city and pointed out space we own and space we lease. From there they did a study based off the information and came back with two options. One was Hacienda Park and the other was Duarte Park.
- One thing that was taken into account was the age of the playground structure at each park.
- At the first community meeting, which the firm didn't attend as they were still in the process of assessing the parks, we had 36 attendees at that meeting where they shared ideas and concerns.
- Attendees at the first meeting also brought a signed petition in favor of a dog park.
- The consultant attended the second meeting where concepts for both parks were presented.
- Residents at the meeting expressed the need for restrooms at the park.
- Enriquez went over conceptual designs with commissioners.

Finlay inquired as to the height of the fencing and if restrooms would be locked at night.

Enriquez replied that it was 6-feet and will comply with cell tower regulations, and that the restrooms would be locked each evening.

Enriquez also stated that the park's hours would change and that the new hours and any other changes regarding the Dog Park would need to be updated/adopted in the Municipal Code.

- The first two meetings the City utilized its standard marketing/communication platforms
- Letters inviting property owners in the local area to the third meeting were sent out today.
- Enriquez will take information gathered at the third community meeting back to the consultant and then work on a formal presentation.

Luna-Nguyen asked about the possibility of having memorial tiles for pets or planting a tree in honor of a pet.

Enriquez replied that it's a good idea that he will look into incorporating it.

Finlay inquired as to the cost of building the dog park.

Enriquez replied that the costs based off the current square footage and amenities his guess would be between \$1.3 - \$1.8 million.

C. Capital Improvement Projects – 2022/23

Enriquez gave an overview of upcoming projects. Some of the information provided included:

- There are a couple capital improvement projects on the radar for this fiscal year throughout city parks and facilities.
- The City Yard will be getting its perimeter fencing and gate replaced; replacement of City Hall counter tops, making sure they are ADA compliant; and updating City Hall interior painting and wayfinding signage.
- Some exterior face lift projects include updating the facade throughout the Civic Center, replacing/updating the electronic sign, and a new roof for the Fitness Center.
- The Duarte Park playground equipment will be updated with the intention of also adding some outdoor secured space for the boxing program.
- Restroom replacement/update at Beardslee Park is able to move forward utilizing Prop. 68 funds.
- Lastly, new flooring throughout the interior of the Senior Center.

ITEMS FROM
STAFF:

1. Announced a Save the Date for the City Picnic on Saturday, September 24 from 11 AM to 3 PM, which will have carnival rides, games, entertainment, a variety of booths, and a more extensive classic car show.
2. The City of Duarte launched its new website at the end of June.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Stated that she thinks the new website is awful and that it took her three days to find the City's observed holidays.
- This week the Farmer's Market will be celebrating Farmer's Market Week with treasure hunts, raffles and more.
- She's pleased with all the events the Parks and Recreation Department has offered over the summer for children and adults.

Finlay:

- Announced that school will be starting in Duarte this week.
- School start times and end times have been adjusted as required by the new State mandates.
- Announced that the DUSD has an agreement with Metro to provide passes to students for \$3 per year where they are able to utilize light rail and Foothill Transit buses.

Luna-Nguyen:

- Announced that she was glad to be back.

Bylsma-Houghton:

- Announced that she attended Tzeitel's memorial service and felt it was well done and well attended. She was proud to have known her and feels she contributed greatly to the community.

ADJOURNMENT:

Finlay motioned, and Wilkins seconded to adjourn the meeting at 8:20 PM. The motion carried unanimously.

Vice Chairperson
Bylsma-Houghton

ATTEST:



Pamela Romero, Secretary