

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
December 12, 2022

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Barbie Bylsma-Houghton, James Finlay, Anne Wilkins, Jennifer Luna-Nguyen (7:05 PM)
ABSENT: None
Manuel Enriquez, Department Director
AUDIENCE: None

PLEDGE OF ALLEGIANCE:

Wilkins led the Pledge of Allegiance.

PUBLIC COMMENTS:

N/A

APPROVAL OF MINUTES:

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

ITEMS OF BUSINESS:

A. Winter City News Overview

Enriquez gave an overview of the current City News – Winter 2022. Some of the highlights presented included:

- Santa's Mailbox started November 28 and is wrapping up this week.
 - Many letters from Temple City and Arcadia were dropped off by teachers.
 - Staff will look into adjusting the wording next year to clarify responses will be generated for participating Duarte youth.
- The Holiday Decorating Contest has ended with a great number of entries submitted.
 - Judges will visit entries this week and make their top selections.
 - Winners will be announced on Monday and will receive a nice holiday basket containing a Home Depot gift card and also a lawn sign.
- The city offered its first Gingerbread House Decorating Party, and it went really well.
- We also offered our very first Underwater Pictures with Santa event.
 - Some pictures were posted on the City's social

media.

- Pictures will be developed, printed, and sent to all participants.
- The event was well attended with about 55 registered.
- It was a cold day, but attendees weren't bothered as the pool is heated.
- Hot chocolate and cookies were provided.
- Lap swimmers also signed up and were excited about the event.

Finlay asked how everyone stayed submerged.

Enriquez replied that the photographer was a little back and on the count of three they held their breath and submerged.

Bylsma-Houghton asked if the idea came from the new Fitness Center Supervisor and Enriquez replied that it was.

- Our Holiday in the Park event was held yesterday at Beardslee Park.
 - The event included:
 - Tons of snow
 - Live reindeer
 - Carolers
 - Student musicians
 - DHS Jazz Band
 - CSArts singer
 - Ferris Wheel
 - Train ride
 - Everyone was very happy the rain ended in time for the event.
 - The Holiday in the Park event is spearheaded by Senior Center Supervisor Susie Perez, who exceeded all event goals.

Wilkins inquired about the Teen Center event.

Enriquez replied that the Young Entrepreneurs event happened on Saturday and gave an overview of the event.

- Wrapping up this week will be the Santa Coming to Duarte event with giveaways when Santa drives by.

Finlay asked if the Santa Tracker would be available this year.

Enriquez replied that it is, every event night starting at 5 PM. Additional event information included: there is a slight 30 second to 1 minute delay on the tracker; the event will be held Wednesday, Thursday, and Friday from 5 – 9 PM; and Santa's ride this year will be a special vehicle.

Nguyen asked if the routes were changed each year.

Enriquez replied that they will be held on different days, but the deputies decide the best route within each day.

- The Martin Luther King Jr. Celebration event is scheduled for January 12, 10:30 AM at the Duarte Performing Arts Center.
- Job Shadow Day is back this year in collaboration with the Duarte Unified School District and will be held on February 2.

B. Update: Pool Deck Resurfacing Project

Enriquez gave an update on the pool deck project. Some information provided included the following:

- Aquatics Design Firm and LPA, both highly regarded companies, came out on November 30 and conducted a thorough walkthrough of the Fitness Center pool deck.
- They are proposing to do an overall assessment and come back with some renderings and recommendations that include ADA improvements.
- Enriquez notes that making the deck ADA compliant will take up a lot of the existing decking space.

C. Review of Newly Structured City Commissions

Enriquez gave an overview of the newly structured City Commissions. Some updates included:

- At the last Council meeting there was a second reading and adoption of the updates to the commission code as it relates to the City's commissions.
- The city has reduced the number of commissions from 6 to 5.
- The number of members on a commission has been reduced from 7 to 5.
- Each regularly scheduled commission meeting will now be held every other month instead of monthly.
- Commission applications are due this week and interviews will be held the second week of January.
- The Parks and Recreation Commission has one vacancy, and the DUSD will provide a member for our other vacancy.
- Council will continue to have the ability to direct staff to establish Ad Hoc committees at its discretion.
- The current Public Services Commission has been renamed

Public Utilities Communications and Technology Commission.

- The Traffic & Safety Commission has been reworked and is now renamed Public Works and Traffic Safety Commission.
- The Economic Development Commission has been merged with the Planning Commission, which is now the new Planning and Economic Development Commission.

Wilkins asked if fewer people are applying for commissions now.

Enriquez replied that he feels it's about the same.

ITEMS FROM
STAFF:

1. Enriquez expressed his sentiments and appreciation to Commissioners for all their support and another great year.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Announced that she is amazed by all the activities going on with the City and Teen Center.

Luna-Nguyen:

- Had a suggestion for the winter Holiday in the Park event to divide the snow area into different age groups or times.

Enriquez replied that after her suggestion last year, it was divided this year with 5 years and under section.

- Thanked fellow commissioners for being welcoming and understanding regarding her new baby.

Finlay:

- Announced he is grateful to be a part of the commission and being an active participant in the city in general and thinks it a great city to be a part of.
- Shared a quote from a podcast he listens to that says: *Take care of yourself and if you can, somebody else.*
- Congratulated Enriquez and staff for doing so much for the community.

Bylsma-Houghton:

- She also feels it was a good year and thanked Enriquez for all he has done. For as long as she has been a part of the community, she hasn't seen so many new and exciting things happening in a long time.
- Stated she's excited for the new ADA things happening at the pool and will volunteer to test it out.

- Suggested the commission go dark in January as commission interviews are that week, and we don't know who is going to be appointed yet.

ADJOURNMENT: Finlay motioned, and Wilkins seconded to adjourn the meeting at 8:01 PM. The motion was carried unanimously.

Vice Chairperson
Bylsma-Houghton

ATTEST:



Pamela Romero, Secretary

