

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
November 13, 2023

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: James Finlay, Barbie Bylsma-Houghton, Alex Streff,
Jennifer Luna-Nguyen, Anne Wilkins
ABSENT: None
STAFF: Manuel Enriquez, Department Director
AUDIENCE: Dave Page, Linda Sutphin, Maria Mack, Andy
Grande

**PLEDGE OF
ALLEGIANCE:**

Finlay led the Pledge of Allegiance.

**PUBLIC
COMMENTS:**

Mr. Page spoke on behalf of attendees regarding adding permanent Pickleball courts at Royal Oaks Park and read a letter of support from Linda Sutphin.

Maria Mack spoke on her support of the Senior Center's Pickleball program and of adding permanent Pickleball courts.

Enriquez announced it was on the September 11, 2023, agenda and gave a brief overview of what was discussed at that meeting. Enriquez also mentioned to attendees about signing up for Duarte's Flash Vote, which will soon send out a survey regarding pickleball courts.

Andy Grande asked if the City could consider raising the pay scale of their lifeguards, who have special training, due to the upcoming wage increase for regular employees.

**APPROVAL OF
MINUTES:**

Luna-Nguyen motioned, and Wilkins seconded to approve the September 11, 2023, minutes. The motion was carried unanimously with Finlay abstaining.

**ITEMS OF
BUSINESS:**

A. Update on Donald & Bernice Watson Recreation Trail Improvement Project

Enriquez gave an update of the project. Some of the information presented included:

- The project was funded through Congresswoman Napolitano's Office in the amount of \$1.4 million.
- The project was spearheaded by the Community Development Department in collaboration with the Parks and Recreation Department.
- The funding has been released to the State of California and Caltrans facilitates the funding.
- Funding can start being requested when the project's construction drawings are at 90 percent.
- The City has until 2025 to submit the drawings but will not be waiting that long.
- There are two areas of the design project that need to be completed before it's presented to Caltrans and then out to bid.
 - One is the path design, drainage, and ADA
 - The other is landscape, public art, and any additional amenities.
- The core of the funding was designated for the design of repaving, ADA upgrades and adding some public art. Some safety enhancements will also be addressed.
- The design should come before the Commission and Council in February or March with the final design being submitted to Caltrans by June of 2024.
- Caltrans review time is approximately 3-4 months and then once approved, the project can go out to bid. Any additional design upgrades from the project's original scope would need to be approved by the Council, including the funding source.
- Enriquez reviewed some the things being addressed in the design but that are not necessarily in the funding's scope.

Finlay asked how realistic it is to address everything requested with the allocated money. Stated he would like signs along the trail regarding the history of Duarte like the bridge sign.

Enriquez replied that funding for upgrades would have to come from the general fund if they were to be included in the design, as the majority of funding is for repaving and that the new Arts Committee would have a say in any public art decisions.

Streff stated he would like to see more greenery to create shade and cut down on the dirt.

B. Revised Conceptual Design for Duarte Park Revitalization Project
 Enriquez shared the following:

- Announced a community input meeting will be held on Sunday, December 1, 10 AM, at Duarte Park.
- Enriquez was approached by a non-profit regarding partnering with neighboring cities to apply for new funding available for community gardens.
 - After reviewing the application and speaking to the CEO of the non-profit, Enriquez decided to partner with them to be a part of the Duarte Park project.
 - There is a slight alteration to the conceptual design which adds a community garden.
 - There will be 20 beds with the opportunity for the public to reserve a bed, but nothing has been decided.
 - The funding allows us to build the garden, a storage shed, some picnic tables for educational workshops, and potentially plots open for the community.
- The Arcadia dog park is 43,000+ square feet and ours would be 14,000 square feet.
- Enriquez is working with MIG on redesigning the space behind the dog park area and commissioners agreed.
- The project will surpass the Measure A funding available, and the Council would need to decide what additional amenities to include based on the Commission's recommendations.

C. Beardslee Park Restroom Replacement

Enriquez provided the following information:

- This item was slated for this year's Capital Improvement Project list and is going before the Council.
- The restrooms themselves will cost \$231,000.
- They will be ADA accessible and include changing tables with a storage closet in the back for department equipment.
- The demo and foundation preparation are not included.
- Enriquez will go before the Council tomorrow to request a budget adjustment as the \$191,000 in Prop 68 Per Capita funding cannot be used for this project.

Luna-Nguyen asked what style the restrooms are.

Enriquez replied they are stainless steel.

Streff asked if staff locks up the restrooms each night or are they self-locking.

Enriquez replied that staff locks them each night.

Finlay asked if Beardslee Park is closed during the day.

Enriquez replied they are locked at 10 PM each night and unlocked after school is out when the upper grades are dismissed at 3 PM but are open all day on Saturday and Sunday.

ITEMS FROM
STAFF:

1. Enriquez shared that at tomorrow's council meeting, council will also be reviewing and considering repair work for the pool deck.
2. Enriquez partnered with the YMCA in order to offer lap swimming to our patrons during the repair process. A partial refund was also offered to members with an aquatic membership and lifeguards were offered the opportunity to work at the YMCA.
3. Annually, our part time professional's salary schedule is evaluated around September/October based on any upcoming changes and also comparable to similar cities. There are several positions that will receive salary adjustments; including lifeguards/lifeguard instructors.
4. Expressed his thanks and thanks on behalf of the City for their service as commissioners and wished them a happy holiday season.

ITEMS FROM
COMMISSIONERS:

Wilkins:

- Stated she attended the Tzeitel Paras-Caracci Park renaming and was amazed at the number of politicians and amount of people that attended.

Luna-Nguyen:

- Thanked Parks & Recreation staff for the Halloween Pumpkin event that replaced the Floating Pumpkin Patch event.
- Announced the Parks & Recreation Recital for classes on December 2 at the Performing Arts Center.
- Wished everyone a Happy Thanksgiving and Happy Holidays and thanks for allowing her serve on the commission.

Streff:

- Announced he attended the City Picnic and stated it was great.
- Announced he attended the Pet Costume Contest and thought it was fun even though his pet didn't win.
- Stated he wasn't able to attend the Tzeitel Paras-Caracci Park renaming event but stated the sign looks great.
- Announced he's excited about the possibility of adding new pickleball courts.

Bylsma-Houghton:

- Stated she was impressed with the positive turnout of the public to the meeting with positive comments in regard to the possible

pickleball courts.

- Stated she was proud to be a Duarte resident and the upcoming projects she hopes get accomplished with the current funds available at this time.
- Announced she enjoys being on the commission and thanked Enriquez for the lovely gift.

Finlay

- Announced he loves this time of year when our city shines and shows what it's like to live in a community like Duarte.
- Stated he likes being on this commission and that it is exciting that we're putting a lot of good resources behind what we do for the City.
- Also stated he is very grateful for the commission, for the City and staff for all that they do.

ADJOURNMENT: Finlay motioned to adjourn the meeting at 8:40 PM. The motion was carried unanimously.

Chairperson
Finlay

ATTEST:



Pamela Romero, Secretary