

**CITY OF DUARTE
PARKS AND RECREATION COMMISSION**

MINUTES

Regular Meeting
November 10, 2025

7 PM

ROLL CALL/INTRODUCTIONS:

PRESENT: Eddie Olague, Jennifer Luna-Nguyen, Michael Powers, Alex Streff, James Finlay (7:25 PM)
ABSENT: None
STAFF LIAISON: Manuel Enríquez, Department Director
STAFF: Alexis Corral, Senior Center Supervisor; Alyssa Rico, Parks and Recreation Manager; Pam Romero, Administrative Secretary
AUDIENCE: Alberto Castaneda-Salazar

PLEDGE OF ALLEGIANCE:

Streff led the Pledge of Allegiance.

ORAL COMMUNICATIONS: None

APPROVAL OF MINUTES:

Powers motioned, and Luna-Nguyen seconded to approve the September 8, 2025, minutes. The motion passed unanimously.

ITEMS OF BUSINESS:

A. Overview: Senior Center Services

Enriquez introduced Alexis Corral, Senior Center Supervisor, who gave an overview of the Senior Center and provided a PowerPoint presentation. Some information included:

- The Senior Center is run by volunteers, three Recreation Leaders, two Recreation Specialists, and a Supervisor.
- The Senior Center produces a bi-monthly newsletter that includes the following:
 - Regular weekly activities
 - Free and low fee classes and workshops
 - Useful information and resources
- Lunch is available daily with a \$3 suggested donation.
- A drive-thru food bank is held monthly.
- Transportation is not available, but resources are available for inquiries.
- Trips are offered monthly at a reasonable cost.
- Social activities are offered for free or nominal fee like Bingo or Loteria.

- Pool and Ping Pong tables are available for play.
- The Senior Center has its own softball team and Guitar Club (Silver Strings) musical program.
- The Senior Center also offers special activities each month like monthly dances, dinners, and more.

B. Update of FY 2025/26 Capital Improvement Projects

Enriquez gave an update of current Capital Improvement Projects. Some update information included:

- Shared a presentation on the Fitness Center remodeling project regarding construction documents, based on a full assessment. Some information provided included:
 - A full assessment of the building was done, including locker rooms.
 - Enriquez shared some of the proposed interior changes included in the construction documents.
 - The lifeguard area would be upgraded, with lifeguards having their own restroom and locker room.
 - A partitioned first aid station would be added.
 - Brand new locker rooms for patrons.
 - Pool deck updated to be ADA compliant with the installation of new ramp from top deck to lower deck.
 - The training and competition pools would be replastered but not expanded in the remodeling.
 - Brand new mechanical equipment for both pools.
 - The Fitness Center exercise room would remain the same.
 - The cost estimate is around \$5.6 million which is still on-point with the assessment done in 2023.
 - As things break, such as the recent pool motor, staff is working off the construction documents when replacing.
- The roof replacement at the Teen Center has been completed.
- In the new year, the main entry doors of the Community Center will be updated to automatic sliding doors and ADA accessible.
- The City Hall exterior siding refresh is currently underway.
- One final project for this fiscal year is the replacement of the Teen Center's boxing ring.
- The Duarte Sports Park pickleball courts will be resurfaced, and the layout will be updated to accommodate more pickleball play.
- The Royal Oaks Park building recently had new flooring installed.

Powers asked how many stages there are to the Duarte Park project.

Enriquez replied that the boxing program expansion project will go out to bid this week, hoping the work can start at the beginning of the calendar year.

Phase two of the Duarte Park revitalization, the design stage, is underway. A draft should be available by December/January. There will be a workshop, and the information will be shared with Commissioners.

Streff asked Enriquez if he has any updates to the status of the trail.

Enriquez replied that he hasn't received any updates from the Community Development/Public Works department, and that last he heard the bid was supposed to go out. He hasn't seen anything yet, but the funds are there. Once he gets an update, Enriquez will send out an email to commissioners.

ITEMS FROM
DIRECTOR/STAFF:

1. Enriquez handed out thank you gifts as a small token of appreciation.
2. On January 30th, the City will hold its annual employee/commissioner recognition ceremony.
3. The Parks and Recreation Department had a new employee, Victoria Andrade, start today. She is our new coordinator for special events. Kelly Barnes will move over to contract classes, field allocations, and facility rentals, giving her the opportunity to expand her knowledge.
4. We have submitted for funding for Fish Canyon Trail implementation dollars through the County.

Finlay asked for the dollar amount.

Enriquez replied that it is for 1.4 million.

5. The City's Tree Lighting will be held in the Civic Center Courtyard on Tuesday, December 2 at 6:30 PM. The actual tree lighting will be at 7:45 PM. Santa will be there along with free pastries, crafts for the kids, and free hot chocolate will be provided by the Rotary Club of Duarte.

ITEMS FROM
COMMISSIONERS:

Olague:

- Asked that now that it's getting dark earlier if the city has lighted playgrounds.

Enriquez replied that there are none at this time as the City doesn't have the infrastructure for them. Lighting would be introduced whenever a park comes up for upgrades.

There are some lighted tennis/pickleball/basketball courts that can be used up until 10 PM. The Duarte Park Revitalization Project includes safety lighting, which would make it possible to use the playground after dark.

- Stated he noticed there is soccer being played on the field at Highland and Central Avenues and asked if they have been moved from Otis Gordon Sports Park.

Enriquez replied that it was formerly Northview Park, and that in the new joint use agreement with the DUSD, the City has removed itself from that site. The City has removed the sign and no longer maintains or oversees it. The jurisdiction has now gone back the DUSD and CSArts.

Luna-Nguyen:

- Wished a Happy Thanksgiving and happy holidays to fellow commissioners.
- Thanked the City for all its programs.
- Announced that it brings her joy everyday when she passes by the Community Garden to see how beautiful it is.

Finlay:

- Stated that he went for a night walk around 9:30 PM past Encanto Park and noticed at least 20 cars parked there and asked if Public Safety regularly drives by at night to clear out the parking lot.

Enriquez replied that he would notify Public Safety and Code Enforcement to make sure they are being patrolled.

- Asked how the Halloween Howl and Dia de los Muertos events went.

Enriquez replied that they were well attended. The Halloween Howl went as well as usual. The Dia de los Muertos event did better than last year at the new Aloysia Moore Park location where we had a Mariachi band play for about three hours, had vendors, crafts, and also we offered a viewing for the World Series on a big screen.

Powers:

- Congratulated Enriquez and staff for all the events in October.
- Appreciates having a safe place for his little one to enjoy Halloween.

- Stated that he did see kids playing on the play equipment on Halloween at ROP and that maybe portable lighting could be added at the play structure next year for the event. Also suggested maybe more food vendors at the event.

Streff:

- Nothing to report.

ADJOURNMENT:

Luna-Nguyen motioned, and Powers seconded to adjourn the meeting at 8:20 PM. The motion was carried unanimously.

Commissioner
Streff

ATTEST:


Pamela Romero, Secretary