

**CITY OF DUARTE  
PARKS AND RECREATION COMMISSION**

**MINUTES**

Regular Meeting  
January 12, 2026

7 PM

**ROLL CALL/INTRODUCTIONS:**

**PRESENT:** Michael Powers, Eddie Olague, Jennifer Luna-Nguyen, Alex Streff, James Finlay  
**ABSENT:** None  
**STAFF LIAISON:** Manuel Enríquez, Department Director  
**STAFF:** George Dang, Youth and Teen Services Supervisor; Chrisley Banzuela and Gabbie Perkins, Recreation Specialists; Alyssa Rico, Parks and Recreation Manager; Pam Romero, Administrative Secretary  
**AUDIENCE:** Victoria Andrade, Recreation Coordinator

**PLEDGE OF ALLEGIANCE:**

Streff led the Pledge of Allegiance.

**ORAL**

**COMMUNICATIONS:** None

**APPROVAL OF MINUTES:**

Powers motioned, and Olague seconded to approve the November 10, 2025, minutes. The motion passed unanimously.

**ITEMS OF BUSINESS:**

**A. Youth and Teen Services Overview**

Enriquez introduced George Dang, Youth and Teen Services Supervisor, who gave an overview of the Teen Center and provided a PowerPoint presentation. Some information included:

- Introduced part-time specialists Chrisley Banzuela, who assists with the youth sports program and camps, and Gabbie Perkins, who assists at the Teen Center and with the boxing program.
- The Parks & Playgrounds division has merged with the Teen Center.
- Banzuela shared the sports programs that happen throughout the year, and summer camps. Some information provided included:
  - Sports programs include adaptive sports, basketball, volleyball, cross country, flag football, and Little All Stars basketball, soccer and T-Ball.

- The Youth Sports program is committed to creating a fun, safe environment for kids.
- Staff focuses on growth, teamwork, fundamentals, sportsmanship, and lifelong healthy habits.
- Duarte actively participates in SCMAF (Southern California Municipal Athletic Federation)
- Perkins shared some general information about the Teen Center. Some information provided included:
  - The Teen Center is open to all high school students Monday through Friday from 3 – 7 PM.
  - The Teen Center offers many special activities and events.
  - The Duarte Dance program has two teams, including a competitive dance team that performs at city special events and has won several competitions.
  - The Teen Center offers two volunteer internship opportunities throughout the year where teens can earn a stipend and gain work experience.
- Banzuela shared some information on the Summer Camps. Some information included:
  - The summer camp program is highly successful and usually sells out quickly.
  - The program is run by recreation leaders who have received special training through workshops.
  - Two camps are offered. One is Splash Camp, a fun water-focused camp held at Duarte Park that includes walks to the pool twice a week and to the Teen Center once a week and the other is Summer Day Camp, which is based out of Royal Oaks Park that includes weekly special events and enrichment programs.
- Dang stated the last component of Youth Services is the boxing program. Some information provided by Perkins included:
  - The boxing program is held Monday through Friday from 3 – 7 PM.
  - Three levels of training are offered: Youth beginner, Intermediate & Competitive Team, and adults
  - There are three trainers for the program.
  - A Duarte boxing show is held at the Duarte High School Gym once a year in August/September.
  - The monthly fee is currently \$10 for residents and \$20 for non-residents.

Streff asked when the expansion of the boxing space is set to begin.

Enriquez replied that the bid opening happened last week, and that the City is working on utilizing funds

available through Measure A funding from the county.

B. Clean California Community Designation

Enriquez introduced Albert Nunez, Management Analyst, who is seeking support from the Parks and Recreation Commission for the Clean California Community. Some information included:

- Cal Trans created the Initiative for public agencies.
- It is a transformative initiative to remove litter, create jobs, and beautify California.
- A couple perks in participating in the program include receiving personalized signage with the Designation seal, recognition on state websites, social media, and notifications about grant and partnership opportunities, and membership with Keep California Beautiful.
- Participation would include:
  - Meeting 10 out of the 15 criteria.
  - Proof that discussions are taking place by providing agendas.
  - Discussions regarding litter could be held quarterly.
- Some recent projects have included the Community Garden, median landscape improvements, the City Art Box program, bi-annual Burrtec Community Cleanups, and Cal Recycle grants where we were able to add water refill stations at parks to reduce plastic waste, and volunteer-led clean up days from service groups.

Powers asked if this moves forward as an advisory body, what resources would the city put in place to help achieve goals, and when would the advisory board start.

Nunez replied that they could meet on a quarterly basis and brainstorm ideas on getting the word out and that it would start this year if voted on and approved by commissioners.

Finlay motioned, and Luna Nguyen seconded to approve the Parks and Recreation Commission as the advisory board for the Clean California Community Designation. The motion passed unanimously.

C. Transition to Kaizen Recreation Software

Enriquez announced that the Parks and Recreation Department is transitioning to a new software system, Kaizen, due to ActiveNet's incompatibility with Mac and other software shortfalls and that Rico was asked to research new options. Some information Enriquez provided included:

- The new system is comparable to the Airbnb website.
- Facility reservations will now be done online through Kaizen.

- Deposits for facility rentals, etc., are placed on hold and released once cleared.
- Everyone will need to create a new account. The department will offer many opportunities for customers to get help in creating an account.
- We will begin utilizing Kaizen with our Spring session.
- All customers with an account credit have been notified that they have until February 1 to utilize credit online, and that credits not used by February 1 will be valid until June 30, 2026, but customers will have to physically come in person.
- Notifications have gone out and will continue to go out to customers with credit on their account.
- There is no way to transfer current credits to Kaizen.
- Customers interested in getting a Fitness Center membership will now be able to do it online and that they will use their phones when checking in to the Center instead of having a card.
- Membership cards will still be available for members not able to utilize their phone or preferring to use a card.

Finlay asked if residents would still have registration preference over non-residents, and if it works with mobile devices.

Enriquez replied that they would and that it works with mobile devices.

ITEMS FROM  
DIRECTOR/STAFF:

1. Enriquez introduced Victoria Andrade, the new Special Events Coordinator, and highlighted her previous duties.
2. This Saturday at 9 AM will be our Martin Luther King Jr. event, which used to be our Unity March. This year it is re-branded as our Martin Luther King, Jr. Peace Walk and Breakfast, which this year will start at the Teen Center and end at the Community Center with a keynote speaker and breakfast.
3. The Duarte Family Feud Fun event will continue this year on February 28.
4. The Lunar New Year event will be held in the evening this year on Saturday, February 21 from 5 – 8 PM.
5. Announced that commissioners should have received their invite to the annual Employee and Commissioner Recognition on Friday, January 30 from 5:30 – 7:30 PM and reminded them to RSVP if they haven't already done so.
6. Mentioned that he saw a draft of an ordinance regarding e-bikes from Public Safety, gave input, and announced a public hearing should go before council within the next few meetings.

ITEMS FROM  
COMMISSIONERS:

Powers:

- Asked if there was an update regarding phase 2 the Duarte Park Revitalization project.

Enriquez replied that the design team has run into an issue with regards to park grading and existing infrastructure for the collection of rainwater needing to be addressed with the upgrades to ensure compliance with LID.

Enriquez stated he will notify commissioners when plans are to be brought forward to the City Council.

- Asked how well the Report an Issue on the website works. He noticed the recent curb cement work that extends to Royal Oaks Park walkway path was done pretty quick after he reported an incident on the website when he witnessed a senior fall in that area.

Enriquez replied that it is very effective and encouraged commissioners to use it. When Powers made the report, Enriquez happened to be working with a cement contractor on a different project and asked the contractor to add that area to their scope of work and bill separately.

Olague:

- Stated that he loved all the Christmas events this year and that his son was excited to have Santa come throw candy canes down their street.
- Was told that the lines at the Snow Nite were long but heard a lot of nice, positive things.
- Mentioned that he heard a lot of opinions regarding the Santa Coming to Duarte route on the timing and which streets are missed.

Enriquez replied that it has been the same route for 3 years with the addition of a few streets this year, and that the department is working on revising/fine-tuning it. Also, that it is hard for all vehicles involved to turn around on cul-de-sacs.

Luna-Nguyen:

- Wanted to say thanks for the Santa Coming to Duarte event. She has been watching it since the beginning and has noticed changes. Everyone in her neighborhood also had a great time.

Finlay:

- Mentioned that at Royal Oaks Park there is a pathway being cut in the grass, near the front of the building, by people who don't

want to follow the paved path around. Thought maybe a rope could be installed or it could be paved.

Enriquez replied that he will take a look at it.

Streff:

- Announced that he went to two good events this past weekend. Thanked Victoria for the New Year pop-up on the multi-purpose trail and stated that he also attended the pruning workshop at the Community Garden, which he thought was well attended.

ADJOURNMENT: Streff motioned, and Finlay seconded to adjourn the meeting at 8:43 PM. The motion was carried unanimously.

Commissioner  
Streff

ATTEST:



Pamela Romero, Secretary