

CITY OF SAN GABRIEL
Community Services Commission
REGULAR MEETING AGENDA

Monday, October 3, 2016
7:00 pm

City Hall Council Chamber
425 South Mission Drive, San Gabriel, 91776

Senya Lubisich
Chair

Virginia Mullen
Vice-Chair

Teofilo Cardenas
Commissioner

Shanshan Chen
Commissioner

Bronwyn Velazquez
Commissioner



Steven A. Preston
City Manager

Robert L. Kress
City Attorney

Eleanor K. Andrews
City Clerk

John Janosik, C.C.M.T.
City Treasurer

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Persons with Disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Community Services Department at (626) 308-2875 at least 48 hours before the meeting, if possible.

Questions About This Agenda? Should any person have a question concerning any of the above agenda items prior to the meeting, please contact the Community Services Department in person or by telephone at (626) 308-2875 during regular office hours.

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COMMISSION SERVICES COMMISSION AGENDA

October 3, 2016

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:**
- **ROLL CALL:** CHAIR LUBISICH, VICE-CHAIR MULLEN, COMMISSIONERS CARDENAS, CHEN AND VELAZQUEZ

1. **PRESENTATION:**

A. Introduction of Recreation Coordinator, Veronica Luna. Introduction will be made by Community Services Director, Rebecca Perez.

2. **PUBLIC COMMENT**

Pursuant to Government Code Section 54954.3, this is the time approved for members of the public to address the Community Services Commission on items of interest that are within the subject matter jurisdiction of the Community Services Commission of the City of San Gabriel. The Commission cannot take action on such comment but may put an item on a future agenda.

If you wish to address the Community Services Commission, please complete a speaker's request card and hand it to the Commission Secretary before the start of the meeting. When speaking please state your NAME for the record.

3. **APPROVAL OF MINUTES**

MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF APRIL 4, 2016.

The minutes are a record of the official actions taken at the last Community Services Commission meeting.

Recommended Action: Approval

4. **PUBLIC HEARING – NONE**

5. NEW BUSINESS

A. COMMISSION REORGANIZATION

B. 2016 SUMMER REVIEW

C. 2016-2017 SCHOOL YEAR PROGRAM

D. PARKS UPDATE

6. STAFF ITEMS

A. MONTHLY DEPARTMENT REPORT

7. COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS

Each Commissioner may address the Commission and public on matters of general information and/or concern. This is also the time for Commissioners to report on conferences and/or meetings they have attended.

8. ADJOURN COUNCIL MEETING

To a regular meeting on November 7, 2016, 2nd Floor, City Council Chamber, 425 S. Mission Drive, San Gabriel, CA.

CITY OF SAN GABRIEL
COMMUNITY SERVICES COMMISSION
MINUTES OF THE REGULAR MEETING

MONDAY, APRIL 4, 2016

7:00 P.M.

- CALL TO ORDER:** Commissioner Hopkins called the regular meeting of the Community Services Commission to order at 7:03 p.m.
- COMMISSIONERS PRESENT:** Commissioner Chen, Commissioner Hopkins, Commissioner Velazquez
- COMMISSIONERS ABSENT:** Chair Lubisich, Vice-Chair Mullen
- REPRESENTATIVES PRESENT:** Councilmember Sawkins
- REPRESENTATIVES ABSENT:** San Gabriel Unified School District Representative,
- STAFF PRESENT:** Community Services Manager, Tom Boecking, Acting Commission Secretary, Danielle Adriano
- APPROVAL OF MINUTES:** Commissioner Velazquez made a motion to approve the March 1, 2016 minutes. Commissioner Chen seconded the motion. The minutes were approved.

COMMENTS FROM THE PUBLIC: None

NEW BUSINESS

- 1-A.** AYSO Region 40 Boys U10 Recognition (Presentation)- Boecking presented the Warriors team and staff and recognized them on their accomplishment of being Section Champions and going on to be semifinalists in the Western State Championships in Bull Head City Arizona. Commissioners Velazquez and Hopkins, and Councilmember Sawkins congratulated the team, coaching staff, and families on their efforts and success. They were all presented with certificates of recognition.
- 1-B.** Grants Update (Written Report)- Boecking informed that the department has been successful at obtaining grants including a grant for shelters at Vincent Lugo Park and the Go Greenfields Grant for outdoor fitness equipment. Although there has been no update on the tennis grant, the department has also submitted a request for the Vincent Lugo Park Storm Water and Infiltration and Trail Restoration Project grant.
- 1-C.** 2016 Dance Show Update (Written Report)- Boecking reported that planning for this year's show, Celebrate America, is well underway. He informed that there will not be an increase in this year's ticket prices. The department is looking into the possibility of contributing more money to this year's show, consequently reducing costs for participants. Joanne Moser is producing the

show, which will be in conjunction with the group formerly known as the San Gabriel Twirlers, as well as the Youth Program Drill Team. The show will be on Saturday, June 4th at 1:30 pm at the Mission Playhouse.

- 1-D.** Department Report (Written Report)- Boecking reported that things are running smoothly with all of the department's programs. The department has recently proposed a draft budget to Finance. Joint use preliminary meetings are taking place with the district to lay down ground rules, but nothing definitive has been decided yet. Revised documents were submitted to DSA on April 5th for the Marshall Park plans. Following their review, there will be a "back check" meeting where DSA will hopefully sign off on the plans. The Adult and Youth Programs have both been busy. Last week, the kids in the Youth Program enjoyed a trip to Knott's Berry Farm. The Jefferson Basketball Program did well in the SCMAF tournament in Azusa. The Pentathlon was held last month and although there were about 90 participants registered, only about 75 participated the day of. Nonetheless, the event was very successful, having had more participants than last year. The Pancake Breakfast and Egg Hunt was held last week and was a great event. There were stuffed bunnies given away and 6,000 eggs in the egg hunt, with the pancake races being the highlight of the day.
- 1-E.** Commissioner' Report (Oral Report)- Commissioner Velazquez commented on the Pancake Breakfast and Egg Hunt, saying that the event was very fun and enjoyable. She mentioned that there was very good attendance despite other cities holding similar events on the same day. Hopkins mentioned that the event was very well organized compared to another city's event which she attended. Velazquez also mentioned that many parents were very pleased at the number of eggs their children were able to get and very happy that they received a stuffed animal, many mentioned that they would be returning next year. Boecking commented that Kiwanis sponsors the majority of the event so without their partnership this event would not be possible.
- 1-F.** Dates to Remember- The Commissioner's Recognition Dinner will be held on Thursday, April 7th at the San Gabriel Hilton. The annual Volunteer Luncheon will be on April 28th at 11:30 am in the Padillo Room, recognizing all of the department's volunteers.

COMMENTS BY STAFF: None

COMMENTS BY COMMISSIONERS: None

**Commissioner Hopkins adjourned the meeting at 7:27 p.m.
to a regular meeting on Monday, May 2 at 7:00 p.m.**

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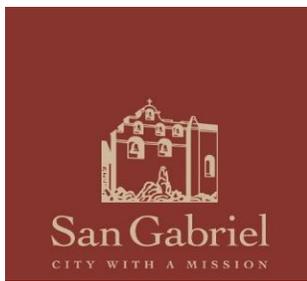
The complete text of the Community Services Commission meeting minutes is available on tape and may be reviewed within 90 days after the meeting in the Community Services office during regular business hours.

Senya Lubisich, Chairperson
San Gabriel Community Services Commission

ATTEST: _____

Raiza Ibanez

San Gabriel Community Services Commission Secretary



City of San Gabriel
MEMORANDUM

DATE: October 3, 2016
TO: Community Services Commission
FROM: James Lara, Recreation Supervisor
Tom Boecking, Community Services Manager
SUBJECT: **2016 Summer in Review**

There was no shortage of “FUN” in San Gabriel this summer. The department was able to offer free recreation programs, sports camp, swim lessons, summer concerts and movies in the park, Parks After Dark, recreation swim, Kids Day and 4th of July Parade, day camp and the annual penny carnival!

Free Recreation Programs

This summer our free recreation programs were held at Washington Elementary, Roosevelt Elementary School, Smith Park and Vincent Lugo Park. The program at Washington Elementary took place only during the four-week period that coincided with summer school. Times for all of the programs ranged but every site included a variety of activities including; arts and crafts, board games, tournaments and a number of field games designed to correspond with the themes of the week. Before the 4th of July Parade and Kids’ Day event, the playground sites participated in a float building competition where the floats were entered in the parade. The program sites also participated in two excursions to Knott’s Berry Farm and Raging Waters. These playgrounds took part in the free lunch program provided by the San Gabriel Unified School District where free lunches were given to youth 18 years and younger. The summer playground sites averaged 15 to 50 participants per day.

Bulldog Sports Camp

We were able to once again host the “Bulldog Sports Camp” at Jefferson Middle School. The sports camp ran Monday through Friday in the gymnasium for three hours per day. This free camp assisted participants in working on the fundamentals of basketball and volleyball while also working on core strengthening in a fun and exciting environment. This program averaged 40 to 50 middle school aged youths per day.

Day Camp

The Summer Day Camp was held at Coolidge Elementary School this year. The summer camp is a paid day care program and is financially self-sufficient with the participants covering the costs of the program. Camp was able to use the cafeteria and had plenty of room to hold a number of activities such as a reading station, weekly yoga time on the projector screen and a life size version of the game, Pac Man, to name a few. The summer camp also took weekly excursions that corresponded with the week's theme. Just as in the year's past, Day Camp Director, Edgar Estrada, Assistant Director, Kim Hong and the rest of the staff ran a very structured and innovative program. The Summer Day Camp program maxed out the majority of the nine weeks, averaging around 40 kids per week.

Aquatics

The Smith Park pool staff did another outstanding job of coordinating programs and carrying out their duties as lifeguards, instructors, cashiers and managers. We began our season with a lifeguard refresher training from George Young. Our aquatics program offered daytime and evening recreation swim, private pool parties, 4 cycles of morning and evening swim lessons, and water aerobics classes. Our 2016 summer season ended on Saturday, August 6. The department is pleased to announce we had no rescues this summer.

Our end-of-year Aquatics Safety Fair was themed Finding Nemo. The event provided a final water safety education opportunity for youth in a festive setting. Youth participated in fun-filled competitions, witnessed rescue methods by lifeguards and practiced rescuing a 'drowning' victim who was actually a lifeguard. For the first time the department had a dive in movie for all those in attendance. Over 3200 customers participated in aquatics programs this season (recreation swim, lessons, adult lap & aerobics).

Parks After Dark

We also started our Parks After Dark program this summer. This program took place after our daily summer programming. It was two days a week on Tuesdays at Smith Park and Wednesdays at Vincent Lugo Park from 6:00 to 7:00 pm. Some of the activities were planned were a life size version of Hungry, Hungry Hippo, a non-phone version of Pokemon Go and family Zumba. We averaged 10 to 15 participants per day.

Recreation Classes

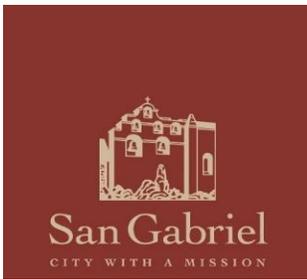
During the summer of 2016 we registered 300 youth and adults in our recreation classes.

Recreation classes included academic, art, baton, dance, fitness, gymnastics, karate, music, tiny tots, and tennis. Total revenue including swim classes was over \$120,000.

Special Events

San Gabriel Summer Nights Series – The Community Services Department in conjunction with the Mission Playhouse and Community Development Departments hosted TEN weeks of events this summer. This is one week longer than 2015. The series kicked off with a summer beach party and concert in the Mission District. The “Summer Nights Series” included 7 concerts and 3 movies shared between Vincent Lugo Park and the Mission Playhouse Plaza. The department partnered with the San Gabriel Library to host a family concert and carnival in the park to celebrate July as Parks Make Life Better month.

Kid’s Day and 4th of July Parade – The 2016 Kids Day and 4th of July Parade was a success. This free event was sponsored by the City of San Gabriel, local businesses and community groups. The parade began at Mission Elementary School and ended in Smith Park. Parade registration was around the same as in the 2015 with 25 registered groups and a variety of family entries. Prizes were awarded for the most patriotic costumes and parade entries. Participants enjoyed a hotdog BBQ, community booths, picnic games and crafts. Community booths handed out information and provided activities for children. Entertainment was provided by the San Gabriel Library.



City of San Gabriel
MEMORANDUM

DATE: October 3, 2016
TO: Community Services Commission
FROM: James Lara, Recreation Supervisor
SUBJECT: **2016-17 After-School Programs**

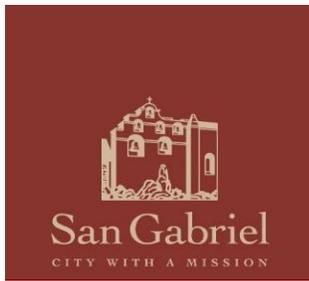
Elementary School Program

The Community Services Department has begun a new year of our after-school recreation program at Coolidge, McKinley, Washington and Wilson Elementary Schools. The program involves grade levels 2 through 5 and runs from 2:15 to 5:00 pm, in order to accommodate the lower grades earlier dismissal. Due to all the elementary schools' early dismissals on Wednesdays, the program runs 1:30 to 5:00 pm. The program consists of homework assistance, arts and crafts, fun activities and sports for the Fall and Spring. Unfortunately, we had to end Roosevelt Elementary's after-school program due to low participation. Roosevelt now has a music program that doesn't end until 4:45 pm and involves all grade levels that our program services. As we changed the program from a purely sports related program to a more traditional recreation program before the 2015-16 school year, we experienced a drastic rise in the number of participants. In order to address the demand, we have added another staff member to each of the four school sites. While we currently do not have a program at Roosevelt Elementary, we are looking to continue the sports program with practices at a time after our normal hours. With assistance from the school's administration, we are gauging the interest levels from the students and parents before moving forward.

Jefferson Middle School Program

Jefferson Middle School is a part of the 210 League which consists of middle schools in the surrounding area. This year the league has separated into two divisions where Jefferson's traveling teams will play against South Pasadena, Sierra Madre, La Canada, Oak Ave. and Huntington Middle School. Along with the after-school sports at Jefferson, we are continuing the Intramural Program. In our continued partnership with middle school we have come up with a plan to keep everyone playing. In the past if a student did not make the traveling team, their experience with Jefferson athletics would end until the next season's try-out. The traveling teams must be enrolled in intramurals in order to be on the team. In practicing and playing mini-games with students who are on the traveling

team, it also allows for those who weren't chosen to improve their skills. The program will run from 12:30 to 3:00 pm every Wednesday with mini-games on Fridays between 3:00 and 5:00 pm. Students will have an opportunity to take part in a number of different sports and classes during four 8 week sessions. All of the sports are fee-based and are limited to Jefferson Middle School students.



City of San Gabriel
MEMORANDUM

DATE: October 3, 2016
TO: Community Services Commission
FROM: Rebecca Perez, Community Services Director
SUBJECT: **Parks Update**

Below is an update on recent and upcoming parks projects. The projects include the following:

- Marshall Park
- Smith Park – pool enhancements
- Vincent Lugo Park – Picnic Shelters, Fitness Equipment and Playground
- Vincent Lugo Park – La Laguna

Marshall Park

This long-awaited project has finally achieved a major milestone—full approval by the Division of the State Architect was received on August 31. The plans are currently being advertised for construction with bids due on September 29. Following the bid opening, we will have additional information about construction time frame, etc.

Smith Park

Various pool improvements were completed prior to the start of summer aquatics programs. Public Works staff took the lead on overseeing the projects which included repair of the pool expansion joint and repairs to the concrete deck surface. These were issues that were addressed in order to comply with the department of public health guidelines.

Vincent Lugo Park

- **Picnic Shelters** – Designs have been completed for the picnic shelters (see attached). The contract for construction will be awarded in January 2017 with construction being completed by May. Public Works will oversee the construction of the shelters.
- **Outdoor Fitness Equipment** – In late November 2015, staff received notification that the city had been awarded a grant from Greenfields Outdoor Fitness Equipment. The grant, which totals \$19,280, covers a portion of the cost for thirteen (13) outdoor fitness

apparatus to be installed along the multi-purpose trail in Vincent Lugo Park. The city's commitment for this project is \$46,400 which includes a portion of the project cost, shipping and tax.

To cover a majority of the city's portion of the project, staff requested Excess Funds through LA County 5th District Supervisor Michael Antonovich. We were notified in May that the Supervisor's office had awarded \$45,000 for this project.

Public Works will oversee the installation of the fitness equipment which will be installed by May 2017.

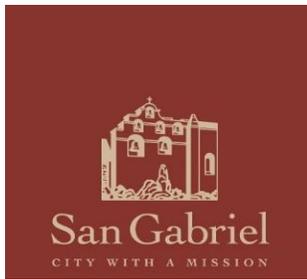
- **Playground Equipment** – The current Capital Improvement Program (CIP) includes \$310,000 in development impact fees for the Vincent Lugo Park Phase 2 components. This includes funds to cover the city's \$75,000 portion of the picnic shelters (see above) and \$235,000 toward playground equipment for the park. Based on an earlier cost estimate, the total amount needed for the playground is \$300,000. To cover the funding gap, staff requested Excess Funds through LA County 5th District Supervisor Michael Antonovich. We were notified in May that the Supervisor's office had awarded the \$65,000 for this project.

The contract for construction will be awarded in April 2017 with construction being completed by September. Public Works will oversee the construction of the playground.

Vincent Lugo Park – La Laguna

On behalf of Friends of La Laguna and the City of San Gabriel, Eloy Zarate submitted a nomination for La Laguna de San Gabriel to the National Register of Historic Places. At its next meeting on October 28, 2016, the State Historical Resources Commission (SHRC) will take action on this nomination. La Laguna is currently recognized as a local and state historical resource. By being included in the National Register, this well-renowned play area will receive additional recognition. Additionally, the listing will help preserve California's cultural heritage.

The city will submit a letter of support for the nomination and staff will attend the SHRC meeting along with Friends of La Laguna.



City of San Gabriel
MEMORANDUM

DATE: October 3, 2016
TO: Community Services Commission
FROM: Tom Boecking, Community Services Manager
SUBJECT: **Monthly Department Report**

Aquatics

San Gabriel Sea Gulls have begun their season at Smith Park Pool. They are planning the Halloween Swim Meet which they host each year. This year's meet is October 28-30.

Our Water Aerobics classes have been extended beyond the summer schedule for the third year in a row. The popular class will run through fall and return in spring.

Contract Classes

Staff has begun work on the winter 2017 GUIDE, the department's quarterly recreation guide. The winter GUIDE will feature holiday events, Lunar New Year, adult trips & tours as well as our regularly featured information on programs for older adults, after school youth, and activity classes. The GUIDE will be mailed to residents the last week of November.

Facilities

The summer months saw a boost in facility reservations. The Adult Recreation Center was almost booked solid through the months of June, July and August for weddings, receptions, showers, parties and more. Additionally, Vincent Lugo and Smith Parks picnic areas were also busy as patrons held birthday parties, family reunions, picnics. There were also private pool rentals at Smith Park. With the warm weather continuing into the fall, we anticipate facility rentals to remain fairly steady.

Older Adult Programs

We planned a number of activities for our older adult participants to take part in over the summer months. We were able to show a number of travel and feature films. During "Staycation Tuesdays" we showed travel videos to destinations like Mount Rushmore, Stone Henge and the Eiffel Tower. We also showed full length feature films like the Theory of Everything, 42 and Last Vegas on "Cinema Thursdays." The

participants enjoyed both of the days as some remarked that they don't get a chance to go on vacation very often and appreciated that they could see certain places from the comfort of our facility. We are planning to continue both days of films when we get closer to the holidays. We also celebrated the end of summer with our annual luau. We served blended mocktails consisting of pina coladas and strawberry daiquiris. We also enjoyed a performance by the Polynesian dancing group, Tavanna's Wicky Wacky Wahines. In September, we offered a number of activities for Active Aging Week. There week was full of daily brain games, health and wellness presentations, health services and other fun activities. Participants were also able to sample a different class each day of the week with a raffle for one free class session to one of the participants. We are looking forward to Halloween bingo on Monday, October 31.

Parks and Open Space Master Plan

As a goal identified in the department's strategic plan staff has been working towards the development of our first Parks and Open Space Master Plan. The department issued a Request for Proposal seeking qualified firms to guide an active public planning process to create a comprehensive Parks and Open Space Master Plan. The city seeks to determine how best to meet the future park, open space and recreation needs of its residents through enhancements of existing parks and facilities, and acquisition of additional parkland and open space. The Master Plan will be the planning tool staff will reference when making recommendations for future growth and implementation strategies and will guide decision making with regard to policy, operations, maintenance, capital improvements, and revenue sources over the fifteen to twenty years. The Master Plan will guide the City Council, Community Services Commission, staff and the general public as to the actions necessary to carry out the intent of the General Plan as related to parks, facilities, recreation services and open space.

In July, department staff with the help of Public Works and Community Development staff interviewed four qualified firms. Staff will be presenting the recommended firm for approval at the City Council meeting on Tuesday, October 18.

The first meeting with the proposed firm will be held on Thursday, November 10. If you are interested in being a part of the advisory committee, please contact Community Services Director, Rebecca Perez.

Trips

Over the past few months we took trips to the Ronald Reagan Library, the Sawdust Festival and the Salsa Festival. We received great responses for all the trips with the greatest

response coming for the Reagan Library as they were showcasing an exhibit with artifacts from the Vatican. Unfortunately, we had to cancel our trips to the Disney Concert Hall and the Queen Mary due to low enrollment. We are looking forward to our upcoming trips to the Santa Barbara Culinary Institute and the Getty Villa in the latter part of October. The Culinary Institute is always a very popular trip and has been full for the past month. November will bring a trip to Sony Studios.

Youth Programs

The elementary school program began on August 15 and we have had a steady number of participants. Coolidge, McKinley, Washington and Wilson Elementary School have been averaging around 40 participants per day. We have been able to assign three Recreation Leaders to each site to ensure that we can manage the large number of participants. We have begun out fall sports which are flag football and volleyball. Volleyball games began on September 21 and flag football on October 1. We will be having playoffs for the teams with the sports concluding in early November. All games will be played at Jefferson Middle School this year. The department hosted a Punt, Pass, and Kick competition at Jefferson Middle School on September 24. This competition was sponsored by the NFL Play 60 program, which encourages kids to play outside for 60 minutes a day. Around 15 participants completed in the program this year.

Jefferson Middle School's traveling teams began league play the week of September 12. The 210 League also has a new format this year. There are not two divisions and a playoff system has been added and will conclude at the end of October. Basketball will begin at the beginning of November. The intramural program is going strong with 50 participants registered for girls' volleyball and around 40 for flag football. We will also begin basketball intramurals at end of October.

Special Events

Walk & Bike to LA – The Walk & Bike to LA event took place on Saturday, August 27. The "Celebrate Our Heritage Walk & Bike to L.A." commemorated the City of Los Angeles' 235th birthday and celebrated the San Gabriel Mission as the birthplace of Los Angeles. Registration for hundreds of locals took place in front of the Mission. Participants walked and biked a historic nine-mile route that Los Angeles' founding families, Los Pobladores, took in 1781 from the San Gabriel Mission to El Pueblo de Los Angeles Historical Monument at Olvera Street. Once they arrived at El Pueblo, participants were invited to stay for a birthday celebration which included special ceremonies and presentations.

Fall Fun Festival & Haunted Zone – Staff is planning the annual Fall Fun Festival set to take place on Friday, October 28, 2016 from 5-9 p.m. The Festival will be held in the Mission Playhouse Plaza. This free family-friendly event will include Halloween activities such as trunk-or-treating, carnival games, balloon artist, a costume contest, pumpkin patch and more. Grapevine Arbor Park will be transformed into a spooky Haunted Zone & Maze. Staff is working in conjunction with Gabrielino High School to develop this scary area. The Haunted Zone will be open from 6:30-9 p.m. Please contact Recreation Coordinator, Veronica Luna, if you are available to help judge the costume contest.