

CITY OF SAN GABRIEL
Community Services Commission
REGULAR MEETING AGENDA

Monday, March 6, 2017
7:00 pm

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

Bronwyn Velazquez
Vice-Chair

Teofilo Cardenas
Commissioner

Shanshan Chen
Commissioner

Senya Lubisich
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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COMMUNITY SERVICES COMMISSION AGENDA

March 6, 2017

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

1. **PRESENTATION** – Introduction of Recreation Supervisor, Dana Nava. 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 February 6, 2016.

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

Recommended Action: Approval

4. NEW BUSINESS

A. APPOINTMENT OF VICE-CHAIR VELAZQUEZ TO CHAIR

B. PARKS AND OPEN SPACE MASTER PLAN UPDATE

C. GRANTS UPDATE: VINCENT LUGO PARK EQUIPMENT

5. STAFF ITEMS

A. MONTHLY DEPARTMENT REPORT

6. 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.

7. DATES TO REMEMBER

8. ADJOURN COMMISSION MEETING

Next regular meeting on April 3, 2017.

COMMUNITY SERVICES COMMISSION
MINUTES OF THE REGULAR COMMUNITY SERVICES COMMISSION MEETING
MONDAY, FEBRUARY 6, 2017

- CALL TO ORDER

Chair Mullen called the regular meeting of the Community Services Commission to order at 7:02 p.m. on Monday, February 6, 2017, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.

- PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Mullen.

- ATTENDANCE: CHAIR MULLEN, VICE CHAIR VELAZQUEZ, COMMISSIONERS CARDENAS, CHEN, AND LUBISICH

Present: Chair Mullen, Vice Chair Velazquez, Commissioners Cardenas, Chen, and Lubisich.

1. PRESENTATIONS - NONE

2. PUBLIC COMMENT

This is the time set aside for members of the public to address the City Council on items of interest that are not on the agenda, but are within the subject matter jurisdiction of the San Gabriel City Council or items appearing on the consent calendar. The City Council values your comments; however, pursuant to the Brown Act, the City Council cannot answer any questions or take any action until the matter may appear as an item on a future agenda. The Council will refer matters as appropriate to the responsible department for research, response or to provide further information.

Resident Amy Cheung made comments regarding the need for a greater focus on the arts and aesthetic improvements in the City.

3. APPROVAL OF MINUTES

Approval of minutes is considered routine and recommendations will be approved in one motion unless a member of the Community Services Commission or audience requests separate discussion.

- A. MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF DECEMBER 5, 2016.

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

Recommended Action: Approval

Minutes of the Community Services Commission Meeting of December 5, 2016 were approved.

4. NEW BUSINESS

A. JOINT USE AGREEMENTS WITH SAN GABRIEL UNIFIED SCHOOL DISTRICT

Rebecca Perez presented an update on the Joint Use Agreement process.

- ***Vice Chair Velazquez shared a comment regarding proposed opening and closing times at pilot site Washington.***
- ***Commissioner Lubisich made a comment regarding formalized use and the need to acknowledge past practices/traditional use at pilot sites. She also had clarifying questions about the content in the agreement.***
- ***Commissioner Cardenas brought up potential safety issues and the possible need for more police staffing to monitor sites.***

The Commission approved for the Joint Use Agreement to move to City Council for approval, with a 4-1 vote.

B. OPEN SPACE AND PARKS MASTER PLAN UPDATE

Art Thatcher, Principle from GreenPlay Consulting presented an update on the Parks Master Plan process.

- ***Commissioner Lubisich inquired about whether school sites, which are part of the Joint Use Agreement, will be part of the Parks Master Plan.***

5. STAFF ITEMS

A. MONTHLY DEPARTMENT REPORT

Tom Boecking provided the Monthly Department Report.

6. COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS

Commissioners addressed the Commission and the public on matters of general information and/or concern, including reports on meetings they attended, as well as upcoming events.

- ***Commissioner Lubisich requested an update on the grant for shelters at Vincent Lugo Park. She also informed that the La Laguna Playground is now on the National Registry of Historical Landmarks and the Playhouse is on the queue as well.***
- ***Commissioner Cardenas requested a follow up on signage to prevent illegal dumping in the area surrounding Marshall Park.***

7. DATES TO REMEMBER

Review of attached calendar of upcoming events.

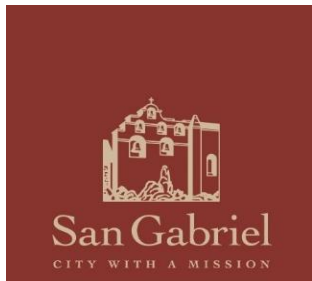
8. ADJOURN COMMUNITY SERVICES COMMISSION MEETING

Chair Mullen adjourned the meeting at 8:00 pm, to a regular meeting at 7pm, on Monday, March 6, 2017 in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California 91776.

CITY OF SAN GABRIEL

Raiza Ibanez, Administrative Assistant II

Virginia Mullen, Commission Chair



City of San Gabriel

STAFF REPORT

DATE: March 6, 2017

TO: Community Services Commission

FROM: Rebecca Perez, Community Services Director

SUBJECT: **Update on Parks and Open Space Master Plan**

Following is an update on the Parks and Open Space Master Plan process:

Community Outreach

With the guidance of the Parks Master Plan consultant GreenPlay, staff kicked off various efforts to initiate the public engagement process for the Master Plan. Following is a list of the efforts completed thus far:

Lunar New Year Festival

GreenPlay and TDW + Co. had a booth at the Lunar New Year Festival to provide information about the Parks Master Plan and collect intercept surveys (see attached survey sample). Surveys were available in four languages—English, Chinese, Spanish and Vietnamese. Festival attendees were invited to complete a survey and, in turn, were able to win a City of San Gabriel giveaway prize. The Master Plan team collected 531 surveys.

Community Focus Group Meetings

From February 6 – 8, the GreenPlay team was in San Gabriel to conduct various focus group meetings. During that time, there were five focus group meetings held at various times and various locations, including Coolidge Elementary, Community Health Education Center (CHEC Building), San Gabriel Library, Vincent Lugo Park Scout House and Dewey Elementary. Though attendance was not as high as we would have liked to see (each meeting only had up to three people), the input received was very helpful.

In addition to these more traditional focus group meetings, there were pop-up meetings at Lugo Park and Smith Park where GreenPlay and TDW + Co. collected over 30 intercept surveys.

At the end of the three days, there was also a Public Forum meeting to present the findings of the focus group meetings and discuss next steps for the process.

Staff Focus Group Meetings

In addition to the community meetings, there were several focus group meetings held with staff. The GreenPlay team met with staff from the Planning Department, Public Works – Parks and Facilities and Community Services Department. There was also a debrief meeting held with the Master Plan team to discuss the information received from the various focus group meetings.

Presentation to Community Services Commission

Art Thatcher of GreenPlay presented information on the Parks Master Plan process to the Community Services Commission at their February 6 meeting.

Inventory of Existing Parks and Facilities

KTUA, the landscape architecture firm from the consulting team, was also here from February 6-8 to complete the inventory of the existing parks and facilities. The team also reviewed other possible opportunity sites within the city.

Next Steps

The Parks Master Plan team is compiling the information from the community engagement meetings to include in a survey that will be mailed to select residents. In addition to the mailed survey, an open link version of the survey will be available on line.

Attachments

Attachment A – Intercept Survey

CITY OF SAN GABRIEL PARKS AND OPEN SPACE INTERCEPT SURVEY

Help shape the future of your community! The City of San Gabriel wants your feedback to assist in the planning and development of future parks and recreation opportunities.

1. How long have you lived in the City of San Gabriel?

- 0 – 5 years
- 6 – 10 years
- 11 – 15 years
- 16 – 20 years
- 20+ years

2. What is your home ZIP code?

- 91775
- 91776
- Other: _____

CURRENT USAGE

3. In the past 12 months, how frequently have you and your household:

	ONCE A WEEK OR MORE	ONCE A MONTH	ONCE EVERY SIX MONTHS	ONCE A YEAR	DID NOT USE	DON'T KNOW
Visited a City of San Gabriel park?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used City of San Gabriel trails or pathways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used the City of San Gabriel swimming pool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used the City of San Gabriel Community Center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participated in a City of San Gabriel recreation program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attended a City of San Gabriel event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(If have visited a park) What activities do you typically engage in at City of San Gabriel parks?

FUTURE FACILITIES AND PROGRAMS

4. What are the most important needs to be addressed in the City of San Gabriel over the next 5 to 10 years?

	NOT AT ALL IMPORTANT				VERY IMPORTANT
	1	2	3	4	5
01) Add aquatics facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02) Add athletic fields/courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03) Develop new parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04) Expand programs and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05) Increase trail and pathway connectivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06) Make improvements and/or renovate existing amenities at parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07) New or expanded community/recreation center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08) Preservation of open space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09) Other (please specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Which three items from the list above are the highest priorities to you and your household? (INSERT NUMBERS)

Most important # _____ Second most important # _____ Third most important # _____

6. What are the most important areas that, if addressed by the City of San Gabriel, would increase your use of City of San Gabriel parks and recreation facilities? (CHECK ALL THAT APPLY)

- | | |
|---|---|
| <ul style="list-style-type: none"> 01) <input type="checkbox"/> Condition / maintenance of parks or facilities 02) <input type="checkbox"/> Customer service/staff knowledge 03) <input type="checkbox"/> Facilities close to where I live or work 04) <input type="checkbox"/> Handicapped / disabled accessibility 05) <input type="checkbox"/> Hours of operation 06) <input type="checkbox"/> Improved communication about offerings 07) <input type="checkbox"/> Lighting (parks, trails, and facilities) 08) <input type="checkbox"/> More facilities and amenities | <ul style="list-style-type: none"> 09) <input type="checkbox"/> More programs 10) <input type="checkbox"/> Parking 11) <input type="checkbox"/> Pricing/user fees 12) <input type="checkbox"/> Signage/wayfinding 13) <input type="checkbox"/> Safety and security 14) <input type="checkbox"/> WiFi connectivity 15) <input type="checkbox"/> Other (please specify: _____) |
|---|---|

SATISFACTION WITH PARKS AND OPEN SPACE

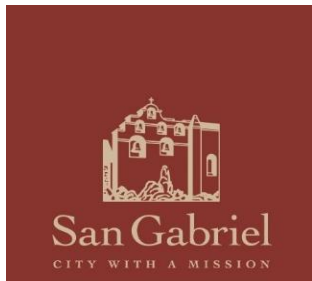
7. How satisfied have you and your family been with the quality of City of San Gabriel parks you and your family have used or participated in over the past 2 years?
- NOT AT ALL SATISFIED 1 2 3 4 5 VERY SATISFIED
8. How satisfied have you and your family been with the quality of City of San Gabriel facilities you and your family have used or participated in over the past 2 years?
- NOT AT ALL SATISFIED 1 2 3 4 5 VERY SATISFIED
9. How satisfied have you and your family been with the quality of City of San Gabriel programs you and your family have used or participated in over the past 2 years?
- NOT AT ALL SATISFIED 1 2 3 4 5 VERY SATISFIED
10. How effective is the City of San Gabriel at reaching you with information on parks & recreation facilities, services, and programs?
- NOT AT ALL EFFECTIVE 1 2 3 4 5 VERY EFFECTIVE

SUGGESTIONS

11. Do you have any further comments about parks and recreation facilities and programs in the City of San Gabriel?
-
-

DEMOGRAPHICS

12. Please indicate your gender:
- Male Female
13. What is your age?
- Under 25 55 – 64
 25 – 34 65 – 74
 35 – 44 75 or over
 45 – 54
14. Which of these categories best applies to your household?
- Single, no children
 Single with children at home
 Single, children no longer at home (empty nester)
 Couple, no children
 Couple with children at home
 Couple, children no longer at home (empty nester)
15. Are you of Hispanic, Latino or Spanish origin?
- Yes No
16. What race do you consider yourself to be?
- White
 Asian, Asian Indian or Pacific Islander
 Native American
 Black or African American
 Middle Eastern
 Other



City of San Gabriel

STAFF REPORT

DATE: March 6, 2017

TO: Community Services Commission

FROM: Tom Boecking, Community Services Manager

SUBJECT: **Update on Vincent Lugo Park Grants**

As reported at the October 2016 Commission Meeting, there are several grants currently in place for projects at Vincent Lugo Park. An update on the grants and information on each of the projects is outlined below.

Picnic Shelters

In January 2016, the city received notification that it had been awarded a grant from Los Angeles County 5th District for the construction of picnic shelters at Vincent Lugo Park. The grant amount is \$250,000 and is for the installation of three picnic shelters for the La Laguna, Oak and Sage picnic areas.

Bids were opened on February 8 and the low bid was \$210,000. Currently, the Public Works staff is checking references for the apparent low bidder. Shelter construction is anticipated to begin in early June 2017.

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.

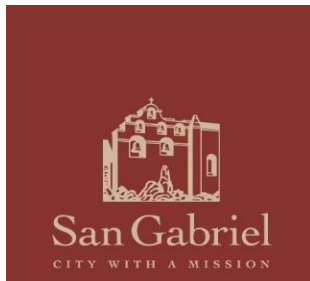
To cover a majority of the city's portion of the project, staff requested Excess Funds through LA County 5th District Supervisor Michael Antonovich. We were notified in May that the Supervisor's office had awarded \$45,000 for this project.

Public Works will oversee the installation of the fitness equipment which will be installed by end of 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 2016 that the Supervisor's office had awarded the \$65,000 for this project.

The project will go out to bid Summer 2017 with installation completed by Fall 2017.



City of San Gabriel
MEMORANDUM

DATE: March 6, 2017
TO: Community Services Commission
FROM: Tom Boecking, Community Services Manager
SUBJECT: **Monthly Department Report**

Aquatics

San Gabriel Sea Gulls continue their swim season at Smith Park Pool. Swim meets are scheduled for March 4, April 15 and April 22 & 23. Gabrielino High School Swim Team continues their daily practice and scheduled swim meets at Smith Park Pool. Schools have been busy scheduling their end of year field trips between May 23 and June 1. There are currently six schools participating.

The department is offering an American Red Cross Lifeguard Training Course to the public. The course has been scheduled for March 12 and March 19 from 8:00 am to 4:00 pm. The course is offered to residents for \$200 and non-residents for \$205.

Contract Classes

The Spring GUIDE will be delivered to San Gabriel residents at the end of February, with a Post Office delivery scheduled for February 24. Registration for Spring classes begins on Monday, March 13. Spring classes will begin March 27.

A highlight this quarter is the return of the "Mini-Sports", which is a great way to get the little residents involved in sports. Participants will learn fundamentals and experience a variety of sports including basketball, flag football, soccer and t-ball. This course is recommended for children 4 – 7 years of age.

Facilities

During the month of January, the Adult Recreation Center was booked for a few events. The Recreation Center continues to host meetings for many non-profit organizations in the community and the picnic areas at Vincent Lugo and Smith parks hosted birthday parties, family reunions and other festive gatherings. Additionally, volunteers taking part in the city's Homeless Count utilized the North Room at the Recreation Center as their meeting headquarters on January 24.

Older Adult Programs

The lunch program celebrated Lunar New Year and Valentine's Day during the month of February. The Lunar New Year celebration consisted of a special themed lunch, lanterns and lots of red. Red envelopes with candy coins inside were distributed and participants watched a travel video about the Great Wall of China. On Valentine's Day, cards that were made by our after-school program participants were handed out. A game of Valentine's Day trivia was played. The festive holiday cards were a huge hit as they were passed out to those who attended the lunch program, the Tuesday dance and the sewing circle. Each card was decorated and had a message inside, which seemed to bring a smile to their faces. St. Patrick's Day will be celebrated on March 17 with traditional themed music and green mocktails.

Pickleball has continued to grow, averaging 20 participants every Monday and Wednesday at Smith Park. Staff is researching permanent Pickleball court lines that would be placed on one of the tennis courts.

The monthly art workshop in collaboration with the San Gabriel Fine Arts Association has also grown to 15 participants learning about watercolor.

A new printer was installed for use during the open computer time. Users appreciate the ability to print a recipe, directions to a destination or even important tax paperwork.

Trips

In the month of December, participants traveled to Newport Beach for the Holiday Cruise of Lights. Registration for the trip was full and received great responses. Unfortunately, we had to cancel both of the trips in January due to low enrollment. In February and March, participants will travel to the Petersen Automotive Museum, the Broad Museum and a trip to Tanaka Farms.

Youth Programs

Participant numbers during the after school program have grown over the past month. A basketball Playground Challenge was held at Jefferson on Saturday, February 11. This free event included teams of boys and girls from each elementary after-school site. Wilson Elementary edged out Washington Elementary in the final game to take the tournament championship. Staff anticipates that participant numbers will stay high as we head into Pentathlon training, soccer and the Drill Team Competition. Recreation

Leaders have continued to do an amazing job planning fun activities and arts and crafts that coincide with each month's theme. This month's theme is "March Madness!"

At Jefferson, the girls' 8th grade team has continued to prepare for the SCMAF basketball tournament that will take place later this month. Soccer season is now in full swing at Jefferson Middle School. The boys and girls soccer teams are off to a very good start and the intramural league has continued to go well. The next sport will be boys' volleyball and staff is currently exploring the possibility of adding girls' softball.

The youth basketball league has also gone very well. Teams have had great competition against teams from Rosemead, Arcadia and Duarte. The season will culminate with both 3rd/4th grade teams and the 5th/6th grade team playing in the SCMAF San Gabriel Valley basketball tournament.

Special Events

All-City Pentathlon - The 3rd Annual All-City Pentathlon will take place on Saturday, March 18 at Jefferson Middle School. The event will begin promptly at 9:00 am and will conclude with the after-school playground relay. The Pentathlon is made up of five events, a 50 meter dash for grades 2-5, 100 meter dash for grades 6-8, a 200 meter run, running long jump, standing long jump and softball throw. The winners of each individual event will receive ribbons. Overall winners in each age group will receive medals. Winners in the individual events will qualify to participate in the SCMAF San Gabriel Valley track that will take place in May. AYSO will have a registration booth at the event. Staff is looking forward to another successful event.

73rd Annual Pancake Breakfast & Egg Hunt – Staff has begun the planning of the 73rd Annual Pancake Breakfast and Easter Egg Hunt on April 15 at Smith Park and is partnering with the San Gabriel Kiwanis Club. The event will include a pancake breakfast served up by members of Kiwanis Club, Pancake Races and an Egg Hunt for children ages 9 and under. Additionally, the San Gabriel Fire and Police Departments will be on hand to greet residents and distribute safety information. Entertainment will be provided by the Gabrielino High School Jazz Band.

San Gabriel Community Services Commission
March and April 2017

DATES TO REMEMBER:

<u>Monday, March 6</u>	Commission Meeting City Hall Council Chambers 7:00 pm
<u>Tuesday, March 7</u>	City Council Meeting – Cancelled Election Day
<u>Saturday, March 18</u>	All City Pentathlon Jefferson Middle School 9:00 am
<u>Tuesday, March 21</u>	City Council Meeting City Hall Council Chambers 7:30 pm
<u>Monday, April 3</u>	Commission Meeting City Hall Council Chambers 7:00 pm
<u>Tuesday, April 4</u>	City Council Meeting City Hall Council Chambers 7:30 pm
<u>Saturday, April 15</u>	Pancake Breakfast and Egg Hunt Smith Park 7:00 – 11:00 am
<u>Tuesday, April 18</u>	City Council Meeting City Hall Council Chambers 7:30 pm