

**SAN GABRIEL PARKS AND RECREATION COMMISSION**  
**MINUTES OF June 3, 2013**

The regular meeting of the Parks and Recreation Commission was held on Monday, June 3, 2013 in the City Council Chambers, 425 South Mission Drive, San Gabriel, at 7:03 p.m.

Present were Chairperson Bryant, Vice Chair Nguyen, Commissioner Hopkins, Assistant Parks & Recreation Director Hogan and Recreation Coordinator Theresa Johnson. Commissioner Kirchhoff arrived late. Commissioner Virgen, Councilmember Kevin B. Sawkins, San Gabriel Unified School District Representative Gile and Alhambra Unified School District Representative Anderson were absent.

**APPROVAL OF MINUTES**

Commissioner Hopkins made the motion to approve the Commission Minutes of March 4, 2013 as written. Commissioner Nguyen seconded the motion.

Ayes: Bryant, Hopkins, Nguyen

Noes: None

Abstain: None

The motion carried on 3-0 vote

**PUBLIC COMMENT: PURSUANT TO PROVISIONS OF THE GOVERNMENT CODE, THIS IS THE TIME PROVIDED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE PARKS AND RECREATION COMMISSION REGARDING MATTERS NOT UNDER CONSIDERATION ON THIS AGENDA.**

**REPORTS AND DISCUSSION**

I-A. Assistant Director Hogan recapped Spring Recreation Programs including the Annual Pancake Breakfast and Egg-stravaganza that was held on the Saturday before Easter. The event was sponsored by the Kiwanis Club with assistance from the Parks and Recreation Department. Parks staff assisted with the set-up and moving of the Kiwanis equipment, and constructed the gas line for the pancake grills. Recreation staff organized 4 different areas for the egg hunts and provided free face painting. The Fire Department and Police Department were at the event distributing information and the Fire Department set-up a lift on the fire engine that would lift children a few feet off the ground.

On Saturday, May 18 the 55<sup>th</sup> annual Drill Team competition was held at Jefferson Middle School. Four elementary schools competed and Washington Elementary School won first place with a 30 girl team.

Summer registration began on Tuesday, May 29. This is the first summer we have offered computerized swim lesson registration. Swim lesson registrations were taken at the pool and at the Recreation Office. The office staff and pool staff was extremely busy that day. At the end of the day, reports showed that \$14,700 was taken in for registrations alone. This was very impressive considering most activities have a registration fee of \$35.

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- I-B. Assistant Director Hogan informed the Commission that Dondi Adkins was selected as San Gabriel's Outstanding Older American for 2013. Assistant Director Hogan also informed the Commission that Dondi had recently passed away. A biography of Dondi's accomplishments and community involvement was shared with the Commission.
- I-C. Assistant Director Hogan reviewed the adjusted Parks and Recreation Department budget for the 2013-2014 fiscal year. The Parks and Recreation Department makes up 6.9% of the General Fund budget, with a target savings of \$207,808. To reach that target, the department identified revenue enhancements and expenditure reductions.

The proposed revenues have been broken down into the following three categories:

- 1) Aquatics (\$8,706)
  - a. The aquatics revenue enhancements which will net \$8,706 include a fee increase for swim lessons, private pool rentals and recreational swim. The proposal also includes an increase in pool use fees and lifeguard fees for San Gabriel Sea Gulls swim team.
- 2) Recreation classes or programs (\$10,752)
  - a. The revenue enhancements for recreation classes or programs include: fee increases for recreation classes, summer day camp and youth trips. These proposed increases will bring in an estimated \$10,752 in revenue.
- 3) Facility Use (\$8,590)
  - a. Proposed revenues from facility use which will generate an estimated \$8,590, include: a fee for field lights at Vincent Lugo Park, a fee increase for private facility rentals at the Adult Recreation Center and a fee for facility use by non-profit groups.

The proposed reductions have been largely grouped into the following categories:

- 1) Personnel (\$142,963)
  - a. Personnel reductions make up our largest savings, totaling \$142,963. These reductions consist primarily of filling vacant full-time positions with part-time staff. This is proposed both in the parks division and in recreation. There is also a savings to the General Fund by funding some positions partially by Prop C.
- 2) Recreation Special Events (\$9,208)
  - a. We propose to reduce the Recreation Special Departmental account by \$9,208 with the elimination of three special events which will save on part-time staffing and supplies. This also includes a proposal to reduce part-time staffing at our other special events.
- 3) Aquatics (\$12,915)
  - a. In Aquatics, we propose to reduce recreational swim hours which will provide a savings of \$12,915 on part-time staff.
- 4) Memberships & Educational (\$5,274)
  - a. This proposal includes reduction of Memberships and Educational accounts in both the Parks division and in Recreation by \$5,274. These accounts will be reduced to

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only include trainings that are necessary to maintain professional certifications with a small educational budget that staff can choose to use for professional memberships or trainings.

- 5) Recreation Contractual (\$6,400)
  - a. The Recreation Contractual account was reduced by \$6,400 which includes discontinuing installation service for the Mission District banners and reducing the size of the Grapevine Guide publication.

While these savings are proposed in order for the department to meet its target, it is inevitable that this level of reduction, primarily in personnel, will have an impact on service. Staff will aim to maintain the highest level of service, but this is becoming increasingly more difficult as projects are added and staffing levels are reduced.

In addition to these proposed revenue enhancements and expenditure reductions, the department has requested two new vehicles for the parks division to be purchased from the vehicle replacement fund. In the last 18 months, the parks division has lost three vehicles— one during the December 2011 windstorm and two more recently due to expiration of the CNG tanks. These replacement vehicles are necessary to ensure that staff can continue to provide a high level of efficiency and service.

- I-D. Assistant Director Hogan reviewed Informational Items and Dates to Remember including the upcoming Kid's Day and 4<sup>th</sup> of July Parade. Assistant Director Hogan informed the Commission that this year Parade Chairperson Kevin Sawkins will not attend the 4<sup>th</sup> of July Parade and volunteers are needed to oversee the Parade. Commissioner Nguyen and Hopkins volunteered to assist at the Parade.

## ADJOURNMENT

Commissioner Hopkins made the motion to adjourn the Commission meeting at 7:30 p.m.

Vice Chairperson Nguyen seconded the motion.

Ayes: Bryant, Hopkins, Kirchhoff, Nguyen

Noes: None

Abstain: None

The motion carried on 4-0 vote

Respectfully submitted,  
Recreation Department Staff