

CITY OF SAN GABRIEL

PARKS AND RECREATION COMMISSION

MINUTES OF THE REGULAR MEETING

MONDAY, APRIL 7, 2014

7:00 P.M.

CALL TO ORDER: Chairperson Hopkins called the regular meeting of the Parks and Recreation Commission to order at 7:00 p.m.

COMMISSIONERS PRESENT: Chairperson Hopkins, Vice-Chair Lubisich, Commissioner Bryant, Commissioner Correa

COMMISSIONERS ABSENT: Commissioner Virginia Mullen

REPRESENTATIVES PRESENT: None

REPRESENTATIVES ABSENT: Councilmember Kevin Sawkins, San Gabriel Unified School District Representative

STAFF PRESENT: Acting Assistant Director Tom Boecking, Commission Secretary Danielle Adriano

APPROVAL OF MINUTES: Vice-Chair Lubisich made a motion to approve the March 3, 2014 minutes. Commissioner Bryant Seconded the motion. The minutes were approved.

COMMENTS FROM THE PUBLIC: None

NEW BUSINESS

1-A. Department Re-Organization – Parks and Recreation Director Rebecca Perez reported that the City Council will consider a request to consolidate the Engineering Division of the Community Development Department and the Parks Maintenance Division of the Parks and Recreation Department into the Public Works Department on April 15, 2014. The New Public Works Department will be responsible for all infrastructure matters including engineering, field operations, building and facility maintenance and fleet operations. Currently these divisions provide many similar functions so this will be an opportunity to improve service efficiency and effectiveness. The Council has expressed support for the reorganization of the Public Works Department and Parks and Recreation Department. Perez explained that she will be working with staff to develop a new more expansive vision for the department which will be presented to the Commission and to the City Council. With an eye toward a broader range of services, staff recommends a rebranding of the department to be the Community Services Department rather than the Parks and Recreation Department. In addition to requesting for the Council to review the reorganization, staff will recommend adjustments to two positions. The staff recommends to downgrade the currently vacant Assistant Parks and Recreation Director position to Community Services Manager position and to use the savings generated to shift the two part-time front desk staff positions into one fulltime position. The Council will also review an increase that is needed to fund the new Public Works Department to fill in certain staffing positions. Perez ensured that this proposal will not result in reduction of staffing and explained that this measure is not a cost savings measure but a way to make the Department more efficient. The Parks and Recreation re-organization proposal is cost neutral and will be more parallel to other department structures.

- 1-B.** Department Monthly Report- Department Staff will be meeting with the School District to discuss the joint-use agreements. Soccer and Drill Team are the sports which will be held at the elementary schools during spring. The Drill Team Competition for the Elementary schools will be held on May 17, 2014. The first Farmers' Market was held on Thursday, April 3 from 4:00-8:00 pm at Vincent Lugo Park and the first 100 customers were given a free reusable shopping bag. There was a ribbon cutting at 5:30 pm and there was a great attendance by the community and community organizations.

- 1-C.** Commissioners Report- Vice Chair Lubisich proposed to involve the non-profit organizations in repairing the facilities which they use within the city. Lubisich was excited to share that the funding for Ozzie is almost complete and the repairs will be done soon. Commissioner Correa explained that AYSO is interested in having a booth at the Farmers' Market. Correa also shared that Interim Principal Arnold of JMS showed great interest in having a Track and Field Program. Correa asked for clarification on the city publications. Director Perez clarified that the Grapevine Publication is processed through the Assistant City Manager's Office where they coordinate the publication and ask for articles from all City Departments. The Guide is a publication which is based out of the Recreation Department focuses more towards arts and recreation while the city publication is more focused on city projects and information for the broader public. Both publications are distributed to the residents of San Gabriel. Chairperson Hopkins announced that the G.H.S Girls Soccer team will be recognized on April 15, 2014 at the City Council meeting for their efforts in winning CIF this year.

- 1-D.** Dates to Remember- The Commission Recognition Dinner will be held on April 10, 2014 at the San Gabriel Hilton at 6 p.m. The Farmers' Market every Thursday April 3 - September 25. Pancake Breakfast and Easter Egg Hunt will take place on April 19, 2014. The Volunteer Recognition Luncheon will be held on Thursday April 24 at the Grapevine Arbor Park.

COMMENTS BY STAFF: None

COMMENTS BY COMMISSIONERS: None

**Chairperson Hopkins adjourned the meeting at 7:41 p.m.
to a regular meeting on Monday May 5 at 7:00 p.m.**

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

Wendy Hopkins, Chairperson
San Gabriel Parks and Recreation Commission

ATTEST: _____

Danielle Adriano
San Gabriel Parks and Recreation Commission Secretary