



**SAN GABRIEL
PARKS & RECREATION COMMISSION**

Agenda

**REGULAR MEETING
Monday, October 3, 2011
7:00 p.m., City Hall Council Chamber
425 South Mission Drive
Second Floor**

**CALL TO
ORDER**

7:00 p.m.

**PLEDGE OF
ALLEGIANCE**

**ROLL CALL OF
MEMBERS**

CHAIRMAN GOMEZ, VICE CHAIR VIRGEN, AND
COMMISSIONERS BYRANT, HOPKINS AND KIRCHHOFF

**APPROVAL OF
MINUTES**

Minutes of the Regular Meeting on June 4, 2011.

**PUBLIC
COMMENT**

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

1. Reports and Discussion:
 - A. Commission Appointments and Chairs
 - B. Kids Day 4th of July Parade and Picnic Evaluation
 - C. Walk to Los Angeles Recap and Evaluation

- D. Smith Park Aquatic Program Review
- E. Summer Playground Report
- F. Update on Lugo Park Project (Oral Report)
- G. Marshall Park Update (Oral Report)
- H. Ethics Orientation for State Officials (Oral Report)
 - I. Reminder Mandatory Training available On-Line
- I. Informational Items and Dates to Remember

- 2. ADJOURNMENT: TO A REGULAR MEETING ON MONDAY, NOVEMBER 7, 2011, 2nd FLOOR CITY HALL COUNCIL CHAMBER, 425 S. MISSION DRIVE, SAN GABRIEL, CA.

AVAILABILITY OF REPORTS: Staff reports are available for public inspection in the Parks and Recreation Department, during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, and 8:00 a.m. to 6:30 p.m. Tuesdays; Telephone (626) 308-2875. The agenda and staff reports are also available on the City's website and can be downloaded at the following address:

[http://sangabrielcity.com/cityservices/parksandrec/documents/P&R COMMISSION, MONTHLY AGENDA PACKET -October 2011.pdf](http://sangabrielcity.com/cityservices/parksandrec/documents/P&R_COMMISSION_MONTHLY_AGENDA_PACKET_October_2011.pdf)

ACCESS FOR THE DISABLED: City Hall is accessible to the disabled. Audio devices for the hearing impaired are available from the planning staff during each meeting.

POSTING: I declare under penalty of perjury that I am employed by the City of San Gabriel in the Parks and Recreation Department; and that I posted this notice at City Hall, Fire Department Headquarters and at the US Post Office on Thursday, September 29, 2011.

September 29, 2011
Date



Nancy Hogan, Assistant Director Parks and Recreation

**SAN GABRIEL PARKS AND RECREATION COMMISSION
MINUTES OF JUNE 6, 2011**

The regular meeting of the Parks and Recreation Commission was held on Monday, June 6, 2011 in the City Council Chambers, 425 South Mission Drive, San Gabriel, at 7:07p.m.

Present were Commissioners Bryant, Hopkins, Kirchhoff, Virgen and Alhambra Unified School District Representative Anderson. Assistant Parks & Recreation Director, Hogan and Recreation Coordinator Johnson, Park Supervisor Gonzalez and Vice Mayor Kevin B. Sawkins were present. Chair Gomez, and San Gabriel Unified School District Representative Gile were absent.

APPROVAL OF MINUTES

Commissioner Bryant made the motion to approve the Commission Minutes of May 6, 2011 as written. Commissioner Hopkins seconded the motion.

Ayes: Bryant, Kirchhoff, Virgen, Hopkins

Noes: None

Abstain: None

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 gave a brief update on the Outstanding Older American Award winner for 2011, Sabino Cici. Sabino is a dedicated volunteer, who has contributed countless hours of service: he served 25 years as a member of the City Council, Member and Past President of the San Gabriel Chamber of Commerce, Trustee of the San Gabriel-Alhambra Elks Lodge, Director of the Sanitation District, San Gabriel Valley Animal Control Authority, San Gabriel County Water District, member of San Gabriel Kiwanis, Peace Officers Association, Italian Catholic Federation and the United States Air Force Association, to name a few. Sabino was recognized at a City Council meeting in April and at the Los Angeles County Board of Supervisor's Older American Recognition Day in May. He will also be the Grand Marshal for our Kid's Day and 4th of July Parade

I-B. Assistant Director Hogan reviewed the latest park plan map and park map showing the areas of completion. The following construction elements were not easily identified on the attached plan. Assistant Director Hogan reviewed the percentage of completion for the areas of the park listed on the plan. The elements and percentages are as follows:

Conduits for Pedestrian lights	50%
Pedestrian Lights base pedestals	25%
Conduits and sub structure for future lights for all purpose field	100%

**SAN GABRIEL PARKS AND RECREATION COMMISSION
MINUTES OF JUNE 6, 2011**

18" storm drain from headwall by outdoor classroom	50%
All purpose field excluding sod installation	75%
Automated irrigation W/ (New water meter and backflow device)	75%
Landscape Planting	25%
Electrical subpanels (3)	50%
25 semi-truck loads of concrete and asphalt removal from excavated areas	75%

Park Supervisor John Gonzalez was also invited to the Commission meeting to answer questions regarding the park project. Commissioner Kirchhoff thanked staff for the informative maps and also asked for clarification on the percentages of completion. Supervisor Gonzalez explained that the percentages equate to the amount of work that has been completed on each element. Supervisor Gonzalez also explained that he works closely with the Project Manager and Contractor in overseeing the work that is being done at the park. The Friends of La Laguna are also working on Lookout Mountain and the Dock Area concurrently with the park improvements. Supervisor Gonzalez is also working with the FoLL Project Manager and consultants since some of the effected areas overlap into the park project. Vice Mayor Sawkins asked what the estimated completion date was, Supervisor Gonzalez informed the Commission that the beginning of July was the estimated completion date however with rain days and redesign of elements it may be late July or early August before the project is complete. Supervisor Gonzalez also informed the Commission that the Contractor will return in the fall to complete planting of native plants and seeding of open turf area.

- I-C. Assistant Director Hogan informed the Commission of the upcoming Community Meetings that are being held to review and gather input on the proposed Marshall Community Park plan. Meetings will be held at Marshall Elementary School on June 15 and June 16. Flyers inviting the surrounding residents will go out this week. The Commissioners were also invited to attend the meetings.
- I-D. Assistant Director Hogan reminded the Commission that proof of participation in the Ethics Training Course is overdue.
- I-E. Assistant Director Hogan reviewed the Dates to Remember with the Commissioners. Vice Mayor Sawkins gave a brief update on the upcoming Kids Day and 4th of July event, informing the Commission that this year there will be a 9 member percussion group from the High School marching in the parade. He is also working on inviting the gentleman who played the trumpet in his front yard as the parade went by last year, to participate this year. Vice Mayor Sawkins also informed the Commission that this year there will be an Honor Wall at the event to honor current and past members of the armed forces who live in San Gabriel, to date over 30 honoree's names and photos have been submitted.

Commissioner Hopkins made the motion to adjourn the Commission meeting at 7:34 p.m.

Commission Bryant seconded the motion.

Ayes: Bryant, Hopkins, Kirchhoff, Virgen

Noes: None

Abstain: None

The motion carried on 4-0 vote

Respectfully submitted,
Recreation Department Staff

San Gabriel's Kid's Day & 4th of July Parade – 2011 Evaluation

Planning/Timeline:

- Update the City/Event Website as soon as possible.
- Include recap from past events with photos.
- Theresa's husband was the designated photographer again this year, he did a great job. There needs to be a designated photographer every year.
- Additional trash bags need to be present. There should only be one extra bag at the bottom of each card board container.
- Measure Broadway to properly plan for a balloon arch.
- Investigate a wheel chair ramp by the entry of the park.
- Directional signs for Plaza Park indicating where the restrooms are located.

Sponsorship/Publicity:

- Staff worked hard on donations receiving over \$5600 in monetary donations.
- Supply posters and flyers for Public Works Day.
- Need to request 1400 plates and napkins from Pacific Sanitary
- Add event to websites that post 4th of July activities.
- Publish sponsors on website, include logos.
- Distribute posters earlier and broader around San Gabriel. Look into handing posters out at the May Business Expo sponsored by the Chamber of Commerce.
- Flyers should be handed out to Private Schools here in the City as well as Little League, AYSO, AYC, ect.
- Invite Garvey School District to participate.

Parade:

- Plaza Park is a great place for staging, but participants were in the heat for some time. There is not much shade in the Park, so participants were really feeling the heat.
- The Drum line was a great addition to the parade but did stop to play for the judges which slowed down the parade and created a large gap.
- Having a band in the parade was a great addition, it was recommended that the band and the drum line be farther apart in the order.
- There should be "Parade Ends Here" signs on the sign walk area so spectators do not sit in the area where the participants will be walking.
- Designate people to move people into the park, this will avoid a cluster of people at the end of the parade.
- Judges added a last minute parade category, there was no prize or certificate on site.

I-B

San Gabriel's Kid's Day & 4th of July Parade – 2011 Evaluation

- A ramp for strollers and wheel chairs.
- Parking vehicles on the north side of Smith Park worked out well.
- Try to publicize more to the residents to draw out more spectators.

Kid's Day Picnic:

Set-up

- Set-up of Smith Park was very quick and smooth this year.
- There were many challenges with having the event on a Monday and leaving equipment in the park over the weekend.
- It was hard to hear the announcements from the activity area, additional speakers should be brought in for that area.
- The Gabrielino Area should be caution taped off before the event starts.
- Possibly look into using the Gabrielino Area as seating for the event and move the Barbeque location to another part of the park.
- Put flagging behind recreation activity booths to allow staff to retrieve carnival game rings and access the booth.
- The entry line to the food area needs to be snaked (bank line) around using flagging to help prevent congestion in the park.
- More delineators are needed on the south side of the park for No Parking signs.

BBQ

- 1400 hot dogs were purchased, 100 were left over.
- 30 watermelons were donated
- 6 condiment packs were purchased
- Volunteers began to barbeque the hot dogs.
- 2 additional knives
- Next year recycle/trash divided – lots of requests for this from public.

Community Booths

- There were six participants, one which was Edison. Space was limited so this number of booths worked out well.
- Paper towels needed.
- First Aid kit should be on hand.

I-B

Kid's Activities

- There needs to be a designated line for the balloon lady.
- The water slide was a huge hit.
- The FBLA volunteers were a big help to have in the activity area.
- Necklaces and rings as game prizes were a big hit.
- Water balloon toss and fight was fun for all.
- The water spraying by the fire department worked out very well in the confided corner of the park. Those that wished to get wet ran to that area.
- The watermelon eating contest was a little slow this year and was in need of more chairs.

Raffle

- All of the 10 raffle prizes were picked up at the event. .
- Mary Garcia's quilt raised \$304.

City Booth

- Residents visited booth and took flyers.
- Media Packets should be available if needed.

Stage Activities

- JD the DJ was a good MC.
- The DJ will continue to be included in the budget for the event.
- The SG Library has not committed to providing the entertainment for 2012 yet.
- The tennis courts worked out well as a back drop.
- The entertainer was good, he tried to be interactive and hold the kids' attention.
- More amplification of sound in the activity area.

2011 4th of July Kids Day

Budget Summary

Beginning Balance		\$3,768.31
Monetary Donations		\$5,604.00
Expenditures (Actual & Projected)		\$4,628.51
Account Balance		\$4,743.80

REVENUE	Budget	Actual	Actual &
MONETARY DONATIONS	\$5,200.00		Projected
Ellie Andrews - Andrews Family Trust		\$100.00	
West Coast Arborists, Inc.		\$200.00	
San Gabriel Nursery & Florist		\$100.00	
San Gabriel Police Officers Association		\$150.00	
Golden Pacific Realty, Inc.		\$200.00	
Athens Services		\$2,000.00	
San Gabriel Mission Elementary		\$100.00	
San Gabriel Unified School District (as per email)		\$250.00	
San Gabriel Union Church		\$200.00	
RKA Group		\$250.00	
Rotary Club of San Gabriel		\$250.00	
WSGV Association of Realtors		\$400.00	
Women's Division of SG Chamber of Commerce		\$300.00	
Winzler & Kelly		\$600.00	
San Gabriel Kiwanis Club Foundation		\$100.00	
San Gabriel Coordinating Council		\$304.00	
The UPS Store		\$100.00	
TOTAL CASH REVENUE	\$0.00	\$5,604.00	\$5,604.00

I-B

2011 4th of July Kids Day

IN KIND DONATIONS	
Pacific Sanitary Supply	Plates, napkins
LA Dodgers	4 game tickets
Trader Joe's	4 cases of water
California American Water Company	5 cases of water
USGVMWD	10 cases of water
Hawaii Supermarket	50 watermelons
Albertsons of Alhambra	1400 Hot Dog Buns

*Budget column is based on Projected Revenue. Projected & Actual is based on 2010 event figures

EXPENDITURES	*Budget	Actual	Actual &
Advertising	\$1,000.00		Projected
Mercury Printing		\$295.50	
FSC International		\$306.21	
Total Advertising	\$0.00	\$601.71	\$601.71
Honor Wall	\$100.00		
The Sauce Creative Services - 3.5 x 12 banner		\$250.00	
Total Wall	\$0.00	\$250.00	\$250.00
Decorations	\$500.00		
Party City (Table cloths, rolls, skirts, balloons)		\$257.15	
Risher, Inc.		\$148.00	
Reimburse Mary Garcia for decorations		\$50.64	
Total Decorations	\$0.00	\$455.79	\$455.79
Entertainment	\$1,000.00		
Shall We Dance Entertainment (DJ Deposit)		\$250.00	
Anastasia's Animals		\$250.00	
Shall We Dance Entertainment (DJ Balance)		\$245.00	
Total Entertainment	\$0.00	\$745.00	\$745.00

I-B

2011 4th of July Kids Day

Give A Way - Crafts	\$700.00		
Oriental Trading Company		\$154.78	
Sandy Candy		\$334.36	
Waterslide		\$205.00	
Total Give Away	\$0.00	\$694.14	\$694.14
Awards	\$300.00		
Costco - Adult Parade Prizes		\$31.98	
Toys R US - Parade Prizes		\$57.96	
Water Balloon Toss Prizes - Party City		\$9.98	
Shakey's - Parade Prizes		\$50.00	
Pavilions - Parade Prizes		\$25.00	
In-n-Out Gift Cards - Watermelon & Water balloon Toss		\$70.00	
Total Awards	\$0.00	\$244.92	\$244.92
Raffle	\$200.00		
Raffle Prizes - Toys R Us		\$235.07	\$235.07
Total Raffle	\$0.00	\$235.07	
Portable Sinks & Restroom	\$600.00		
So Cal Sanitation - Sink Rental		\$500.00	
Total Sink & Restroom	\$0.00	\$500.00	\$500.00
Food - Barbeque Supplies	\$800.00		
Costco		\$724.10	
Smart & Final		\$177.78	
Total Food	\$0.00	\$901.88	\$901.88
TOTAL EXPENDITURES	\$5,200.00	\$4,628.51	
	Budget	Actual	
			\$4,628.51

I-B

201 hearty souls followed the 9 mile trail to commemorate the 230th anniversary of Los Pobladores settling of Los Angeles

Early, yes very early, Saturday morning Mayor David R. Gutierrez greeted 201 participants who came out to celebrate the 230th anniversary of the Walk to Los Angeles. From 5:00 – 7:00 a.m. hikers were treated to an array of snacks and healthy treats to take on their journey and a commemorative backpack in which to carry their goodies. The return bus tokens proved popular as 171 participants choose this mode of transportation to return to San Gabriel. Sponsors of the festivities included Los Angeles County Supervisor Michael Antonovich, Upper San Gabriel



Valley Municipal Water District, Starbucks Coffee and the Future Business Leaders from Gabrielino High School.

The sun rose as the walkers began their journey to Los Angeles.

Walk to LA 2011

Evaluation

- 1 Attendance: 201 Walkers
- 2 Gave out 171 bus tokens, we have 129 left
- 3 We had a lot of refreshments left over.
- 4 We used:
 - a. 1 box of bananas
 - b. 180 bottles of water
 - c. 6 Boxes of granola bars (Maybe 300 total bars)
 - d. 1 cases of V8 juice
 - e. 2 cases assorted juices
 - f. 3 cases of Sunny Delight
 - g. 2-3 boxes mini cinnamon rolls (36 per box)

I-C

Walk to LA 2011 Evaluation

5. Make Bus directions clearer or figure out how to give enough money for express bus. Some walkers had to get off the bus at Garfield and Main, bus went north on Garfield. Not sure if they boarded wrong bus or what exactly happened.
6. Renting canopies worked out and are a great value. Event is too early to have city staff set up canopies and lights.

Suggestions for 2012

- 1 Perhaps hire a professional photographer since lighting is definitely an issue.
- 2 Reduce amount of refreshments purchased. We had 2 boxes of bananas, cinnamon rolls, granola bars and juice boxes leftover.
- 3 Make some more restroom signs with arrows pointing the opposite direction of the current signs.
- 4 3 Recreation Leaders, Theresa and 12 volunteers was the perfect amount of staffing
- 5 Make timing of Mayor's welcome clearer on flyer
- 6 Possibly schedule Mayor's welcome near end of registration
- 7 Get a banner for stage backdrop

CITY OF SAN GABRIEL
PARKS AND RECREATION DEPARTMENT

MEMORANDUM

DATE: SEPTEMBER 29, 2011
TO: Nancy Hogan, Assistant Director
FROM: Theresa Johnson, Recreation Coordinator
SUBJECT: Smith Park Aquatic Program Review

The 2011 Summer Season ended on Monday, September 5. This summer Smith Park Pool offered day and evening recreation swim, private pool parties, and swim lessons. Due to the popularity of evening swim lessons last summer a second cycle was added to the schedule this summer. Attached is a summary of attendance increases and decreases in the various programs along with a recap of the revenues collected on each of the programs.

Overall the biggest increase in attendance was in the recreation swim program that increased by 1,200 participants from last years' total of 4,410. The revenues collected throughout the season for day time swim lessons decreased by \$8,103.00 from last year, however there were increases in recreation swim, family passes sold, evening swim lessons, swim lesson pre-registration and pool party rental revenues, which made up for most of this loss. This seasons' revenue total was \$41,616.75 which is \$1,556.75 less than last seasons' total of \$43,173.50.

This summer staff introduced the new "Learn to Swim" curriculum and began using updated report cards. Challenges with the new curriculum and updated report cards were handled by all of the staff to the best of their abilities. For next season I am recommending that the Pool Manager spend more time reviewing the curriculum and report cards with the instructors during staff training prior to the start of the 2012 season.

In summary the pool staff did a great job implementing programs and carrying out their duties as lifeguard/instructors.

I-D

Participant Numbers

	2010	2011	
Public Swim	Day Total	Day Total	<i>Difference</i>
	3438	4204	766
	Evening Total	Evening Total	<i>Difference</i>
	972	1406	434
Family Passes	Total	Total	<i>Difference</i>
	7	16	9
Individual Pass	Total	Total	<i>Difference</i>
	6	6	0
Swim Lessons	Total	Total	<i>Difference</i>
	1,390	1,199	-191
	Evening Total	Evening Total	<i>Difference</i>
	109	245	136
Pre-registration	280		
Pool Rentals	Total	Total	<i>Difference</i>
	15	15	0

Revenues

	2010	2011	
Public Swim	Day Total	Day Total	<i>Difference</i>
	4,607.50	5,640.00	\$1,032.50
	Evening Total	Evening Total	<i>Difference</i>
	\$1,323.50	\$1,900.00	\$576.50
Family Passes	Total	Total	<i>Difference</i>
	\$490.00	\$1,120.00	\$630.00
Individual Pass	Total	Total	<i>Difference</i>
	\$150.00	\$150.00	\$0.00
Swim Lessons	Day Total	Day Total	<i>Difference</i>
	\$22,425.00	\$14,322.00	-\$8,103.00
	Evening Total	Evening Total	<i>Difference</i>
	\$3,270.00	\$7,008.00	\$3,738.00
Pre-registration	\$8,310.00	\$8,695.50	\$385.50
Pool Rentals	Total	Total	<i>Difference</i>
	\$2,597.50	\$2,781.25	\$183.75
Grand Total	\$43,173.50	\$41,616.75	-\$1,556.75

**Parks & Recreation Department
San Gabriel, California**

Memorandum

DATE: September 29, 2011
TO: Nancy Hogan, Assistant Director
FROM: Tom Boecking, Recreation Supervisor
SUBJECT: 2011 Summer Playgrounds

This Summer Playground Programs were a success this year. The theme for this summer was "Be a Rec Star". Staff was challenged to be the best recreation leaders by providing quality activities at each program location. The summer programs were held at Smith Park, Washington School, Roosevelt School, and Marshall School. The San Gabriel Unified School District once again provided the free lunch program to the participants and the surrounding residents. Each site averaged 15 to 50 participants per day. The department also provided various trips including Huntington Beach, Boomers, Raging Waters, El Captain Theatre, and Soak City. A highlight of the summer was the Annual Penny Carnival which gave the community an opportunity to play games created by the playground staff and participants.

Jefferson Middle School was again the host of the Bulldog Sports Camp. The sports camp averaged 30 to 40 participants and was held in the Jefferson gymnasium. Participants focused on volleyball and basketball skills and fundamentals. This program was geared for middle school aged youth.

San Gabriel Parks and Recreation Commission
October 2011

DATES TO REMEMBER:

<u>Monday, October 3</u>	Commission Meeting City Hall Council Chambers 7:00 p.m.
<u>Thursday, October 6</u>	Coordinating Council, 11:45 a.m. Adult Recreation Center, Padillo Room
<u>Thursday, October 27</u>	School Pumpkin Carving Contest
<u>Friday, October 28</u>	City Finals Pumpkin Carving
<u>Thursday, November 3</u>	Coordinating Council, 11:45 a.m. Adult Recreation Center, Padillo Room
<u>Monday, November 7</u>	Commission Meeting City Hall Council Chambers 7:00 p.m.
<u>Saturday, November 12</u>	Turkey Trot McKinley Elementary School
<u>Thursday, December 1</u>	Coordinating Council, 11:45 a.m. Adult Recreation Center, Padillo Room
<u>Monday, December 5</u>	Commission Meeting City Hall Council Chambers 7:00 p.m.
<u>Tuesday, December 6</u>	Christmas Tree Lighting 6:00 pm Plaza Park