

City of San Gabriel  
Parks and Recreation Department

Parks and Recreation Commission Meeting

April 4, 2011 – 7:00 PM  
City Council Chambers  
425 South Mission Drive

If unable to be present,  
Please call the Recreation  
Office at 308-2875 before  
Noon on April 4, 2011

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of February 7, 2010
5. 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. (10 minutes maximum time allowed when addressing the Commission).
6. Reports and Discussion:
  - A. “Egg”straordinary Pancake Breakfast and Egg Hunt (Oral Report)
  - B. Prop 84 Marshall Park Project Timeline
  - C. Update on Lugo Park Project (Oral Report)
  - D. Ethics Orientation for State Officials
    - I. Reminder Mandatory Training available On-Line
  - E. Informational Items and Dates to Remember
7. Adjournment

**SAN GABRIEL PARKS AND RECREATION COMMISSION  
MINUTES OF FEBRUARY 7, 2011**

The regular meeting of the Parks and Recreation Commission was held on Monday, February 7, 2011 in the City Council Chambers, 425 South Mission Drive, San Gabriel, at 7:03p.m.

Present were Commissioners Bryant, Gomez, Hopkins, Virgen and San Gabriel Unified School District Staff member Bill Gile. Assistant Parks & Recreation Director, Hogan and Recreation Coordinator Johnson and Vice Mayor Kevin B. Sawkins were present. Commissioner Kirchhoff and Alhambra School Board Representative Anderson were absent.

**APPROVAL OF MINUTES**

M/S/C Hopkins/Bryant that the Commission Minutes of December 6, 2010 be approved as written.

**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**

- 6-A. Recreation Coordinator Johnson gave a brief recap of the December 7 Tree Lighting Event at Plaza Park that was co-sponsored by the Women's Division of the Chamber of Commerce. This year 600 pieces of pan dulce and 55 gallons of hot chocolate were served throughout the event. In addition to Women's Division as a sponsor we also worked with El Pavo Bakery to provide the pan dulce and Carl's Jr. on Las Tunas and Autunnos to prepare the hot chocolate. Chair Gomez asked if thank you letters were sent to this years' sponsor and Recreation Coordinator Johnson said that yes Thank You letters were sent.
  
- 6-B. Assistant Director Hogan explained to the Commission that Arroyo High School students were used as volunteers at the Turkey Trot event in November because they called and offered to assist with the event. Gabrielino High School didn't approach staff about volunteering so staff followed through with Arroyo High School. Tri High Y was another group of students that volunteered and Chair Gomez mentioned that some of those students go to San Gabriel schools but were representing the YMCA. Chair Gomez also mentioned that staff had contacted her to assist with recruiting volunteers from Gabrielino and she did make the initial contact with the High School however no response was received thereafter. Commissioner Hopkins asked that we not turn non-San Gabriel students away from volunteer opportunities when they reach out to us. Assistant Director Hogan informed the Commission that staff has been advised to

**SAN GABRIEL PARKS AND RECREATION COMMISSION  
MINUTES OF FEBRUARY 7, 2011**

recruit volunteers from the local schools first before accepting volunteers from other school districts.

- 6-C. Assistant Director Hogan informed the Commission that City representatives and Garvey School District representatives met on January 26, 2011 and the highlights of that meeting have been included in the packet for their review. In addition Assistant Director Hogan, Director Perez and Shao Wei from the Finance Department did attend a Prop 84 training on December 8 in Sacramento. The training reviewed accounting and reporting procedures associated with the grant. The Commission asked when this project would begin and if there is a date by which the grant monies must be expended. Assistant Director Hogan explained that this project is in the very beginning stages and at this time there are no major deadlines that need to be met other than the CEQA document that was mentioned in the meeting notes, which will be completed by the date listed with the assistance of other departments.
- 6-D. Assistant Director Hogan informed the Commission that construction at Lugo Park is moving ahead despite the rain last month and a water leak under the driveway. The project is still on target to be completed in May of this year.
- 6-E. Assistant Director Hogan informed the Commission that much needed maintenance on the Sand Filter at the Pool was completed in January. This maintenance project was completed using LA County Maintenance and Servicing Funds.
- 6-F. Assistant Director Hogan asked the Commission for their proof of participation in the Ethics Training Course that was due by February 7. Commissioner Bryant and Virgen submitted proof of completion. Commissioner Gomez and Hopkins had not completed the training and will turn in their proof of completion at the March meeting.
- 6-G. Assistant Director Hogan asked if the Commission had any questions regarding the Dates to Remember. Assistant Director Hogan also asked City Council Representative Sawkins if he had any questions or comments, he did ask for more details regarding the Prop 84 project specific to how long the city has to spend the money and to complete the project. He also asked what areas of the Lugo Park improvements will remain after this phase of construction is complete? It was discussed that this is Phase IA that includes improvements in landscape, hardscape, outdoor classroom, pedestrian lights, dry river bed and multi-purpose field. Commissioner Hopkins mentioned that lighting for the multi-purpose fields is not included in any of the phases but completing the underground conduit for the lighting is, so that lights could be added in the future.

M/S/C Hopkins/Virgen that the Commission meeting be adjourned at 7:27 p.m.

Respectfully submitted,  
Recreation Department Staff

## Marshall Community Park Project Timeline \*

November 2010	Award Of Grant
May 2011	Selected Architect To Begin Further Design Development of Conceptual Plan
June 2011	Community Meetings for Review Of Design
August 2011	Design Development Finalized
September – November 2011	California Environmental Quality Act (CEQA) Compliance (Notice of Proposed Mitigated Negative Declaration Prepared and Posted, Council Public Hearing & Approval, Notice of Determination Posted)
December – June 2012	Construction Documents
October 2012	Contract Award
November 2012 – July 2013	Construction

\* **NOTE:** All dates listed are approximate and are subject to change.

**DATES TO REMEMBER:**

Tuesday, April 19, 2011

Outstanding Older American Award & City  
Birthday Celebration  
City Council Chambers, 7:30 p.m.

Thursday, April 28, 2011

Kids Day - July 4<sup>th</sup> Committee Meeting  
Recreation Center, 10:00 am

Saturday, April 23, 2011

“Egg”straordinary Pancake Breakfast and Egg  
Hunt  
Smith Park, 7:00 a.m.

Monday, May 1, 2010

Parks & Recreation Commission Meeting  
City Council Chambers, 7:00 p.m.

Wednesday, May 18, 2011

Chamber Business Expo  
SG Union Church & Christian School  
117 N. Pine Street, San Gabriel  
5:30-8:00 p.m.

Saturday, May 21, 2011

Drill Team Competition  
Jefferson Middle School  
10:00 a.m.

Thursday, May 26, 2011

Senior Health and Wellness Fair  
Adult Recreation Center  
10:00 a.m. – 2:00 p.m.