

CITY OF SAN GABRIEL
PARKS AND RECREATION COMMISSION
MINUTES OF THE REGULAR MEETING

MONDAY, January 6, 2014

7:00 P.M.

CALL TO ORDER: Chairperson Bryant called the regular meeting of the Parks and Recreation Commission to order at 7:04 p.m.

COMMISSIONERS PRESENT: Chairperson Bryant, Vice-Chair Nguyen, Commissioner Hopkins, Commissioner Kirchhoff

COMMISSIONERS ABSENT: Commissioner Virgen

STAFF PRESENT: Director Rebecca Perez, Acting Assistant Director Tom Boecking, Recreation Supervisor Tymeri Cuervo, Recreation Coordinator James Lara, Commission Secretary Danielle Adriano

APPROVAL OF MINUTES: Commissioner Hopkins made a motion to approve the November 4, 2013 minutes. Vice-Chair Nguyen seconded the motion. The minutes were approved.

COMMENTS FROM THE PUBLIC: None

NEW BUSINESS

I-A. Recreation Supervisor Tymeri Cuervo recapped the Turkey Trot event which was held on November 16, 2013. Over half of the runners registered before the event. This year's event broke registration records of over 300 registered runners. Tymeri Cuervo stated that the Turkey Trot was successful due, in part, to the 80+ volunteers who worked at the event. The Turkey Trot made a profit of over \$2,000.00 for youth programs.

Staff Recommendation: None

PRC ACTION: None

I-B. Acting Assistant Director Tom Boecking provided a recap of the holiday events. The "Holiday Tree Lighting" was held on Tuesday December 3. Jefferson Orchestra & Choir performed along with Dewey Elementary School. This event was co-sponsored by The Women's Division, Starbucks, El Pavo and Super A Market. The "Holiday Craft Workshop" was held on Saturday December 14. 45 Participants went to the El Capitan Theater to watch the newest Disney

Movie “Frozen” followed by a craft workshop. The Adult Lunch Program was entertained by the Music Center Ushers on Friday December 20 and on December 31 they had a New Year’s Eve countdown at 12:00 noon.

Staff Recommendation: None

PRC ACTION: None

- I-C. Director Rebecca Perez introduced James Lara as the new Recreation Coordinator. As of December 30 he has taken on the position of coordinating the older adult program and facility & picnic reservations.

Staff Recommendation: None

PRC ACTION: None

- I-D. Director Rebecca Perez presented the revised Facility Policy for the Adult Recreation Center and Grapevine Park.

Based on an analysis of the current facility policies and City Council direction, staff presented a proposed update to the current policy as follows:

1. Revise alcohol policy to allow alcoholic beverages other than wine and champagne.
2. Revise the policy to require insurance for all events.
3. Revise the policy to require security for all events where alcohol is served. At the discretion of the department, security may also be required for events where alcohol is not served.
4. Due to the added security requirement, revise dance permit policy so that dance permits are not required for this facility.

Staff indicated that the proposed revisions to the alcohol policy and the dance permit policy will require changes to the Municipal Code Sections 99.03 and 114.047 to be brought back for Council review, along with the recommended policy changes.

Chairperson Bryant requested clarification of “minors” in Section I-D Security and Alcohol, Item Id. of the proposed policy. Staff clarified that this is referring to minors under the age of 21. This information will be added to the policy.

Additionally, Chairperson Bryant requested clarification on the requirement for security as included in Section I-A Reservations, Item 7. Staff confirmed that the proposed policy does require security for all events where alcohol is served and that security may be required for events where alcohol is not served. Staff indicated that this will be clarified in the proposed policy and the accompanying report to the City Council.

Staff Recommendation: Staff recommends that the commission review and discuss the proposed revisions in “Section C” and “Section D” in the Facility Use Agreement and make a recommendation to the City Council to approve the recommended policy changes.

PRC ACTION: Chairperson Bryant motioned to make a recommendation to the City Council to approve the policy changes. Commissioner Hopkins seconded the motion followed by a unanimous vote by the Parks and Recreation Commission.

I-E. Acting Assistant Director Boecking reviewed the upcoming dates to remember and informational items with the Commission. The City Council meeting will be held Tuesday January 7. On Wednesday January 8 the City of San Gabriel will be holding the Parks and Recreation Commission interviews. The next Commission meeting will be held on February 3, 2014.

Staff Recommendation: None

PRC ACTION: None

COMMENTS BY STAFF: None

COMMENTS BY COMMISSIONERS: None

Chairperson Bryant adjourned the meeting at 7:36 p.m. to a regular meeting on February 3, 2014 at 7 p.m.

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.

Maureen Bryant, Chairperson
San Gabriel Parks and Recreation Commission

ATTEST: _____
Danielle Adriano
San Gabriel Parks and Recreation Commission Secretary