



**SAN GABRIEL  
PARKS & RECREATION COMMISSION**

# **Agenda**

**REGULAR MEETING  
Monday, April 2, 2012  
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 VIRGEN, VICE CHAIR BYRANT, AND  
COMMISSIONERS GOMEZ , HOPKINS AND KIRCHHOFF

**APPROVAL OF  
MINUTES**

Minutes of the Regular Meeting on March 5, 2012.

**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. Renaming Plaza Park (Oral Report)
- B. Update on Lugo Park Project (Oral Report)

- C. Proposal to Expand Evening Swim Lessons and Increase Swim Lesson Fee
  - D. Proposal to Provide Summer Day Program
  - E. Distribution of Parks and Recreation Commission Handbooks
  - F. Informational Items and Dates to Remember
2. ADJOURNMENT: TO A REGULAR MEETING ON MAY 7, 2012, 2nd FLOOR CITY HALL COUNCIL CHAMBER, 425 S. MISSION DRIVE, SAN GABRIEL, CA.

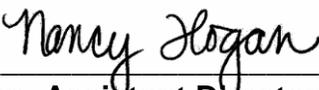
**AVAILABILITY OF REPORTS:** Staff reports are available for public inspection in the Parks and Recreation Department, during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, and 5:00 p.m. to 6:30 p.m. Tuesdays; Telephone (626) 308-2875. The agenda and staff reports are also available 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 -April 2012.pdf](http://sangabrielcity.com/cityservices/parksandrec/documents/P&R_COMMISSION_MONTHLY_AGENDA_PACKET-April_2012.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, 29, 2012.

March 29, 2012  
**Date**

  
\_\_\_\_\_  
**Nancy Hogan, Assistant Director Parks and Recreation**

**SAN GABRIEL PARKS AND RECREATION COMMISSION  
MINUTES OF MARCH 5, 2012**

The regular meeting of the Parks and Recreation Commission was held on Monday, March 5, 2012 in the City Council Chambers, 425 South Mission Drive, San Gabriel, at 7:05 p.m.

Present were Chair Virgen, Commissioners Gomez, Hopkins, Kirchhoff, San Gabriel Unified School District Representative Gile, Assistant Parks & Recreation Director Hogan and Recreation Coordinator Theresa Johnson. Vice Chair Bryant arrived at 7:15 p.m. The Alhambra Unified School District Representative, Adele Andrade-Stadler and Vice Mayor Kevin B. Sawkins were absent.

**APPROVAL OF MINUTES**

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

Ayes: Gomez, Kirchhoff, Hopkins, Virgen

Noes: None

Abstain: None

The motion carried on 4-0 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.**

George Young, representing San Gabriel Seagulls (SGSG), addressed the Commission. He reported that SGSG has just completed its short course season and won their third Metro Championships for a mid-size team. 5 of the swimmers have been selected to participate in the Metro Bootcamp, 3 of the swimmers are from San Gabriel.

George also informed the Commission that the American Red Cross has released the updated lifeguard training program. He has previewed the course materials and is pleased with the upgrades to the program. George also thanked the Parks and Recreation department for their support of SGSG. Commissioner Gomez and Kirchhoff thanked George for all his hard work and program update.

**REPORTS AND DISCUSSION**

I-A. Assistant Director Hogan reported that at the meeting last month the Commission reviewed the February 6 staff report proposing the renaming of Plaza Park to Centennial Park. The Commission requested more information, and Mary Cammarano, Past President of the Historical Association who is also currently serving on the Centennial Executive Committee was invited to speak to the Commission. Mary explained that the reason for the proposed name change of Plaza Park was to leave a legacy of the city's

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Centennial year. She, along with Ellie Andrews, was able to gather information regarding the history of Plaza Park. In 1931 a women's club spearheaded by Mary Sherwood renovated the vacant lot into a park and was named after Mary Sherwood. During the National Bicentennial year there was a Plaza Committee that was instrumental in having the fountain placed in the park, the park was never officially renamed Plaza Park but it became known as Plaza Park. Mary reported that the current Pastor at the Mission is supportive of the name change. Commissioner Gomez suggested "San Gabriel Centennial Park" because it is a key landmark in San Gabriel. Commissioner Kirchhoff agrees with the idea of leaving a legacy and would also like to see "San Gabriel" incorporated into the park name. Assistant Director Hogan informed the Commission that the next step would be to make a recommendation that Mary can take back to the Centennial Executive Committee for review, with the final recommendation going to the City Council for approval. Commissioner Bryant asked Mary if the Father is okay with "San Gabriel" being added to the park name. Commissioner Hopkins expressed concern in adding "San Gabriel" to the name since the park is not city property. She understands the importance of renaming it and attaching the name to a significant milestone. The Commission would like Mary to get the Fathers approval before adding San Gabriel to the park name. Commissioner Kirchhoff and Gomez would like the recommendation to come back to the Commission once Mary has received Father Steve's approval. Due to time constraints it was suggested to make the motion to recommend the name change with or without San Gabriel in the name, upon Father Steve's approval.

Commissioner Hopkins made the motion to recommend the name change of Plaza Park to Centennial Park and upon Father Steve's approval add San Gabriel to the name. Commissioner Bryant seconded the motion.

Ayes: Bryant, Hopkins, Virgen

Noes: Gomez, Kirchhoff

Abstain: None

The motion carried on 3-2 vote

- I-B. Assistant Director Hogan reported that there has not been much progress in the past month. The time has been spent reviewing the project budget and determining how much of it was remaining after all the unexpected expense for the underground concrete. The concrete removal increased the cost for the architect, the soil expert, the project manager, redesigning the vehicle bridge and dry creek bed and the removal process. As a result of the budget review the decorative cast iron fencing along the wash will not be completed in this phase of the project and Parks and Recreation Department staff have taken on some of the construction tasks. She also gave an update on the percentages of work completed on the areas listed for the Vincent Lugo Park project as of 3/5/12;

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Conduits for Pedestrian Lights	100%
Pedestrian Lights Base Pedestals	90%
Conduits and Sub Structure for Future Lights for All Purpose Field	100%
18" Storm Drain From Headwall by Outdoor Classroom	100%
All Purpose Field Excluding Sod Installation	75%
Automated Irrigation W/ (New Water Meter and Backflow Device)	95%
Landscape Planting	60%
Electrical Subpanels (3)	90%
(3) Pedestrian Bridges	100%
Vehicular Bridge and Access Road to Parks Maintenance Facility	100%
Stream Bed Percolation Basin	75%
Decomposed Granite Trails and Walkways	70%
Outdoor Classroom	80%
Pedestrian Trails, borders with decomposed granite	75%

I-C. Assistant Director Hogan reported that the Garvey School District and the San Gabriel City Council have approved the revised Use Agreement for the park.

I-D. Assistant Director Hogan reported that the 68<sup>th</sup> Annual Easter Egg Hunt & Pancake Breakfast will take place on Saturday, April 7 and everyone is invited to attend. This year the egg hunt has been expanded to include children up to nine years old. There will also be an area for children 2 and under and special needs with parent's assistance.

I-E. Ethics Orientation has been completed by all Commissioners.

I-F. Informational Items and Dates to Remember were included in the agenda packet.

Commissioner Bryant made the motion to adjourn the Commission meeting at 7:44p.m.  
Commissioner Hopkins seconded the motion.

Ayes: Bryant, Gomez, Hopkins, Kirchhoff, Virgen

Noes: None

Abstain: None

The motion carried on 5-0 vote

Respectfully submitted,  
Recreation Department Staff



# STAFF REPORT

*Date:* April 2, 2012

*To:* Parks and Recreation Commission

*From:* Theresa Johnson, Recreation Coordinator

*Subject:* **Increasing the Swim Lesson Fee and Adding Evening Swim Lessons to Cycles 1 and 3**

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## **BACKGROUND**

The Aquatics program will operate June 8 through August 19 this year offering day and evening recreation swim, youth and adult swim lessons and the annual Aquatics Water Safety Fair on Monday, August 13. We are proposing two changes to the program this summer.

1. Staff is recommending **raising the Swim Lesson Class Fee from \$30 to \$32**
  - a. New this year the American Red Cross is charging agencies a fee to use their swim lesson curriculum. Facilities offering the revised Red Cross Lifeguard Program will pay an annual facility fee of **\$300**, which provides 150 “Learn to Swim” certificates, program banner and marketing posters.
  - b. Facilities that do not offer the revised Red Cross Lifeguarding Program will pay an annual facility fee of **\$350**, which provides 100 “Learn to Swim” certificates, program banner and marketing posters.
  - c. We have not determined if we will offer the Red Cross Lifeguarding Program at the pool, so at this time we will pay either \$300 or \$350 to use the American Red Cross curriculum.
  - d. The cost of operating Smith Park Pool has risen steadily in the past years.
2. Staff is proposing to **add Evening Swim Lessons to Cycles 1 and 3** to expand the existing swim lesson program and increase the revenue generated by the swim lesson program.

## **ANALYSIS**

### **1. Additional Evening Swim Lessons:**

The swim lesson program operates in the morning hours throughout the summer teaching children of all ages how to swim. Classes are held 5 days a week and for those who are unable to attend classes during the weekday, a Saturday class is also an option. We have offered evening swim lessons during swim cycles 2 for the past two years and added cycle 4 evening swim lessons last year and every class enrollment was full. These additional classes

will generate revenue to help offset the pool operating costs and offer another option for working parents. The added part-time staff expense for two more cycles is approximately \$3,978 and possible revenue is \$7,680 for an approximate net profit of \$3,701.

**2. Increasing Swim Lesson Fees:**

Last summer there were 1,444 students who participated in swim lessons. Based on the Red Cross facility fee, the following is a breakdown of how the fee, would be accessed to 1,440 participants.

\$350/1,444 Red Cross facility fee=.24

\$300/1,444 Red Cross facility fee=.21

The current swim lesson fee is \$30 per session, I propose increasing the fee to \$32 to cover the added cost of the Red Cross Facility (Curriculum) fee, and help offset some of the increasing costs for chemicals and utilities. We will increase the revenue received in the 121-3644 Swimming Pool account and increase the amount budgeted in the 121-850-06-21-000 Swimming Pool expense account to reflect these changes.

Operating costs have risen each year. Effective January 2011 the City of San Gabriel was charged for water usage, until that time water for city facilities was use at no charge.

<b>Utility Expenses</b>	<b><u>2009-2010</u></b>	<b><u>2010-2011</u></b>
Chemicals	\$10,764	\$14,195
Electricity	\$10,032	\$7,968
Gas	\$15,141	\$16,283
Water	\$0.00	\$622
<b>TOTAL</b>	<b>\$35,937</b>	<b>\$39,068</b>

We were notified on February 1, 2012 the cost of chlorine was increased \$.43 per gallon and acid was increased \$.65 per gallon.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Commission

1. Discuss the following:
  - a. Addition of evening swim lessons to Cycles 2 and 4
  - b. Increasing the swim lesson fee from \$30 to \$32 per student
2. Recommend to City Council
  - a. Adding evening swim lessons to Cycles 2 and 4
  - b. Increasing the swim lesson fee from \$30 to \$32 per student



# STAFF REPORT

Date: April 5, 2012

To: Parks and Recreation Commission

From: Tom Boecking, Recreation Supervisor

Subject: **Day Camp Proposal – Coolidge Elementary**

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## **BACKGROUND**

The City of San Gabriel has not provided a paid summer day camp in many years. A paid day camp gives parents the security that many are looking for in a summer program. The day camp will be a sign-in and sign-out program that will offer extended hours for full time working parents. Many cities around the area offer similar camps that are very successful. The Parks and Recreation Department will continue to run free drop in programs at Smith Park, Roosevelt School, Marshall School and the Sports Camp at Jefferson Middle School.

## **ANALYSIS**

The camp will have 9 themed weeks beginning on Monday, June 19 and ending on Friday, August 17. The camp program will be located at Coolidge Elementary utilizing the cafeteria and playground areas. The hours of operation will be 7:30 am to 5:30 pm. There will be a maximum of 40 participants with a 10 to 1 staff ratio. The weekly camp fee will cover staffing, supplies and weekly trip expenses. The day camp will be for children entering 1<sup>st</sup> grade and older. **Staff will supply a budget for the day camp program at the Commission Meeting.**

## **RECOMMENDATION**

3. Discuss the addition of a paid summer day camp program at Coolidge Elementary School and review the budget that will be presented at the Commission Meeting.
4. Recommend to the City Council to add a paid summer day camp program at Coolidge Elementary School beginning this June.

**I-D**

**San Gabriel Parks and Recreation Commission**  
**April 2012**

**DATES TO REMEMBER:**

<u>Saturday, April 7</u>	68 <sup>th</sup> Annual Easter Egg Hunt & Pancake Breakfast 7:00 a.m. to 11:00 a.m.
<u>Tuesday, April 3</u>	City Council Meeting City Hall Council Chambers 7:30 p.m.
<u>Tuesday, April 17</u>	City Council Meeting City Hall Council Chambers 7:30 p.m.
<u>Monday, May 7</u>	Commission Meeting City Hall Council Chambers 7:00 p.m.
<u>Saturday, May 19</u>	53 <sup>rd</sup> Annual City Drill Team Championship Jefferson Middle School
<u>Tuesday, May 29</u>	Summer Class and Swim Lesson Registration Begins
<u>Friday, June 8</u>	Recreational Swim Begins Smith Park Pool
<u>Monday, June 11</u>	Swim Lessons and Recreation Classes Begin Smith Park Summer Program Begins