

**CITY OF SAN GABRIEL**  
**COMMUNITY SERVICES COMMISSION**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, OCTOBER 6, 2014**

**7:00 P.M.**

- CALL TO ORDER:** Vice-Chair Lubisich called the regular meeting of the Community Services Commission to order at 7:05 p.m.
- COMMISSIONERS PRESENT:** Vice-Chair Lubisich, Commissioner Bryant, Commissioner Mullen, Commissioner Correa
- COMMISSIONERS ABSENT:** Chairperson Hopkins
- REPRESENTATIVES PRESENT:** None
- REPRESENTATIVES ABSENT:** Councilmember Kevin Sawkins, San Gabriel Unified School District Representative
- STAFF PRESENT:** Director Rebecca Perez, Acting Assistant Director Tom Boecking, Commission Secretary Danielle Adriano
- APPROVAL OF MINUTES:** Commissioner Bryant made a motion to approve the June 2, 2014 minutes. Commissioner Mullen seconded the motion. The minutes were approved.
- COMMENTS FROM THE PUBLIC:** None

**NEW BUSINESS**

- 1-A.** Department Monthly Report- Acting Assistant Director Tom Boecking reported a quick overview of the afterschool sports program at the elementary schools and Jefferson Middle School. Boecking reported that the Aquatics Program was a success this summer and due to popular demand has extended the water aerobics classes through October. Boecking announced the Family Fun Festival will be held Thursday October 30, 2014 and Turkey Trot November 8, 2014. Vice-Chair Lubisich commented on the joint-use agreements and questioned if the school grounds function as a park after school hours how would that be outside of city liability limits. Boecking commented that the department is looking at the joint use agreements although no action has been taken by the City. The locking and unlocking of facilities opens the City for a financial liability if something was to happen while the facility was in use.
- 1-B.** 2014 Summer Review - Boecking reported that every program this summer was a success. Day Camp although it is small, it is self sustaining. Boecking announced the aquatic programs were very busy with swim lessons and the water aerobics classes have been extended until the end of October because of high demand. The Farmers' Market and Concerts in the Park were successful in bringing the community out and the Community Services Department will be looking at the overall statistics to improve on these events for next year. The bi-annual dance show "Tonight We Dance" was directed by dance instructor, Joanne Moser who had over 150 performers featuring in dance and baton routines. The Kid's Day and 4<sup>th</sup> of July Parade was a free event which was sponsored by the City of San Gabriel, local businesses and community groups. Participants enjoyed a hotdog BBQ, picnic games and crafts.

- 1-C.** LA County Grant Applications- Director Perez reported that at the June 2014 Commission meeting, the Los Angeles County Supervisor Michael D. Antonovich announced the availability of \$5 million for the 2015 Competitive Excess Funds Grant Program. This was made available on a competitive bases through Proposition A Excess Funds The Minimum grant amount was \$15,000 and the maximum \$300,0000 with a requested 25% Match. Staff submitted the following projects that most closely aligned with the grant criteria: Vincent Lugo Park Picnic Shelters, Vincent Lugo Park Playground Equipment, Smith Park Restroom Renovation, and Adult Recreation Center Renovation. Upon submitting the grants application staff prepared a letter of support from Mayor Harrington to Supervisor Antonovich. According to our LA County Program Manager, they are compiling the grants for the Board of Supervisors' review and anticipate the grants will be awarded within the next two months. Correa wanted clarification on if there are limitations on park development or whether the school district can benefit from the grant as well as the city. Perez explained that the parks master plan is something the city will be embarking on, and at that time the department will look into.
- 1-D.** Strategic Plan Update - Director Perez reported that the Community Services Department is embarking on a strategic planning process in order to revitalize and re-envision itself. The project is being funded with salary savings from the fiscal year 2013-2014. Perez stated that this project is a great opportunity to ensure that we are meeting the current and future needs of our community in providing the highest quality recreation and human service programs, services, parks, and facilities. The project will provide an opportunity to look at other outside agencies exceptional programs, and develop our own in response.
- 1-E.** Community Engagement Funding - Director Perez reported that the council appropriated \$100,000.00 in the fiscal year 14-15 budget for additional community engagement opportunities. Perez highlighted on some of the proposed events which include Community Nights at the Playhouse which is being started off by Toypurina in October , Lunar New Year, Circle the Square, Preservation Month, Summer Nights in SG, and Drive in Movies in the Playhouse Parking Lot. Vice-Chair Lubisich asked for clarification in regards to what age group is appropriate to view the Toypurina due to its history and how explicit the story. Director Perez did not have a specific answer for the commission but will look into the questions and forward the information to the commission.
- 1-F.** 2015 Awards Program – Acting Assistant Director Tom Boecking gave an overview of the 2014 awards program. Boecking expressed that it was a successful program and asked the commission to approve the 2015 Awards Program. Correa wanted clarification on what the winner would receive. Boecking explained that they would receive the same items as in 2014 which included plaques with the award description and presented in front of the commission. Commissioner Bryant motioned to approve the 2015 Awards Program. Commissioner Correa seconded the motion. The 2015 Awards Program was approved.
- 1-G.** Commissioners Report – Commissioner Mullen extended an invite to all who are interested in joining the Women's Division. Commissioner Correa asked what the District Liability Requirements would be for the City if they wanted to create a program in order to help the user groups with opening city facilities for their use. Boecking clarified that there was a discussion with the risk manager and the city's insurance company in doing that the city would be open for a financial liability if something was to happen while the facility was in use. Boecking stated that as of now it is in the best interest of the City not to open facilities for the school district. Correa asked if there was any prep work which needed to take place for the Track and Field Event. Boecking announced that the tentative date for this event is March 28, 2015. Correa asked if Boecking explained that the field is designed to be a multi-use field. Director Perez explained that the multi-use field is not a full sized field so we would be providing striping for something that would look like it would be a full sized field although would not be. Perez stated that the field was designed to be available and usable for all groups. Perez clarified that the design was purposely made to look like an open field without backstops, dugouts or bleachers in order for the community to use the field for any sport or activity. Perez stated that she will look into this

matter and talk to the architect to see if there are different options to provide some level of striping that is accommodating and more multi-purpose for all user groups.

- 1-H.** Dates to Remember – Boecking announced the Family Fun Festival and Haunted Zone will be held Thursday Oct 30, 2014 and Turkey Trot November 8, 2014.

**COMMENTS BY STAFF: None**

**COMMENTS BY COMMISSIONERS: None**

**Vice-Chair Lubisich adjourned the meeting at 8:08 p.m.  
to a regular meeting on Monday November 3 at 7:00 p.m.**

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

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Senya Lubisich, Vice-Chair  
San Gabriel Community Services Commission

ATTEST: \_\_\_\_\_  
Danielle Adriano  
San Gabriel Community Services Commission Secretary