

CITY OF SAN GABRIEL
Community Services Commission
REGULAR MEETING AGENDA

Monday, December 5, 2016
7:00 pm

City Hall Council Chamber
425 South Mission Drive, San Gabriel, 91776

Virginia Mullen
Chair

Bronwyn Velazquez
Vice-Chair

Teofilo Cardenas
Commissioner

Shanshan Chen
Commissioner

Senya Lubisich
Commissioner



Steven A. Preston
City Manager

Robert L. Kress
City Attorney

Eleanor K. Andrews
City Clerk

John Janosik, C.C.M.T.
City Treasurer

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Questions About This Agenda? Should any person have a question concerning any of the above agenda items prior to the meeting, please contact the Community Services Department in person or by telephone at (626) 308-2875 during regular office hours.

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COMMISSION SERVICES COMMISSION AGENDA
December 5, 2016

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:**
- **ROLL CALL:** CHAIR MULLEN, VICE-CHAIR VELAZQUEZ, COMMISSIONERS CARDENAS, CHEN AND LUBISICH

1. PRESENTATION – Tom Boecking, Community Services Manager

- a. Jefferson Middle School Division "A" Volleyball Team
- b. Elementary School Division "C" Volleyball Team

2. PUBLIC COMMENT

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

If you wish to address the Community Services Commission, please complete a speaker's request card and hand it to the Commission Secretary before the start of the meeting. When speaking please state your NAME for the record.

3. APPROVAL OF MINUTES

**MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF
November 7, 2016.**

The minutes are a record of the official actions taken at the last Community Services Commission meeting.

Recommended Action: Approval

4. NEW BUSINESS

A. OPEN SPACE AND PARKS MASTER PLAN UPDATE

B. SAN GABRIEL WOMEN'S FOUNDATION HOLIDAY BASKET PROGRAM

5. STAFF ITEMS

A. MONTHLY DEPARTMENT REPORT

6. COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS

Each Commissioner may address the Commission and public on matters of general information and/or concern. This is also the time for Commissioners to report on conferences and/or meetings they have attended.

7. DATES TO REMEMBER

8. ADJOURN COUNCIL MEETING

Next regular meeting on January 2, 2017 has been canceled.

COMMUNITY SERVICES COMMISSION
MINUTES OF THE REGULAR COMMUNITY SERVICES COMMISSION MEETING
MONDAY, NOVEMBER 7, 2016

- CALL TO ORDER

Chair Mullen called the regular meeting of the Community Services Commission to order at 7:03 p.m. on Monday, November 7, 2016, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.

- PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Mullen.

- ATTENDANCE: CHAIR MULLEN, VICE CHAIR VELAZQUEZ, COMMISSIONERS CARDENAS, CHEN, AND LUBISICH

Present: Chair Mullen, Vice Chair Velazquez, Commissioners Cardenas, Chen, and Lubisich.

1. PRESENTATIONS - NONE
2. PUBLIC COMMENT

This is the time set aside for members of the public to address the City Council on items of interest that are not on the agenda, but are within the subject matter jurisdiction of the San Gabriel City Council or items appearing on the consent calendar. The City Council values your comments; however, pursuant to the Brown Act, the City Council cannot answer any questions or take any action until such time as the matter may appear as an item on a future agenda. The Council will refer matters as appropriate to the responsible department for research, response or to provide further information.

There were no public comments.

3. APPROVAL OF MINUTES

- A. MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF OCTOBER 3, 2016.

The minutes are a record of the official actions taken at the last Community Services Commission meeting.

Recommended Action: Approval

Minutes of the Community Services Commission Meeting of October 3, 2016 were approved.

4. NEW BUSINESS

A. TURKEY TROT

Tom Boecking provided information about the upcoming 41st Annual Turkey Trot and answered questions from Commissioner Lubisich.

B. UPDATE ON DEPARTMENT STRATEGIC PLAN

Tom Boecking presented an update on the Community Services Strategic Plan, outlining both long and short term goals, and addressed questions from Vice Chair Velazquez and Commissioner Lubisich.

C. SENIOR PROGRAMS

Boecking offered an update on the department's Senior Programs and answered questions from Vice Mayor Sawkins, Chair Mullen, and Commissioner Lubisich.

D. 2017 AWARDS PROGRAM

Tom Boecking informed Commission that the department recommends to re-start the Awards Program this year. A suggestion from Commissioner Lubisich and a request from Chair Mullen were noted.

Motion to move forward with the 2017 Awards Program was approved.

E. JOINT USE AGREEMENT UPDATE

The Joint Use Agreement update was given by Tom Boecking. Questions from Commissioner Lubisich, Chair Mullen, Vice Chair Velazquez, and Vice Mayor Sawkins were addressed.

5. STAFF ITEMS

A. MONTHLY DEPARTMENT REPORT

The Monthly Department Report was provided by Tom Boecking. Comments and suggestions made by Commissioner Lubisich, Chair Mullen and Vice Chair Velazquez, regarding the Fall Fun Festival, were noted.

6. COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS

Commissioners addressed the Commission and the public on matters of general information and/or concern, including reports on meetings they attended, as well as upcoming events.

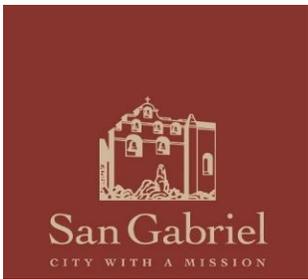
7. ADJOURN COMMUNITY SERVICES COMMISSION MEETING

Chair Mullen adjourned the meeting at 8:00pm, to a regular meeting at 7pm, on Monday, December 5, 2016 in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California 91776.

CITY OF SAN GABRIEL

Raiza Ibanez, Administrative Assistant II

Virginia Mullen, Commission Chair



City of San Gabriel
MEMORANDUM

DATE: December 5, 2016
 TO: Community Services Commission
 FROM: Tom Boecking, Community Services Manager
 SUBJECT: Update on Open Space and Parks Master Plan

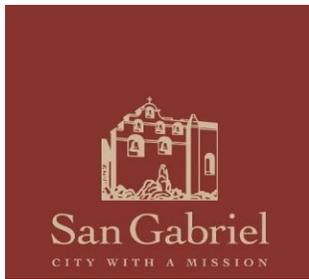
On November 10 the master plan advisory committee met with representatives from GreenPlay, LCC to begin discussions regarding the Open Space and Parks Master Plan. The advisory committee consists of the following:

1. Rebecca Perez, Community Services Director
2. Tom Boecking, Community Services Manager
3. Daren Grilley, Public Works Director/City Engineer
4. Larissa De La Cruz, Senior Planner
5. Senya Lubisich, Community Services Commissioner
6. Virginia Mullen, Community Services Commissioner

The committee identified the project vision, critical success indicators and performance measures.

Project Vision	
Develop a Parks and Open Space Master Plan that identifies potential enhancements and expansions that can be made to the existing park, open space, facility and recreation system to creatively address and best meet the needs of residents.	
Critical Success Factors	Performance Measures
<ol style="list-style-type: none"> 1. Identify and incorporate the values of the community into the master plan 2. Engage the community in multiple languages 	<ol style="list-style-type: none"> 1. Engage the community in the master planning process 2. Translate and trans create the master planning processes to engage the entire community

<ol style="list-style-type: none">3. Provide a citywide vision for parks and open space4. Develop a dynamic Parks and Open Space Master Plan that embodies the unique history and characteristics of San Gabriel5. Provide a clear direction and strategies for the development and administration of the parks, open space, and recreation system6. Find creative ways to address needs and additions to the parks and recreation system7. Coordinate the Parks and Open Space Master Plan with other city planning documents8. Modernize and re-design of elements within the neighborhood park system9. Evaluate the existing Level of Service for the community that accounts for other service providers10. Evaluate and update the Joint Use Agreement with the School Districts	<ol style="list-style-type: none">3. Create a master plan that is unique to San Gabriel and includes all aspects of the community4. Create a master plan that provides actions and implementation strategies that are innovative and represent the most current national and regional trends in the industry5. Create a Level of Service analysis that accounts for facilities and amenities operated by the City and other service providers6. Work with the Department to update existing Joint Use Agreements with the School Districts and other service providers
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City of San Gabriel
MEMORANDUM

DATE: December 5, 2016

TO: Community Services Commission

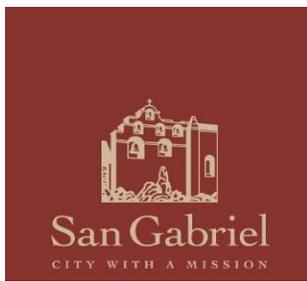
FROM: Tom Boecking, Community Services Manager

SUBJECT: Women's Foundation Holiday Basket Program

The Community Services Department is partnering with the San Gabriel Women's Foundation for this year's Holiday Basket Program.

The Holiday Basket Program provides food for San Gabriel families and seniors and provides toys for children in the community. These items will be distributed to the families on Saturday, December 10. Senior baskets will be delivered to their homes and families will be invited to the Adult Recreation Center to pick up their food items, toys, etc. In addition to the food and toys, we will have a light breakfast, crafts for the kids and an opportunity for them to visit and get pictures with Santa. It should be a fun morning!

The department has distributed food and toy containers to each City department. This gives city employees an opportunity to donate food items, new toys and/or change that can be put toward gift cards or additional food items for the holiday baskets. The Women's Foundation will use donations to purchase gift cards, fresh produce or additional food items for the families. The department is not collecting donations from the public.



City of San Gabriel
MEMORANDUM

DATE: December 5, 2016
TO: Community Services Commission
FROM: Tom Boecking, Community Services Manager
SUBJECT: **Monthly Department Report**

Aquatics

Gabrielino High School will begin using the pool on Monday, December 5 through December 9 for their swim team tryouts. Usage for workouts will begin on Monday, January 10. The use agreement will go to the City Council at the January 3 meeting.

Contract Classes

The winter GUIDE has been completed and was delivered to homes last week. The winter GUIDE features holiday events, Lunar New Year, adult trips & tours as well as our regularly featured information on programs for older adults, after school youth, and activity classes. Registration will begin on Monday, December 12.

Facilities

During the month of November, the Adult Recreation Center was booked for several events. The Recreation Center continues to host meetings for many non-profit organizations in the community and the picnic areas at Vincent Lugo and Smith Parks hosted birthday parties, family reunions and other festive gatherings.

Older Adult Programs

We welcomed many new activities for our older adults during the month of November. We celebrated Veterans' Day by displaying the Honor Wall at the Adult Recreation Center and also displayed many Thank You notes that were written by youth participants' in the after school recreation programs. Our open computer use time at the Adult Recreation Center and PickleBall at Smith Park started. Guest instructor, Michele Logan, will be hosting a free demonstration on Friday, December 9. Michele is a PickleBall ambassador for the Pasadena region. Our first free art workshop for older adults will begin on Thursday, December 1. With the help of the Fine Arts Association, we will hold a free workshop during the first Thursday of each month. There will be plenty of holiday entertainment on Thursday, December 22. During the lunch program,

we will have carolers, some holiday treats and a visit from Santa. It will all be followed by a showing of the timeless classic National Lampoons Christmas Vacation. The New Year will be celebrated by our "Happy Noon Year Celebration" as we count down to 12 noon on December 30. In the month of January, we will be celebrating Lunar New Year with some origami and other arts and craft activities.

Trips

In the month of November, trip participants visited Sony Studios for a tour, which received very good feedback. The participants seem to really enjoy studio tours but the star this time was the stop they made in Los Angeles before heading home. The group went to the Vegas Seafood Buffet where they enjoyed a number of different food options for lunch. While we have heard requests to take another studio tour, we have had just as many requests to return to the restaurant. This month we took a trip to the Tamale Festival in Indio and will be attending the Holiday Cruise of Lights in Newport Beach. Both of the trips have very good numbers as the holiday cruise is always a very popular holiday trip. The new year will bring trips to the California Science Center for a unique look at the space shuttle Endeavor and a trip to Valley View Casino.

Youth Programs

The fall sports season for the after school program has now concluded. The volleyball championship match was played between Coolidge and Washington Elementary Schools, with Coolidge prevailing in three straight sets. A volleyball team that combined players from McKinley and Coolidge Elementary played in and won the Pasadena C Division Volleyball league. The flag football championship was played between Coolidge and Washington. In the best game of the season, Washington won by a very slim margin. All of the teams and coaches did a great job during the season and we are looking forward to soccer and drill team in the Spring. All of the programs have maintained a steady number of participants. The Recreation Leaders are doing a great job of being creative in planning their programs around the theme of the month.

Jefferson Middle School has begun their basketball seasons while the 8th grade volleyball and flag football teams took part in their year-end tournaments. The girls' volleyball took first place in the San Gabriel Valley tournament, winning the final game against a tough team from Burbank. They will be playing in the SCMAF champions tournament the weekend of December 3. The flag football team lost two very competitive games in the first round of the tournament in Pasadena on November 28. Coaches Edgar Estrada and Andrew Arroyo continue to do a great job for our middle

school students and sports programs. The basketball teams began play on November 8 and will play through mid-January.

Youth Basketball - Registration has begun for the youth basketball league. There was registration on November 18 and December 2 and the Department held a free basketball clinic at Jefferson Middle School on December 3. The clinic was in collaboration with the Gabrielino High School basketball program. The department will be a part of a three city league, which includes the City of Arcadia and the City of Rosemead. Practices will be held during the week of December 12 and games will start in January after the winter break. All practices and home games will be held at Jefferson. There will be games played offsite in Arcadia and Rosemead. Recreation Leaders will be coaching the teams this year. The department is looking forward to a great basketball season.

Special Events

Turkey Trot - The 41st Annual Turkey Trot took place Saturday, November 19 at Vincent Lugo Park. A total 245 runners registered for the 10K, 5K and 1K runs, as well as the 5K Fun Walk. The schedule of events changed this year with the 10K and 5K Walk beginning at 7am. Following the 10K and 5K walk was the 5K Run at 7:25am and the 1K Youth Run at 8:15am. Extra signage and some runners' lanes were added to the course. We are planning on additional signage and reminders at check-in for future races. Seven vendors joined us on the day of the event, which included New York Life, Edible Arrangements and the San Gabriel Humane Society to name a few. There was a space to do runners yoga and for kids to play the giant Connect 4 and bean bag toss. Winner medals were handed out as well as 30 raffle prizes to those in attendance. All in all, it was a great event and we are looking focus more on community involvement by possibly having a contest between the schools.

40th Annual Tree Lighting Ceremony – The 40th annual Holiday Tree Lighting Ceremony will be held on Tuesday, December 6 from 6-8 p.m. in Plaza Park. The holiday fun will include ornament making, sponsored by the San Gabriel Women's Foundation, entertainment by local schools and youth groups, lighting of the City tree and, a visit from Santa Claus. Children and their families can also enjoy free holiday refreshments donated by El Pavo Bakery and the San Marino Starbucks. Volunteers from Gabrielino High School's Interact Club will be on hand to assist with the event. To keep the holiday spirit going, participants are asked to bring a new, unwrapped toy to donate to the Fire Department's "Sparks of Love" program.

San Gabriel Community Services Commission
December 2016 and January 2017

DATES TO REMEMBER:

<u>Monday, December 5</u>	Commission Meeting City Hall Council Chambers 7:00 pm
<u>Tuesday, December 6</u>	Holiday Tree Lighting Plaza Park 6:00 pm City Council Meeting City Hall Council Chambers 7:30 pm
<u>Monday, December 12</u>	Community Meeting City of San Gabriel & San Gabriel Unified School District Joint Use Agreements San Gabriel Unified School District – Board Room 7:00 pm
<u>Tuesday, December 20</u>	City Council Meeting - Cancelled
<u>Monday, January 2</u>	Commission Meeting - Cancelled
<u>Tuesday, January 3</u>	City Council Meeting City Hall Council Chambers 7:30 pm
<u>Tuesday, January 17</u>	City Council Meeting City Hall Council Chambers 7:30 pm
<u>Monday, February 6</u>	Commission Meeting City Hall Council Chambers 7:00 pm