PARKS & RECREATION COMMISSION
PARKS & RECREATION COMMISSION AGENDA

Thursday, May 9, 2024 at 7:00 p.m.

SOUTH GATE COUNCIL CHAMBERS
8650 CALIFORNIA AVE
SOUTH GATE CA 90280

IF YOU WOULD LIKE TO PARTICIPATE IN THIS MEETING, YOU CAN PARTICIPATE VIA THE FOLLOWING OPTIONS:

TO VIEW THE MEETING ONLINE, GO TO HTTPS://YOUTUBE.COM/@SOUTHGATECA90280
PARTICIPATE BEFORE THE MEETING BY EMAILING THE PARKS DIRECTOR AT SCOSTLEY@SOGATE.ORG NO LATER THAN 4:00 P.M. ON THE DAY OF THE MEETING. PLEASE WRITE "PUBLIC COMMENT" IN THE SUBJECT LINE.
ATTEND THE MEETING IN PERSON

***THE DISRUPTION IN SERVICE OF ANY ALTERNATIVE METHOD DOES NOT PRECLUDE THE CITY COUNCIL OR OTHER LEGISLATIVE BODY FROM TAKING FURTHER ACTION AND MOVING FORWARD ON THE AGENDA.**

Officials
Chair: Alan Flores
Vice Chair: Lizette Ruiz
Secretary: Edgar Pelayo
Commissioner: Vacant
Commissioner: Vacant
Parks & Recreation Director: Steve Costley

Call to Order

Flag Salute

Roll Call

Meeting Compensation Disclosure
Pursuant to Government Code Section 54952.3: Disclosure of compensation for meeting attendance by the Parks & Recreation Commissioners is $75 per meeting.

Report on Posting
I, Ana Medina, Parks & Recreation Sr. Secretary, certify that a true and correct copy of the foregoing Meeting Agenda was properly posted on May 2, 2024 at 5:30 p.m., as required by law.

Ana Medina, Parks & Recreation Sr. Secretary

APPROVAL OF MEETING MINUTES

APPROVAL OF MEETING MINUTES
Recommended Motion: Motion to approve the minutes as presented

Documents:

04-11-24 Minutes.pdf

Public Comment
During this time, members of the public or staff may address the Parks & Recreation Commission regarding any items within the subject matter jurisdiction of the Commission. Comments from the audience will be limited to three minutes per speaker; unless authorized by the Commission Chair, the time limit may not be extended by utilizing another member's time. There will be no debate or action on items not listed on the agenda unless authorized by law. NOTE: Obscene language, comments intended to disrupt or interfere with the progress of the meeting, or slanderous comments will not be tolerated and may result in ejection and/or may constitute a violation of South Gate Municipal Code Section 1.04.110.

Presentation

Open Session Items

1. REVIEW OF 3RD QUARTER RECREATION PROGRAMS FY 2023/24
Recommended Motion: Motion to receive and file.

Documents:

05-09-24 ITEM 1 STAFF REPORT.pdf

2. REVIEW OF 3RD QUARTER GROUNDS & FACILITY MAINTENANCE FY 2023/24
Recommended Motion: Motion to receive and file.

Documents:

05-09-24 ITEM 2 STAFF REPORT.pdf

3. ANNUAL REVIEW OF CONCESSION AGREEMENTS
Recommended Motion: Motion to receive and file.

Documents:

05-09-24 ITEM 3 STAFF REPORT.pdf

4. APPROVAL OF PROPOSED MEETING SCHEDULE FOR FY 2024/25
Recommended Motion: Motion to Approve the proposed Meeting Schedule with any suggested changes for the coming fiscal year.

Documents:

05-09-24 ITEM 4 STAFF REPORT.pdf

Director's Report/Calendar of Events

Parks & Recreation Commission Sub-Committee Reports

Request for Items on Future Agendas

Adjournment

Materials related to an item on the Agenda submitted to the Parks & Recreation Commission after distribution of the agenda packet, are available for public inspection in the City Clerk's Office, 8650 California Avenue, South Gate, California 90280. Telephone: 323.563.951 0, Fax: 323.563.5411, City website, www .cityofsouthgate.org

In compliance with the American with Disabilities Act, if you need special assistance to participate in the Parks & Recreation Commission Meetings, please contact the Parks Administration office, 323.357.9645. Notification 48 hours prior to the Meeting will enable the City to make reasonable arrangements to assure accessibility.

South Gate Parks & Recreation Commission
Regular Meeting Minutes
April 11, 2024

CALL TO ORDER - Chair Flores called the meeting to order at 7:02 p.m.

FLAG SALUTE - by Commissioner Pelayo

ROLL CALL - by Ana Medina, Sr. Secretary
Present: Chair Alan Flores, Vic Chair Lizette Ruiz, and Commissioner Edgar Pelayo. Secretary Jennifer Cypert has resigned as a Parks & Recreation Commissioner.
Staff: Director Steve Costley, Parks Superintendent Glenn Massey, and Recreation Supervisor Donna (Nicki) Salazar.

APPROVAL OF MEETING MINUTES
Recommended Motion: Motion to approve the minutes as presented
02/08/24 Minutes **M/S/C:** Commissioner Pelayo/Chair Flores to approve the minutes as presented
11/09/23 Minutes **M/S/C:** Vice Chair Ruiz/Commissioner Pelayo to approve the minutes as presented
12/14/23 Minutes **M/S/C:** Commissioner Pelayo/Vice Chair Ruiz to approve the minutes as presented

PUBLIC COMMENTS - None

OPEN SESSION ITEMS

1. ELECTIONS AND REORGANIZATION
Recommended Motion: Commissioners to nominate and approve a Chair, Vice Chair, and Secretary for the coming year. **M/S/C:** Commissioner Pelayo/Vice Chair Ruiz to keep the board as is with Commissioner Pelayo as Secretary.
Director Costley reviewed this item; a discussion ensued.

2. ANNUAL PARKS FACILITY MAINTENANCE REPORT
Recommended Motion: Motion to receive and file.
M/S/C: Vice Chair Ruiz/Secretary Pelayo
Parks Supt. Massey reviewed this item; a discussion ensued. Secretary Pelayo asked for status on the fencing project; Director Costley said he would review it at the Director's Repot. Vice Chair Ruiz asked for the routine to clean after an event, Parks Supt. Massey replied that for picnics staff will leave additional trash bags for the patrons.

3. ANNUAL REPORTS FROM PARTNER ORGANIZATIONS
Recommended Motion: Motion to receive and file.
M/S/C: Vice Chair Ruiz/Secretary Pelayo
Director Costley explained this item; a discussion ensued. Vice Chair Ruiz asked if they provide sponsorships; Director Costley explained that there is the organizations option. Chair Flores asked if the Friends help; Director Costley replied yes, when asked. Vice Chair Ruiz asked for clarification on what she's heard on the lack of support for Aztecs Football, Director Costley explained that they are having

problems with LAUSD obtaining space for practices and games. Secretary Pelayo asked why are they allowed to have fields at SG Park then and who handles problems with the Partner Organizations, Director Costley replied that it is a Council direction to allow them use of the fields and pool; each Organization has a liaison from Parks Department. He also asked why the reports are different, Director Costley replied the organizations are asked to report on the achievements of the past year and the goals of the upcoming year as per the guidelines of Park Policy #9. He will have staff email the Commissioners a copy of the policy. Chair Flores mentioned that he has been coming to SG Park and participated in most offered sports, Parks do a great job with the organizations.

4. GROUNDS AND PARKS FACILITY MAINTENANCE 2ND QUARTER REVIEW FY 2023/24
Recommended Motion: Motion to receive and file.
M/S/C: Secretary Pelayo/Vice Chair Ruiz
Parks Supt. Massey went over this item; a discussion ensued. Vice Chair Ruiz stated that staff is doing a great job. Secretary Pelayo mentioned the gopher problem at Hollydale Regional Park, Parks Supt. Massey explained that Grounds Senior Worker Hernandez is doing a great job of eradicating them. He has been trapping between 30 to 60 gophers per day.

5. RECREATION PROGRAMING 2ND QUARTER REVIEW FY 2023/24
Recommended Motion: Motion to receive and file.
M/S/C: Vice Chair Ruiz/Secretary Pelayo
Recreation Supv. Salazar reviewed this item and highlighted the special events; a discussion ensued, the Commissioners commended staff for doing such a great job on the special events.

6. ANNUAL PROGAM FEE RECOMMENDATIONSATIONS
Recommended Motion: Motion to approve the proposed program fee schedule for May 12, 2024 to May 11, 2025.
M/S/C: Secretary Pelayo/Vice Chair Ruiz
Director Costley explained this item; a discussion ensued. Vice Chair Ruiz asked how our fees compare with other cities; Director Costley said that they are comparable.

DIRECTOR'S REPORT / CALENDAR OF EVENTS
Director Costley: The fencing project is almost completed. The resurfacing of the North Playground was completed, the JAA Opening Day is May 4, Earth Day is April 20.

Parks Supt. Massey: Diamond renovations are being done after fencing. The irrigation is turned off, checking them during the day. Twenty azaleas were planted in the Azalea Garden at the Senior Center. Staff is working on preparing for the summer.

Recreation Supervisor Salazar: These are the upcoming events, Memorial Day on May 25, Concerts in the Park will be each Friday in July and Movies in the Park each Friday in August. In the Senior Center on Thursdays there's dancing with a DJ providing the music and new TV's were installed. The Art Gallery is hosting a new exhibit, Home Town Hero each Saturday until June 1. Biggest Loser contest has culminated. Adult softball is getting set to begin. Spring Fit 5K will be on May 11. The first glow-in-the-dark pickle ball event was very successful.

PARKS & RECREATION COMMISSION SUB-COMMITTEE REPORTS
Chair Flores: Nothing additional to report at this time.

Vice Chair Ruiz: How will staff prevent people from hitting balls against the fence and the status of the Urban Orchard and Hollydale Community Park; Director Costley said there are signs on the fences to not hit the balls against the fence, but people ignore them. Work is still stalled on the Urban Orchard by LA County; the contractor at Hollydale Community Park passed away and it has been difficult to have another company coming to continue where he left off.

Secretary Pelayo: Can more no smoking signs be put up, Director Costley explained there are signs with park rules throughout the park and are enforced by both the Park Rangers and Executive Management. Inquired about touch pads at the pool, Director Costley explained about them. What is being done about the flooding at Diamond #4, Parks Supt. Massey replied that staff is looking into resolving the issue. Would like a copy of Parks Policy #9.

REQUEST FOR ITEMS ON FUTURE AGENDAS - None

ADJOURNMENT - At 8:45 p.m. Chair Flores asked for a motion to adjourn.
M/S/C: Secretary Pelayo/Vice Chair Ruiz

Respectfully submitted:

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Edgar Pelayo, Secretary
Parks & Recreation Commission

Parks & Recreation Commission Regular Meeting
May 9, 2024

STAFF REPORT ITEM No. 1

To: **Honorable Parks & Recreation Commission**
From: **Steve Costley, Director of Parks & Recreation**
Date: **April 26, 2024**

Subject: **Review of Recreation Programs 3rd Quarter FY 2023/24**

Recommended Motion: Motion to receive and file.

Report Summary:

Aquatics
The Swim Stadium was closed starting mid-December through the entire month of January for facility repairs. The pool was completely drained, and contractors came in and performed a variety of much needed renovations to the pool liner, pool tiles and lane anchors. During the shutdown, the Aquatics Team deep cleaned the locker-rooms, office areas, storage room, and general pool deck. A big accomplishment during this time was the Aquatics "Learn How to Create an Account and Sign Up for Swim Lessons" YouTube video!
Doors reopened in February to much success. After more than a month of being closed, we welcomed back our daily recreational swimmers and Splash Members with over 2,000 active memberships. Our partner organization South Gate Aqua Coalition, with almost 100 swimmers, returned to their normal practice hours and they hosted a USA Swimming meet with 5 local teams and almost 500 participants plus their families. We hosted a Youth Swim Clinic with the focus of helping competitive swimmers improve their stroke, endurance, and speed, and had almost 30 participants. Lastly, we hosted the South-Central Swim League's winter championships. This 2-day meet brought in over 6 local teams with almost 1,000 participants and spectators.
Our Learn-to-Swim program for all ages returned in March. We had nearly 500 group registrations, 100 private registrations, and almost 100 semi-private swim lesson registrations. While the majority of registrations were for youth, our registrations for adult swim lessons increased thanks to our targeted marketing efforts. We held one Lifeguard skills in-service for staff, and one Adult and Pediatric First Aid/CPR/AED class for community members with 10 registrations. The Swim Stadium also hosted the first two of the South-Central Swim League's spring league in March, bringing in several local teams and hundreds of participants and their families.

Fitness
Our membership base stayed consistent at just over 4,000 sold/renewed memberships. Fitness and Sports Memberships saw 10% and 20% increases respectively, while Sports/Splash saw a

slight decrease. This is typical of the winter season, as less members utilize the swimming pool in the colder months.
Daily Admissions increased slightly, particularly in the Sports tier. This is likely a result of the Junior Athletic Association's basketball season concluding and allowing more availability for open-play basketball. Of the 3,480 daily admissions in the third quarter, 1,831 of them were Adults who play basketball. Our next closest tier was Teens who paid for basketball court use, which accounted for 519 daily admissions.
Our Personal Training program saw a slight decrease in packages sold but stayed consistent with hours of Personal Training conducted. This happens when packages are sold towards the end of the previous quarter and is not reflective of a decrease in demand. The Private, 12-session option continues to be our most popular option. Our second most popular was the Semi-private 16-session option.
Lastly, the Sports Center's annual Open House took place on Saturday, January 13, from 9am-1pm. It was an opportunity for the community to come out and experience the Sports Center and its programming, free of charge. We offered condensed Group Exercise classes, promoted City events and programs, gave away prizes, and had fun activities for families to enjoy. Our youth sports partner organization, the Junior Athletic Association, had their basketball league on display. Patrons were encouraged to watch basketball games and participate in NBA style halftime contests for the opportunity to win prizes.

Youth Sports

All winter classes for youth fundamental sports were filled to near capacity with some at maximum levels. Winter registrations are typically lower due to weather and temperature. During this time, basketball and volleyball tend to be more popular because they are held indoors. Despite multiple rainouts for our outdoor classes, they were still able to complete all 9 sessions. Registrants were consistent and showed up each week ready to learn and participate.
The Youth Spring Baseball Camp was held the last of March 25-29. Over 10 kids registered to learn fundamental baseball skills like hitting, fielding, base running, and sliding. Each camper received a certificate of completion, shirt, and sack pack.
Youth Sports staff are currently working on the curriculum and drills for our Upcoming Basketball All-Star Skills Challenge on April 29. This event is open to children ages 7-12 and will test their ball handling, passing, shooting and agility skills.

Adult Sports

The third quarter began with multiple Fall Adult Softball divisions attempting to conclude their seasons. Luckily Mother Nature obliged, and six champions were crowned. Champions were awarded the newly re-designed Championship hoodies while 2nd place winners received customized insulated South Gate water bottles. A total of 36 teams registered across 6 divisions for Men's and Coed softball.
Open play volleyball continues to be one of the most popular nights (Tuesday) of the week, this quarter saw a rise in numbers and ended with a total of over 600 drop-in participants.
Open play pickleball was held every Friday night. The program consistently saw over 20-25 participants drop in to try one of the fastest growing sports. Staff constructed four portable pickleball courts in the Sports Center gym with perimeter lines, rules, and officials. The drop-in program was designed to drive interest for our first ever Glow in the Dark Pickleball event that took place on March 29. Over 80 participants registered for the opportunity to play under the black lights. The Sports Center was transformed into a glow in the dark pickleball arena with blacklights, glow in the dark tape, nets, paddles, and balls while listening to up-tempo top hits music. The event was a huge success and spectacle for all involved!
We are still currently recruiting for our Spring Men's and Women's Basketball Leagues.

Partner Organizations (Sports):

SG Aztecs pre-season football and cheer practices have commenced at Hollydale Regional Park. The Aztecs are working hard and looking forward to a successful 24-25 season.
SGJAA Winter Basketball Season has concluded; teams faced off in 5 divisions and concluded with All-Star games and practices for the top players in their respective divisions. JAA Spring Baseball & Softball are currently conducting clinics and the Spring Season is set to begin on "Opening Day" 5/4.
AYSO has begun practices at Hollydale Regional Park. They have increased their number of players and teams and are preparing for their upcoming 2024 season.

Social Media:
We now have almost 5,000 total followers! Last quarter we had over 10 posts, and 145 stories. We have reached over 10,000 accounts and engaged with over 500. Our new Recreation Marketing Coordinator oversees the Social Media Task Force and all social media outlets.

Senior Center
Our winter season was very active this year as we scheduled and visited multiple sites for our excursions. January kicked off our winter excursions with 9 scheduled trips (Valley View Casino, Academy of Motion Pictures Tour, Pechanga Casino, Orange County Museum of Art, Sourdough Festival, Riverside County Fair & National Date Festival, Pala Casino, Legally Blonde the Musical, and Medieval Times). Each excursion was a success with all trips being filled at capacity or near maximum. For the month of February, we teamed up with Alta Med to offer a special event for our seniors called Healthy Heart. This event was instituted to bring awareness to eating healthy, exercising, and doing regular checkups. Overall, we had a great turn out a lot of quality information was distributed to our participating seniors. Our Senior Center has also teamed up with Los Angeles Mental Health to provide a support group for seniors. Due to the high demand for mental health resources, this group now meets twice a week. Keeping in line with our goals for the year of offering monthly socials for our seniors, this quarter started with our Valentines Day party. The love in the air was felt with the friendships that have been formed with one other. For the hopeless romantics it was also nice to see the couples that come together every day, showing us what true love is. We gave out goodies' bags for everyone, had a raffle, and a special gift for the couple that was married the longest. Our team also hosted a St. Patrick's party. The Craft group provided our seniors with a green clove pin, and during lunch we distributed green cupcakes for dessert. We wrapped up this quarter with our Easter party; our seniors enjoyed goodie bags, a small egg hunt, and raffles. Thursdays continue to be a major hit as the seniors enjoy themselves with an open dance floor and karaoke.

Contract/Youth Classes:
Winter contract classes began promptly as everyone returned from the holiday break. The following classes were at max registration: Baby boogie, Baby Mexican Folk (3-4 years old), Baby Mexican Folk (4-5 years old), Ballet (3-4 years old), Ballet (4-5 years old), Mexican Folk (6-8 years old), and Tumbling. Classes worked diligently for the 8-week session to memorize choreography and perform their routines at our culminating dance recitals. To accommodate all classes, we hosted two recitals on March 5th and 6th at the Henry C. Gonzalez Auditorium. Each registered participant was given two tickets and had the opportunity to purchase additional tickets if needed. Each night brought in 500 spectators per show, and you could visibly see the joy in both the children's and family's faces.
Our internal programming for youth stayed consistent as all classes were near the maximum capacity. All Tiny Two's and Tot Time winter programs commenced the week of January 8th. Tot Time and Tiny Two's classes continued throughout the month of February and hosted a Valentines Day event on February 14. Children were able to have their pictures taken to create a special project for their loved ones. Classes had small parties to celebrate Valentines Day and

gave sweet treats to their classmates. For Lil Chefs, our 5-week program, participants showed up ready to learn new recipes and enjoy the fruits of their labor. During the first day of class, children were given safety instructions for both classroom and kitchen etiquette. Participants were exposed to many different foods during their cooking journey; the following recipes were executed: meatball subs, chicken nuggets (from scratch), Nutella French toast, chicken pot pies, zucchini pizza bowls and cake pops.

Special Events:

After a busy summer and fall session, our winter season for special events does slow down a bit. In the month of January, preparation for Easterfest began. Flyers, posters, and postcards were created, and we began our marketing campaign. Registration opened in early February and by week three, the event was sold out with a total of 200 registered children. Due to the high demand, there were 50 additional spots added to allow more children to register. Even with the 50 additional spots we were once again able to reach the maximum capacity of 250 children registered. Easterfest took place on Saturday, March 23, 2024. The event was scheduled to take place at the South Gate Golf Course, however, due to rain, the event was moved into the South Gate Sports Center. All patrons were notified of the location change, and announcements were made via the Parks and Recreation/ South Gate social media pages. The event included multiple stations: jumpers, a toddler soft play area, face painting, ballon twister, arts/ crafts game booths and a photo area with the Easter Bunny. Children were also able to participate in egg hunts that accommodated the different age groups to ensure complete safety. The egg hunts were separated from ages 2-3 years old (one parent was allowed to assist the child during the egg hunt) 4-5 years old, 6-8 years old, 9 and over. Children were also given the opportunity to find a golden egg (2 per egg hunt age) and they were given an Easter basket filled with toys, candy, and other special prizes! Lastly, what is an event without snow cones; we had the Kona Ice truck parked outside of the Sports Center for any patrons who wanted to purchase sweet treats. Planning phases for summer were initiated and our team began brainstorming new ideas and entertainment for our Concerts in the Park and Movies in the Park, so please stay tuned for what is it come.

Cultural Arts:

In January our cultural arts team produced a reel that really sung true what Home Town Hero open call was about. It received great reviews from the community and was a great last push for submission since the deadline was quickly approaching. Our team was excited to complete a full bundle of zines that were submitted to the time capsule. The zines produced celebrated the different cultural months and our Centennial Public Art Scavenger Hunt which concluded in January. We showcased our museum team on social media to highlight the staff's individual art practices and reintroduce everyone for the beginning of the year. This has helped build relatability and connections with our communities and allows our patrons to seek out and ask more questions if they have any. Our coordinator met with the Music Center's Staff of Arts Grown LA project and there are plans in the works for a performance in March.

In the month of February, we provided a selfcare/check in workshop to the Parents Center at Southeast High School. Our Cultural Arts Coordinator was selected to by Arts for LA to be a part of their ACTIVATE – Emerging Arts Leader Cohort. ACTIVATE is an advocacy training and leadership development program. In celebration of Black History Month, we highlighted Black Creatives on our social media platform, and shared a fun amplified playlist. We also had our *Black History Month – African American Historical Figures* Zine available during our Museum Public Hours for community to come in and pick up. We were in full curation mode with Home Town Hero – Hèroe Local submissions and collected all loan agreement forms back from artists that were chosen to display in group exhibit. In preparation for Family Art Night our staff made artistic rubber stamps to be used at an art station and reused for our Home Town Hero opening reception. We promoted Family Art Night via flyers, posters, park marquee and social media.

Toward the end of February our coordinator was interviewed by CALÓ News for a profile piece on the South Gate Museum and Art Gallery.

Family Art Night took place on Friday, March 8 from 5pm-8pm in conjunction with the Azalea Festival 2024. It was a collaboration with the South Gate Art Association and the South Gate Museum and Art Gallery. There were 9 different art stations run by SGAA members, Kiwanis Club volunteers and cultural arts staff. At 7pm there was a special performance by Ballet Folclorico do Brasil. This performance is in partnership with The Music Center's Arts Grown L.A. About 250 community members came out and enjoyed an evening of art making. The artwork drops offs, condition reports and hanging for Home Town Hero group exhibit was completed. Vendors/artists/artisans were finalized for the opening event and our coordinator finalized all the graphics for flyers, banners, art labels and booklets for the full run of the show. Staff worked on a historical Hometown Heros inside of the museum section to play with our group exhibit. The South Gate Senior High Media Arts Lead Teacher reached out in hopes of possibly displaying artwork of their students in the art gallery. Our team was able to make room to display their group exhibit in the lobby and that show will run from April 6 – June 1. In celebration of Women’s History Month, we shared a playlist featuring women identifying artists and highlighted women creatives on social media.

Parks & Recreation Commission Regular Meeting
May 9, 2024

STAFF REPORT ITEM No. 2

To: **Honorable Parks & Recreation Commission**
From: **Glenn Massey, Parks Superintendent**
Date: **April 26, 2024**

Subject: **Review of Grounds & Facility Maintenance 3rd Quarter FY 2023/24**

Recommended Motion: Motion to receive and file.

Report Summary:

Grounds Maintenance
We continue to host monthly food giveaways for the community at two locations, one at Circle Park and the other at Hollydale Regional Park, which are well attended.

Thirty azaleas were planted inside the Azalea Garden adjacent to the Senior Citizen Building. Thirty trees were planted by the Tree People organization at South Gate Park. Some of the varieties planted were, Pine, Camphor, and Ash.

Staff are working on replacing the groundcover adjacent to the south entrance to City Hall, staff was only able to obtain 20 flats of Gazania flowers which have been planted and have contacted a local nursery to procure 20 more flats.

The North Playground at South Gate Park was closed for three weeks so the rubber surface could be repaired. New parts to some of the play equipment that was broken have also been replaced during this time.

The infield of diamond one at South Gate Park was resod with 6,500 sq. ft. of Hybrid Bermuda grass. The pitching mound was replaced as well.

Staff continue servicing and beautifying over 190 acres of park land on a daily basis.

Park Facility Maintenance
Parks Facility Maintenance staff set up and hosted a variety of Azalea Festival events, Earth Day at South Gate Park/Hollydale Regional Park, Easter Egg Hunt in the Golf Course, Women's Club Annual Conference, and Time Capsule placement event just to mention a few.

Due to the high use of SG Park, Staff continues to do a third daily inspection and cleaning, in the late afternoon to our outdoor restrooms.

We have continued the use of Electrostatic Disinfecting Equipment for more coverage in our cleaning and disinfecting efforts for both indoor and outdoor restroom facilities, along with a pressure washing program. These disinfecting and cleaning tools will be used consistently. Set ups for all events require us to disinfect all tables, chairs, door handles, and A/V equipment.

We are in full operation with classes, as well as private rentals, picnics, sports activities, and service clubs' events. We continue to host monthly food giveaways for the community at two locations, one at Circle Park and one at Hollydale Regional Park.

The Community Service Worker program is ongoing; we are still limiting intake to 15 people maximum per day.

Parks are busy with many events, classes, picnics, and sports activities. We remain vigilant when addressing the ongoing challenges with restroom cleanliness with a routine restroom disinfecting program. This includes the use of the C3 Machine to apply disinfectants and cleaners. Once the product is sprayed, staff scrubs floors, walls, and fixtures to insure sanitary conditions.

Parks & Recreation Commission Regular Meeting
May 9, 2024

STAFF REPORT ITEM No. 3

To: **Honorable Parks & Recreation Commission**
From: **Steve Costley, Parks & Recreation Director**
Date: **April 15, 2024**
Subject: **Review of Concession Agreements**

Recommended Motion: Motion to Receive and File

Report Summary: Each year the commission reviews the Department's current concession agreements and provides staff with recommendations, particularly for those agreements that are currently up for extension or renewal. Typically, agreements are those that allow a private business, either for profit or non-profit, to conduct business on Park property or to operate a program on behalf of the City.

On the following page is a list of the concession agreements that are currently active along with information regarding their expiration dates.

Staff is in the process of renewing the Batting Cage agreement with Sofive that will extend the operation for an additional 5 years. Usually we only do 3-year extensions for this contract, but Sofive has asked that we make it 5 years so that they can make some major upgrades to the facility and have substantial time to pay for them.

We are also working with both our carnival operator and our Farmers Market operator to either extend their current contracts or go out to bid for a new vendor. Customarily, we do not get bids from other carnival contractors as they tend to have an agreement amongst themselves not to bid for areas already taken by the current company. In the case of the Farmers Market operator, they are the only non-profit or not for profit farmers market in the area and thus their pricing is usually lower on a general basis than others.

Overall, we are happy with the current providers and are not recommending any major changes at this time.

Agreements which do not expire or require renewal during FY 2023-24

Concessionaire	Purpose	Agreement Expires	Status	Extensions
Sofive (Goals)	Batting Cages Ops	2024 - 05/01-6/30	Current	Sofive has requested a 5-year agreement.
Fiesta de Carnival	Azalea & 07/04 Carnivals	2023 – 4/1	Current	Working on Extension or RFP
HSA	Westside Ctr	2027 - 06/30	Current	
SG JAA	SGP Snack Bar	2024 - 06/30	Current	Offering an Extension
Harbor Area Farmers Markets	Farmers Market	2024 - 06/30	Current	Working on Extension or RFQ
AT&T	Cell Tower	2025 - 04/06	Current	Four 5-year
Vet Care	Pet Vaccinations	2025 - 04/30	Current	
SG AYSO	HRP Snack Bar	2025 - 06/30	Current	
HSA	Hollydale Center	2025 - 06/30	Current	
Sofive (Goals)	Soccer Ctr Ops	2034 - 12/18	Current	Two 5-year
Mobility	Cell Tower	2036 - 06/06	Current	

Parks & Recreation Commission Regular Meeting
May 9, 2024

STAFF REPORT ITEM No. 4

To: **Honorable Parks & Recreation Commission**
From: **Steve Costley, Parks & Recreation Director**
Date: **April 15, 2024**

Subject: **Approval of Proposed Meeting Schedule for FY 2024/25**

Recommended Motion: Approve the proposed Meeting Schedule with any suggested changes for the coming fiscal year.

Report Summary: For purposes of planning and communication between staff, City Council, and the Parks & Recreation Commission, it is advisable to annually approve a meeting schedule that includes the Commission's assignments or major work objectives for the coming fiscal year and a calendar of the regularly scheduled Commission meetings along with the known business items that will be on those agendas.

Attached is a copy of the proposed meeting schedule for the upcoming fiscal year. The Commission is asked to review the schedule and make any recommendations to staff for the coming year's meetings. When approved, a copy will be forwarded to the Council for their review and staff will prepare future agendas in accordance with the approved meeting schedule.

Attachment: Proposed Meeting Schedule FY 2024/25

City of South Gate
Parks & Recreation Commission Meeting Schedule
Fiscal Year 2024 - 2025

Jul 11, 2024 **Review of HSA Annual Report**
Social & Cultural Division Report

Aug 08, 2024 **Recreation 4th Quarter Review & Upcoming Events**
Grounds & Facility Maintenance 4th Quarter Review-
Major Projects Update
Proposed Halloween Programing

Sep 12, 2024 **Review of FY 2023/24 Fee Waivers**
Sports & Aquatics Division Report

Oct 10, 2024 No Meeting - Halloween

Nov 14, 2024 **Recreation 1st Quarter Review & Upcoming Events**
Grounds & Facility Maintenance 1st Quarter Review
Discussion of Desired Outcomes for Goals and Standards FY 2025/26

Dec 12, 2024 **Reorganization/Election of Officers**
Approval of Goals and Standards for FY 2025/26 for Recommendation to Council
Parks & Recreation Master Plan Annual Review
Grounds Maintenance Division Report

Jan 09, 2025 No Meeting – Christmas/New Year's

Feb 13, 2025 **Recreation 2nd Quarter Review & Upcoming Events**
Grounds & Facility Maintenance 2nd Quarter Review
Yearly Partner Organizations' Report

Mar 13, 2025 No Meeting – Budget

Apr 10, 2025 **Annual Program Fee Recommendations**
Review of Operating and Concession Agreements
Facility Maintenance Division Report

May 08, 2025 **Recreation 3rd Quarter Review & Upcoming Events**
Grounds & Facility Maintenance 3rd Quarter Review
Proposed Meeting Schedule 2025/26

Jun 13, 2025 No Meeting – Summer