

**CITY OF SAN GABRIEL
COMMUNITY SERVICES COMMISSION
REGULAR MEETING AGENDA**

Monday, February 6, 2023 - 6:30 P.M.

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

Theresa Huerta
Chair

Ting Xie
Vice Chair

Cheryl Cabot
Commissioner

Catherine Cordero
Commissioner

Susan Sanchez
Commissioner



Mark Lazzaretto
City Manager

Keith Lemieux
City Attorney

Julie Nguyen
City Clerk

Kevin B. Sawkins
City Treasurer

In addition to providing public comment in person at the meeting, the following opportunity has been established:

Public Comments

Please email all public comments to CScommission@sgch.org and include the following on the subject line of your email: the section (Public Comment, Consent, Public Hearing, Continued Business, New Business) and Item Number you are commenting on. The Staff will read public comments into the record for up to the three-minute limit. Words that would disrupt the meeting, including profanity, obscenity, and discriminatory language, will not be read.

Example: PUBLIC COMMENT: New Business Item A

Watch the Meeting Online

Live broadcasts of the meetings are available using the following link:

<https://www.youtube.com/CityofSanGabriel>

Spectrum cable: Live streaming on Channel 3, Public Access Channel.

COMMUNITY SERVICES COMMISSION AGENDA

Monday, February 6, 2023

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Commissioner Cordero
- **ROLL CALL:** Commissioner Cabot, Commissioner Cordero, Commissioner Sanchez, Vice Chair Xie and Chair Huerta

1. APPROVAL OF AGENDA ORDER

2. PUBLIC COMMENT

3. ACTION ITEMS

A. APPROVAL OF MINUTES

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

1. Minutes of the Community Services Commission Regular Meeting of Monday, December 5, 2022.

Recommended Action: Approval.

4. DISCUSSION ITEMS

A. COMMISSION REORGANIZATION

As part of the annual Commission reorganization process the Commission may select the new Chair and Vice-Chair for the Commission. Staff will present the options available to the Commissioners before a vote is taken.

Recommended Action:

Staff recommends that the Commission select a Chair and Vice Chair for the Commission.

B. DISCUSSION OF 2023 ANNUAL WORKPLAN

Commission members to begin working on the approved 2023 Annual Workplan.

Recommended Action:

Staff recommends that the Community Services Commission continue working on the 2023 Annual Workplan.

C. MONTHLY DEPARTMENT REPORT

Staff will present the monthly department report pertaining to departmental programming.

Recommended Action:

Staff recommends that the Community Services Commission receive and file this discussion item.

5. COMMISSION REPORTS

Each Commissioner may address the Community Services 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.

6. STAFF COMMENTS

A. DATES TO REMEMBER

Staff will present dates to remember for upcoming events, programs, and meetings.

B. GENERAL STAFF COMMENTS

Staff members have the opportunity to address the Commission and public on matters of general information and/or concern.

7. ADJOURNMENT

The next regular Community Services Commission meeting will be held on Monday, March 6, 2023, at 6:30 P.M. Information regarding matters to be considered at each meeting will be available on the Friday before the Community Services Commission Meeting on the City's website at www.sangabrielcity.com.

Materials Available for Inspection. You may view agenda items online at www.sangabrielcity.com/agendacenter. Materials related to an item on this Agenda,

submitted to the Community Services Commission after distribution of the Agenda packet, will be posted on the City website.

Persons with Disabilities. Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.

Persons requesting a Translator. Any person requesting translation for the meeting must notify the City Clerk's Department at cityclerk@sgch.org at least 48 hours before the meeting.

Questions about this Agenda? Should any person have a question concerning any of the above Agenda items prior to the meeting, please contact the City Clerk at cityclerk@sgch.org during regular office hours.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such a request to the City Clerk Department by emailing cityclerk@sgch.org at least 48 hours before the meeting, if possible.



MINUTES OF DECEMBER 5, 2022
REGULAR MEETING OF THE SAN GABRIEL COMMUNITY SERVICES COMMISSION

CALL TO ORDER

Chair Huerta called the special meeting of the Community Services Commission to order at 6:31 P.M. on Monday, December 5, 2022, with Commissioners and staff 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 Commissioner Cabot.

ROLL CALL

Commissioners Present: Cheryl Anne Cabot, Catherine Cordero, Theresa Huerta, and Ting Xie

Commissioners Absent: None

ANNOUNCEMENTS

Supervisor Alatorre provided information for the public on how to submit comments, and how to request meeting agendas. If you wish to address the Community Services Commission, email all public comments to CSCommission@sgch.org.

1. APPROVAL OF AGENDA ORDER

The Agenda Order was approved by the Commission.

2. PUBLIC COMMENT

Public Comment: None

3. ACTION ITEMS

A. APPROVAL MINUTES

A motion was made by Commissioner Cabot, seconded by Commissioner Cordero to approve the minutes of the Community Services Commission Meeting for November 7, 2022.

Motion approved as presented by a vote of 4-0-0 as follows:

AYES: CABOT, CORDERO, HUERTA, XIE
NOES: NONE
ABSTAIN: NONE

4. DISCUSSION ITEMS

A. MONTHLY DEPARTMENT REPORT

This presentation was provided by Supervisor Alatorre.

The Commission had questions about the various programs the department offers. Commissioners asked for clarification on the non-profit organization, Active SGV and their "Go-Human demonstration," middle school and youth programs, older adult luncheons, and upcoming trips.

Public Comment: None

5. COMMISSIONER REPORTS

Commissioner Cabot requested information about the Community Services Commission interviews.

Commissioner Cordero participated in the Turkey Trot and said the event had a large turnout.

Vice Chair Xie attended a legislation update on November 13, hosted by Senator Susan Rubio in Rosemead. On November 17, she attended the Boys and Girls Club of West San Gabriel Valley Music Awards Gala in Los Angeles and highlighted their music program. On November 18, she met with Community Services Manager, Matthew Morales-Stevens and Public Information Officer, Clara Tsang to go over social media and translation programs. She attended the Turkey Trot and the Arcadia Public Library Chinese Book Sale. On December 3, she attended the "Leading By Example Speaker Series" hosted by the LA County Asian American Employee Association. Vice Chair Xie hosted the "San Gabriel for Change Community Clean-up" event at Vincent Lugo Park on December 4.

Chair Huerta met with Harold Christian Service Center’s CEO and COO and took a tour at their facility in El Monte. She also met with the LA County Mental Health Department in collaboration with the Archdiocese of LA and Mission San Gabriel to discuss the “Care of the Whole Person” to discuss mental health. She attended the Turkey Trot and thanked the Community Services for their hard work.

Public Comment: None

6. STAFF COMMENTS

A. DATES TO REMEMBER

Supervisor Alatorre presented the item.

Public Comment: None

B. GENERAL STAFF COMMENTS

Supervisor Alatorre presented the item.

Public Comment: None

7. ADJOURNMENT

Chair Huerta adjourned the meeting at 7:07 p.m.

Next regular meeting held on Monday, February 6, 2023, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776, at 6:30 pm.

Respectfully submitted:

Danielle Adriano, Commission Clerk

Approved this 6th day of February 2023:

Theresa Huerta, Commission Chair



City of San Gabriel
MEMORANDUM

DATE: February 6, 2023
TO: Community Services Commission
FROM: Rebecca Perez, Community Services Director
BY: Christina Alatorre, Recreation Supervisor
SUBJECT: **Discussion of the 2023 Annual Workplan**

SUMMARY

This is the Annual Workplan developed by the Community Services Commission and is intended for the 2023 calendar year. The Community Services Commission approved the 2023 Workplan on December 5, 2022, which was originally carried over from the 2022 Annual Workplan. The 2022 Annual Workplan was approved by the City Council during the September 6, 2022 City Council meeting.

PURPOSE OF THE COMMISSION

The purpose of the Community Services Commission is to creatively and inclusively explore ways in which the Community Services Department can enrich quality of life for residents of the City of San Gabriel by providing equitable access to dynamic programs, services and spaces that strengthen community connection and engagement.

SCOPE OF THE COMMISSION

The Community Services Commission serves as an advisory body to the Community Services Department and City Council, and functions as a liaison between residents and city government. It is the responsibility of the Community Services Commission to advocate on behalf of the San Gabriel community and to ensure that the Community Services Department's programs, services, spaces and events advance the Commission's purpose.

Purpose of the Annual Workplan

The Annual Workplan is intended to guide the work of the Community Services Commission and outline the areas of focus for 2023. It includes proposed programs and projects that will be implemented and completed throughout the year.

APPROVED ANNUAL WORKPLAN 2023

The 2023 Workplan sets forth five priority areas as identified in the Community Services Strategic Plan for the Community Services Department. The following list of ideas, programs and activities are not intended to be exhaustive or to limit the action items the Commission can explore.

1. Create New Innovative Programs and Services to Engage the Entire Community
 - a. Develop and implement pop-up events or host an information booth at events publicizing all transportation services offered in the City
 - b. Collaborate with businesses/organizations in order to offer additional social services to older adults
 - i. For example: Collaborating with businesses offering tracking devices/systems for older adults with memory related health issues
 - c. Develop an internship program for youth to assist with translation services
2. Connect the Entire Community to Enhance Quality of Life
 - a. Continue to support health services by partnering with health service providers
 - i. Examples include: Herald Christian and USC School of Pharmacy
 - b. Develop and implement a Community Services Department Day advertising all programs, events and services offered by the Community Services Department
 - c. Connect all geographic areas of the City
 - i. Examples include: Hosting events and programs in the South San Gabriel area and various other neighborhoods
3. Embrace and Celebrate Community Diversity
 - a. Propose a Moon Festival to be held in the Mission District; due to the potential budget impact of this event, the proposal would need to be brought forward to the City Council for implementation
 - b. Partner and collaborate with various cultural and interfaith organizations to assist in the development and implementation of events and services
 - i. Examples include: Partnering with the HEAR Commission, Native American Community and interfaith groups
4. Plan and Create New and Enhanced Open Spaces, Parks and Community Facilities
 - a. Enhance current park spaces

- i. Examples include: Enhancement of Smith Park and updating Community Services facilities
 - b. Seek additional park spaces and amenities
 - i. Examples include: Dog area and rubberized running trail
5. Develop Innovative Resources and Tools to Achieve our Mission
 - a. Collect survey data with targeted questions to improve, enhance and seek additional services as needed
 - b. Identify community leaders and organizations to offer additional resources
 - c. Utilize social platforms to reach various audiences
 - i. For example: Utilizing WeChat social media
 - d. Cross promote programs through various City Departments
 - i. For example: utilize Police Department's Neighborhood Watch to disseminate information

FISCAL IMPACT

Should the following items be included in the Annual Workplan, staff and the Commission recognize that there may be fiscal impacts:

- Develop and implement a Community Services Department Day advertising all programs, events and services offered by the Community Services Department
- Propose a Moon Festival to be held in the Mission District
- Enhance current park spaces
- Seek additional park spaces and amenities

Once staff and the Commission determine the associated cost for these items, should they not fall within the existing department budget, staff will present the items to the City Council at a later date for possible budgetary allocation, review and approval.



City of San Gabriel
MEMORANDUM

DATE: February 6, 2023
TO: Community Services Commission
FROM: Community Services Department Staff
BY: Christina Alatorre, Recreation Supervisor
SUBJECT: **Monthly Department Report**

Youth Programs

After School Program – The After School Program at Coolidge, McKinley, Roosevelt, Washington, and Wilson Elementary Schools are underway for the spring semester. All program sites have full registration. Each site is celebrating Black History month with variety of planned activities.

All City Pentathlon – Practices for the All-City Pentathlon are underway at Coolidge, McKinley, Roosevelt, Washington, and Wilson Elementary Schools. The All-City Pentathlon is scheduled for Saturday, March 25 at Jefferson Middle School. Registration is taking place at all five school sites.

Older Adults

Congregate Meal Program – In partnership with the YWCA, the congregare meal program has been expanded to offer an additional meal on Fridays beginning February 10. This will be in addition to hot meals offered on Mondays, Wednesdays, and Thursdays. Over 56 participants attend the program. Participants must register on the day-of at the Adult Center to receive a meal.

Movie Days – On Monday, February 13 at 12:30pm the Adult Center will feature Something’s Gotta Give, in celebration of Valentine’s Day.

Special Luncheon – On Monday, February 13 the Adult Center will host a Valentine’s Day themed luncheon. Registration is available the day-of at the Adult Center.

SAN GABRIEL COMMUNITY SERVICES COMMISSION
February 2023

DATES TO REMEMBER:

Tuesday, February 7 City Council Meeting
6:30 pm

Tuesday, February 21 City Council Meeting
6:30 pm