

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

Monday, March 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, March 6, 2023

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Commissioner Cabot
- **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, February 6, 2023.

Recommended Action: Approval.

4. DISCUSSION ITEMS

A. INTRODUCTION OF MEYLING SUY

Staff will introduce Meyling Suy, Administrative Assistant II.

Recommended Action:

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

B. DISCUSSION OF 2023 ANNUAL WORKPLAN

Commission members to continue 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, April 3, 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 FEBRUARY 6, 2023
REGULAR MEETING OF THE SAN GABRIEL COMMUNITY SERVICES COMMISSION

CALL TO ORDER

Chair Huerta called the regular meeting of the Community Services Commission to order at 6:37 P.M. on Monday, February 6, 2023, 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, Theresa Huerta, and Ting Xie

Commissioners Absent: Catherine Cordero and Susan Sanchez

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 CSCcommission@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 Vice-Chair Xie to approve the minutes of the Community Services Commission Meeting for December 5, 2022.

Motion approved as presented by a vote of 3-0-0-2 as follows:

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

4. DISCUSSION ITEMS

A. COMMISSION REORGANIZATION

Supervisor Alatorre presented the item.

A motion was made by Chair Huerta, seconded by Commissioner Cabot to postpone the commission reorganization to May.

Motion approved as presented by a vote of 3-0-0-2 as follows:

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

Public Comment: None

B. DISCUSSION OF 2023 ANNUAL WORKPLAN

Supervisor Alatorre presented the item.

The Commission asked if the items will be approved by City Council. They would like to help improve the Lunar New Year Festival; they believe there is room for improvement. The Commission wants to find ways to improve communication with community members and businesses for the next event.

Public Comment: None

C. MONTHLY DEPARTMENT REPORT

Supervisor Alatorre provided the report.

Public Comment: None

5. COMMISSIONER REPORTS

Commissioner Cabot attended Lunar New Year. She enjoyed Mayor Ding's tour of the historic district. She also attended the Kiwanis Club meeting regarding restoration of the mission.

Vice Chair Xie attended the Holiday Tree Lighting, Assemblymember Mike Fong's toy drive at the Grapevine and assisted a food vendor at the Lunar New Year Festival.

Chair Huerta commended the city for hosting the Lunar New Year Festival. She heard it was great from people who attended. She shared that the Mission will make an announcement for the grand reopening.

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 7:04 p.m.

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

Respectfully submitted:

Adrienne Franquez, Commission Clerk

Approved this 6th day of March 2023:

Theresa Huerta, Commission Chair



City of San Gabriel
MEMORANDUM

DATE: March 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.

Event Calendar 2023				
February	Date	Event	Location	
Saturday	2/4/2023	Lunar New Year	Mission District	
March				
Saturday	3/18/2023	All City Pentathlon	Jefferson Middle School	
April				
Saturday	4/8/2023	"Egg" Straordinary Spring Celebration	Smith Park	
May				
Friday	5/3/2023	Cinco De Mayo		
Saturday	5/20/2023	Play Day		
Thursday	TBD	Drill Team Competition		
June				
Thursday	6/22/2023	Surf's Up	Mission District	
Thursday	June-August*	Concerts and Movies	Vincent Lugo Park	
	Summer in SG Event Schedule			
	Event Type	Day	Date	Time
	Surf's Up- Summer Kick-off	Thursday	6/22/23	6pm-9:30pm
	MP Concert	Thursday	6/29/23	7pm
	Kids' Day and 4th of July Parade	Thursday	7/4/23	9am-1pm
	CS Concert and Movie	Thursday	7/13/23	7pm and 8:30pm
	MP Concert	Thursday	7/20/23	7pm
	CS Concert and Movie	Thursday	7/27/23	7pm and 8:30pm
	Natonal Night Out	Thursday	8/2/23	6pm-9pm
	CS Concert and Movie	Thursday	8/10/23	7pm and 8:30pm
July				
Tuesday	7/4/2023	July 4th Parade and Kids Day	Mission District/ Smith Park	

August				
Tuesday	8/1/2023	National Night Out	Mission District	
Saturday	8/19/2023	Walk to LA	SG Mission Parking Lot	
October				
Friday	10/6/2023	Dumplings and Beer	Mission District	
Friday	10/27/2023	Fall Fun Festival	Mission District	
November				
Thursday	11/2/2023	Dia De Los Muertos	Mission Playhouse	
Thursday	11/9/2023	Veteran's Day Luncheon	MP Lobby	
Saturday	11/18/2023	Turkey Trot	Vincent Lugo Park	
December				
Tuesday	12/5/2023	Holiday Tree Lighting	Plaza Park	
	TBD	Holiday Basket Program	Grapevine Arbor	



City of San Gabriel
MEMORANDUM

DATE: March 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 celebrating Women’s History Month. Each site is offering weekly themed activities and crafts, such as self-portraits based on Frida Kahlo and activities based on Amelia Earnhardt.

All City Pentathlon – Practices for the All-City Pentathlon are underway at Coolidge, McKinley, Roosevelt, Washington, and Wilson Elementary Schools. The registration deadline is March 10. The All-City Pentathlon is scheduled for Saturday, March 25 at Jefferson Middle School.

Older Adults

Movie Days – On Monday, March 13 at 12:30pm the Adult Center will feature Lady and the Tramp (1955).

Special Senior Luncheon – On Wednesday, March 15 the Adult Center will host a St. Patrick’s Day themed luncheon. Registration is available on site prior to the event date or by calling the Community Services Office at 626-308-2875.

Table Tennis – Due to an increase in attendance Table Tennis is now offered on Mondays, Tuesdays and Thursdays from 8am-11am and Fridays from 1:30pm-5:30pm at the Community Recreation Center. There are now two tables for players to enjoy.

Special Events

78th Annual Spring Celebration – The 78th Annual Spring Celebration will take place on Saturday, April 8 from 7:00am to 11:00am. In partnership with the Kiwanis Club of San Gabriel, the event will feature a pancake breakfast, egg hunt, pancake races, coloring contest, bubble

fun zone and photos with Mr. Bunny.

SAN GABRIEL COMMUNITY SERVICES COMMISSION
March 2023

DATES TO REMEMBER:

Tuesday, March 7 City Council Meeting
6:30 pm

Tuesday, March 21 City Council Meeting
6:30 pm

Tuesday, March 28 HEAR Commission
6:30 pm