

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

**Monday, April 3, 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

Vacant  
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](mailto: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, April 3, 2023

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

Recommended Action: Approval.

## 4. DISCUSSION ITEMS

### A. 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.

### B. 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, May 1, 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](http://www.sangabrielcity.com).

**Materials Available for Inspection.** You may view agenda items online at [www.sangabrielcity.com/agendacenter](http://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](mailto: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](mailto: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](mailto:cityclerk@sgch.org) at least 48 hours before the meeting, if possible.*



**MINUTES OF MARCH 6, 2023  
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 6:32 P.M. on Monday, March 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, Catherine Cordero, Theresa Huerta, and Ting Xie

**Commissioners Absent:** 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 [CSCommission@sgch.org](mailto: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 February 6, 2022.

*Motion approved as presented by a vote of 4-0-0-1 as follows:*

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

## **4. DISCUSSION ITEMS**

### **A. INTRODUCTION OF MEYLING SUY**

Director Perez made the introduction.

Commissioners welcomed new Administrative Assistant II, Meyling Suy.

Public Comment: None

### **B. DISCUSSION OF 2023 ANNUAL WORKPLAN**

Supervisor Alatorre presented the item.

The Commission discussed hosting pop up events and informational booths at Community Services Department events. They would like to conduct surveys and attend some of the events. The Commission wants to partner with organizations like Herald Christian Center. The Commission shared that Mayor Ding has a contact from Temple City that can provide information for Moon Festival planning.

The Commission requested to see results from HEAR Commission Engagement Survey.

Commissioners provided an update regarding discretionary funding for Smith Park Pool.

Public Comment: None

### **C. MONTHLY DEPARTMENT REPORT**

Supervisor Alatorre provided the report.

Public Comment: None

## **5. COMMISSIONER REPORTS**

Commissioner Cabot attended the Kiwanis Key Club meet and greet at El Pavo Bakery.

Vice Chair Xie attended the Rosemead Chamber of Commerce Lunar New Year Celebration. She also hosted a community clean up in South San Gabriel. She thanked her team and Manager Morales-Stevens for equipment and support.

Chair Huerta thanked Vice Chair Xie hosting the clean-up, she would like to participate. She announced that on March 25, Mission San Gabriel with Archdiocese of Los Angeles will host a Eucharistic Procession. Chair Huerta shared that on March 15, Mission San Gabriel together with One LA will host a mental health house meeting.

## **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 7:14 p.m.

Next regular meeting held on Monday, April 3, 2023, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776, at 6:30 pm.

Respectfully submitted:

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Adrienne Franquez, Commission Clerk

Approved this 3<sup>rd</sup> day of April 2023:

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Theresa Huerta, Commission Chair





City of San Gabriel  
**MEMORANDUM**

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DATE: April 3, 2023  
TO: Community Services Commission  
FROM: Rebecca Perez, Community Services Director  
BY: Christina Alatorre, Recreation Supervisor  
SUBJECT: **Discussion of the 2023 Annual Workplan**

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**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.

<b>Event Calendar 2023</b>				
<b>February</b>	<b>Date</b>	<b>Event</b>	<b>Location</b>	
Saturday	2/4/2023	Lunar New Year	Mission District	
<b>March</b>				
Saturday	3/18/2023	All City Pentathlon	Jefferson Middle School	
<b>April</b>				
Saturday	4/25/2023	"Egg" Straordinary Spring Celebration	Smith Park	
<b>May</b>				
Wednesday	5/3/2023	Cinco De Mayo		
Saturday	5/20/2023	Play Day		
Thursday	TBD	Drill Team Competition		
<b>June</b>				
Thursday	6/22/2023	Surf's Up	Mission District	
Thursday	June-August*	Concerts and Movies	Vincent Lugo Park	
	<b>Summer in SG Event Schedule</b>			
	<b>Event Type</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
	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
<b>July</b>				
Tuesday	7/4/2023	July 4th Parade and Kids Day	Mission District/ Smith Park	

<b>August</b>				
Tuesday	8/1/2023	National Night Out	Mission District	
Saturday	8/19/2023	Walk to LA	SG Mission Parking Lot	
<b>October</b>				
Friday	10/6/2023	Dumplings and Beer	Mission District	
Friday	10/27/2023	Fall Fun Festival	Mission District	
<b>November</b>				
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	
<b>December</b>				
Tuesday	12/5/2023	Holiday Tree Lighting	Plaza Park	
	TBD	Holiday Basket Program	Grapevine Arbor	



# City of San Gabriel

## MEMORANDUM

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DATE: April 3, 2023

TO: Community Services Commission

FROM: Community Services Department Staff

BY: Christina Alatorre, Recreation Supervisor

SUBJECT: **Community Services Commission Survey Questions**

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### **Work Plan Survey Options**

As a part of the Community Services Commission 2023 Annual Work Plan it was recommended that the Commission survey residents at various departmental events to gain analytical data and better inform the community about services, activities and events the Community Services Department offers. Below are a list proposed questions and the current survey evaluating the communication efforts for the commission to consider.

### **Community Services Commission Questions**

1. How Familiar are you with the Community Services Department?
2. How often do you visit city parks or facilities?
3. Do you participate in any Community Services programs, activities, or events?
4. Are you aware of the free youth programs offered by the city?
5. Are you aware of the transportation resources offered by the city?
6. Are you aware of the senior programs offered by the city?
7. Are there any programs you would like to see available?

### **City of San Gabriel: Communications Survey**

[City of San Gabriel: Communications Survey \(google.com\)](https://www.google.com)

1. How do you usually get information or news?
2. What is the best way to reach you with information about events, activities and news in San Gabriel? (Check all that apply)
  - a. Twitter
  - b. City website
  - c. YouTube
  - d. Emails (e.g. e-newsletters, e-digests)
  - e. Facebook
  - f. Magazine/Newspaper

- g. Instagram
  - h. WeChat
  - i. Other:
3. What kind of news are you interested in receiving? (Please rank 1-6 from most interested to least interested)
- a. Activities and recreation classes
  - b. Events
  - c. Public safety & community engagement
  - d. Policies & city council news
  - e. Construction projects & roadwork
  - f. New businesses and developments
4. What is your age range?
- a. 17 or younger
  - b. 18 to 24
  - c. 25 to 34
  - d. 35 to 44
  - e. 45 to 54
  - f. 55 to 64
  - g. 65 or over
5. What languages do you want to receive news/information in?
- a. Español
  - b. Chinese 中文
  - c. Vietnamese
  - d. English
  - e. Other:



City of San Gabriel  
**MEMORANDUM**

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DATE: April 3, 2023  
TO: Community Services Commission  
FROM: Community Services Department Staff  
BY: Christina Alatorre, Recreation Supervisor  
SUBJECT: **Monthly Department Report**

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**Youth Programs**

**All City Pentathlon** – The All-City Pentathlon took place on Saturday, March 25 at Jefferson Middle School. Approximately 70 San Gabriel Unified School District students from Coolidge, McKinley, Roosevelt, Washington and Wilson Elementary Schools, and Jefferson Middle School took place in the track and field events. The events included a 50 and 200 meter dash, standing and running long jump, and a softball toss. Over 200 spectators attended this event to cheer on student athletes. Community Services staff did a great job in preparing the student athletes for competition.

**Older Adults**

**Social Bingo** – Social Bingo will take place Thursday, April 20 at the Adult Recreation Center. Registration is recommended by calling the Community Services Department and walk-ins are welcome.

**Special Senior Luncheon** – On Wednesday, March 15 the Adult Recreation Center hosted a St. Patrick’s Day themed luncheon with over 75 participants in attendance. On Wednesday, April 19 the Adult Recreation Center will host a Spring Celebration themed luncheon, along with raffle prizes. Registration is available by calling the Community Services Office.

**Special Events**

**78<sup>th</sup> Annual Spring Celebration** – The 78<sup>th</sup> 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**

**April 2023**

**DATES TO REMEMBER:**

Tuesday, April 4                      City Council Meeting  
6:30 pm

Saturday, April 8                      Pancake Breakfast & Egg Hunt  
7:00am

Tuesday, April 18                      City Council Meeting  
6:30 pm

Tuesday, April 25                      HEAR Commission  
6:30 pm