

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

Monday, October 3, 2022 - 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 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

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

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

COMMUNITY SERVICES COMMISSION AGENDA

Monday, October 3, 2022

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Vice Chair Xie
- **ROLL CALL:** Commissioner Cabot, Commissioner Cordero, 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 Special Meeting of August 15, 2022.

Recommended Action: Approval.

4. DISCUSSION ITEMS

A. DISCUSSION OF 2022 ANNUAL WORKPLAN ACTION PLAN

Commission members to begin working on the approved 2022 Annual Workplan Action Plan. Staff will present the results of the community engagement survey completed by the HEAR Commission.

Recommended Action:

Staff recommends that the Commission review the action plan and begin working on their respective areas of responsibility.

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, November 7, 2022, 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 SEPTEMBER 15, 2022
SPECIAL MEETING OF THE SAN GABRIEL COMMUNITY SERVICES COMMISSION

CALL TO ORDER

Vice Chair Huerta called the special meeting of the Community Services Commission to order at 6:39 P.M. on Thursday, September 15, 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

Manager Morales-Stevens 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 – 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 August 1, 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. EMPLOYEE INTRODUCTION

Manager Morales-Stevens introduced Amy Cortez, Recreation Supervisor.

Public Comment: None

B. COMMISSION REORGANIZATION

Manager Morales-Stevens presented the item.

Commissioner Cabot nominated Vice-Chair Huerta for Chair.
Theresa Huerta was selected Chair by acclamation.

Commissioner Cordero nominated Commissioner Xie for Vice Chair.
Ting Xie was selected Vice Chair by acclamation.

Public Comment: None

C. DISCUSSION OF APPROVED 2022 ANNUAL WORKPLAN

Manager Morales-Stevens presented this item.

The Commission decided that each commissioner will oversee an item and work together on workplan items 1A and 1B. They are interested in collaborating with HEAR Commission for events. The Commission requested Ride SG information and data on classes, events, registrants, and resident/non-resident participation.

Public Comment: None

D. MONTHLY DEPARTMENT REPORT

Manager Morales-Stevens provided the report.

The Commission inquired about the after-school program offered at the elementary schools.

Public Comment: None

5. COMMISSIONER REPORTS

Commissioner Cabot attended a gathering where she had the opportunity to speak with Jennifer Tang, district representative for Assemblyman Fong. She received information regarding opportunities for discretionary funding for the Smith Park pool.

Commissioner Cordero attended National Night Out. She enjoyed the event and said it was very informative.

Vice Chair Xie also attended National Night Out.

Public Comment: None

6. STAFF COMMENTS

A. DATES TO REMEMBER

Manager Morales-Stevens presented the item.

Public Comment: None

B. GENERAL STAFF COMMENTS

Manager Morales-Stevens shared information regarding the Mental Wellness Expo, the Adult Center's Grand Re-opening, and the backpack giveaway.

Public Comment: None

7. ADJOURNMENT

Chair Huerta adjourned the meeting at 7:47 p.m.

Next regular meeting held on Monday, October 3, 2022, 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 3rd day of October 2022:

Theresa Huerta, Commission Chair



City of San Gabriel
MEMORANDUM

DATE: October 3 , 2022
TO: Community Services Commission
FROM: Rebecca Perez, Community Services Director
BY: Christina Alatorre, Recreation Supervisor
SUBJECT: **Community Services Commission Action Plan 2022**

SUMMARY

Below is the 2022 Workplan Action Plan for the Community Services Commission to review and discuss. This will continue to help guide the commission as they work to complete the tasks on the Annual Workplan.

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.

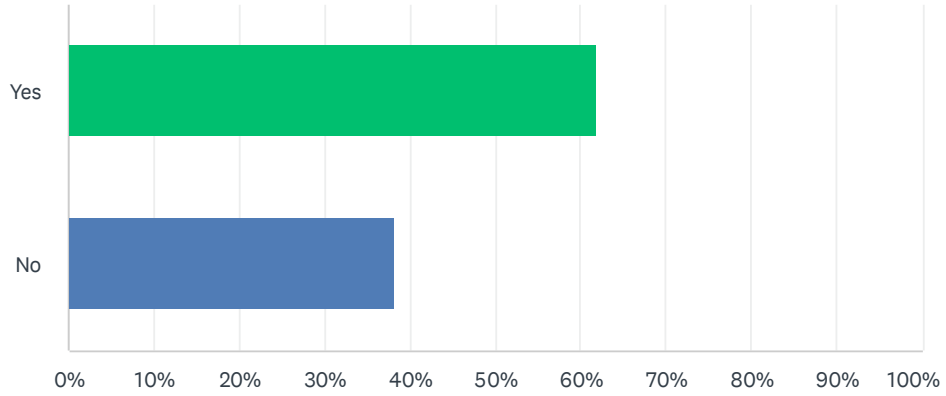
TASKS	COMMISSIONER(S)
1. <u>Create New Innovative Programs and Services to Engage the Entire Community</u> a) Develop and implement pop-up events or host an information booth at events publicizing all transportation services offered in the City	<ul style="list-style-type: none">• All Commissioners for items 1a and 1b• Vice Chair Xie will lead 1c

<ul style="list-style-type: none"> b) Collaborate with businesses/organizations in order to offer additional social services to older adults <ul style="list-style-type: none"> 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 	
<p>2. <u>Connect the Entire Community to Enhance Quality of Life</u></p> <ul style="list-style-type: none"> a) Continue to support health services by partnering with health service providers <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i) Examples include: Hosting events and programs in the South San Gabriel area and various other neighborhoods 	<ul style="list-style-type: none"> • Lead: Chair Huerta
<p>3. <u>Embrace and Celebrate Community Diversity</u></p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i) Examples include: Partnering with the HEAR Commission, Native American Community and interfaith groups 	<ul style="list-style-type: none"> • Lead: Commissioner Cabot • Vice Chair Xie to assist with item 3a
<p>4. <u>Plan and Create New and Enhanced Open Spaces, Parks and Community Facilities</u></p> <ul style="list-style-type: none"> a) Enhance current park spaces <ul style="list-style-type: none"> i) Examples include: Enhancement of Smith Park and updating Community Services facilities b) Seek additional park spaces and amenities 	<ul style="list-style-type: none"> • Lead: Commissioner Cordero

<p>i) Examples include: Dog area and rubberized running trail</p>	
<p>5. <u>Develop Innovative Resources and Tools to Achieve our Mission</u></p> <p>a) Collect survey data with targeted questions to improve, enhance and seek additional services as needed</p> <p>b) Identify community leaders and organizations to offer additional resources</p> <p>c) Utilize social platforms to reach various audiences</p> <p>i) For example: Utilizing WeChat social media</p>	<ul style="list-style-type: none"> • Vice Chair Xie

Q1 Did you know that there is a Human Equity, Access and Relations (HEAR) Commission in the City of San Gabriel?

Answered: 105 Skipped: 0

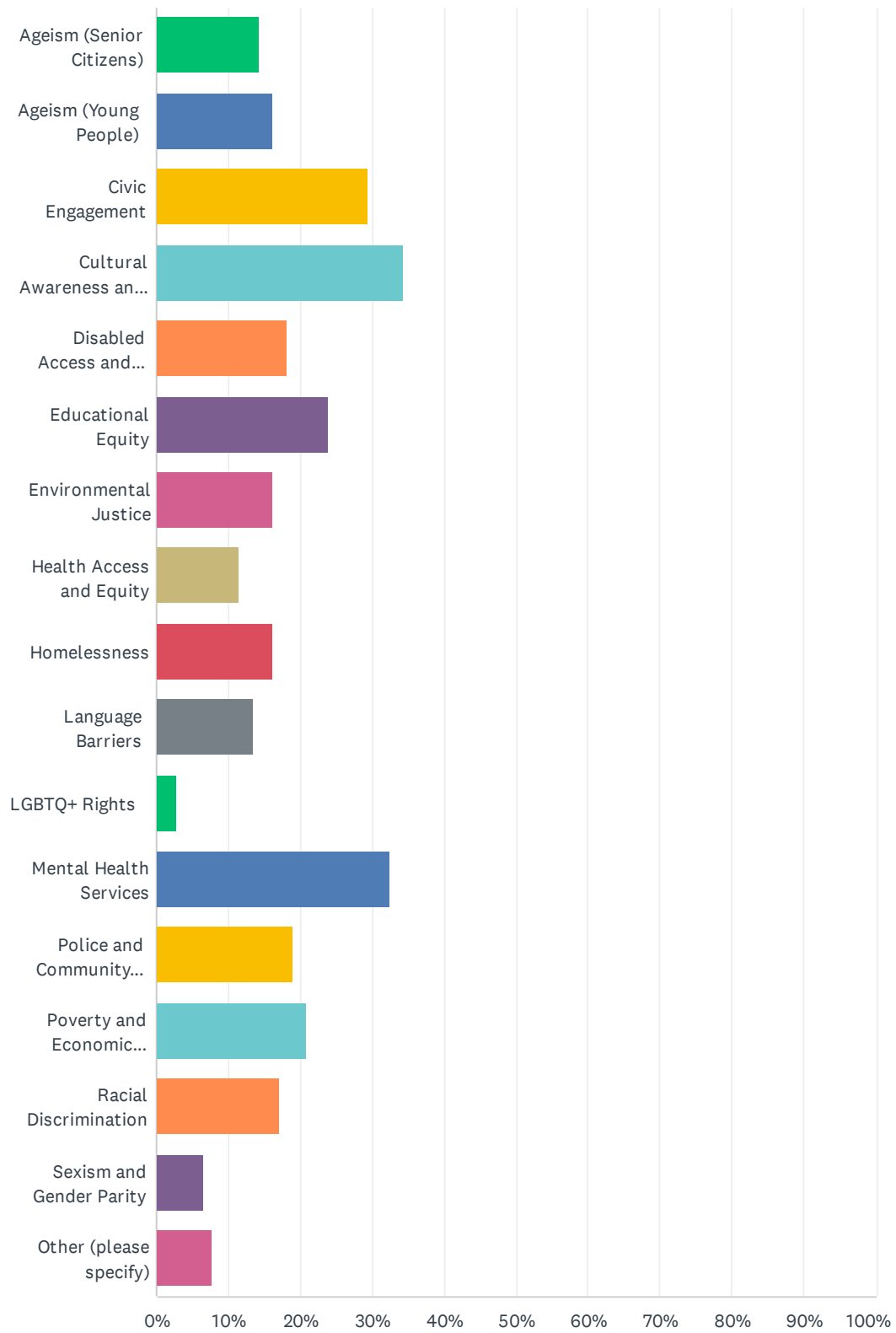


ANSWER CHOICES	RESPONSES	
Yes	61.90%	65
No	38.10%	40
TOTAL		105

Q2 What diversity, equity and inclusion areas do you think are the most important to address in the City of San Gabriel? Please choose 3 below:

Answered: 105 Skipped: 0

HEAR Commission Youth Engagement Survey

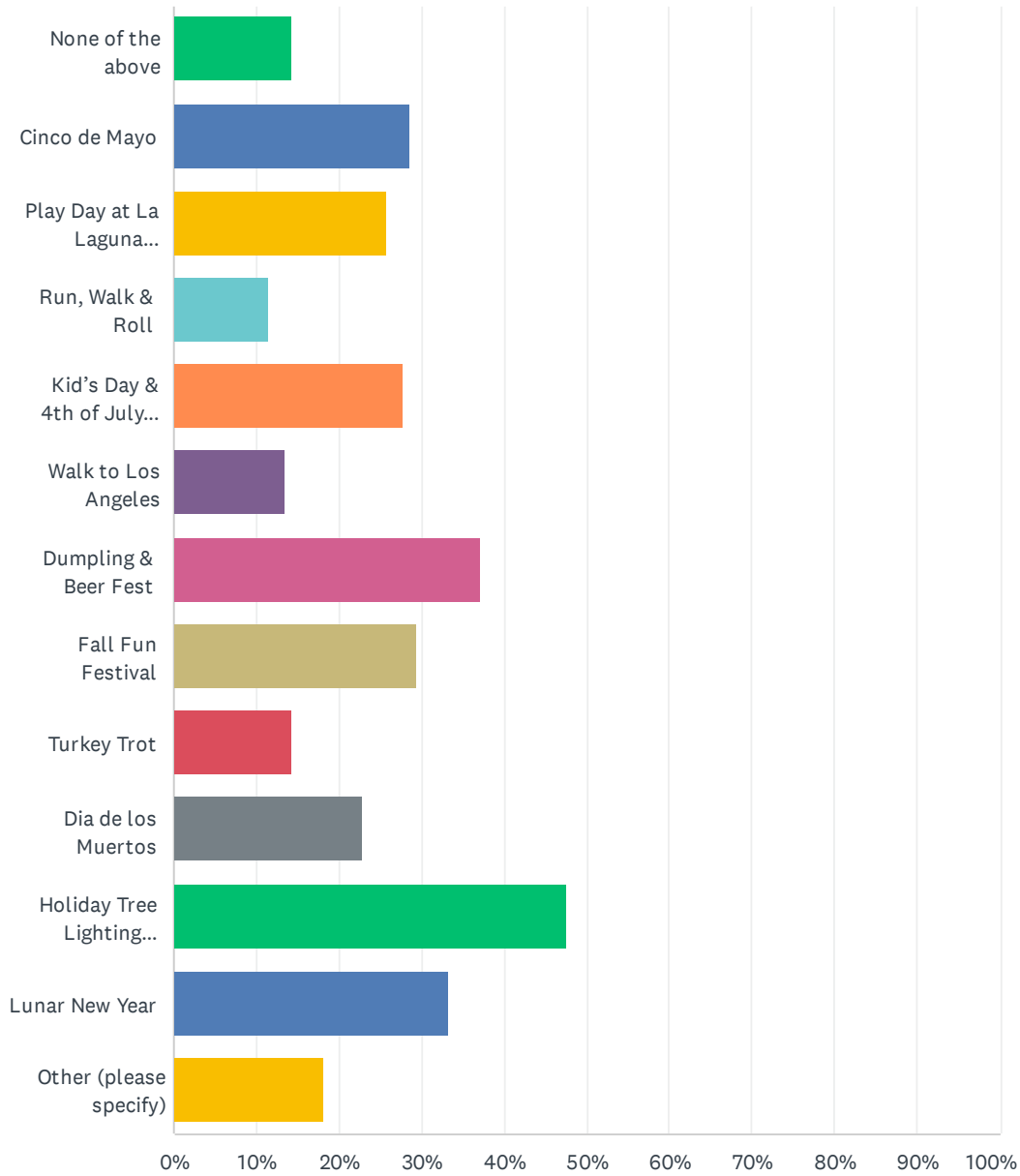


HEAR Commission Youth Engagement Survey

ANSWER CHOICES	RESPONSES	
Ageism (Senior Citizens)	14.29%	15
Ageism (Young People)	16.19%	17
Civic Engagement	29.52%	31
Cultural Awareness and Education	34.29%	36
Disabled Access and Equity	18.10%	19
Educational Equity	23.81%	25
Environmental Justice	16.19%	17
Health Access and Equity	11.43%	12
Homelessness	16.19%	17
Language Barriers	13.33%	14
LGBTQ+ Rights	2.86%	3
Mental Health Services	32.38%	34
Police and Community Relations	19.05%	20
Poverty and Economic Opportunity	20.95%	22
Racial Discrimination	17.14%	18
Sexism and Gender Parity	6.67%	7
Other (please specify)	7.62%	8
Total Respondents: 105		

Q3 Which event(s) in the City of San Gabriel have you attended in the last three years? Please check all that apply:

Answered: 105 Skipped: 0

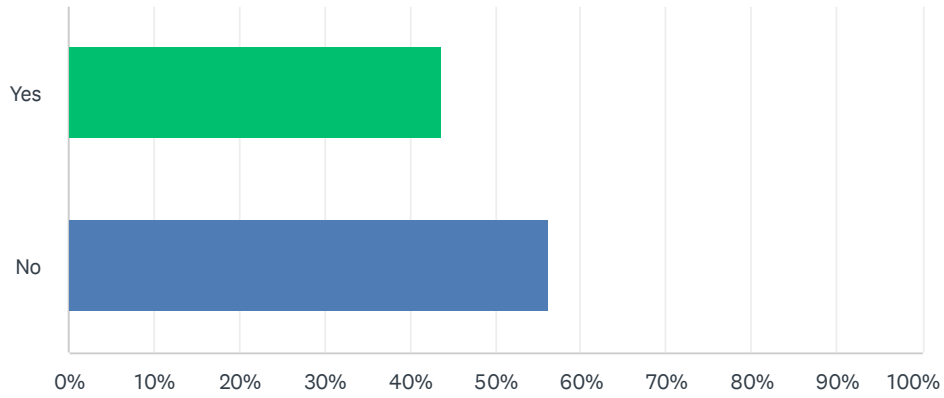


HEAR Commission Youth Engagement Survey

ANSWER CHOICES	RESPONSES	
None of the above	14.29%	15
Cinco de Mayo	28.57%	30
Play Day at La Laguna Playground	25.71%	27
Run, Walk & Roll	11.43%	12
Kid's Day & 4th of July Parade	27.62%	29
Walk to Los Angeles	13.33%	14
Dumpling & Beer Fest	37.14%	39
Fall Fun Festival	29.52%	31
Turkey Trot	14.29%	15
Dia de los Muertos	22.86%	24
Holiday Tree Lighting Ceremony	47.62%	50
Lunar New Year	33.33%	35
Other (please specify)	18.10%	19
Total Respondents: 105		

Q4 Have you attended cultural diversity, equity and inclusion events/activities in another city?

Answered: 105 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	43.81%	46
No	56.19%	59
TOTAL		105

Q5 If you answered YES to the question above, please describe the event and where it took place.

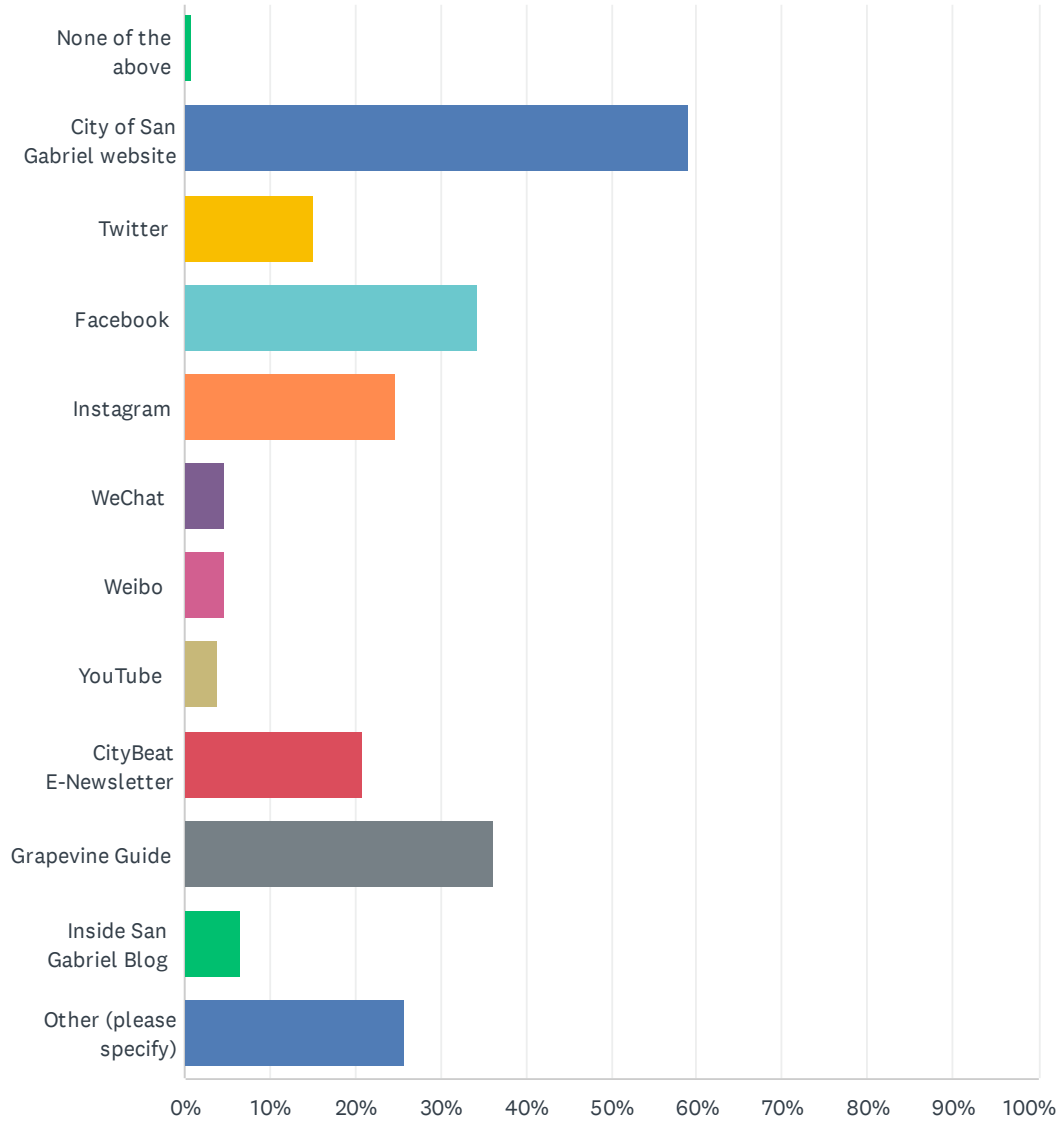
Answered: 105 Skipped: 0

Q6 What cultural diversity, equity and inclusion event/activity should be held in the City of San Gabriel in the future?

Answered: 105 Skipped: 0

Q7 How do you get information about programs or activities that are happening in the City of San Gabriel? Please check all that apply:

Answered: 105 Skipped: 0

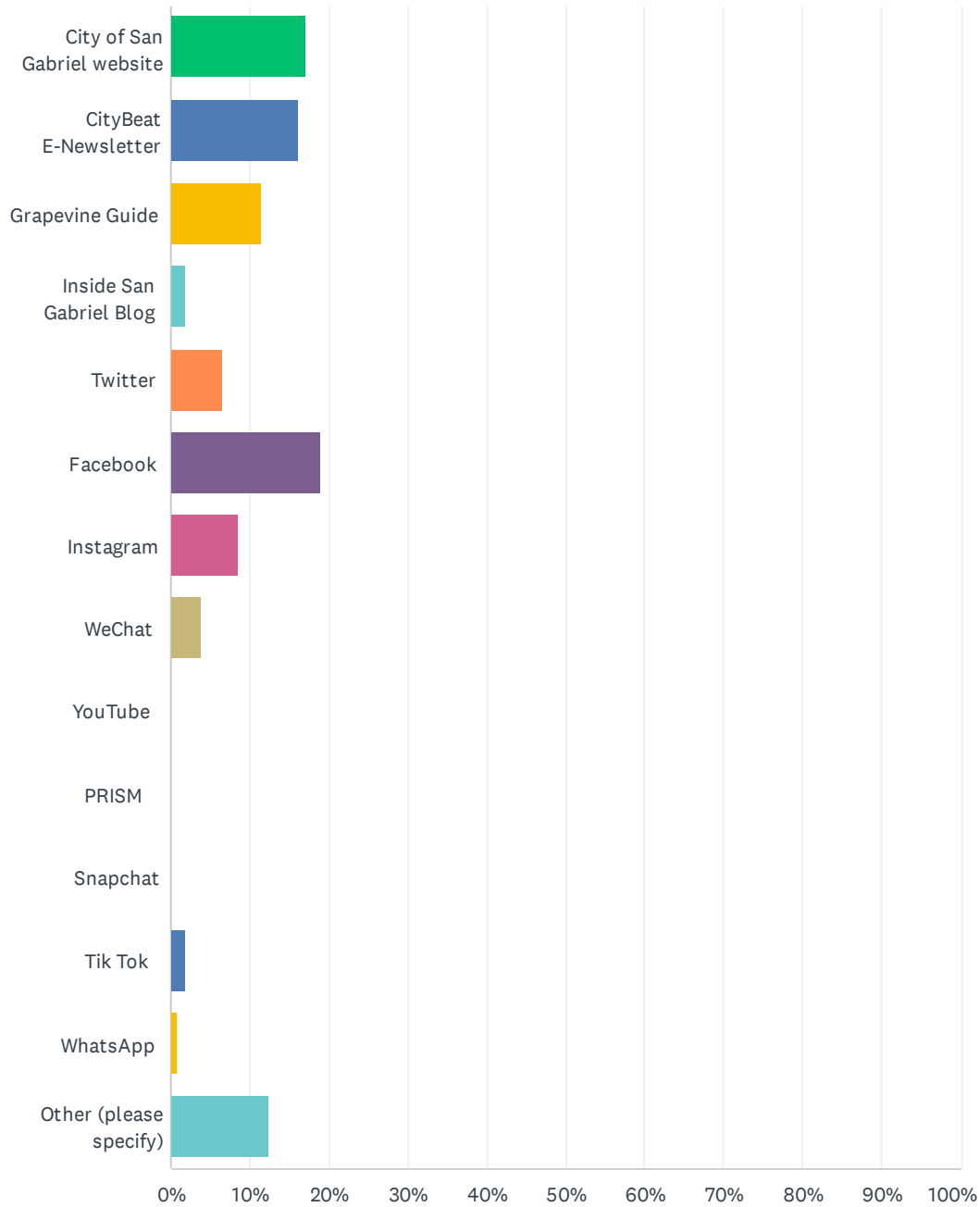


HEAR Commission Youth Engagement Survey

ANSWER CHOICES	RESPONSES	
None of the above	0.95%	1
City of San Gabriel website	59.05%	62
Twitter	15.24%	16
Facebook	34.29%	36
Instagram	24.76%	26
WeChat	4.76%	5
Weibo	4.76%	5
YouTube	3.81%	4
CityBeat E-Newsletter	20.95%	22
Grapevine Guide	36.19%	38
Inside San Gabriel Blog	6.67%	7
Other (please specify)	25.71%	27
Total Respondents: 105		

Q8 What is the best way to reach you with information about events and activities in San Gabriel?

Answered: 105 Skipped: 0



HEAR Commission Youth Engagement Survey

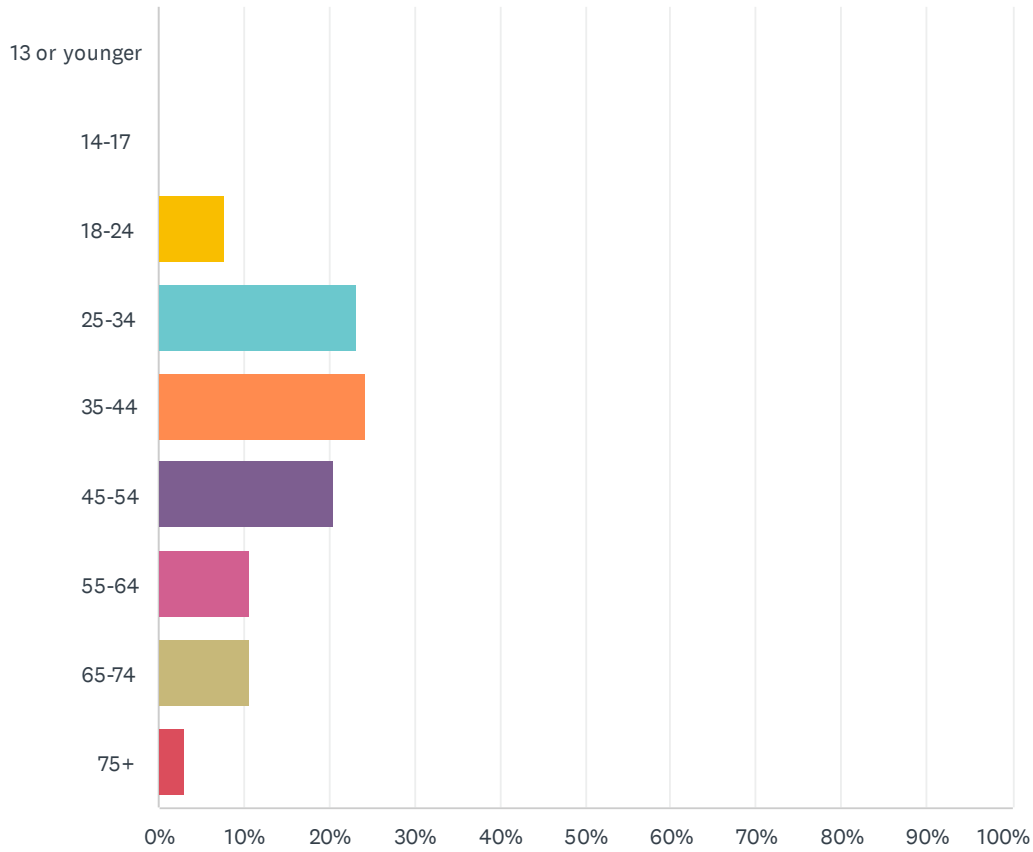
ANSWER CHOICES	RESPONSES	
City of San Gabriel website	17.14%	18
CityBeat E-Newsletter	16.19%	17
Grapevine Guide	11.43%	12
Inside San Gabriel Blog	1.90%	2
Twitter	6.67%	7
Facebook	19.05%	20
Instagram	8.57%	9
WeChat	3.81%	4
YouTube	0.00%	0
PRISM	0.00%	0
Snapchat	0.00%	0
Tik Tok	1.90%	2
WhatsApp	0.95%	1
Other (please specify)	12.38%	13
TOTAL		105

Q9 Do you have other comments or suggestions for the HEAR Commission?

Answered: 51 Skipped: 54

Q10 What is your age-range?

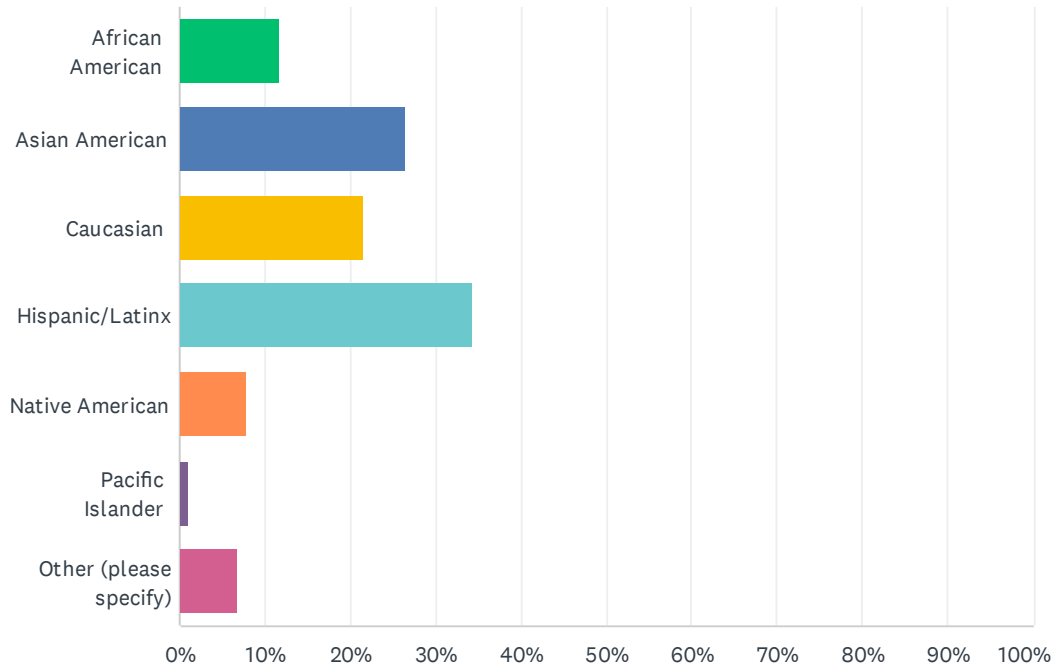
Answered: 103 Skipped: 2



ANSWER CHOICES	RESPONSES	
13 or younger	0.00%	0
14-17	0.00%	0
18-24	7.77%	8
25-34	23.30%	24
35-44	24.27%	25
45-54	20.39%	21
55-64	10.68%	11
65-74	10.68%	11
75+	2.91%	3
TOTAL		103

Q11 What is your ethnicity? Please check all that apply:

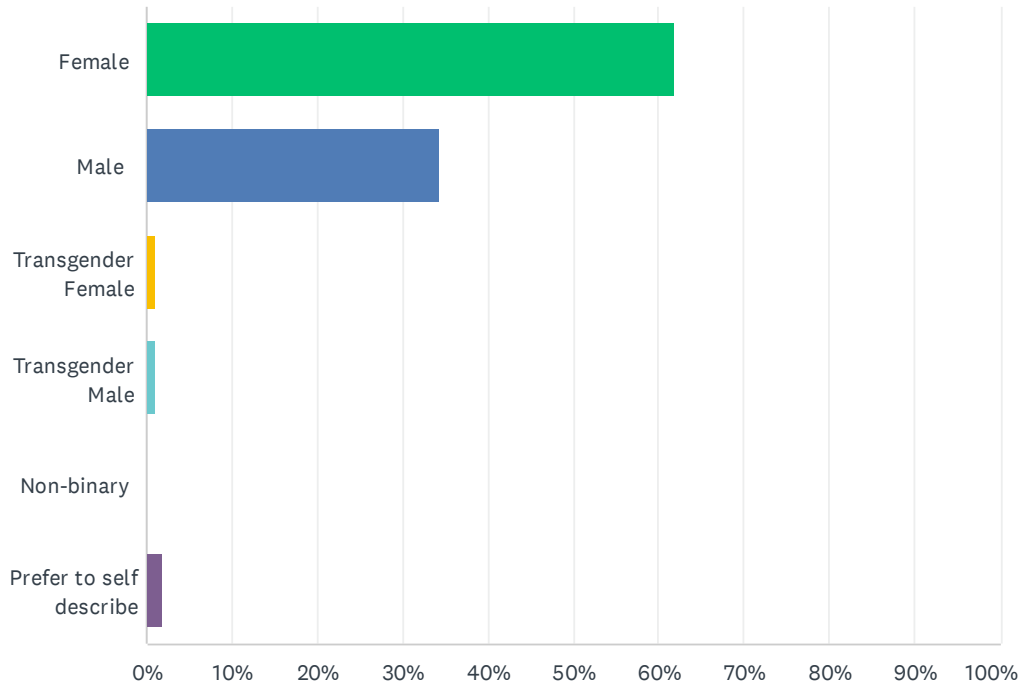
Answered: 102 Skipped: 3



ANSWER CHOICES	RESPONSES	
African American	11.76%	12
Asian American	26.47%	27
Caucasian	21.57%	22
Hispanic/Latinx	34.31%	35
Native American	7.84%	8
Pacific Islander	0.98%	1
Other (please specify)	6.86%	7
Total Respondents: 102		

Q12 What is your gender identity?

Answered: 102 Skipped: 3



ANSWER CHOICES	RESPONSES	
Female	61.76%	63
Male	34.31%	35
Transgender Female	0.98%	1
Transgender Male	0.98%	1
Non-binary	0.00%	0
Prefer to self describe	1.96%	2
TOTAL		102

Q13 Submission Deadline Extended- If you wish to be entered into a drawing for a \$50 Gift Card please leave your name and email address below. Submissions are due by August 31.

Answered: 62 Skipped: 43

ANSWER CHOICES	RESPONSES	
Name	100.00%	62
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	62
Phone Number	0.00%	0



City of San Gabriel
MEMORANDUM

DATE: October 3, 2022
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 National Hispanic Heritage Month by incorporating themed arts and crafts and activities.

Jefferson Middle School Sports – The Jefferson Middle School Volleyball and Co-Ed Flag Football Teams have kicked off their season with their first set of games for the school year. The Junior Varsity Football Team had their first game against Foothills Middle School on Tuesday, September 20. Both Junior Varsity and Varsity Girls Volleyball Team had their first games on Thursday, September 22 against Oak Avenue Middle School. The Varsity Football Team had their first game against La Canada Middle School on Thursday, September 29. All teams have displayed great effort and sportsmanship. The Recreation Leaders/Coaches have done an excellent job getting players prepared for their seasons.

Contract Classes

Contract classes began the week of September 19 for the fall session of classes. Over 340 participants have registered for classes. New classes for this season include ESL and Breakdancing.

Older Adult Programs

The grand re-opening of the City's senior programs took place on Friday, September 23. Approximately 150 people attended the event, which included resource panels for active living and essential services, an art exhibit and bingo. Senior Movies are now being offered on the second Monday of each month at the Adult Recreation Center. Technology Tutoring will begin Wednesday, October 12.

Older Adult Trips have resumed for the fall. Aquarium of the Pacific was offered on September 27 and the Temecula Winery on October 6. Whale watching at Dana Point is offered on November 15. Most trips have sold out with approximately 45 participants per trip.

SAN GABRIEL COMMUNITY SERVICES COMMISSION
October 2022

DATES TO REMEMBER:

Monday, October 3	Community Services Commission Meeting 6:30 pm
Tuesday, October 4	City Council Meeting 6:30 pm
Tuesday, October 18	City Council Meeting 6:30 pm
Friday, October 28	Fall Fun Festival Mission Playhouse Plaza 5:00-9:00 pm