

**CITY OF SAN GABRIEL**

**COMMUNITY SERVICES COMMISSION**

**MINUTES OF THE REGULAR MEETING**

**MONDAY, OCTOBER 5, 2015**

**7:00 P.M.**

- CALL TO ORDER:** Chairperson Hopkins called the regular meeting of the Community Services Commission to order at 6:58 p.m.
- COMMISSIONERS PRESENT:** Chairperson Hopkins, Vice-Chair Lubisich, Commissioner Mullen, Commissioner Chen, Commissioner Velazquez
- COMMISSIONERS ABSENT:** None
- REPRESENTATIVES PRESENT:** Councilmember Kevin Sawkins
- REPRESENTATIVES ABSENT:** San Gabriel Unified School District Representative
- STAFF PRESENT:** Community Services Director Rebecca Perez, Community Services Manager Tom Boecking, Commission Secretary Danielle Adriano
- APPROVAL OF MINUTES:** Commissioner Mullen made a motion to approve the June 1, 2015 minutes. Vice-Chair Lubisich seconded the motion. The minutes were approved.
- COMMENTS FROM THE PUBLIC:** None

**NEW BUSINESS**

- 1-A.** Welcome/Introductions
- 1-B.** Commission Reorganization- Chairperson Hopkins made a motion to appoint Senya Lubisich as the new Chairperson. Commissioner Velazquez seconded the motion. Senya Lubisich is the 2015-2016 Community Services Commission Chair. Commissioner Hopkins made a motion to appoint Virginia Mullen as the new Vice-Chair. Chairperson Lubisich seconded the motion. Virginia Mullen is the 2015-2016 Community Services Vice-Chair.
- 1-C.** 2015 Summer Review (Written Report) – Boecking announced that the department summer programs were a success. Hopkins announced that she has heard that the community enjoyed the Concerts in the Park and the Farmers’ Market.
- 1-D.** 2015-2016 School Year Program (Written Report) – Boecking announced that there have been changes in the afterschool programs. The new program consists of extended hours, homework help and arts & crafts. Lubisich asked if the department was hiring or working with outside organizations for the homework help. Boecking explained that the homework help is provided by

the recreation leaders on staff. Boecking clarified that it is not a tutoring program and that homework is always done before any recreation activities.

- 1-E.** LA County Parks Needs Assessment (Written Report) – Boecking presented the report and explained that the department has been working with the county on needs assessment and going through what each park offers and what amenities San Gabriel facilities have in hopes to gain more funding opportunities from the county. Boecking stated the department is looking forward to having a community outreach meeting to see what the community wants and needs are. Lubisich asked if the department was including demographic information in the report. Boecking stated that the department has not answered any demographic questions, purely facilities. Lubisich questioned if the department was drawing the funds for Vincent Lugo from Prop A. Director Rebecca Perez stated that the Prop A funds which were received for the Vincent Lugo picnic shelters were excess funds through the county and are still available. Perez explained the funding which will not be available will be the maintenance and servicing funds which are used for Smith Park staffing and improvements which are made to the pool. Perez announced in addition to the web portal information the department will also hold a community meetings. Each site area is able to hold a meeting for the community to learn more about the Parks Needs Assessment.
- 1-F.** Department Monthly Report (Written Report) – Boecking announced that the Fall Fun Festival and Haunted Zone will take place on Friday October 30, 2015. Boecking was excited to announce that there will be a lot of community involvement at this event. The 40<sup>th</sup> Annual Turkey Trot will be held on Saturday November 21, 2015. Hopkins asked if the department can look into the appearance of Marshall Park as there are weeds which are growing rapidly. Hopkins also recommended that the department keep the same link for the Annual Turkey Trot so it will make it easier for returning participants to register. Lubisich asked about staffing within the department and positions which are still open. Boecking reported that there are two full-time positions and one part-time custodial position currently open. Lubisich questioned staffing needs and how they have been altered on the playground sites. Boecking reported that Acting Recreation Supervisor, James Lara has taken on the bulk of the program and is doing a great job with reorganizing recreation staff as needed.
- 1-G.** 2016 Awards Program (Written Report) – Commissioner Mullen made a motion to continue the Community Services Awards Program for 2016. Lubisich seconded the motion. The 2016 Awards Program was approved.
- 1-H.** Commissioners Report – Lubisich wanted to give thanks to the department for the excitement for the new events and quick response to the schools minimum day with a great new program. Commissioner Mullen announced that the Historical Society was hoping to paint the museum in the Haye’s House but they discovered termites. Mullen reported they have been fundraising to raise money for both projects and have been very successful and would hope to make the fundraising an annual event. Velazquez has been in contact with the San Gabriel Pony League and wants the department to look into helping the Pony League make “Opening Day” more of a community event. Hopkins shared that she was able to attend the Beer & Dumpling Fest and commented on how long the wait was for food. Boecking explained that unfortunately this type of event is usually based off of statistics and since this was the first year ultimately the vendors were not prepared for such a large attendance. Boecking stated he believes next year we will have more vendors who want to take part in this event because it was so successful.
- 1-I.** Dates to Remember – The Fall Fun Festival will take place on Friday October 30. The next commission meeting will be on November 2, 2015.

**COMMENTS BY STAFF: None**

**COMMENTS BY COMMISSIONERS: None**

**Chairperson Hopkins adjourned the meeting at 7:32 p.m.  
to a regular meeting on Monday November 2 at 7:00 p.m.**

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The complete text of the Community Services Commission meeting minutes is available on tape and may be reviewed within 90 days after the meeting in the Parks and Recreation office during regular business hours.

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Senya Lubisich, Chairperson  
San Gabriel Community Services Commission

ATTEST: \_\_\_\_\_  
Danielle Adriano  
San Gabriel Community Services Commission Secretary