

**CITY OF SAN GABRIEL**  
**Community Services Commission**  
**REGULAR MEETING AGENDA**

**Monday, November 7, 2016**  
**7:00 pm**

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

Senya Lubisich  
Chair

Virginia Mullen  
Vice-Chair

Teofilo Cardenas  
Commissioner

Shanshan Chen  
Commissioner

Bronwyn Velazquez  
Commissioner



Steven A. Preston  
City Manager

Robert L. Kress  
City Attorney

Eleanor K. Andrews  
City Clerk

John Janosik, C.C.M.T.  
City Treasurer

**Materials Available for Inspection.** The Community Services Department has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. You may also 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, are available for public inspection at the meeting or in the Community Services Department, located at 250 South Mission Drive, San Gabriel, California, during regular office hours, Monday through Friday 8:00 a.m. to 5:00 p.m. except for Tuesdays until 6:30 p.m.

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**Questions About This Agenda?** Should any person have a question concerning any of the above agenda items prior to the meeting, please contact the Community Services Department in person or by telephone at (626) 308-2875 during regular office hours.

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**COMMISSION SERVICES COMMISSION AGENDA**  
**November 7, 2016**

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:**
- **ROLL CALL:** CHAIR MULLEN, VICE-CHAIR VELAZQUEZ, COMMISSIONERS CARDENAS, CHEN AND LUBISICH

**1. PRESENTATION - NONE**

**2. PUBLIC COMMENT**

Pursuant to Government Code Section 54954.3, this is the time approved for members of the public to address the Community Services Commission on items of interest that are within the subject matter jurisdiction of the Community Services Commission of the City of San Gabriel. The Commission cannot take action on such comment but may put an item on a future agenda.

If you wish to address the Community Services Commission, please complete a speaker's request card and hand it to the Commission Secretary before the start of the meeting. When speaking please state your NAME for the record.

**3. APPROVAL OF MINUTES**

**MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF  
October 3, 2016.**

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

Recommended Action: Approval

**4. NEW BUSINESS**

**A. TURKEY TROT**

**B. UPDATE ON DEPARTMENT STRATEGIC PLAN**

**C. SENIOR PROGRAMS**

**D. 2017 AWARDS PROGRAM**

**E. JOINT USE AGREEMENT UPDATE**

**5. STAFF ITEMS**

**A. MONTHLY DEPARTMENT REPORT**

**6. COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS**

Each Commissioner may address the 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.

**7. ADJOURN COUNCIL MEETING**

To a regular meeting on December 5, 2016, 2<sup>nd</sup> Floor, City Council Chamber, 425 S. Mission Drive, San Gabriel, CA.

COMMUNITY SERVICES COMMISSION  
MINUTES OF THE REGULAR COMMUNITY SERVICES COMMISSION MEETING  
MONDAY, OCTOBER 3, 2016

- CALL TO ORDER

**Chair Lubisich called the regular meeting of the Community Services Commission to order at 7:04 p.m. on Monday, October 3, 2016, 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 Chair Lubisich.**

- ATTENDANCE: CHAIR LUBISICH, VICE CHAIR MULLEN, COMMISSIONERS CARDENAS, CHEN, AND VELAZQUEZ

**Present: Chair Lubisich, Vice Chair Mullen, Commissioners Cardenas and Velazquez.**

1. PRESENTATIONS

- A. INTRODUCTION OF RECREATION COORDINATOR

**Rebecca Perez, Community Services Director, presented Veronica Luna, new Community Services Coordinator.**

2. PUBLIC COMMENT

This is the time set aside for members of the public to address the City Council on items of interest that are not on the agenda, but are within the subject matter jurisdiction of the San Gabriel City Council or items appearing on the consent calendar. The City Council values your comments; however, pursuant to the Brown Act, the City Council cannot answer any questions or take any action until such time as the matter may appear as an item on a future agenda. The Council will refer matters as appropriate to the responsible department for research, response or to provide further information.

***There were no public comments.***

3. APPROVAL OF MINUTES

All items listed under the consent calendar are considered routine and recommendations will be approved in one motion unless a member of the Community Services Commission or audience requests separate discussion.

- A. MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF APRIL 4, 2016.

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

Recommended Action: Approval

4. PUBLIC HEARING – None

5. NEW BUSINESS

A. COMMISSION REORGANIZATION

Chair Lubisich nominated Vice Chair Mullen to be new Chair of the Community Services Commission. Chair Lubisich nominated Commissioner Velazquez to be new Vice Chair of the Commission.

**Nominations were accepted. The new Commission Chair is Virginia Mullen and Bronwyn Velazquez is the new Commission Vice Chair.**

B. 2016 SUMMER REVIEW

**Tom Boecking, Community Services Manager, presented the 2016 Summer Review Report and addressed questions from Commissioner Lubisich and Chair Mullen.**

C. 2016-2017 SCHOOL YEAR PROGRAM

**Tom Boecking gave the 2016-2017 School Year Program Report and responded to Commissioner Lubisich's comments.**

D. PARKS UPDATE

**The Parks Update Report was presented by Tom Boecking. Rebecca Perez stepped in to answer Commissioner Lubisich's questions.**

6. STAFF ITEMS

A. MONTHLY DEPARTMENT REPORT

**The Monthly Department Report was given by Tom Boecking.**

7. COMMISSION COMMENTS AND CONFERENCE/MEETING REPORTS

**Commissioners addressed the Commission and the public on matters of general information and/or concern, including reports on meetings each had attended.**

8. ADJOURN COMMUNITY SERVICES COMMISSION MEETING

**Chair Mullen adjourned the meeting at 7:41pm, to a regular meeting at 7pm on Monday, November 7, 2016 in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.**

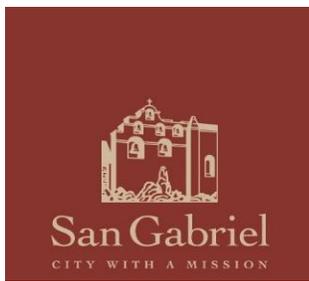
CITY OF SAN GABRIEL

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Raiza Ibanez, Administrative Assistant II

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Virginia Mullen, Commission Chair



City of San Gabriel  
**MEMORANDUM**

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DATE: November 7, 2016

TO: Community Services Commission

FROM: James Lara, Recreation Supervisor

SUBJECT: 41<sup>st</sup> Annual Turkey Trot

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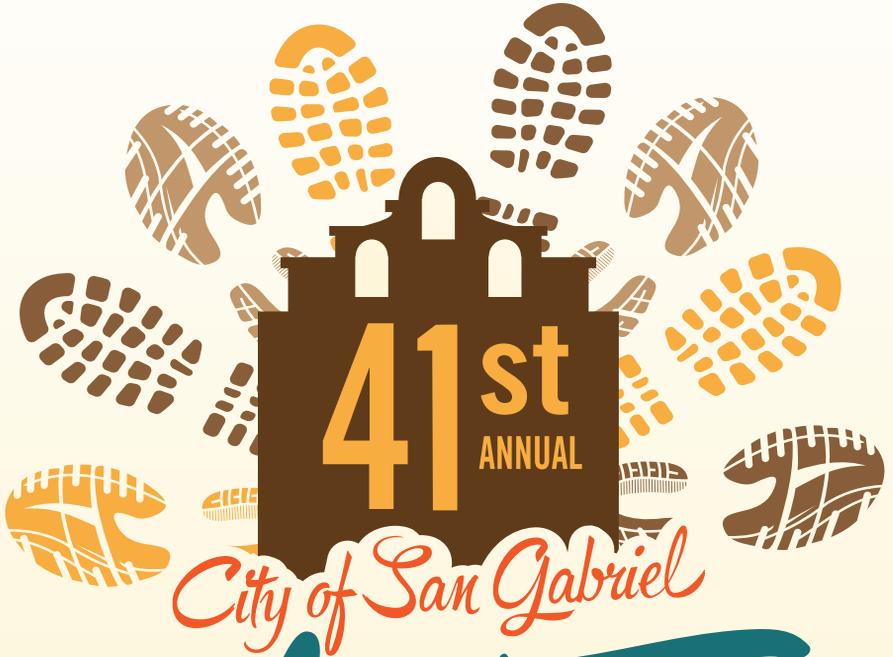
San Gabriel has hosted the Annual Turkey Trot for many years. The race has traditionally consisted of a 1K youth run, a 5K and 10K run and a 5K walk. Each race will begin and end at Vincent Lugo Park. Runners will travel through the beautiful surrounding neighborhood. In years past we have distributed ribbons to the top three finishers in each division. Those runners that registered during the early bird period has their names placed on the back of the commemorative t-shirts to draw in more runners early in the registration process. Last year the 1K youth run and 5K walkers around 8am, with the 5k and 10K runs following around 8:30 am. Finisher medals were handed out to each person who registered for the race. There were health and wellness vendors, raffles and the presentation of awards to the top finishers.

The 41<sup>st</sup> Annual Turkey Trot will take place on Saturday, November 19. As most races begin early in the morning, we are also changing the start time for the event. This year the event will begin with the 10K run and 5K walk at 7am, followed by the 5K run at 7:25am and the 1K Youth Run at 8:15am. Race timing and registration is being facilitated by RaceWire, which is a new company as our previous race coordinator moved to the East coast. Commemorative finisher medals will be awarded to all participants. The top three race winners in each age category will be given an extra medal with a different colored lanyard and indicating the race won. Unlike previous years, we will hold raffles and presentations to winners throughout the event instead of waiting for the conclusion. We will have health and wellness related vendors at the event and will hopefully be able to expand the number from last year. We will also have do-it-yourself stretching/yoga stations that will have a picture and instructions that shows what the participant should do.

Many different city departments take part in this event but volunteers always provide crucial assistance to the event by giving direction and refreshments to runners as they

passed by. Our groups this year will be the Interact and Key clubs from Gabrielino High School and a group from San Gabriel High School. We are also contacting Boy Scout and Girl Scout groups to cheer on runners along the routes.

10K/5K • 5K WALK • 1K KIDS' RUN



# Turkey Trot

Vincent Lugo Park

**SATURDAY**  
November **19**

[sangabrielcity.com](http://sangabrielcity.com)



Support youth programs in San Gabriel by taking part in the 41st Annual Turkey Trot on Saturday, November 19. The race will begin and end at historic, Vincent Lugo Park located at the corner of Wells and Ramona in San Gabriel. Registration includes race entry, a commemorative t-shirt and finisher medal, entry into the raffle and refreshments. Top 3 winners in each age category will earn a special medal and each 1st place finisher will receive a gift card for a turkey. Register by 10/31 to save on entry fees. It's San Gabriel's healthiest family event and it's for a great cause. For more information, contact the Community Services Department at 626.308.2875.

Any person with a disability who requires a modification or accommodation in order to participate should direct such a request to the Community Services Department at 626.308.2875 at least 48 hours before the event, if possible.

## 41st Annual Turkey Trot

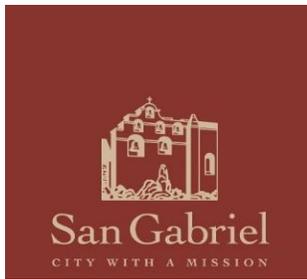
- 6:00 am Pre-registration packet pickup  
Day of registration opens
- 6:45 am 10K Run and 5K Walk registration closes
- 7:00 am 10K Run and 5K Walk starts
- 7:10 am 5K Run registration closes
- 7:25 am 5K Run starts
- 8:00 am 1K Youth Run registration closes
- 8:15 am 1K Youth Run starts

**Awards and Raffles held throughout the races**

Entry Fees received by 10/31		Fees received after 10/31	
10K	\$30	10K	\$35
5K	\$30	5K	\$35
1K	\$15	1K	\$20
5K Walk	\$15	5K Walk	\$20

**Register Online** at [sangabrielcity.com/530/Turkey-Trot](http://sangabrielcity.com/530/Turkey-Trot) or at [sgturkeytrot41.racewire.com](http://sgturkeytrot41.racewire.com)

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City of San Gabriel  
**MEMORANDUM**

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DATE: November 7, 2016

TO: Community Services Commission

FROM: Tom Boecking, Community Services Manager

SUBJECT: Update on Department Strategic Plan

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In July 2014, the Community Services Department, formerly the Parks and Recreation Department, was part of a very important City reorganization. This change created a great opportunity for the department to re-envision itself. The department engaged in its first strategic planning effort with feedback from residents and key community stakeholders.

The San Gabriel Community Services Department’s Strategic Plan 2020 includes these key components:

Strengths: Our strengths to embrace, celebrate and build on

- Friendly, helpful and hardworking team of staff motivated to grow and improve
- Exceptional customer service
- Broad base of high quality programs and services
- Strong community support and satisfaction
- Deep roots in City’s tradition and history
- Committed to embracing community diversity and inclusion
- Dedicated to the pursuit of alternative funding resources
- Strong inter-departmental relationships and cooperation

Values: Our most deeply held beliefs

We believe in

- Providing Exceptional Customer Service
- Communicating Effectively, Honestly and Openly
- Promoting Collaboration and Teamwork for Success
- Being Creative and Innovative
- Promoting Healthy and Physically Fit Lives

- Having and Creating Fun
- Building a Connected Community
- Understanding and Celebrating Diversity and Inclusiveness

Vision: Our vision for the community

- San Gabriel will be the leader in community services, recreation and the arts within the region.
- As a truly unique, united and enriched community, San Gabriel residents are proud of the amazing quality of life they enjoy every day.

Mission: Our purpose

- Creatively enriching the lives of every person in San Gabriel through exceptional programs and services, inviting spaces and community connection.

Strategic Directions: Our five most critical area of focus

- Create New Innovative Programs and Services to Engage the Entire Community
- Connect the Entire Community to Enhance Quality of Life
- Embrace and Celebrate Community Diversity
- Plan and Create New and Enhanced Open Spaces, Parks and Community Facilities
- Develop Innovative Resources and Tools to Achieve our Mission

Goals and Action Steps: The specific Goals and Actions Steps that will be accomplished to fulfill the Mission. Each goal has one or more Action Steps which identifies specific actions necessary to complete the Goal. The Department must take the actions over the next 3-5 years to accomplish the mission.

The Community Services Department has made much progress on the Plan. The following is a list of the progress that has been made toward the Department goals.

<b>Goals</b>	<b>Action Steps</b>	<b>Priority</b>	<b>Status</b>
<b>1 – Create New Innovative Programs and Services to Engage the Entire Community</b>			
Complete Evaluation of Current Activities	Conduct thorough and candid evaluation of current programs, and modify existing activities as required, both through participant surveys and internal review	1 <sup>st</sup> Year	Currently the department does survey random class and trip participants. Staff is developing surveys for specific programs which will include youth and senior programs, as well as an overall department survey.
Significantly Expand the Number and Variety of Recreation Programs	<p>Expand the number, variety and locations of general recreation programs offered to include community identified priorities such as expanded aquatics programming; bicycling activities; cooking, preschool, fitness and arts classes; youth sports leagues and adult sports leagues</p> <p>Explore joint programming possibilities with adjoining cities and Los Angeles County Parks and Recreation Department</p>	<p>Short Term</p> <p>Long Term</p>	The department has expanded programs which include: Parks After Dark, Lifeguarding Certification Courses, Computer Courses for Seniors. Staff is investigating expanding swim lessons for Summer 2017 and Spring 2018, as well as an Adaptive Youth Sports program. Expansion of programs will be challenging with the limitations of our facility and staffing.
Expand the Number and Variety of Community Special Events	<p>Add new special events desired by the community such as Taste of the Town/Restaurants, International Parade/Festival, City Birthday Celebration, family bicycling activities and SG historical site tours. Develop new programs with a goal to blend multiple cultures together</p> <p>Engage and empower community organizations to coordinate all or portions of events</p>	<p>Long Term</p> <p>Long Term</p>	This is a long term goal; no action has been taken as of yet.

Successfully Implement New and Expanded Community Engagement Special Events Included in 2014 City Strategic Plan	Grow and expand Farmers' Market	1 <sup>st</sup> Year	The department is currently looking for a new market manager to run the Farmers' Market. The target date for the Farmers' Market is Spring 2017.  The Summer Concert series was successfully expanded in the 2016. Staff is looking at a range of music genres for Summer 2017.  The department successfully partners with multiple departments for all City events.
	Continue and expand Summer Concert series	1 <sup>st</sup> Year	
	Partner with other City Departments to conduct new community engagement activities, including events promoting the Mission District, Lunar New Year	1 <sup>st</sup> Year	
Expand Human Service Activities to Meet the Needs of the Community	Expand and communicate the successful passport services program	Short Term	Staff has successfully evaluated the passport services program and will be proposing expanded services in Spring of 2017.  ESL opportunities has been identified as a need in the community. Staff will investigate the potential of partnering with other community organizations to accomplish this goal.
	Promote local English as a second language (ESL) opportunities for residents, working closely with the Library and local school districts	Short Term	
Develop a Community Based Arts Program and Partnerships	Support the Mission Playhouse in their development of a Playhouse Strategic Plan	1 <sup>st</sup> Year	The Mission Playhouse successfully developed a department strategic plan.  Staff has been working with the Mission Playhouse staff to develop a theater program which would consist of summer camps. Target date would be Summer 2017.
	Create a Community Theater program in partnership with the Mission Playhouse	Short Term	
Plan and Implement a Mobile Community Services Program	Develop a new mobile recreation program, potentially in partnership with other City departments	Long Term	This is a long term goal; no action has been taken as of yet.

<b>Goals</b>	<b>Action Steps</b>	<b>Priority</b>	<b>Status</b>
<b>2 – Connect the Entire Community to Enhance Quality of Life</b>			
Grow New Programming Partnerships	Expand programming and cross-promotional relationships with the Mission Playhouse and Library	Short Term	The department has successfully promoted Library activities which include the One Book, One City program and the Long Beach Mobile Aquarium event.  Staff will research and develop the possibility of partnering with private recreation businesses.
	Develop programming partnerships with adjoining cities and with LA County Parks and Recreation	Long Term	
	Develop programming partnerships with private recreation businesses	Short Term	
Develop Strong and Ongoing Partnerships with Community Organizations	Organize long term Community Organization Partnership Program (Friends of CSD or Coordinating Council)	Long Term	This is a long term goal; no action has been taken as of yet.  A Committee has been formed with City staff to investigate how organizations reach the community and develop a plan on how to best reach the residents.  Staff will work with the Public Information Officer to see about the opportunity to develop a calendar on the City website.
	Develop expanded program partnerships and referrals with local non-profit organizations providing services, such as Asian Youth Center, Alhambra YMCA, Herald Christian Center, San Gabriel Hospital, Girl Scouts (Scout House use), service clubs	Short Term	
	Create an effective community calendar to coordinate efforts between groups	Short Term	
Develop and Approve Comprehensive Joint Use Agreements with Schools/School Districts	Develop and approve specific and long term joint use agreements with both school districts, and potentially private schools, for cost effective shared use of facilities	Short Term	City and District staff have developed a draft agreement and plan that will be presented to the City Council in February of 2017.

<b>Goals</b>	<b>Action Steps</b>	<b>Priority</b>	<b>Status</b>
<b>3 – Embrace and Celebrate Community Diversity</b>			
Build Diversity Understanding and Appreciation into Programming	Build diversity understanding components into current Department programs and activities	Short Term	Department staff will participate in a diversity training to get a better understanding on how to program and develop activities for a very diverse community. Target date is Spring 2017.
	Partner with existing city-wide and community programs including National Night Out and Neighborhood Watch	Long Term	This is a long term goal; no action has been taken as of yet.
	Create new programs which blend multiple cultural aspects together to enhance appreciation, including neighborhood-based activities. Community suggestions include a City " Walking Tour" connecting cultural and historical dots, multi-cultural food events, International Festival, kids-based programming to bring in parents	Long Term	This is a long term goal; no action has been taken as of yet.
Establish Deep Rooted Connections within Community to Expand Reach to Diverse Populations	Inventory and understand current group-based recreation and cultural activities	Short Term	With the development to a general satisfaction survey staff will have a better sense of activities conducted by cultural groups.
	Create a 2-3 year plan to partner with specific cultural organizations, including Asian Youth Center, Herald Christian Center and culture specific churches	Long Term	This is a long term goal; no action has been taken as of yet.
	Partner with Chamber of Commerce for enhanced access to cultural businesses and leaders	Long Term	This is a long term goal; no action has been taken as of yet.

	Develop a group of culturally diverse and connected leaders for ongoing input and access to community and language translation assistance	Short Term	The City has formed an Outreach Committee to determine effective communication to a culturally diverse community. The department does partner with the Asian Youth Center to help with the translation of information.
Enhance Staff Capacity to Serve the Culturally Diverse Community	Provide additional resources and training to Community Services staff and volunteers to enhance diversity understanding and appreciation	Short Term	Department staff will participate in a diversity training to get a better understanding on how to program and develop activities for a very diverse community. Target date is Spring 2017.
	Enhance bilingual service capabilities and diversity initiatives, including use of social media	Long Term	This is a long term goal; no action has been taken as of yet.

<u>Goals</u>	<u>Action Steps</u>	<u>Priority</u>	<u>Status</u>
<b>4 – Plan and Create New and Enhanced Open Spaces, Parks and Community Facilities</b>			
Significantly Expand Staff Knowledge and Capacity in Areas of Park Development Funding	Develop and implement plan to allow staff to become experts at Park Development activities and processes. Plan will include: attendance at trainings and conferences, mentoring with Planning Dept. staff, comprehensive research, and visits to model cities	Short Term	Staff is researching different training opportunities that will allow staff to expand their knowledge.
Develop and Approve a Comprehensive and Integrated Park and Facilities Master Plan	<p>Conduct a "Big-Picture Visioning" exercise to identify options and alternatives</p> <p>Develop and approve a Park Master Plan guiding the development and financing of new facilities balanced throughout the city. Critical new improvements identified by the community include a community center/gym, expanded aquatic facilities, lighted athletic fields, new open space areas, new playgrounds, walking trails and potential dog park. Plan shall support community based planning efforts for a new community garden, support bicycle friendly planning efforts throughout the city, and consider on-going maintenance costs. Master Plan shall also address the need for increased maintenance and operation funding required for new facilities</p>	<p>1<sup>st</sup> Year</p> <p>Short Term</p>	<p>Staff will be having a retreat once all full time positions have been filled in the department. This retreat will revisit the strategic plan and aim to produce a "Big-Picture Vision".</p> <p>This action will take place during the Open and Park Space Master Plan.</p>

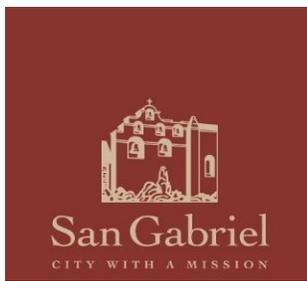
Complete the Design and Construction of Park Projects Identified in City Strategic Plan	Complete the development of Marshall Park	1 <sup>st</sup> Year	Construction on Marshall Park will begin at the end November 2016 with completion in Summer of 2017.
	Complete Vincent Lugo Park improvements	Short Term	Improvements to the picnic shelters and playground equipment is scheduled for completion in May of 2017.
Develop New Facility Development Agreements with Partners	Develop a facility development vision/agreement with local school districts in a shared approach to serving school students and the larger community	Short Term	These actions will be completed during the Parks and Open Space Master Plan process.
	Explore potential for shared development and usage spaces with adjoining cities, in conjunction with new Master Plan	Short Term	
	Develop a facility development vision/agreement with LA County Parks and Recreation Department in a shared approach to serving County residents, in conjunction with new Master Plan	Short Term	
Coordinate Identified Park and Facility Maintenance Improvements with Appropriate City Departments	Coordinate community desired enhancements to current park amenities with Public Works, including restroom conditions, lighting and playground improvements	Short Term	The first action will be completed during the Parks and Open Space Master Plan process. Some needs have been identified in the Los Angeles County Parks Needs Assessment.
	Conduct regular and on-going meetings with Public Works Department Management and Supervisory staff to ensure continued strong communication and cooperation	1 <sup>st</sup> Year	Staff will set a quarterly meeting with Public Works staff starting in December of 2016.

Explore the Potential for Developing a "Black Box Theater" in Partnership with the Mission Playhouse	Partner with the Mission Playhouse to explore opportunities to develop and share a small performance space (black box theater) at the Playhouse	Long Term	This is a long term goal; no action has been taken as of yet.
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<b><u>Goals</u></b>	<b><u>Action Steps</u></b>	<b><u>Priority</u></b>	<b><u>Status</u></b>
<b>5 – Develop Innovative Resources and Tools to Achiever Mission</b>			
Update the City's Park Development Fees and Policies	Update the existing City Park Development Fees to appropriate levels, and explore opportunity for "In Lieu" donations of land or improvements	1 <sup>st</sup> Year	Council updated fees in June of 2015.
	Explore the possibility of modifying the existing City "% for Arts" ordinance to allow for arts programming costs	Long Term	This is a long term goal; no action has been taken as of yet.
Conduct a Comprehensive Review of Existing Community Services Department Fees and Charges and Implement Strategies to Increase Revenues	Evaluate and update current Community Services user and participation fees to maximize potential revenues, including resident/non-resident fee policies	Short Term	Recently the City conducted a study of all City fees. Staff will use this study to determine whether we are in the relevant market value range. Staff will also be evaluating and developing a filming fee.
	Evaluate potential for recovering a portion of City's direct costs from ongoing community groups using City facilities	Short Term	Staff will use the fee study to compare the direct costs of facility use.
Research and Pursue Programming and Development Grant Funding	Complete a report on potential new grant funding sources for capital and programming to include LA 84 Foundation, Irvine Foundation, LA Dodger Dreamfields, Land and Water Conservation Fund, Rivers and Conservancy Grant, Safe Routes to Schools Grant, Robert Woods Foundation, KaBoom Playground funding, arts program educational grants, and trail development grants	1 <sup>st</sup> Year	Staff will bring a report to the Commission in December of available grant opportunities that are relevant to the department.
	Significantly expand grant funding research and writing capacities, potentially through a contract professional	Short Term	The department has utilized the Grant Writing Company that the City has a contract with.

	Implement a local legislative awareness and partnership program to increase government funding opportunities for the future	Long Term	This is a long term goal; no action has been taken as of yet.
Expand Staff Resources and Capacity to Successfully Accomplish Strategic Plan Goals	Create plans to foster spirit of boldness, innovation and creativity within all areas of the Department	Short Term	The first three actions will be covered in the department staff retreat in February of 2017.
	Provide on-going staff training in customer service, cultural diversity and teambuilding	Short Term	
	Incorporate Strategic Plan Values, Vision, Mission and Strategies into department hiring, evaluation and planning. Conduct annual Strategic Plan Retreat and evaluation process	Short Term	
	Develop 2-3 year plan for staffing enhancement based on Strategic Plan goals, including enhanced night/weekend customer service; increased administrative and project management support; consistent front desk staffing	Long Term	This is a long term goal; no action has been taken as of yet.
Develop a Community Services Department Fund Development Plan	Create a Fund Development Plan to possibly include activity sponsorships, gift catalog, facility naming opportunities, endowment funds, crowd funding possibilities, etc. potentially in partnership with Community Foundation or new "Friends of Community Services" Foundation	Long Term	This is a long term goal; no action has been taken as of yet.

<p>Plan and Implement a Comprehensive and Integrated Marketing and Communications Plan</p>	<p>Develop and implement an aggressive and creative marketing plan for Community Services to engage every community member. Plan should include an enhanced bold new brand identity, e- newsletters, interactive website, social media engagement, multi-language communications, pedestrian level community and street pole signage, ongoing success reporting and celebration, etc.</p> <p>Develop and implement a plan to obtain regular and ongoing evaluation and input from all areas of the community regarding Community Services operations</p>	<p>Long Term</p>	<p>This is a long term goal; no action has been taken as of yet.</p>
<p>Expand and Enhance Use of Technology to Serve the Community</p>	<p>Prepare and implement 2-3 year technology enhancement plan to increase staff effectiveness and expand customer service</p>	<p>Long Term</p>	<p>This is a long term goal; no action has been taken as of yet.</p>
<p>Create a Wide-Reaching Volunteer Program</p>	<p>Create a wide-reaching volunteer program, including recognition activities</p>	<p>Short Term</p>	<p>Staff will research and create a youth "Volunteer Program" where volunteers will be utilized on a regular basis at program sites. Staff would like to enhance the volunteer recognition luncheon for 2017.</p>



City of San Gabriel  
**MEMORANDUM**

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DATE: November 7, 2016

TO: Community Services Commission

FROM: James Lara, Recreation Supervisor

SUBJECT: Senior Programs

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**Introduction**

For many years San Gabriel's programs for older adults has consisted of sewing groups, dance groups on two different days, and the older adult lunch program. In the last few years the department has expanded and added program such as water aerobics, an older adult book club, origami workshops and a health and wellness fair specifically for older adults. Some of these programs and events have really "taken off" while others were not quite as successful. As the department attempts to keep things fresh and follow some of the nationwide trends that are interesting to seniors, staff is excited about planning new programs for the future. As part of the Parks and Open Space Master Plan there will be a specific survey that will address the needs of the senior population in San Gabriel.

**New Programs**

***Computer Classes and Open Computer Time***

The San Gabriel Community Services Department has recently purchased new laptops and has launched a computer course geared toward older adults. This program will introduce computer skills to those who may have little if no experience in working with technology. There is a growing need for everyone to become familiar with the new types of technology and we wanted to make sure that we assist in addressing the need of the older adults that we service. Outside of having an instructor teaching about how to use the computer, there will be free, open computer use time where older adults can come in and use the computer for their private use. Computers will be available for use twice a week beginning the week of November 14.

**Pickleball**

The department will also be starting a free pickleball program at Smith Park. Pickleball is a combination of tennis and table tennis. The sport is played on a smaller court with

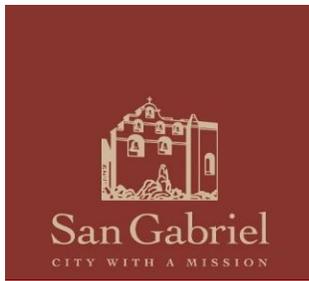
wood paddles and wiffle balls (plastic ball with holes in them). Pickleball is good for older adults who have limited mobility but want to stay active. The department will host a pickleball demonstration on Friday, December 9 at Smith Park. The demonstration will be led by Michelle Logan, pickleball ambassador for the Pasadena area. One of the courts at Smith Park will be available twice a week beginning the week of November 28.

### **Free Art Workshops**

In collaboration with the San Gabriel Fine Arts Association, the department will host a series of free art workshops. The workshops will be on Thursdays, once a month from 1:00 to 3:30 pm. Classes will be at the Adult Recreation Center. Supplies and materials for the students to use will be supplied by the department. Each class will consist of the instructor doing a demonstration for the first half of the class and the students working on their art projects during the second half. The instructors will change as they will be a specialist in the type of art that is being taught. The first class will be charcoal pencil drawings that will be taught by Mr. Dean Parker. The first class will be on Thursday, December 1.

### **Future Programs**

The department is investigating the purchase of table tennis tables in the near future as a number of older adults have expressed interest in the activity through our social media sites. Community Services is very excited about all of the upcoming programs and looks forward to providing more quality programming for San Gabriel's older adults.



City of San Gabriel  
**MEMORANDUM**

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DATE: November 7, 2016  
TO: Community Services Commission  
FROM: Tom Boecking, Community Services Manager  
SUBJECT: **2017 Commission Awards Program**

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In January of 2014 the Community Services Commission established a new awards program for the residents of San Gabriel. Two awards were established to recognize those residents who have committed themselves to the betterment of San Gabriel. The Character Counts Sportsmanship Award and the Selfless Volunteer Award are designed to acknowledge the outstanding service and accomplishments of the community of San Gabriel.

Awards were not distributed last year as the Commission meeting was cancelled in May and June.

Staff would like to implement this program once again this year. Information will be posted on social media, the department website and letters will be sent to community organizations. Those who submitted an application last year will be contacted to submit updated information or a new application.

**Recommendation**

Staff recommends that the Commission:

1. Review and discuss the attached letter and application for the Annual Awards Program.
2. Approve the recommended Awards Program for 2017.

**Attachments**

Award Program Letter  
Award Program Application



# Community Services Commission Awards Program

Dear San Gabriel Residents,

Annually, the Community Services Commission honors the community of San Gabriel for their outstanding contributions to the youth and adult programs in our community. The Commission has established two annual awards that will be presented at their June Commission meeting. These awards are designed to acknowledge the outstanding service and accomplishments of the community of San Gabriel. The two awards are listed below.

## “Character Counts Sportsmanship Award”

The Character Counts Sportsmanship Award is an award given to an athlete who has shown excellent sportsmanship during the season. This award can be given to any athlete who has participated in a City wide sports program such as AYSO Region 40, Pony Baseball, Parks and Recreation After-School sports program, etc. Qualifications for this award are simple, the athlete should be someone who best exemplifies the attributes of character, integrity, and sportsmanship. The athlete doesn't have to be the best player, but someone who has a positive attitude, is committed to the team and is always willing to help out and put their best effort forward.

## “Selfless Volunteer Award”

The Selfless Volunteer Award is an award given to one individual for volunteer work with youth or older adult organizations and programs. This award can be given to any individual who has made significant contributions to the City of San Gabriel and the community through their time, actions, talents and dedication. The nominee should serve as a role model for compassion and service and strive to make the community of San Gabriel a better place. Their passion for service and helping others in the community should be selfless.

The Community Services Commission is requesting your assistance by submitting the names of San Gabriel residents who have extended themselves on behalf of the youth and older adults of the City of San Gabriel. Please complete the attached application and submit to the San Gabriel Parks and Recreation Department; Attention: Community Services Commission, 250 S. Mission Dr, San Gabriel, CA 91776 no later than Friday, May 5, 2017 at 5:00 pm.

Respectfully,

San Gabriel Community Services Commission

**5-D**



# Community Services Commission Awards Program Application

Character Counts Sportsmanship Award

Selfless Volunteer Award

Name of Nominee: \_\_\_\_\_ Age: \_\_\_\_\_ (Optional)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Sponsor's Phone: \_\_\_\_\_

Sponsor's Organization: \_\_\_\_\_

Please provide a complete profile of the nominee's services. We encourage you to use additional paper to expound on details as to why they deserve this award!!

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**LIST TWO REFERENCES:** (Please ensure that the references listed have knowledge of and agree to be contacted)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_



**RETURN NOMINATIONS TO:**

Community Services Commission  
City of San Gabriel  
250 S. Mission Dr  
San Gabriel, CA 91776

**NOMINATIONS DUE BY:**

Friday, May 5, 2017 by 5:00 pm

**5-D**