

**CITY OF SAN GABRIEL**

**COMMUNITY SERVICES COMMISSION**

**MINUTES OF THE REGULAR MEETING**

**MONDAY, DECEMBER 1, 2014**

**7:00 P.M.**

- CALL TO ORDER:** Chairperson Hopkins called the regular meeting of the Community Services Commission to order at 7:02 p.m.
- COMMISSIONERS PRESENT:** Chairperson Hopkins, Vice-Chair Lubisich, Commissioner Bryant, Commissioner Mullen
- COMMISSIONERS ABSENT:** Commissioner Correa
- REPRESENTATIVES PRESENT:** Councilmember Kevin Sawkins
- REPRESENTATIVES ABSENT:** San Gabriel Unified School District Representative
- STAFF PRESENT:** Acting Assistant Director Tom Boecking, Commission Secretary Danielle Adriano
- APPROVAL OF MINUTES:** Commissioner Bryant made a motion to approve the October 6, 2014 minutes with the correction to item 1-G. Commissioner Mullen seconded the motion. The minutes were approved with the correction to item 1-G. Vice-Chair Lubisich made a motion to approve the November 3, 2014 minutes. Commissioner Mullen seconded the motion. The minutes were approved.
- COMMENTS FROM THE PUBLIC:** None

**NEW BUSINESS**

- 1-A.** Department Transition Report – Acting Assistant Director Boecking reported that the transition between Parks & Recreation to Community Services Department has been relatively smooth. Boecking explained that the department is now focusing more on community engagement. The transition was not a cost savings measure although there was a salary savings due to three full-time vacancies. Boecking explained that when Parks merged into Public Works they also took their budget. Boecking was pleased to announce that with the transition Parks & Facilities Manager John Gonzalez has adjusted well into Public Works. Vice-Chair Lubisich wanted clarification on which department positions were vacant. Boecking explained that it is a full-time Community Services Manager, one full-time Community Services Supervisor and one full-time administrative assistant.
- 1-B.** Strategic Plan Update – Boecking presented the commission with a written report on the reorganization effort. Commissioner Mullen spoke of the meeting which was hosted by the

strategic plan consultant, Kevin McArdle. Mullen explained that McArdle met with different stakeholder groups who shared ideas on strengths and weaknesses in order to get a feel for their vision for the department. Boecking explained that the department had received over 100 community surveys which had a lot of great suggestions.

- 1-C.** Department Monthly Report - Boecking announced that the Jefferson girls' volleyball teams competed in the San Gabriel Valley, Southern California Municipal Athletic Federation's volleyball tournament and that the Jefferson basketball is in full swing. The 39<sup>th</sup> Annual Turkey Trot was held at Vincent Lugo Park on November 8. The Holiday Tree Lighting will be held on Tuesday December 2 at 6:00pm. The tentative rainout date will be December 9. Santa Letters have already begun to arrive at the Recreation Office. As part of the Community Engagement funding, the city will be hosting the first annual Lunar New Year event on February 15, 2015.
- 1-D.** Commissioners Report – Commissioner Mullen invited all to R.S.V.P to the Women's Division for their holiday gathering where they will raffle off decorated holiday trees and many door prizes. Vice-Chair Lubisich referred to an email which was sent by Commissioner Correa and asked if Boecking could explain certain figures from the annual invoice to San Gabriel Unified School District for use of Smith Park Pool. Boecking explained that there was a \$13,500.00 ceiling cap for the 2014-2015 year. This number was based on historical use which was always lower than this amount. In 2013 the totals of accumulated invoices were about \$10,000.00. Boecking stated that 60% of each year's utilities will be paid by the School District. The operating and utility costs along with life guards on duty are included in the School Districts percentage. The remaining 40% is paid by the San Gabriel Sea Gulls Swim Team. Lubisich announced the 50<sup>th</sup> Anniversary of La Laguna will be in 2015.
- 1-E.** Dates to Remember –The Holiday Tree lighting will take place at Plaza Park December 2, at 6:00p.m. The next commission meeting will be held Monday, January 5 at 7:00p.m.

**COMMENTS BY STAFF: None**

**COMMENTS BY COMMISSIONERS: None**

**Chairperson Hopkins adjourned the meeting at 7:23 p.m.  
to a regular meeting on Monday January 5 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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Wendy Hopkins, Chairperson  
San Gabriel Community Services Commission

ATTEST: \_\_\_\_\_

Danielle Adriano  
San Gabriel Community Services Commission Secretary