

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

**Thursday, September 15, 2022 - 6:30 P.M.**

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

Theresa Huerta  
Vice Chair

Cheryl Cabot  
Commissioner

Catherine Cordero  
Commissioner

Ting Xie  
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

Thursday, September 15, 2022

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Commissioner Cabot
- **ROLL CALL:** Vice Chair Huerta, Commissioners Cabot, Cordero, and Xie.

### 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 August 1, 2022.

Recommended Action: Approval.

### 4. DISCUSSION ITEMS

#### A. EMPLOYEE INTRODUCTION

Amy Cortez, Recreation Supervisor

#### B. COMMISSION REORGANIZATION

As part of the annual Commission reorganization process the Commission will select the new Chair and Vice-Chair for the Commission. Staff will present the options available to the Commissioners before a vote is taken.

Recommended Action:

Staff recommends that the Commission select a Chair and Vice Chair for the Commission.

#### C. DISCUSSION OF APPROVED 2022 ANNUAL WORKPLAN

Commission members to begin working on the approved 2022 Annual Workplan. The Workplan items of primary focus include: Item 1a Develop and implement pop-up events or host an information booth at events publicizing all transportation services offered in the City; 3b Partner and collaborate with various cultural and interfaith organizations to assist in the development and implementation of events and services; 5a Collect survey data with targeted questions to improve, enhance and seek additional services as needed.

Recommended Action:

Staff recommends that the Commission review the approved workplan and discuss how the workplan will be implemented.

**D. 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, October 3, 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](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 AUGUST 1, 2022**  
**REGULAR MEETING OF THE SAN GABRIEL COMMUNITY SERVICES COMMISSION**

**CALL TO ORDER**

Commissioner Cabot called the regular meeting of the Community Services Commission to order at 6:35 P.M. on Monday, August 1, 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 Xie.

**ROLL CALL**

**Commissioners Present:** Cheryl Anne Cabot, Catherine Cordero, and Ting Xie  
**Commissioners Absent:** Theresa Huerta and Bronwyn Velazquez

**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 – None**

**3. ACTION ITEMS**

**A. APPROVAL MINUTES**

A motion was made by Commissioner Cordero, seconded by Commissioner Xie to approve the minutes of the Community Services Commission Meeting for July 18, 2022.

*Motion approved as presented by a vote of 3-0-0-2 as follows:*

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

#### **4. DISCUSSION ITEMS**

##### **A. SELFLESS VOLUNTEER AWARD**

Supervisor Alatorre presented this item.

Public Comment: None

##### **B. WATER USAGE IN CITY PARKS**

Supervisor Alatorre provided the report.

The Commission asked about the previous watering schedule and if the guidelines were provided by the County of Los Angeles.

Public Comment: None

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

Supervisor Alatorre presented this item.

The Commission asked about the After School program.

Public Comment: None

#### **5. COMMISSIONER REPORTS**

The Commission had questions about the backpack giveaway and registration.

#### **6. STAFF COMMENTS**

##### **A. DATES TO REMEMBER**

Supervisor Alatorre presented this item.

No public comments.

**B. GENERAL STAFF COMMENTS**

Supervisor Alatorre provided the Commission with the option to cancel or postpone the September regular meeting due to the date being a holiday.

Commissioner Cordero made a motion, seconded by Commission Xie to schedule a special meeting in September.

*Motion approved as presented by a vote of 3-0-0-2 as follows:*

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

**7. ADJOURNMENT**

Commissioner Cabot adjourned the meeting at 7:11 p.m.

A special meeting will be scheduled in September in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776, at 6:30 pm.

Next regular meeting held on October 3, 2022 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 15<sup>th</sup> day of September 2022:

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Cheryl Cabot, Commissioner



City of San Gabriel  
**MEMORANDUM**

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DATE: September 15, 2022

TO: Community Services Commission

FROM: Rebecca Perez, Community Services Director

BY: Christina Alatorre, Recreation Supervisor

SUBJECT: **Implementation of the Community Services Workplan**

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**SUMMARY**

This is the Annual Workplan developed by the Community Services Commission and is intended for the 2022 calendar year. 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 the remainder of 2022. It includes proposed programs and projects that will be implemented and completed throughout the year, some of which may extend beyond 2022.



## **APPROVED ANNUAL WORKPLAN 2022**

The 2022 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.



City of San Gabriel  
**MEMORANDUM**

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DATE: September 15, 2022  
TO: Community Services Commission  
FROM: Community Services Department Staff  
BY: Christina Alatorre, Recreation Supervisor  
SUBJECT: **Monthly Department Report**

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**Youth Programs**

***After School Program*** – The After School Program at Coolidge, McKinley, Roosevelt, Washington and Wilson Elementary Schools began August 17. Coolidge, McKinley, Washington and Wilson Elementary Schools are full with 40 participants per site. The newly offered program at Roosevelt Elementary School has seen an increase of participation with 12 participants enrolled. This program offers homework help, arts and crafts, games and recreational activities.

***Jefferson Middle School Sports*** – San Gabriel staff have conducted tryouts for the girls volleyball and co-ed flag football teams at Jefferson Middle School. Over 100 Jefferson Middle School students have tried out. Both sports teams will have junior varsity and varsity level teams. Teams will participate in the 210 League, competing against local middle schools.

**Contract Classes**

Registration for contract classes began on August 29 and classes will begin September 19. Registration has been taken in person, by phone and online. New classes in ESL, watercolor and dance will be offered.

**SAN GABRIEL COMMUNITY SERVICES COMMISSION**  
**September 2022**

**DATES TO REMEMBER:**

Thursday, September 15	Community Services Commission Meeting 6:30 pm
Sunday, September 18	San Gabriel Mental Wellness Expo Grapevine Arbor 12:00-4:00 pm
Tuesday, September 20	City Council Meeting 6:30 pm