



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA  
MONDAY, June 12, 2023 at 6:30 p.m.**

**SOUTH PASADENA SENIOR CENTER  
1102 OXLEY STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Community Services Commission Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Community Services Commission Meeting will be conducted in-person from the South Pasadena Senior Center, located at 1102 Oxley Street, South Pasadena.

The Meeting will be available:

- In Person – South Pasadena Senior Center, 1102 Oxley Street
- Live Broadcast via the website-  
<https://us06web.zoom.us/j/81177152833?pwd=anNBTK5La1ZMSVZITUsvMU51MXIUQT09>
- Via Zoom – **Webinar ID:** 811 7715 2833

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/81177152833?pwd=anNBTK5La1ZMSVZITUsvMU51MXIUQT09>  
Meeting ID: 811 7715 2833 Passcode: 923927 or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

**CALL TO ORDER**

Victoria Rocha, Chair

**ROLL CALL**

Victoria Rocha, Chair  
Bryan Samuels, Vice-Chair  
Lela Bissner, Commissioner  
Kristine Kwong, Commissioner  
Alberto Ocon, Commissioner

Gabriel Vogel, Commissioner  
Margaret Yi, Commissioner

**COUNCIL LIAISON:** Councilmember Donovan

### **PUBLIC COMMENT GUIDELINES**

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate by one of the following options:

**Option 1:**

Participate in-person at the South Pasadena Senior Center

**Option 2:**

Public Comment speakers have three minutes to address the Commission, however, the Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

**Option 3:**

Email public comment(s) to [SPautsch@southpasadenaca.gov](mailto:SPautsch@southpasadenaca.gov)

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 noon., on the day of the Commission meeting.

PLEASE NOTE: The Commission may adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.*

## **1. Public Comment**

### **ACTION/DISCUSSION**

## **2. Minutes of the Community Services Commission Meeting of May 8, 2023**

### Recommendation

It is recommended that the Commission review and approve the May 8, 2023 Meeting Minutes.

### **COMMUNICATIONS**

3. **Approve the Addition of an Engraved Boulder for James Henry Allen to the South Pasadena Children's Memorial and Healing Garden**

Recommendation

It is recommended that the Commission review and approve the request for South Pasadena Children's Memorial and Healing Garden.

4. **City Council Liaison Communications**

5. **Staff Liaison Communications**

6. **Division Liaison Communications**

7. **Commissioner Communications**

**ADJOURNMENT**

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City's website, [www.southpasadenaca.gov](http://www.southpasadenaca.gov).

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting.

The City's YouTube Channel may be accessed at:

[https://www.youtube.com/channel/UCnR169ohzi1AlewD\\_6sfwDA/featured](https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured)

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **June 12, 2023**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

6/8/2023

/S/ Sheila Pautsch, Community Services Director

Date

Staff Name, Staff Title



**Monday, May 8, 2023**  
**Minutes of the Regular Meeting of the Community Services Commission**

**CALL TO ORDER**

A Regular Meeting of the Community Services Commission was called to order by Chair Rocha on Monday, May 8, 2023, at 6:33 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

**ROLL CALL**

**Present:** Chair Victoria Rocha, Vice-Chair Samuels, Commissioners Lela Bissner, Margaret Yi, and Gabriel Vogel.

**Absent:** Commissioner Kwong  
Commissioner Ocon

**City Staff:** Community Services Deputy Director Lucy Hakobian  
Management Analyst Gabriel Tallon  
Program Specialist Jordan Bell

**Council Liaison:** Councilmember Jack Donovan (Absent)

**Public Comment**

None.

**ACTION / DISCUSSION**

**Minutes of the Community Services Commission Meeting of April 10, 2023**

Motion by Commissioner Yi to approve the April 10, 2023 meeting minutes, seconded by Commissioner Bissner. Motion carries 5-0 to approve the April 10, 2023 meeting minutes.

**Receive and File Draft Community Services Budget**

Deputy Community Services Director Hakobian introduced the item. Motion was made by Commissioner Vogel and seconded by Commissioner Bissner to receive and file the Draft Community Services Budget. Motion carries 5-0. Deputy Community Services Director Hakobian provided the following meeting dates: May 18<sup>th</sup> Community Budget Meetings, May 24<sup>th</sup> Budget Workshop to Council, with budget adoption on June 7<sup>th</sup>.

**COMMUNICATIONS**

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*City of South Pasadena*

**City Council Liaison Communications**

None

**Staff Liaison Communications**

None

**Division Liaison Communications**

Deputy Community Services Director Hakobian provided an update on behalf of Community Services Supervisor Snyder. The Senior Nutrition Program distributed 984 meals through the meal program. Request for Proposal for a senior nutrition program caterer closed on May 5<sup>th</sup>, and will be going to Council for their approval on June 7<sup>th</sup>. Last week, staff hosted a Cinco de Mayo Luncheon with live entertainment. Special event save the dates include Mother's Day on May 10<sup>th</sup>, Climate Change Lecture on May 17<sup>th</sup>, an excursion to the Sherman Library and Gardens, and plans for an excursion to the SoFi Stadium. For Concerts, bands have been confirmed, licensing for movies in the park have been submitted, and Shakespeare in the Park confirmed. City Council approved the credit card processing fee for CivicRec and the official launch is August 1<sup>st</sup>. Upcoming city-wide events include Memorial Day on May 29<sup>th</sup> and AAPI on May 13<sup>th</sup>.

Management Analyst Tallon provided an update on the Transit Division providing 582 trips. A major update is that the time limits were removed from the fast charger, and it is now charging at a 100%.

Program Specialist Bell provided an update on behalf of Community Services Supervisor Wilcox. There was a total of 75 park gazebo rentals in the month of April. Registration for the 2023 Summer Leisure Classes began on May 1<sup>st</sup> and is available online. The summer season will offer over 20 specialty camps, including Lego, Rocket Science, Minecraft, Kids Cooking, and Horse Camp. In addition, there is a new cardio fitness dance class that will be offered for adults. The Community Services Department is working on the 4<sup>th</sup> of July event. The parade application packet has been emailed to local organizations. Opening Ceremony will take place at 10:30 a.m. in front of the Library Community Room, with the parade starting at 11:00 a.m. Registration for summer camp is open and is going great, with an average of 58 campers per week. We have fewer unique campers, which means more participants are attending more weeks during the summer.

**Commissioner Communications**

Vice-Chair Samuels commented that the Mission Statement of the Commission does not align with the work the Commission is doing. The monthly updates received from staff are fine, but he feels the Commission can contribute more by bringing ideas and topics for discussion. Chair Rocha commented that items and ideas have come to the Commission that required discussion, and provided examples. She encouraged Commissioners to bring up topics of discussion to be added on a future agenda. Deputy Community Services Director Hakobian reminded the Commission to have items receive a motion by a second member of the Commission for that item to be placed on a future agenda.

**ADJOURNMENT Meeting adjourned at 7:03 p.m.**

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Lucy Hakobian  
Deputy Community Services Director

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Victoria Rocha  
Chair, Community Services Commission

DRAFT



# Community Services Commission Agenda Report

ITEM NO. 3

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**DATE:** June 12, 2023

**FROM:** Sheila Pautsch, Community Services Director

**SUBJECT:** **Approve the Addition of an Engraved Boulder for James Henry Allen to the South Pasadena Children's Memorial and Healing Garden**

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## **Recommendation**

It is recommended that the Commission approve the addition of an engraved boulder for James Henry Allen to the South Pasadena Children's Memorial and Healing Garden.

## **Discussion/Analysis**

In loving memory, the Allen family requests that an engraved boulder be placed at the South Pasadena Memorial and Healing Garden in honor of their son, James Henry Allen. As a beloved member of the community, his family continues to remember and celebrate his life.

## **Next Steps**

1. Review and approve the request

## **Background**

The South Pasadena Memorial and Healing Garden was created in 2007 after a local middle school student's sudden death. Since its inception, the garden has been a place for residents to share in the remembrance of children gone too soon.

The garden is nestled in the upper Northeast end of Garfield Park. Engraved boulders are positioned throughout the garden in honor and remembrance of youth under 21 years of age who have passed away. The purpose of the garden is to ensure these children are remembered residents of the community.

## **Fiscal Impact**

The fiscal impact is the cost of the engraving of the boulder, which will be paid by the Allen Family.

## **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: South Pasadena Children's Memorial and Healing Garden Application



## South Pasadena Children's Memorial and Healing Garden

The greatest sorrow in life comes from losing someone you love. We hope you have found, and continue to find, much compassion in those around you as you express and experience your grief and loss.

We also hope that the garden can be a resource to you to help ease the pain a little and that you and all its visitors will have some moments of serenity and joy amidst your sorrow. Young and old are welcome to visit the garden anytime, to celebrate and remember the ones they have lost, reflect on their own life, or simply surround themselves with beauty and love.

The names in the garden are of the children of South Pasadena residents who have left us too soon (21 years and under at the time of death). By having their names engraved in the garden, we honor and remember their lives, and ensure that they will always remain a visible part of our community.

This form is the first step to adding a child's name to the garden. The information collected will be used to present the request to the Parks and Recreation Commission, and will otherwise remain confidential. Regular Commission Meetings are held the 2<sup>nd</sup> Mondays of each month with the exception of holidays.

Please tell us about yourself:

Name: William D. Allen Date of Submission: 5/17/2023  
Address: 2055 La France Ave City: So. Pasadena Zip: 91030  
Email: williamallen md@gmail.com Phone: 747 265 9149  
Affiliation with the community (i.e., resident, work, clubs, etc.) resident

Please tell us about the person whose name you would like added to the garden. Lived in South Pasadena at some time of their life and 21 years and under at the time of death.

Name: James Henry Allen  
Date of Birth: 4/12/1996 Date of Passing: 4/8/2016 Age: 19  
Relationship to you: son

Affiliation with the community (i.e., school, work, clubs, etc.) he attended Marengo, SPMS, SPHS

Additional Comments: James Henry Allen  
Your smile will light our way forever

Family Contact: William D. Allen Phone: 747 265 9149

Thank you for taking the time to complete this form. Please mail to: Lucy Hakobian, Community Services Supervisor, 815 Mission Street, South Pasadena, CA 91030 or email [Lhakobian@southpasadenaca.gov](mailto:Lhakobian@southpasadenaca.gov)  
Applications will be reviewed at the next Parks and Recreation Commission Meeting.