



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, May 8, 2023 at 6:30 p.m.**

**CITY COUNCIL CHAMBERS
1424 MISSION 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 Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

The Meeting will be available:

- In Person – City Council Chambers, 1424 Mission 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 City Council Chambers

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

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 April 10, 2023

Recommendation

It is recommended that the Commission review and approve the April 10, 2023 Meeting Minutes.

COMMUNICATIONS

3. Receive and File Draft Community Services BudgetRecommendation

It is recommended that the Commission receive and file the draft Community Services budget.

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.

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

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. 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 **May 8, 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.*

5/4/2023

/S/ Sheila Pautsch, Community Services Director

Date

Staff Name, Staff Title



Monday, April 10, 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, April 10, 2023, at 6:31 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

ROLL CALL

Present: Chair Victoria Rocha, Commissioners Kristine Kwong, Alberto Ocon, and Margaret Yi.

Absent: Vice-Chair Samuels (Excused Absence)
Commissioner Bissner (Excused Absence)
Commissioner Vogel (Excused Absence)

City Staff: Community Services Director Sheila Pautsch
Community Services Deputy Director Lucy Hakobian
Community Services Supervisor Melissa Snyder
Community Services Supervisor Nathalie Wilcox
Management Analyst Gabriel Tallon
Program Specialist Jordan Bell

Council Liaison: Councilmember Jack Donovan

Public Comment

None.

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

Motion by Commissioner Ocon to approve the April 10, 2023 meeting minutes, seconded by Commissioner Yi. Motion carries 4-0 to approve the April 10, 2023 meeting minutes.

Receive and File Department Assessment Report

Community Services Director Pautsch introduced the item and introduced John Jones of Catalyst Consulting. Discussion took place followed by a request by Commissioner Kwong for a future agenda item regarding the department assessment, seconded by

City of South Pasadena

Commissioner Ocon. Motion was made by Chair Rocha and seconded by Commissioner Yi to receive and file the department assessment report. Motion carries 4-0.

COMMUNICATIONS

City Council Liaison Communications

Councilmember Donovan provided an update on the \$1.5 million received from Congresswoman Judy Chu for crisis assessment.

Staff Liaison Communications

Community Services Director Pautsch provided the Commission with an update on the following: 4/19 City Council Meeting, 5/17 Golf Course Study Session, and 6/28 Commission Congress.

Division Liaison Communications

Management Analyst Tallon provided an update on the Transit Division, including hiring of a part time driver, increase in ridership, and working with BTC to allow Dial-A-Ride fleet to charge faster on the electric chargers.

Community Services Supervisor Snyder provided an update on senior division items for including the senior meals program, senior resource guide, and dumpster day. Upcoming events to save the date include: Senior Prom on 4/14, and Cinco de Mayo on 5/3. Community Services Supervisor Snyder also provided a quick update on social media.

Community Services Supervisor Wilcox provided an update on outdoor rentals. The department hosted the annual Spring Eggstravaganza event with over 1800 in attendance. Upcoming event includes Be Kind to Animals Week on 5/9. Community Services Supervisor Wilcox also provided a quick update on the California Park and Recreation Society's Conference that staff attended.

Program Specialist Bell provided an update on Camp Med. Spring Break Camp Med was sold out with an increase in program attendance from 17 last year to 40 this year. Summer camp registration starts this week. Staff is also working on summer recruitments.

Commissioner Communications

Chair Rocha thanked Community Services Supervisor Snyder for the follow up on disability information for the resource guide.

Commissioner Ocon reported on the tragic news regarding a young resident who lost his life. A candlelight vigil was held at Clarich Field.

ADJOURNMENT Meeting adjourned at 8:07 p.m.

Lucy Hakobian
Deputy Community Services Director

Victoria Rocha
Chair, Community Services Commission

DRAFT

COMMUNITY SERVICES

FISCAL YEAR 2023-24 BUDGET SNAPSHOT

OVERVIEW

The Community Services Department is pleased to submit the Fiscal Year 2023-24 budget proposal. The Community Services Department provides services within four divisions: Senior Division, Recreation Youth Division, Community Transit, and Community Services Division.

The following is a synopsis of the fiscal year for the Community Services Department.

The Senior Citizens Center, a multi-purpose facility, provides older adults with educational, social, physical, nutritional, and emotional services and city special events such as the Memorial Day Celebration. On-site meals, classes, and programs have resumed in person. Home-delivered meals continue to serve seniors residing within city limits.

The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, Facility and Park reservation, and city events such as Concerts in the Park, Eggstravaganza, Spooktacular, and Breakfast with Santa.

The Community Transit operates the Dial a Ride Program, which offers essential services for seniors, including rides to medical appointments, grocery stores, financial institutions, and social gatherings provided by the City. The Division has experienced an increase in ridership since the pandemic. A full-time Management Analyst and Management Assistant were hired to fill vacant positions. A new All-Electric 14 Passenger Van was purchased and is in operation. The Division will undergo an analysis of the Dial-A-Ride program.

The Community Services Division provides general department oversight plus budget and grant administration, park improvements, community liaison activities, and contract management of the Arroyo Seco Golf Course (Golf Course), Arroyo Seco Racquet Club, San Pascual Stables, South Pasadena Batting Cages, Ironworks Museum, and Tower Venture Cellular. All agreements have been fully executed with new contract terms except for the Golf Course which the agreement is on a month-to-month. The Golf Course completed a Market Support and Financial Analysis which is under review by City Council. An assessment of the Department was conducted by a consultant and recommendations will be implemented in FY 2023-2024. The Department implemented a new registration software called CivicPlus which will enhance the registration and reservation processes.

The staff supports the Community Services Commission, Festival of Balloons, South Pasadena Tournament of Roses Committee, and Recreation Leased Facilities Ad Hoc Committee.

Notable Changes- Wages and Benefits

The Community Services Department is requesting two position changes for Fiscal Year 2023-2024 as follows:

1. Upgrade a part-time Community Services Coordinator to one full-time Community Services Coordinator
2. Combine two part-time Management Aides to one full-time Management Aide
3. Complete a Compensation Compaction Study on the two Community Services Supervisor positions

Notable Changes- Operations and Maintenance

Senior Center:

- Upgrade the lobby, library, and staffing furniture
- Quarterly outreach mailers for senior programs

Administration:

- Installment of a new park sign at the Nature Park
- Replace Refrigerator at War Memorial Building
- Install new alarm system at Ironworks Museum
- Annual maintenance fee for CivicPlus Software

Recreation:

- Replacement of all park signage such as park rules sign and gazebo area signage
- Painting of Camp Med room
- Purchase new kid size furniture for Camp Med

Dia-A-Ride

- Hire consultant to complete an Assessment of the Division

Capital Outlay

Construction of Berkshire and Grevelia Pocket Parks - see CIP (Park Impact Fees).