



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, NOVEMBER 14, 2022 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. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Community Services Commission may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website-
<https://us06web.zoom.us/j/85789571231?pwd=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>
- Via Zoom – **Webinar ID:** 857 8957 1231

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/85789571231?pwd=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>
Meeting ID: 857 8957 1231 Passcode: 980847 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
Karen Tamis, Commissioner
Gabriel Vogel, 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 Parks and Recreation Commission Meeting of October 10, 2022

Recommendation

It is recommended that the Commission review and approve the October 10, 2022 Meeting Minutes.

3. Concert/Movies in the Park Subcommittee

Staff is seeking for a subcommittee to include two Commissioners to assist staff with Summer 2023 event planning.

Recommendation

It is recommended that the Commission select a subcommittee to assist staff with Summer 2023 event planning.

4. Girl Scout Troop 7211 Book Box Project

Deputy Community Services Director Hakobian will provide a report.

Recommendation

It is recommended that the Commission approve the request made by Girl Scout Troop 7211 to install a Book Box Project at Eddie Park.

COMMUNICATIONS**5. City Council Liaison Communications****6. Staff Liaison Communications****7. Division Liaison Communications****8. 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 **November 09, 2022**, 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.*

11/09/2022	/S/ Sheila Pautsch, Community Services Director
Date	Staff Name, Staff Title



Monday, October 10, 2022
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, October 10, 2022, 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, Vice Chair Bryan Samuels, Commissioner Lela Bissner, Commissioner Kristine Kwang, Commissioner Alberto Ocon, Commissioner Karen Tamis, and Commissioner Gabriel Vogel.

Absent: None

City Staff: Community Services Director Sheila Pautsch
Community Services Supervisor Nathalie Wilcox
Community Services Supervisor Melissa Snyder
Management Analyst Israel Suarez
Program Specialist Jordan Bell (arrived after roll call)

Council Liaison: Councilmember Jack Donovan

PUBLIC COMMENT

None

ACTION / DISCUSSION**Minutes of the Parks and Recreation Commission Meeting of September 12, 2022**

Motion by Commissioner Ocon to approve the September 12, 2022 meeting minutes, seconded by Commissioner Bissner. Motion carries 7-0 to approve the September 12, 2022 meeting minutes.

Department Assessment Focus Group

Community Services Director Pautsch introduced John Jones with Catalyst Consulting, who is conducting the department assessment. The Commission has a large part in this process, providing feedback, and completing surveys while Mr. Jones compiles

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information for the assessment. Mr. Jones will be interviewing City Council during this process, and provide his analysis. Commissioners had an opportunity to provide feedback, and participate in the SWOT (Strength, Weakness, Opportunities and Threat) Analysis.

Guidelines for Community Services Department Events, Facilities, and Programs Management

Community Services Director Pautsch introduced the item on Guidelines for Community Services Department Events, Facilities and Programs Management (Guidelines), formerly known as the Policies and Procedures. Motion was made to recommend the Guidelines to City Council by Chair Rocha, and seconded by Commissioner Kwong, with a friendly amendment to include SB 1383 Cal Recycles Organic Waste Recycling Requirement. Motion carries 6-0 with Vice-Chair Samuels abstaining.

Co-Sponsorship & Special Event Policy

Community Services Director Pautsch introduced the item on Co-Sponsorship and Special Event Policy. After much discussion, a motion was made by Chair Rocha to recommend the following edits: 1. Removing Oneonta Men's Club from the non-profit list; 2. Shifting the labor set up and take down to the applying organization; 3. Notice to residents by organization for 5K runs that impede traffic and cause street shutdowns; 4. Remove South Pasadena Little League, AYSO, and Holy Family that are covered under Community Services department policies, as well as removing Boy Scouts and Girl Scouts as they are covered under City Council approved fee schedule. Motion was seconded by Commissioner Tamis. Motion carries.

COMMUNICATIONS

City Council Liaison Communication

Councilmember Donovan stated the peafowl management plan is underway. He received a complaint from a constituent on the maintenance issues at the War Memorial Building and thanked staff for all their efforts.

Staff Liaison Communications

Community Services Director reiterated the peafowl management and the efforts of the Police Department in completing the Request for Proposal for the peafowl management. Community Services staff will coordinate efforts to seek volunteer residents to place traps on their property. She also thanked Public Works for their efforts with the War Memorial maintenance complaints that Councilmember Donovan had stated earlier in his comments.

Division Liaison Communications

Community Services Supervisor Snyder updated the Commission on the Senior Division including resumption of excursions, healthy aging fair, flu shot and COVID-19 Booster clinics, Dumpster Day, as well as Save the Dates for Halloween, Veterans and Thanksgiving Luncheons. She is working on updating the software management system for the department and continues to take on social media efforts.

Community Services Supervisor Wilcox updated the Commission on the Recreation Division including outdoor and indoor rentals, Walk Bike to School, Recreation Classes, Halloween and Breakfast with Santa.

Program Specialist Bell updated the Commission on After School Camp Med program, and the relaunch of the Teen Center.

Management Analyst Israel Suarez updated the Commission on the Transit Division including the National Transit Database (NTD) audit, grants and staffing.

Commissioner Communications

Motion by Chair Rocha to place an item on a future agenda to have a presentation on unhoused individuals, seconded by Commissioner Ocon.

ADJOURNMENT Meeting adjourned at 8:51 p.m.

Sheila Pautsch
Community Services Director

Victoria Rocha
Chair, Community Services Commission



Community Services Commission Agenda Report

ITEM NO. 4

DATE: November 14, 2022

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Lucy Hakobian, Deputy Community Services Director

SUBJECT: **Girl Scout Troop 7211 Book Box Project**

Staff was approached by the leader of Girl Scout Troop 7211 for a book box project at Eddie Park House. The installation would take place in the planter to either the right or the left of the house, or somewhere else in the perimeter of the park next to the brick wall, at an approved location by city staff.

The troop is hopeful to have the installation completed soon in time for an unveiling ceremony at their Holiday Party on December 19. Doug Chadwick, from the Kiwanis Literacy Club has installed numerous boxes and will be doing the prep work for the installation. The theme for the book box is Girl Scout Camping, and the troop members are excited to gift the book and box along with donating books for the community.

