



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**A G E N D A
REGULAR MEETING
MONDAY, DECEMBER 11, 2023, AT 6:30 P.M.**

**AMEDEE O. “DICK” RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION, SOUTH PASADENA, CA 91030**

South Pasadena 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 Amedee O. “Dick” Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 811 7715 2833 Passcode 923927**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to Spautsch@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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>

CALL TO ORDER:	Chair	Victoria Rocha
ROLL CALL:	Chair	Victoria Rocha
	Vice Chair	Bryan Samuels
	Commissioner	Lela Bissner
	Commissioner	Kristine Kwong
	Commissioner	Alberto Ocon
	Commissioner	Gabriel Vogel
	Commissioner	Margaret Yi

PLEDGE OF ALLEGIANCE: Chair

Victoria Rocha

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

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 Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Commission, however, the Chair and 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.

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. 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.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to 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.

PUBLIC COMMENT**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting.

Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

ACTION/DISCUSSION**2. APPROVAL OF MINUTES OF NOVEMBER 13, 2023, COMMUNITY SERVICES COMMISSION MEETING**

Recommendation

It is recommended that the Commission review and consider approval of the November 13, 2023, Meeting Minutes.

PUBLIC HEARING**COMMUNICATIONS****3. CITY COUNCIL LIAISON COMMUNICATIONS****4. COMMISSIONER COMMUNICATIONS****5. STAFF LIAISON COMMUNICATIONS**

- Dr. Beatriz Solis Memorial Park Groundbreaking- December 13 at 3:30 p.m.

PUBLIC COMMENT – CONTINUED**6. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT***FOR YOUR INFORMATION*****FUTURE COMMUNITY SERVICES COMMISSION MEETINGS**

January 8, 2024	Regular Meeting	6:30 p.m.
February 12, 2024	Regular Meeting	6:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS


Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

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 **December 11, 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.*

12/7/2023

/S/

Date

Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION- SPECIAL MEETING**

**MINUTES
MONDAY, NOVEMBER 13, 2023, AT 6:30 P.M.**

CALL TO ORDER:

The Special Meeting of the South Pasadena Community Services Commission was called to order by Chair Rocha on Monday, November 13, 2023, at 6:33 P.M. The South Pasadena Senior Center is located at 1102 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Victoria Rocha
Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Kristine Kwong
Commissioner	Alberto Ocon
Commissioner	Gabriel Vogel
Commissioner	Margaret Yi
Council Liaison	Jack Donovan

ABSENT

None

Lucy Hakobian, Deputy Community Services Director, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director; Nathalie Wilcox, Community Services Supervisor; Gabriel Tallon, Management Analyst; Jordan Bell, Program Specialist; Lucy Hakobian, Deputy Community Services Director were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Commissioner Yi.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

None.

ACTION/DISCUSSION

2. APPROVAL OF COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR NOVEMBER 13, 2023

Recommendation

It is recommended that the Community Services Commission approve the minutes for the November 13, 2023, Special Community Services Commission Meeting.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Bissner, seconded by Commissioner Ocon and approved by roll call vote to approve Item No. 2. The motion carried 7-0-0, by the following vote:

- AYES:** Rocha, Samuels, Bissner, Kwong, Ocon, Vogel, Yi
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

3. REVIEW AND APPROVAL OF SOUTH PASADENA CHILDREN’S MEMORIAL AND HEALING GARDEN FOR BRIAN PARKINSON

Recommendation

It is recommended that the Community Services Commission review and approve the South Pasadena Children’s Memorial and Healing Garden request for Brian Parkinson. Former Mayor and Council Member Mike Ten presented the item. Brian’s father Mr. Parkinson was also in attendance.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Kwong, seconded by Commissioner Ocon and approved by roll call vote to approve Item No. 3. The motion carried 7-0-0, by the following vote:

- AYES:** Rocha, Samuels, Bissner, Kwong, Ocon, Vogel, Yi
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

COMMUNICATIONS

4. CITY COUNCIL LIAISON COMMUNICATIONS

Councilmember Donovan provided a brief update on Cal Trans homes, and the Just Cause Ordinance. Vice Chair Samuels voiced his concerns about unhoused people who are utilizing a vacant home across from his residence. Commissioner Vogel asked questions about the bike lanes.

5. COMMISSIONER COMMUNICATIONS

Commissioner Ocon reported on the graffiti at the Skate Park including possible termites at the gazebo, and possible replacement of rules signs.

Vice Chair Samuels reported on the misuse of facilities and the state of our parks, and disregard for rules. He added that fields should be locked up, have additional fencing to restrict access, and address dogs destroying fields. With respect to the Skate Park, park murals may deter graffiti.

Commissioner Bissner reported on people who conduct business at parks such as personal training classes. She added that our parks are well maintained. Vice Chair Samuels added that he would rather see people use our parks than undesirable activities taking place. Community Services Director Pautsch stated that staff are looking into different ways to address this. Chair Rocha added that additional staff may be needed for this and possibly code enforcement.

Chair Rocha reported that the fire on Huntington Drive was the property she was living in. This caused displacement of residents, but she also thanked the Fire Department for all their efforts.

6. STAFF LIAISON COMMUNICATIONS

Community Services Director Pautsch reported on the Golf Course Master Plan Request for Proposal; Transit Assessment Meeting scheduled for November 14; State of the City scheduled for December 5; Groundbreaking Ceremony for Berkshire Park on December 13.

Program Specialist Bell provided an update on Camp Med. The campers also enjoyed a walking trip to the local pumpkin patch.

Management Analyst Tallon provided an update on the Transit Division; a new hire will be onboarding in December; CNG Station is out of commission for repairs.

Community Services Supervisor Wilcox provided an update on Recreation division offerings; Halloween Spooktacular was well attended with 3500 people; winter registration is open for recreation classes; Breakfast with Santa is scheduled for December 9; facility rentals included 6 at the War Memorial Building, 3 at the Senior Center, and 1 and Eddie Park; 64 park reservations in the month of October. Ms. Wilcox also provided an update on Senior division offerings including the workshop for What to Do About Mom and Dad; Dumpster Day with 100 sign-ups; Hispanic Heritage Month; Dia de Los Muertos; Paint and Sip; new lecture series by Cal State LA; and an excursion to Tanaka Farms.

7. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Rocha adjourned the meeting of the Community Services Commission at 7:32 P.M. to the next Regular Community Services Commission meeting scheduled for December 11, 2023.

Respectfully submitted:

Lucy Hakobian
Deputy Community Services Director

APPROVED:

Victoria Rocha
Chair

ATTEST:

Lucy Hakobian
Deputy Community Services Director

Approved at Community Services Commission Meeting: December 11, 2023