



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, MARCH 13, 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. Informational Update from Deputy City Manager Domenica Megerdichian

2. Public Comment

ACTION/DISCUSSION

3. Minutes of the Community Services Commission Meeting of February 13, 2023

Recommendation

It is recommended that the Commission review and approve the February 13, 2023 Meeting Minutes.

4. Community Services Commission AccomplishmentsRecommendation

It is recommended that the Commission review and approve the Community Services Commission Accomplishments for 2022.

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 **March 13, 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.*

3/9/2023

/S/ Sheila Pautsch, Community Services Director

Date

Staff Name, Staff Title



Monday, March 13, 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, February 13, 2023, at 6:32 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

ROLL CALL

Present: Chair Victoria Rocha, Commissioners Lela Bissner, Kristine Kwong, Alberto Ocon, Gabriel Vogel and Margaret Yi.

Absent: Vice-Chair Bryan Samuels (Excused Absence)
Program Specialist Jordan Bell

City Staff: Community Services Director Sheila Pautsch
Community Services Deputy Director Lucy Hakobian
Community Services Supervisor Melissa Snyder
Community Services Supervisor Nathalie Wilcox (Via Zoom)

Council Liaison: Councilmember Jack Donovan

Introduction of Newly Appointed Commissioner

Commissioner Margaret Yi introduced herself and provided background information. The Commission welcomed her aboard.

PUBLIC COMMENT

Barbara Eisenstein from the Friends of the Nature Park provided information on the upcoming South Pasadena Beautiful Garden Tour scheduled for March 18.

ACTION / DISCUSSION

Minutes of the Community Services Commission Meeting of February 13, 2023

Motion by Commissioner Ocon to approve the February 13, 2023 meeting minutes, seconded by Commissioner Kwong. Motion carries 6-0 to approve the February 13, 2023 meeting minutes.

Approval of Spring/Summer 2023 Field Use Request

Deputy Community Services Director Hakobian introduced the item. Motion was made by Commissioner Kwong to approve the permit for South Pasadena Little League, seconded by Commissioner Bissner. Motion carries 5-0 with Commissioner Ocon abstaining. Motion was made by Commissioner Ocon to approve the permit for Camp Adventurewood and Kubb Club, seconded by Commissioner Kwong. Motion carries 6-0.

Discussion on Installation of a Welcome Sign at the Nature Park

Community Services Director Pautsch presented the item. Barbara Eisenstein provided her feedback on this discussion item. Chair Rocha made a motion to move forward with an estimate for the High-Density Polyethylene sign, seconded by Commissioner Kwong. Motion carries 6-0.

Review and Approve the 2023 Community Services Commission Work Plan

Community Services Director Pautsch presented the Community Services Commission Work Plan. Motion was made by Commissioner Ocon to approve the Community Services Commission Work Plan for 2023, seconded by Commissioner Vogel. Motion carries 6-0 to approve the Community Services Commission Work Plan for 2023.

COMMUNICATIONS**City Council Liaison Communications**

Councilmember Donovan stated that Council will be receiving a summary on the housing element, in hopes to make the deadline.

Staff Liaison Communications

Community Services Director Pautsch informed the Commission on the upcoming Commission Congress scheduled for June 28, 2023.

Division Liaison Communications

Community Services Supervisor Snyder provided an update on senior division items for the senior meals program. Upcoming events include Valentine's Luncheon, St. Patrick's Luncheon and Senior Prom. She also thanked the Concert Subcommittee for their efforts. Donation letters were mailed out, and we have 10 sponsors for a total of \$7200. She will be reaching out to bands for their availability. Additionally, Councilmember Donovan contributed \$3000 from his discretionary funds. We are in the final stages of implementation for CivicRec, the departments' registration software program.

Community Services Supervisor Wilcox provided an update on outdoor rentals with 68 gazebo rentals. Registration for Recreation Classes for Spring 2023 have begun. Staff attended the Summer Enrichment Fair at Marengo and provided information on Summer Camp Med. Summer Camp Med will begin on June 5th, with registration starting on April 12th. We had 6 of our teens partake in a mini-field trip to Neon Arcade, with transportation provided by Dial-A-Ride. On February 10th, the Senior Center hosted Camp Med for an intergenerational program, decorating cookies for Valentine's. Spring Eggstravaganza is scheduled for April 8th at Garfield Park.

Commissioner Communications

Chair Rocha commented on the Ad Hoc Committee as an advisory board, the work they have done, and the outcome will represent the residents based on committee input. She relayed that it has been a pleasure serving on the Committee.

Commissioner Bissner stated her gratitude about the staff at the golf course, and how professional they have been.

Commissioner Ocon commented on the golf course proposal and that it would be presented to City Council.

ADJOURNMENT Meeting adjourned at 7:15 p.m.

Lucy Hakobian
Deputy Community Services Director

Victoria Rocha
Chair, Community Services Commission

DRAFT



Community Services Commission Agenda Report

ITEM NO. 4

DATE: March 13, 2023

FROM: Sheila Pautsch, Community Services Director

SUBJECT: **Community Services Commission Accomplishments**

Recommendation

It is recommended that the Commission review and approve the Community Services Commission (Commission) Accomplishments for 2022.

Discussion/Analysis

The following accomplishments were completed by the Commission in 2022:

- Formation of the Community Services Commission in July 2022
- Approval of Field Use Request Permits for Fall
- Reviewed and approved the Guidelines for Community Services Department Events, Facilities and Program Management
- Participation in the Department Focus Group to assist in the evaluation process of the department
- Approval of a Little Library at Eddie Park donated by Girl Scout Troop 7211
- Creation of Subcommittee for the Concert & Movie in the Park for selection of diverse bands for the summer concert series

Next Steps

1. Review and approve.

Background

On an annual basis, the Commission compiles a list of accomplishments that have taken place. These accomplishments and the annual work plan will be presented at the annual Commission Congress which is scheduled for June 28, 2023.

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*.