



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A  
SPECIAL MEETING  
MONDAY, NOVEMBER 13, 2023, AT 6:30 P.M.**

**SOUTH PASADENA SENIOR CENTER  
1102 OXLEY STREET, 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 South Pasadena Senior Center, located at 1102 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – South Pasadena Senior Center, 1102 Oxley 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](mailto: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:** Commissioner Margaret Yi

**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 South Pasadena Senior Center.

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](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. 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 SEPTEMBER 11, 2023, COMMUNITY SERVICES COMMISSION MEETING**

Recommendation

It is recommended that the Commission review and consider approval of the September 11, 2023, Meeting Minutes.

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

Recommendation

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

**PUBLIC HEARING**

**COMMUNICATIONS**

**4. CITY COUNCIL LIAISON COMMUNICATIONS**

**5. COMMISSIONER COMMUNICATIONS**

**6. STAFF LIAISON COMMUNICATIONS**

- Update on Arroyo Seco Golf Course
- Transit Community Meetings- November 14
- State of the City- December 5
- Berkshire Pocket Park Groundbreaking- December 13

**PUBLIC COMMENT – CONTINUED**

**7. 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**

December 11, 2023 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](mailto: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](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 **November 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.*

11/8/2023

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES**

**MONDAY, SEPTEMBER 11, 2023, AT 6:30 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Chair Rocha on Monday, September 11, 2023, at 6:30 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair	Victoria Rocha
Commissioner	Alberto Ocon
Commissioner	Gabriel Vogel
Commissioner	Margaret Yi
Council Liaison	Jack Donovan

**ABSENT**

Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Kristine Kwong

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

**CITY STAFF PRESENT:**

Sheila Pautsch, Community Services Director; Nathalie Wilcox, Community Services Supervisor; Melissa Snyder (on Zoom), Community Services Supervisor; 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 Vogel.

**PUBLIC COMMENT**

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

None.

**ACTION/DISCUSSION**

## **2. APPROVAL OF COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR SEPTEMBER 11, 2023**

### Recommendation

It is recommended that the Community Services Commission approve the minutes for the September 11, 2023, Regular Community Services Commission Meeting.

### **COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Rocha, seconded by Commissioner Ocon and approved by roll call vote to approve Item No. 2. The motion carried 4-0-0, by the following vote:

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

## **3. APPROVAL OF FALL 2023 FIELD USE REQUESTS**

### Recommendation

It is recommended that the Commission review and consider approval of the Fall 2023 field use requests for South Pasadena Little League (SPLL) and Holy Family. Staff Liaison Wilcox presented the item.

### **COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Vogel, seconded by Commissioner Yi and approved by roll call vote to approve Item No. 3 for SPLL, considering the following: Approve permit for SPLL starting September 11; Orange Grove Field not available on October 27 for the Spooktacular Event; Orange Grove Field not available on October 29<sup>th</sup> due to Arroyo Fest; Orange Grove Field Closure November 27, 2023-January 31, 2024; Field available on October 28<sup>th</sup> but limited parking due to the Arroyo Fest. The motion carried 3-0-1, by the following vote:

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

### **COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Yi, seconded by Commissioner Ocon and approved by roll call vote to approve Item No. 3 for Holy Family considering the following: Orange Grove Field not available on October 27 for the Spooktacular Event. The motion carried 4-0-0, by the following vote:

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

#### **4. 2023 SUMMER SPECIAL EVENTS UPDATE**

##### Recommendation

It is recommended that the Community Services Commission receive and file the 2023 Summer Special Events Update. Staff Liaison Snyder presented the item.

#### **COMMUNICATIONS**

#### **5. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided a brief update on the Golf Course presentation made to City Council on September 6.

#### **6. COMMISSIONER COMMUNICATIONS**

Chair Rocha attended the September 6 meeting regarding the Golf Course. She reported that Council approved to move forward on getting a Request for Proposal (RFP) to draft a Master Plan.

Commissioner Yi inquired about the time frame for the RFP and the implementation.

Commissioner Vogel inquired as to how many people attended the September 6 meeting.

#### **7. STAFF LIAISON COMMUNICATIONS**

Community Services Director Pautsch thanked Chair Rocha and Commissioner Ocon for all their efforts on the Ad Hoc Committee. Director Pautsch informed the Commission of the State of the City scheduled for December 5.

Community Services Supervisor Wilcox provided an update on Recreation division offerings including facility and gazebo rentals, leisure classes and Halloween Spooktacular.

Community Services Supervisor Snyder provided an update on Senior division offerings including a new caterer for the lunch program, senior programming, and excursions. As of August 1<sup>st</sup>, the department has fully transitioned to CivicPlus, a new registration software program.

Program Specialist Bell provided an update on Camp Med along with a monthly flyer of all activities that took place in August/September.

#### **8. CONTINUED PUBLIC COMMENT-GENERAL**

None

#### **ADJOURNMENT**

There being no further matters, Chair Rocha adjourned the meeting of the Community Services Commission at 6:58 P.M. to the next Regular Community Services Commission meeting scheduled for October 9, 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: November 13, 2023*





## 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 Community Services 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: Michael Ten Date of Submission: 10-17-23  
 Address: 313 Camino Verde City: So Pasadena Zip: 91030  
 Email: miketent1979@gmail.com Phone: 626-319-4051  
 Affiliation with the community (i.e., resident, work, clubs, etc.) Former Council member & Mayor

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: Brian Parkinson  
 Date of Birth: 05-11-2000 Date of Passing: 02-27-2021 Age: 20  
 Relationship to you: son of fellow community members  
 Affiliation with the community (i.e., school, work, clubs, etc.) SPHS 2018, SPMS, Marengo Elea  
 Additional Comments: Brian was a friend and inspiration to all who grew up with him. He suffered most of his young life from a severe seizure disorder  
 Family Contact: Mike or Judy Parkinson Phone: \_\_\_\_\_

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