



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, SEPTEMBER 12, 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=TDduMWY0QVI2dGpiWWWrdmpSWWM5UT09>
- 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=TDduMWY0QVI2dGpiWWWrdmpSWWM5UT09>
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

Kristine Kwong, Chair

ROLL CALL

Kristine Kwong, Chair
Victoria Rocha, Vice-Chair
Lela Bissner, Commissioner
Alberto Ocon, Commissioner

Bryan Samuels, 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. Introduction of New Commissioners

3. Minutes of the Parks and Recreation Commission Meeting of August 8, 2022

Recommendation

It is recommended that the Commission review and approve the June 13, 2022 Meeting Minutes.

4. 2022 Summer Events UpdateRecommendation

It is recommended that the Commission receive and file this report.

5. 2022 Summer Camp Med Program UpdateRecommendation

It is recommended that the Commission receive and file this report.

6. Selection of Chair and Vice-Chair

It is recommended that the Commission select and appoint Chair and Vice-Chair

COMMUNICATIONS**7. City Council Liaison Communications****8. Staff Liaison Communications****9. Division Liaison Communications****10. 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 **September 8, 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.*

9/8/2022	/S/ Sheila Pautsch, Community Services Director
Date	Staff Name, Staff Title



Monday, August 8, 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 Commissioner Kwong on Monday, August 8, 2022, at 6:33 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

ROLL CALL

Present: Commissioner Kristine Kwong, Victoria Rocha, Alberto Ocon, and Commissioner Karen Tamis via Zoom.

Absent: Councilmember Jack Donovan

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 Israel Suarez
Program Specialist Jordan Bell

Council Liaison: Councilmember Jack Donovan (Absent)

PUBLIC COMMENT

No Public Comments were received in writing or verbally via Zoom.

ACTION / DISCUSSION

Minutes of the Parks and Recreation Commission Meeting of June 13, 2022

Motion by Commissioner Rocha to approve the June 13, 2022 meeting minutes, seconded by Commissioner Ocon. Motion carries 4-0 to approve the June 13, 2022 meeting minutes.

Review and Approval of Fall 2022 Field Permits

Motion by Commissioner Rocha to approve the Fall 2022 Field Permits for South Pasadena Little League, AYSO, and Holy Family School, seconded by Commissioner Ocon. Motion carries 4-0 to approve the fall field permits.

COMMUNICATIONS

City Council Liaison Communications

No Council Liaison Communications.

Staff Liaison Communications

Community Services Director Pautsch informed the Commission of the Department Assessment that is taking place.

Division Liaison Communications

Each division staff provided the Commission with a brief overview of their respective divisions and job duties. This information was provided by staff members Management Analyst Suarez, Community Services Supervisor Snyder, Community Services Supervisor Wilcox, and Program Specialist Bell. One item requested by the Commission to be placed as a future agenda item was regarding Micro Transit.

Commissioner Communications

Commissioner Rocha relayed the new format of the Commission and thanked the staff for all their efforts.

Commissioner Ocon also thanked the staff and is very appreciative of their work.

Commissioner Kwong thanked the staff for a great job with the 4th of July event.

Commissioner Tamis echoed with the other Commissioners on a job well done by staff.

ADJOURNMENT Meeting adjourned at 7:15 p.m.

Lucy Hakobian
Deputy Community Services Director

Kristine Kwong
Chair, Community Services Commission



Community Services Commission Agenda Report

ITEM NO. 4

DATE: September 12, 2022

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Supervisor

SUBJECT: 2022 Summer Events Update

Summer special events returned in 2022 after a modified year of programming due to COVID-19. The 2022 Summer Concerts and Movies in the Park were a great success. There was a variety of music, family-friendly movies, and fun brought to our community.

2022 Schedule

We re-introduced a schedule of holding concerts on alternate Sundays (similar to the successful 2016 schedule). This allowed for different events on intermediary weeks, effectively creating a summer of events for the community.

Concerts in the Park this season ran from 5:00 p.m. to 7:00 p.m. on Sundays. Movies in the Park were hosted on Fridays and began at sunset.

2022 Special Events

Date	Special Event: Movies in the Park	FY21-22 Total Expenses	FY22-23 Total Expenses	Attendance	Temperature
June 17, 2022	Movie in the Park: <i>Encanto</i>	\$2,415.00	\$0.00	150 ppl	82°F
July 8, 2022	Movie in the Park: <i>Spiderman No Way Home</i>	\$615.00	\$1,800.00	250 ppl	91°F
July 22, 2022	Movie in the Park: <i>Back to the Future</i>	\$615.00	\$1,800.00	150 ppl	94°F
TOTAL:		\$3,645.00	\$3,600.00		

Date	Special Event: Concerts in the Park	FY21-22 Total Expenses	FY22-23 Total Expenses	Attendance	Temperature
June 26, 2022	Concert in the Park: <i>ESCAPE – Journey Tribute</i>	\$2,150.00	\$2,870.00	650 ppl	97°F
July 10, 2022	Concert in the Park: <i>Suave</i>	\$0.00	\$5,190.00	325 ppl	94°F
July 31, 2022	Concert in the Park: <i>The Wiseguys</i>	\$0.00	\$5,190.00	550 ppl	94°F
August 7, 2022	Concert in the Park: <i>The Ploughboys</i>	\$0.00	\$5,190.00	350 ppl	103°F
TOTAL:		\$2,150.00	\$15,980.00		

2022 Summer Events Update

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Date	Special Event: Shakespeare in the Park	FY21-22 Total Expenses	FY22-23 Total Expenses	Attendance	Temperature
July 23, 2022	Shakespeare in the Park: <i>Romeo & Juliet</i>	\$0.00	\$2,000.00	350 ppl	91°F
July 24, 2022	Shakespeare in the Park: <i>Much Ado About Nothing</i>	\$0.00	\$2,000.00	450 ppl	92°F
TOTAL:		\$0.00	\$4,000.00		

2022 Sponsorships

In late April, staff mailed sponsorship letters to local business for the first time since 2019. While we were able to re-introduce our sponsorship program, the Department only received \$1,550.00 for the year.

2022 Concert Stage

Aztlan Athletics provided a modular portable stage at each concert. Aztlan kindly sponsored the use costs of a modular portable stage (\$3,020.00) for this year's summer series. The City was only responsible for cost of stage, insurance, and staffing fees associated with setup/breakdown at each concert (\$3,280.00).

2022 Budget & Expenses

For Fiscal Year 2022-2023, the Community Services Department allocated a total of \$23,400.00 for Concerts in the Park (\$14,400.00), Movies in the Park (\$6,000), and Shakespeare in the Park (\$3,000.00). Sponsorships, Councilmember Donovan's discretionary funds (\$3,000), and coming in under budget for Movies in the Park allowed the Department to remain within budget for this year's summer events.

2023 Summer Events Timeline

The Community Services Department will follow the same schedule of events for the 2023 Summer Events. This will include two dates of Shakespeare in the Park, three Movies in the Park, and four Concerts in the Park.

To obtain sponsorship for summer 2023, staff plan to send letters to community businesses and organizations in November 2022. Staff will send out reminder notices in January 2023 to increase awareness and total sponsorships.

Additionally, staff will bring the Concerts in the Park 2023 music selection to the Community Services Commission Special Events Subcommittee in the first meeting of 2023. Genre selection will include Country, Latin, Funk/Soul/Motown, and a decade throwback.

2023 Tentative Special Events

Date	Special Event	Location
June 16, 2023	Movie in the Park	Garfield Park
June 25, 2023	Concert in the Park	Garfield Park
July 9, 2023	Concert in the Park	Garfield Park
July 14, 2023	Movie in the Park	Garfield Park

2022 Summer Events Update

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July 23, 2023	Concert in the Park	Garfield Park
TBD	Shakespeare in the Park	Garfield Park
TBD	Shakespeare in the Park	Garfield Park
August 6, 2023	Concert in the Park	Garfield Park
August 11, 2023	Movie in the Park	Garfield Park



Community Services Commission Agenda Report

ITEM NO. 5

DATE: September 12, 2022
FROM: Sheila Pautsch, Community Services Director
PREPARED BY: Nathalie Wilcox, Community Services Supervisor
SUBJECT: **2022 Camp Med Summer Program Update**

Camp Med Summer Program returned in 2022 after a shortened year of programming due to COVID-19. The 2022 Camp Med Summer 9-week Program proved to be fun and exciting for participants. There were a variety of sports, activities, field trips, mini trips, and pool trips planned for the youth.

2022 Program

Each 9-week session of the 2022 Camp Med Summer Program was themed and planned with activities to coincide. In addition to each themed week, field trips were planned out to ensure a fun and safe outing was enjoyed by all participants. Participants from weeks 2-8 walked to the pool at the local South Pasadena High School for recreational swim. Middle School participants had additional mini trips to local places such as Neon Arcade in Pasadena, Fair Oaks Pharmacy, Olvera Street via the Gold Line, and mini golf at the Arroyo Seco Golf Course.

The Summer Camp Med program ran from June 6, 2022 to August 5, 2022, Monday through Friday, 7:30 a.m. to 6:00 p.m. at Orange Grove Park. Lower School Camp provided care for youth 5-9 years old while Middle School Camp provided care for 10-13 year-olds. The resident rate started at \$157 per week for the first child and \$146 for each additional child. The non-resident rate started at \$176 per week for the first child and \$166 for each additional child.

2022 Dates, Weekly Theme/Field Trip & Average Weekly Attendance

Date	Weekly Theme: Field Trip	Average Attendance (Lower /Middle School)
June 6 - 10, 2022	Super Smash Week: <i>In-house Laser Tag</i>	38/6
June 13 - 17, 2022	Just Keep Swimming Week: <i>Long Beach Aquarium</i>	42/19
June 20 - 24, 2022	Pokémon Week: <i>Underwood Family Farms</i>	43/13
June 27 - July 1, 2022	Aloha Week: <i>Mother's Beach in Long Beach</i>	39/7
July 5 - 8, 2022	Independence Week: <i>Jump 'n Jammin'</i>	34/9
July 11 - 15, 2022	I Love LA Week: <i>Quakes Baseball Game</i>	47/10

July 18 - 22, 2022	Spirit Week: <i>Discovery Cube OC</i>	33/13
July 25 - 29, 2022	Gear It Up Week: <i>Adventure City</i>	31/7
August 1 - 5, 2022	Endgame: <i>Mother's Beach in Long Beach</i>	33/9

Revenue Lower School

	Enrolled Participants	Price	Total
1 Child Rate (Resident)	204	\$157	\$32,028
Each Add'l Child Rate (Resident)	39	\$146	\$5,694
1 Child Rate (Non-Resident)	118	\$176	\$20,768
Each Add'l Child Rate (Non-Resident)	31	\$166	\$5,146
Sub-Total			\$63,636

Revenue Middle School

	Enrolled Participants	Price	Total
1 Child Rate (Resident)	26	\$157	\$4,082
Each Add'l Child Rate (Resident)	10	\$146	\$1,460
1 Child Rate (Non-Resident)	60	\$176	\$10,560
Each Add'l Child Rate (Non-Resident)	7	\$166	\$1,162
Sub-Total			\$17,264
Grand Total			\$80,900

COVID-19 Refunds

The Recreation Division provided a total of 2 refunds (\$314) due to COVID-19. With COVID-19 still active, participants exhibiting symptoms were asked to stay home. Participants who tested positive were provided a refund based on missed days. Notifications of exposure were emailed to participants and posted at each camp.

2023 Summer Camp Med

In an effort to constantly improve Summer Camp Med, all participants were sent a survey to provide staff feedback regarding all aspects of their experience. We received a response rate of above 25%.

94% of respondents said they were “extremely satisfied” or “satisfied” with their overall Camp Med experience. The most common responses from campers regarding their favorite part of the program were making new friends, field trips, and recreational swim at the South Pasadena High School pool.

Additionally, responses collected from parents on what they would like to see implemented next year, which will be analyzed and used to begin planning for the 2023 summer. Staff will use this as well as the camp staff survey to continue to improve Summer Camp Med.