



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

MINUTES
MONDAY, FEBRUARY 12, 2024, AT 6:30 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Vice Chair Samuels on Monday, February 12, 2024, at 6:34 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Vice-Chair	Bryan Samuels
Commissioner	Leslie Albe Field
Commissioner	Anthony W. Lai
Commissioner	Stephen Plotkin
Commissioner	Gabriel Vogel
Council Liaison	Jack Donovan

ABSENT

Commissioner Bissner (Excused Absence)

Melissa Snyder, Community Services Supervisor, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director; Melissa Snyder, Community Services Supervisor; Nathalie Wilcox, Community Services Supervisor, and Jordan Bell, Program Specialist were present at Roll Call.

PUBLIC COMMENT

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

None

ACTION/DISCUSSION

2. INTRODUCTION OF COMMISSIONERS

Director Pautsch welcomed the three new Commissioners. Each Commissioner introduced themselves. We will have one other Commissioner join us after onboarding.

3. APPROVAL OF COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR DECEMBER 11, 2023

Recommendation

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

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Vogel, seconded by Vice-Chair Samuels and approved by roll call vote to approve Item No. 3. The motion carried 2-0-3, by the following vote:

AYES: Samuels, Vogel, Field, Plotkin
NOES: None
ABSENT: Bissner
ABSTAINED: Lai

4. REVIEW AND CONSIDER APPROVAL OF FIELD CLOSURE OF ARROYO SOUTH FOR MAINTENANE

Community Services Supervisor Wilcox presented the item for field closure at Arroyo South from June 19-August 31, 2024. Vice-Chair Samuels had concerns with the closure dates and requested staff confirm with South Pasadena Little League. Director Pautsch confirmed this information as well a discussion about the closure dates at a previous field meeting with AYSO, SPLL and city staff. Commissioner Plotkin inquired about any cost associated with the permit. Director Pautsch informed Commissioners that it is part of the City's maintenance contract.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Lai, seconded by Commissioner Field and approved by roll call vote to approve Item No. 4. The motion carried 5-0, by the following vote:

AYES: Samuels, Field, Lai, Plotkin, Vogel
NOES: None
ABSENT: Bissner
ABSTAINED: None

5. REVIEW AND CONSIDER APPROVAL OF FIELD USE REQUEST FOR LOS ANGELES KUBB CLUB

Community Services Supervisor Wilcox presented the item for a one-day use of Orange Grove Park for Kubb Club. Vice-Chair reminded staff to be respectful of SPLL's permit time. Commissioner Plotkin inquired about any cost associated with the permit. Commissioner Lai inquired about insurance requirements.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Vogel, seconded by Commissioner Plotkin and approved by roll call vote to approve Item No. 5. The motion carried 5-0, by the following vote:

AYES: Samuels, Field, Lai, Plotkin, Vogel
NOES: None
ABSENT: Bissner
ABSTAINED: None

6. REVIEW AND CONSIDER APPROVAL OF SPRING/SUMMER 2024 FIELD USE REQUESTS FOR SOUTH PASADENA LITTLE LEAGUE

Community Services Supervisor Wilcox presented the item for South Pasadena Little League’s request for Spring and Summer 2024 field usage. Staff is requesting a fee waiver for this request. Director Pautsch informed Commissioners that it is part of the departments’ guidelines and a copy of that will be provided as it contains a lot of information. Vice-Chair Samuels did add that in kind contributions are provided by SPLL and AYSO. He also wants to have an amendment for Sunday field usage, which can be brought back at the next meeting. Commissioner Plotkin asked Council Liaison Donovan if AYSO has ever paid fees for fields. He commented that AYSO has not paid any fees for use of fields.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Vogel, seconded by Commissioner Field and approved by roll call vote to approve Item No. 6. The motion carried 5-0, by the following vote:

- AYES:** Samuels, Field, Lai, Plotkin, Vogel
- NOES:** None
- ABSENT:** Bissner
- ABSTAINED:** None

7. CONCERT/MOVIES IN THE PARK SUBCOMMITTEE

Community Services Supervisor Wilcox presented the item. Commissioner Field asked about a timeline. The subcommittee will receive all pertinent information via email, and the staff is seeking two members to assist with this endeavor. This can be done at home, and the subcommittee will have two weeks to make their choice. Vice-Chair Samuels inquired about a double feature. Community Services Supervisor Snyder reported that with the start of the first movie at sundown, it would make it difficult to do a double feature. Vice-Chair Samuels and Commissioner Field are interested to be part of the subcommittee.

8. REVIEW AND CONSIDER APPROVAL OF THE SOUTH PASADENA SENIOR CENTER POLICES AND PROCEDURES

Community Services Supervisor Snyder presented this item. The Senior Center had multiple guidelines and now has been compiled into one cohesive document with minor modifications. Commissioner Plotkin inquired about what changes are being proposed and if there is a membership fee. Commissioner Field inquired about any financial assistance for seniors. Commissioner Lai inquired if there is any significant impact with coffee service ending at 4:30 p.m.,

COMMISSION ACTION AND MOTION

A motion was made by Vice-Chair Samuels, seconded by Commissioner Lai to include an amendment in the policies and procedures on scholarship and financial need to the membership portion, and approved by roll call vote to approve Item No. 8. The motion carried 5-0, by the following vote:

- AYES:** Samuels, Field, Lai, Plotkin, Vogel
- NOES:** None
- ABSENT:** Bissner

ABSTAINED: None

9. RECEIVE AND FILE SAN PASCUAL STABLES ANNUAL REPORT

Community Services Director Pautsch presented this item. This is a city-owned facility and is leased to SPS, LLC, averaging \$200,000 in revenues. Part of their contract is to provide an annual report. Commissioner Plotkin asked about the contract date and whether the stables was profitable. He also asked Council Liaison Donovan if the city has to contribute any funds to the Stables, in which he responded no. Vice-Chair Samuels inquired about contract term. Director Pautsch responded that the city receives 6% of their gross, but the Stables pays all invoices, instructors, utilities, employees, etc.

COMMISSION ACTION AND MOTION

A motion was made by Vice-Chair Samuels, seconded by Commissioner Vogel to approach the Lessee to consider a Community Day/Open House for South Pasadena, and approved to receive and file Item No. 9.

10. SELECTION OF CHAIR AND VICE-CHAIR

Vice-Chair Samuels nominated Commissioner Vogel for Chair. Commissioner Vogel accepted the nomination with no other nominations. Motion carries 4-0-1.

Commissioner Lai nominated Commissioner Samuels as Vice-Chair. Commissioner Samuels accepted the nomination with no other nominations. Motion carried 4-0-1 with Vice-Chair Samuels abstaining.

COMMUNICATIONS

11. CITY COUNCIL LIAISON COMMUNICATIONS

Councilmember Donovan provided a brief update on the progress of the Caltrans homes.

12. COMMISSIONER COMMUNICATIONS

Commissioner Vogel thanked Vice-Chair Samuels for nominating him as Chair of the Commission.

13. STAFF LIAISON COMMUNICATIONS

Community Services Director Pautsch reported on the following: Golf Course Comprehensive Plan Request for Proposal; Golf Course Grab-and-Go Request for Information; Award of Contract of the Pocket Parks at the March 6th City Council Meeting; Library/Community Center Ad Hoc Committee as we seek a member from this Commission to serve on the Ad Hoc Committee; and the Transit Assessment. Vice-Chair Samuels requested that Staff Communications be included in the agenda packet.

Community Services Supervisor Wilcox reported on the concert sponsorship letter that were mailed out, and so far we have \$4650 in sponsorships; recreation class registration opened; spring eggstravaganza is scheduled on March 31. Commissioner Lai inquired about tickets for eggstravaganza, staff will state information on website that tickets are for kids only.

Program Specialist Bell reported on after school, spring camp and summer camp information. Commissioner Field inquired about any scholarship opportunities for camp.

Community Services Supervisor Snyder reported on the Snuggle a Senior program; Lunar New Year Luncheon in collaboration with the South Pasadena Chinese American Club; Valentine’s Day Luncheon scheduled for February 14.

14. CONTINUED PUBLIC COMMENT-GENERAL

John Pilznienski reported on the condition of Orange Grove tennis courts, line colors, locking up the park at night; surface is worn out, and the opportunity for a community partnership. Instructor Michelle P. was in the audience also but did not provide a public comment. Vice-Chair Samuels commented that the Orange Grove Park has been neglected, basketball court, camp med, fencing not being taken care of. He provided a personal comment that anything West of Fair Oaks is not well kept. Commissioner Lai made a motion to prepare a review of the maintenance schedule at Orange Grove tennis courts, specifically the resurfacing. Vice-Chair Samuels added that the resurfacing at Garfield Park to be included. Motion was seconded by Commissioner Vogel.

ADJOURNMENT

There being no further matters, Vice-Chair Samuels adjourned the meeting of the Community Services Commission at 8:39 P.M. to the next Regular Community Services Commission meeting scheduled for March 10, 2024.

Respectfully submitted:



Melissa Snyder
Community Services Supervisor

APPROVED:



Gabriel Vogel
Vice Chair

BRYAN SAMUELS

ATTEST.



Melissa Snyder
Community Services Supervisor

Approved at Community Services Commission Meeting: March 10, 2024