

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.

PRESENTATION

ACTION/DISCUSSION

2. APPROVAL OF MINUTES OF May 13, 2024, COMMUNITY SERVICES COMMISSION MEETING

Recommendation

It is recommended that the Commission review and consider approval of the May 13, 2024, Meeting Minutes.

3. REVIEW AND APPROVAL OF THE 2024/2025 COMMUNITY SERVICES COMMISSION WORK PLAN

Recommendation

It is recommended that the Commission review and approve the 2024/2025 Community Services Commission Work Plan.

PUBLIC HEARING

COMMUNICATIONS

4. CITY COUNCIL LIAISON COMMUNICATIONS

5. COMMISSIONER COMMUNICATIONS

6. STAFF LIAISON COMMUNICATIONS

- Community Services Director
 - Sheila Pautsch
- Deputy Community Services Director
 - Lucy Hakobian

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

July 8, 2024	Regular Meeting	6:30 p.m.
August 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 **June 10, 2024**, 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.*

6/6/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

MINUTES
MONDAY, MAY 13, 2024, AT 6:30 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Chair Vogel on Monday, May 13, 2024, at 6:30 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Gabriel Vogel
Commissioner	Lela Bissner
Commissioner	Leslie Albe Field
Commissioner	Anthony W. Lai
Commissioner	Mackenzie Z. Moore
Commissioner	Stephen Plotkin
Council Liaison	Jack Donovan

ABSENT

Vice-Chair	Bryan Samuels
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Lucy Hakobian, Deputy Community Services Director, announced a quorum.

CITY STAFF PRESENT:

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

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Commissioner Lai.

PUBLIC COMMENT

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

None

PRESENTATION

2. COMMISSION ANALYSIS REVIST

Community Services Director Pautsch presented the item.

ACTION/DISCUSSION**3. APPROVAL OF MINUTES OF APRIL 8, 2024, COMMUNITY SERVICES COMMISSION MEETING****Recommendation**

It is recommended that the Community Services Commission approve the minutes for the April 8, 2024, Regular Community Services Commission Meeting.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Plotkin, seconded by Commissioner Bissner, and approved by roll call vote to approve Item No. 3. The motion carried 6-0-1-0, by the following vote:

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

4. CREATION AND APPROVAL OF THE 2024/2025 COMMUNITY SERVICES COMMISSION WORK PLAN

Community Services Director Pautsch presented this item.

Recommendation

It is recommended that the Community Services Commission create the 2024/2025 Work Plan. This item will be agendized at the next meeting for review and approval.

COMMUNICATIONS**5. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided a brief update on the following:

- Purchase of two (2) new buses for Dial-A-Ride
- Formation of the Library Ad Hoc Committee
- Commission Congress on June 20

6. COMMISSIONER COMMUNICATIONS

Commissioner Plotkin inquired whether a solution was made with South Pasadena Little League (SPLL) and FitSports.

7. STAFF LIAISON COMMUNICATIONS

Community Services Director Pautsch reported on the following:

- SPLL maintains the fields; We need to be cognizant of how fields are used to not interfere with the integrity
- Golf 5/1
- Grab-and-Go 5/15

- Retirement Invitation for Director Pautsch/ Recruitment will be opening for Director position

Community Services Supervisor Snyder reported on the following:

- 34 New memberships
- Nutrition Program- 432 on site and 285 home delivered meals; total of 717 meals
- Mother’s Day luncheon
- Dumpster Day- 131 participants signed up; Fall Dumpster Day will be the week of October 14-18
- Volunteer Recognition Breakfast
- Older American Recognition Day
- Memorial Day Progrm May 27
- Partnering with Huntington Senior Care Network Panel on May 29

Management Analyst Tallon reported on the following:

- Provided 630 trips last month
- 2 new vans will be purchased, making it 100% electric fleet

Program Specialist Bell reported on the following:

- Summer camp registration numbers surpassed last year with a total of 636 total registrations across the 9 weeks.

PUBLIC COMMENT- CONTINUED

8. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Vogel adjourned the meeting of the Community Services Commission at 7:22 P.M. to the next Regular Community Services Commission meeting scheduled for June 10, 2024.

Respectfully submitted:

 Lucy Hakobian
 Deputy Community Services Director

APPROVED:

 Gabriel Vogel
 Chair

ATTEST:

Lucy Hakobian
Deputy Community Services Director

Approved at Community Services Commission Meeting: June 10, 2024

DRAFT

Community Services Commission 2024 Work Plan DRAFT



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Library/Community Center Comprehensive Plan Ad Hoc Committee Member	Attend monthly meetings	Leslie Albe Field	Year around Ad Hoc Committee	Report out each meeting on any updates from the work of the Ad Hoc Committee
Provide input, complete surveys, and attend community meetings for the Park Comprehensive Plan	Be involved in the process by attending community meetings and completing surveys.	All Commissioners	September 2024 – March 2025	Provide recommendations to the City Council regarding the Park Comprehensive Plan
Provide input, complete surveys, and attend community meetings for the Golf Course Comprehensive Plan	Be involved in the process by attending community meetings and completing surveys.	All Commissioners	July 2024 – January 2025	Provide a recommendation to the City Council regarding the Golf Course Comprehensive Plan
Community Engagement	Attend Special Events, activities, and programs, and share information about the Community Services Department with residents	All Commissioners	Year Round	Inform the community of all events, programs, classes, and activities within the Community Services Department
Ribbon Cutting for two pocket parks	Attend and participate in the ribbon-cutting ceremonies of the two pocket parks	All Commissioners	Spring 2025	Support of the Community in the opening of new parks and amenities

