



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA  
MONDAY, DECEMBER 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=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>
- 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=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>  
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**

Victoria Rocha, Chair

**ROLL CALL**

Victoria Rocha, Chair  
Bryan Samuels, Vice-Chair  
Lela Bissner, Commissioner  
Kristine Kwong, Commissioner

Alberto Ocon, 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](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 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. Minutes of the Community Services Commission Meeting of November 14, 2022**

### Recommendation

It is recommended that the Commission review and approve the November 14, 2022 Meeting Minutes.

3. **Discussion and Direction Regarding the Creation of a Path from Clarich Field to Nelson Field along the Hillside**

Recommendation

It is recommended that the Commission discuss and give direction regarding the creation of a path from Clarich field to Nelson field along the hillside.

**COMMUNICATIONS**

4. **City Council Liaison Communications**

5. **Staff Liaison Communications**

6. **Division Liaison Communications**

7. **Commissioner Communications**

**ADJOURNMENT**

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City's website, [www.southpasadena.gov](http://www.southpasadena.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](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](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 **December 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.*

12/8/2022                      /S/ Sheila Pautsch, Community Services Director  
Date                              Staff Name, Staff Title



**Monday, November 14, 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 Chair Rocha on Monday, November 14, 2022, at 6:33 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

**ROLL CALL**

**Present:** Chair Victoria Rocha, Commissioners Alberto Ocon, Lela Bissner, Bryan Samuels, and Gabriel Vogel

**Absent:** Commissioner Kristine Kwong and Commissioner Karen Tamis

**City Staff:** Community Services Director Sheila Pautsch  
Community Services Deputy Director Lucy Hakobian  
Community Services Supervisor Melissa Snyder  
Community Services Supervisor Nathalie Wilcox  
Program Specialist Jordan Bell

**Council Liaison:** Councilmember Jack Donovan

**PUBLIC COMMENT**

None

**ACTION / DISCUSSION**

**Minutes of the Community Services Commission Meeting of October 10, 2022**

Motion by Commissioner Ocon to approve the October 10, 2022 meeting minutes, seconded by Commissioner Samuels. Councilmember Donovan provided an edit to his comments to clarify thanking the staff for their efforts with the War Memorial clean-up. Chair Rocha made a motion to approve the minutes with the change designated by Councilmember Donovan, seconded by Commissioners Bissner. Motion carries 5-0 to approve the October 10, 2022 meeting minutes.

**Concert/Movies in the Park Subcommittee**

Community Services Supervisor Snyder requested a subcommittee consisting of two Commissioners to assist with this effort. Commissioner Ocon nominated himself and Commissioner Bissner to serve on the subcommittee, seconded by Commissioner Vogel. Motion carries 5-0.

**Girl Scout Troop 7211 Book Box Project**

Deputy Community Services Director Hakobian provided information on the Book Box Project by Girl Scout Troop 7211, to be installed at Eddie Park. Commissioner Bissner made a motion to approve Girl Scout Troop 7211 Book Box Project at Eddie Park, seconded by Chair Rocha. Motion carries 5-0.

**COMMUNICATIONS**

**City Council Liaison Communications**

Councilmember Donovan informed the Commission about the Cal Trans meeting that was held last week.

**Staff Liaison Communications**

Community Services Director Pautsch provided an update on the incident that took place at Orange Grove park that took out fencing and a light pole. As for the Department Assessment, John Jones will be meeting with two Councilmembers and should have a draft of the report the first week of December.

**Division Liaison Communications**

Community Services Supervisor Snyder provided an update on senior division items including lunch program, programming and excursions. Upcoming special events include Thanksgiving and Holiday Luncheon, Holiday Cheer and Snuggle a Senior. Social media efforts have been picking up, and working on departments' software management. The department is offering a new event, the Hometown Holidays throughout the month of December.

Community Services Supervisor Wilcox provided an update on recreation and youth services. The Halloween Spooktacular event was well attended. She also provided an update on facility rentals, park reservations and recreation classes. Breakfast with Santa is coming up on December 10.

Program Specialist Bell provided an update on the After-School Camp Med program, recruitment of Recreation Leaders and coordinating staff trainings. He is continuing his efforts to recruit participation for the Teen Center.

Deputy Community Services Director Hakobian informed the Commission of Israel Suarez' resignation.

**Commissioner Communications**

Chair Rocha commented how great it is to have diverse representation on the Commission, including those who are representing youth programming.

**ADJOURNMENT Meeting adjourned at 7:02 p.m.**

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Lucy Hakobian  
Deputy Community Services Director

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Victoria Rocha  
Chair, Community Services Commission

DRAFT





# Community Services Commission Agenda Report

ITEM NO. 3

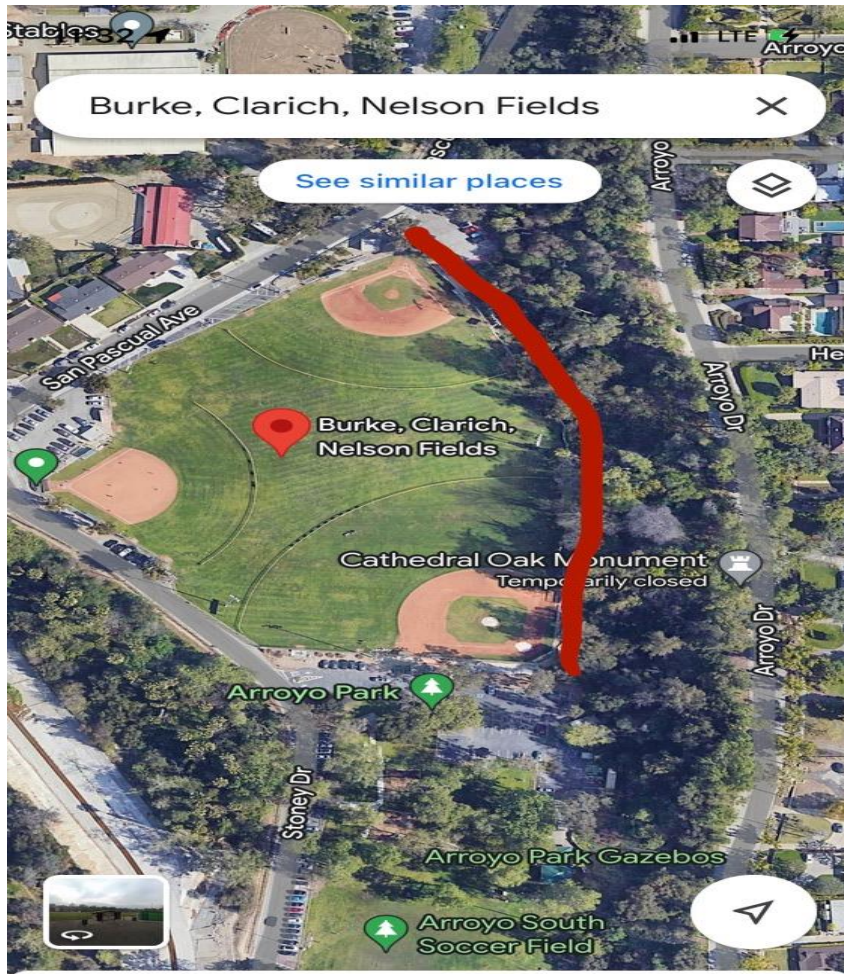
**DATE:** December 12, 2022

**FROM:** Sheila Pautsch, Community Services Director

**PREPARED BY:** Lucy Hakobian, Deputy Community Services Director

**SUBJECT:** Discussion and Direction Regarding the Creation of a Path from Clarich Field to Nelson Field along the Hillside

Commissioner Tamis received a request for the parks department to look into creating a path from the parking area near Clarich field to Nelson field. The path can be relatively easy to create to make that area walkable and safe.



Burke, Clarich, Nelson Fields  
4.4 ★★★★★ (30)