



**Monday, February 13, 2023**  
**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, February 13, 2023, at 6:32 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

**ROLL CALL**

**Present:** Chair Victoria Rocha, Commissioners Lela Bissner, Kristine Kwong, Alberto Ocon, Gabriel Vogel and Margaret Yi.

**Absent:** Vice-Chair Bryan Samuels (Excused Absence)  
Program Specialist Jordan Bell

**City Staff:** Community Services Director Sheila Pautsch  
Community Services Deputy Director Lucy Hakobian  
Community Services Supervisor Melissa Snyder  
Community Services Supervisor Nathalie Wilcox (Via Zoom)

**Council Liaison:** Councilmember Jack Donovan

**Introduction of Newly Appointed Commissioner**

Commissioner Margaret Yi introduced herself and provided background information. The Commission welcomed her aboard.

**PUBLIC COMMENT**

Barbara Eisenstein from the Friends of the Nature Park provided information on the upcoming South Pasadena Beautiful Garden Tour scheduled for March 18.

**ACTION / DISCUSSION**

**Minutes of the Community Services Commission Meeting of February 13, 2023**

Motion by Commissioner Ocon to approve the February 13, 2023 meeting minutes, seconded by Commissioner Kwong. Motion carries 6-0 to approve the February 13, 2023 meeting minutes.

**Approval of Spring/Summer 2023 Field Use Request**

Deputy Community Services Director Hakobian introduced the item. Motion was made by Commissioner Kwong to approve the permit for South Pasadena Little League, seconded by Commissioner Bissner. Motion carries 5-0 with Commissioner Ocon abstaining. Motion was made by Commissioner Ocon to approve the permit for Camp Adventurewood and Kubb Club, seconded by Commissioner Kwong. Motion carries 6-0.

**Discussion on Installation of a Welcome Sign at the Nature Park**

Community Services Director Pautsch presented the item. Barbara Eisenstein provided her feedback on this discussion item. Chair Rocha made a motion to move forward with an estimate for the High-Density Polyethylene sign, seconded by Commissioner Kwong. Motion carries 6-0.

**Review and Approve the 2023 Community Services Commission Work Plan**

Community Services Director Pautsch presented the Community Services Commission Work Plan. Motion was made by Commissioner Ocon to approve the Community Services Commission Work Plan for 2023, seconded by Commissioner Vogel. Motion carries 6-0 to approve the Community Services Commission Work Plan for 2023.

**COMMUNICATIONS**

**City Council Liaison Communications**

Councilmember Donovan stated that Council will be receiving a summary on the housing element, in hopes to make the deadline.

**Staff Liaison Communications**

Community Services Director Pautsch informed the Commission on the upcoming Commission Congress scheduled for June 28, 2023.

**Division Liaison Communications**

Community Services Supervisor Snyder provided an update on senior division items for the senior meals program. Upcoming events include Valentine's Luncheon, St. Patrick's Luncheon and Senior Prom. She also thanked the Concert Subcommittee for their efforts. Donation letters were mailed out, and we have 10 sponsors for a total of \$7200. She will be reaching out to bands for their availability. Additionally, Councilmember Donovan contributed \$3000 from his discretionary funds. We are in the final stages of implementation for CivicRec, the departments' registration software program.

Community Services Supervisor Wilcox provided an update on outdoor rentals with 68 gazebo rentals. Registration for Recreation Classes for Spring 2023 have begun. Staff attended the Summer Enrichment Fair at Marengo and provided information on Summer Camp Med. Summer Camp Med will begin on June 5<sup>th</sup>, with registration starting on April 12<sup>th</sup>. We had 6 of our teens partake in a mini-field trip to Neon Arcade, with transportation provided by Dial-A-Ride. On February 10<sup>th</sup>, the Senior Center hosted Camp Med for an intergenerational program, decorating cookies for Valentine's. Spring Eggstravaganza is scheduled for April 8<sup>th</sup> at Garfield Park.

**Commissioner Communications**

Chair Rocha commented on the Ad Hoc Committee as an advisory board, the work they have done, and the outcome will represent the residents based on committee input. She relayed that it has been a pleasure serving on the Committee.

Commissioner Bissner stated her gratitude about the staff at the golf course, and how professional they have been.

Commissioner Ocon commented on the golf course proposal and that it would be presented to City Council.

**ADJOURNMENT Meeting adjourned at 7:15 p.m.**



Lucy Hakobian  
Deputy Community Services Director



Victoria Rocha  
Chair, Community Services Commission