



**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 Program 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:

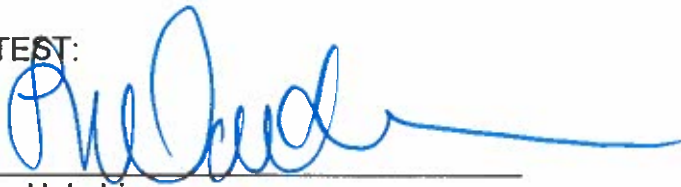
Lucy Hakobian  
Deputy Community Services Director

APPROVED:

Gabriel Vogel  
Chair

Anthony W. Lai  
Commissioner

ATTEST:



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Lucy Hakobian  
Deputy Community Services Director

*Approved at Community Services Commission Meeting: June 10, 2024*