



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**A G E N D A
REGULAR MEETING
MONDAY, MAY 13, 2024, AT 6:30 P.M.**

**AMEDEE O. “DICK” RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION, SOUTH PASADENA, CA 91030**

South Pasadena 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 Amedee O. “Dick” Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 811 7715 2833 Passcode 923927**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to Spautsch@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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/81177152833>

CALL TO ORDER:	Chair	Gabriel Vogel
ROLL CALL:	Vice Chair	Bryan Samuels
	Commissioner	Lela Bissner
	Commissioner	Leslie Albe Field
	Commissioner	Anthony W. Lai
	Commissioner	Mackenzie Z. Moore
	Commissioner	Stephen L. Plotkin
PLEDGE OF ALLEGIANCE:	Commissioner	Anthony W. Lai

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**2. COMMISSION ANALYSIS REVISIT****ACTION/DISCUSSION**

3. APPROVAL OF MINUTES OF APRIL 8, 2024, COMMUNITY SERVICES COMMISSION MEETINGRecommendation

It is recommended that the Commission review and consider approval of the April 8, 2024, Meeting Minutes.

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

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

PUBLIC HEARING**COMMUNICATIONS****5. CITY COUNCIL LIAISON COMMUNICATIONS****6. COMMISSIONER COMMUNICATIONS****7. STAFF LIAISON COMMUNICATIONS**

- Community Services Director
 - Sheila Pautsch
- Deputy Community Services Director
 - Lucy Hakobian
- Community Services Supervisors
 - Melissa Snyder
- Management Analyst
 - Gabriel Tallon
- Program Specialist
 - Jordan Bell

PUBLIC COMMENT – CONTINUED**8. 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

June 10, 2024	Regular Meeting	6:30 p.m.
July 8, 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 **May 13, 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.*

5/9/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES
MONDAY, APRIL 8, 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, April 8, 2024, at 6:31 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	Stephen Plotkin
Council Liaison	Jack Donovan

ABSENT

Vice-Chair	Bryan Samuels
Commissioner	Mackenzie Z. Moore

Melissa Snyder, Community Services Supervisor, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director; Lucy Hakobian, Community Services Deputy Director; Melissa Snyder, Community Services Supervisor; and Nathalie Wilcox, Community Services Supervisor were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Commissioner Field.

PUBLIC COMMENT

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

None

2. APPROVAL OF MINUTES OF MARCH 11, 2024, COMMUNITY SERVICES COMMISSION MEETING

Recommendation

It is recommended that the Community Services Commission approve the minutes for the March 11, 2024, Regular Community Services Commission Meeting.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Bissner, seconded by Commissioner Plotkin, and approved by roll call vote to approve Item No. 2. The motion carried 5-0-2-0, by the following vote:

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

ACTION/DISCUSSION**3. REVIEW AND PROVIDE DIRECTION TO STAFF OF THE SUMMER 2024 FIELD USE REQUEST FOR FITSPORTS FOR ARROYO NORTH**

Community Services Supervisor Wilcox presented this item. Commissioner Plotkin suggested a meeting take place with Fitsports and City staff to discuss maintenance strategies.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Plotkin, seconded by Commissioner Bissner, and approved by roll call vote to bring back Item No. 3 at the May meeting. The motion carried 3-2-2-0, by the following vote:

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

4. RECEIVE AND FILE THE ADDITIONAL MAINTENANCE SCHEDULE INFORMATION FOR GARFIELD PARK AND ORANGE GROVE PARK TENNIS COURTS

Deputy Community Services Director Hakobian presented this item.

Recommendation

It is recommended that the Community Services Commission receive and file the maintenance schedule information for Garfield Park and Orange Grove Park tennis courts.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Lai, seconded by Commissioner Field, and approved by roll call vote to receive and file Item No. 4. The motion carried 5-0-2-0, by the following vote:

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

COMMUNICATIONS**5. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided a brief update on the following:

- Fields/Golf Course set fees for future events
- Slow Streets/Bike lanes
- Ordinance to increase density in certain areas of the City to change existing zoning

6. COMMISSIONER COMMUNICATIONS

Commissioner Field and Lai commended and recognized staff efforts in organizing a wonderful Eggstravaganza event. Commissioner Plotkin and Chair Vogel are excited about the opening of the batting cages.

7. STAFF LIAISON COMMUNICATIONS

Deputy Community Services Director Hakobian reported on the following:

- Arroyo Seco Golf Course Comprehensive Plan going forward to City Council on 4/17
- 4th of July Fireworks award of contract going forward to City Council on 4/17
- Received two proposals for the Arroyo Seco Golf Course Grab-and-Go Concept, going forward to Closed Session on 5/1

Community Services Supervisor Wilcox reported on the following:

- Successful egg hunt event with 200 tickets sold; she thanked Commissioners Field and Lai for attending
- Concerts in the Park
- 34 gazebo rentals for the month of March (17 @Garfield, 12 @Arroyo, and 5 @Orange Grove)
- Online gazebo rentals available online as of 4/1
- Spring Camp Med successful with 55 campers
- Serving 95 families for Summer Camp Med

Community Services Supervisor Snyder reported on the following:

- Lunch program serving 600 meals per month on site and 15 home delivered meals
- Mother's Day Lunch scheduled for 5/8. Food and entertainment sponsored by Walter Cervantes, and raffle prizes sponsored by the Senior Citizens' Foundation of South Pasadena
- Dumpster Day
- Social Hours returning at Senior Center
- Two new partnerships; HEAR Center and Los Angeles County Mental Health
- Excursion to Dodger Stadium- Lunch sponsored by the Senior Citizens' Foundation of South Pasadena
- Huntington Senior Care Network Panel-Social Connections
- Social Media followers- Reached 1000 followers

8. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Vogel adjourned the meeting of the Community Services Commission at 7:20 P.M. to the next Regular Community Services Commission meeting scheduled for May 13, 2024.

Respectfully submitted:

Melissa Snyder
Community Services Supervisor

APPROVED:

Gabriel Vogel
Chair

ATTEST:

Melissa Snyder
Community Services Supervisor

Approved at Community Services Commission Meeting: May 13, 2024

Commission Analysis Revisit

Prepared By: City Manager's Office

Background

February 2022

- Staff presented a comprehensive analysis of all advisory bodies that looked at efficiencies, effectiveness, and opportunities to implement best practices.

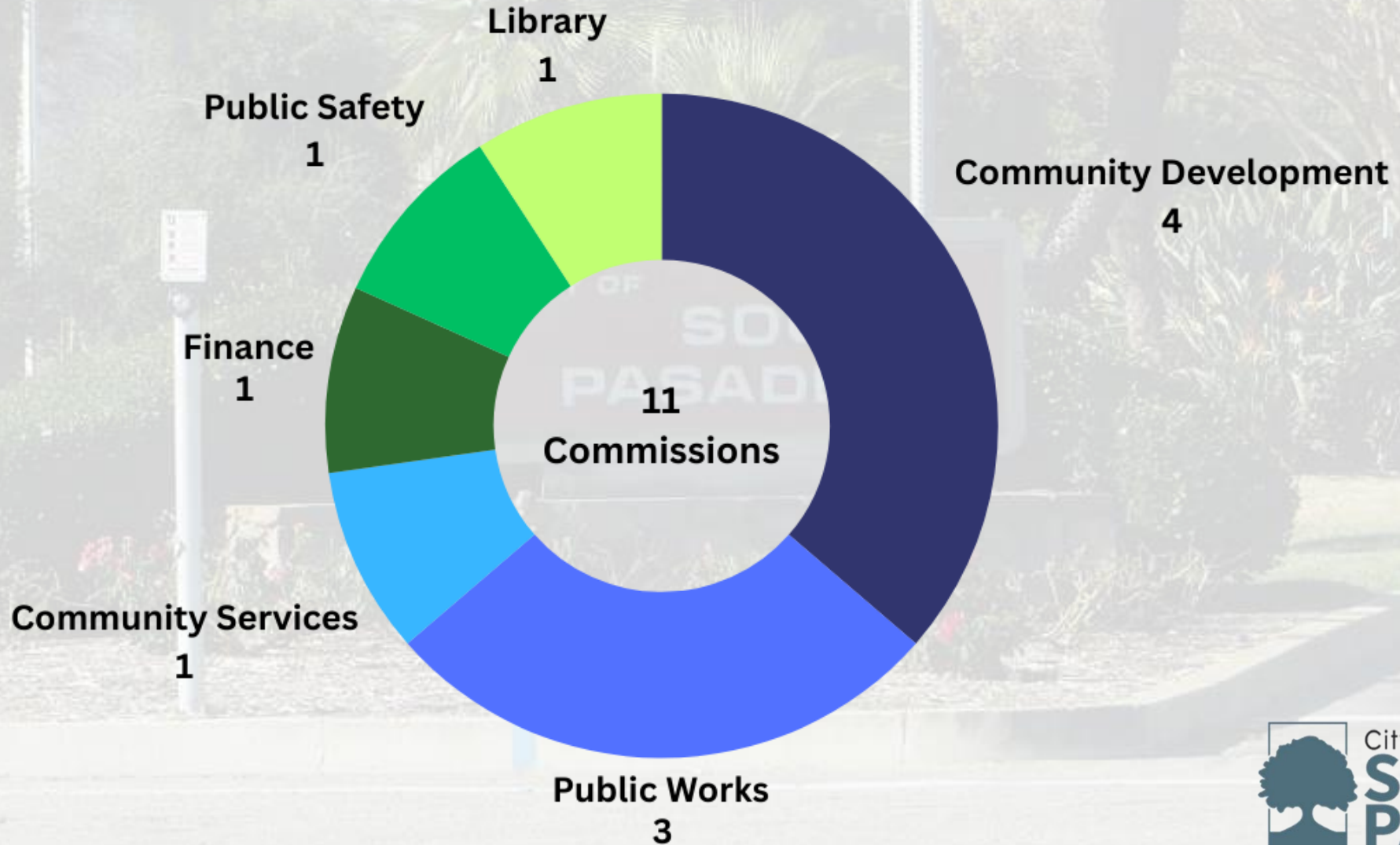
April 2022

- As a result of direction from the City Council, Staff returned to the City Council, which resulted in the consolidation of 3 Commissions, the dissolving of 2 Ad Hoc Committees, reducing meeting frequency of 2 Commissions, and increased commitment to training and recognition efforts.

May 2024

- At the request of the City Council, staff returned with a revisit analysis on this item focused on hours and costs. Following the City Council discussion at the May 1, 2024 City Council meeting, staff was directed to solicit further input from the Commissions on opportunities for consolidation and efficiencies.

Commissions Today



Initial Survey Results

Based on initial survey sent out earlier this year.

Commission	Annual # of Scheduled Meetings	Average # of Commissioner Hours Per Meeting	# of Commissioners	Annual # of Commissioner Hours Each	Annual # of All Commissioner Hours
Community Services	12	4	7	48	336
Planning	12	5	5	60	300
Cultural Heritage	12	3	5	36	180
Design Review	12	3	5	36	180
Natural Resources	12	5	7	60	420
Public Works	6	3	5	18	90
Public Art	3	3	5	8	38
Mobility and Transportation	12	4	5	48	240
Library	12	3	5	36	180
Finance	12	18	5	216	1080
Public Safety	10	3	7	30	210

We Want to Hear From You!

- Consolidation Opportunities
- More efficiencies
- Feedback on Work Plan development process
- Anything else you would like staff to know?

Follow Up Survey



Two Upcoming Virtual Input Sessions:

- Monday, May 13 at 1 p.m.
- Thursday, May 16 at 1 p.m.
 - Meeting I.D: 226 442 7248 (no password)

Contact Us:

- (626) 403-7210
- Mhaddad@southpasadenaca.gov



Community Services Commission Agenda Report

ITEM NO.

DATE: May 13, 2024

FROM: Sheila Pautsch, Community Services Director

SUBJECT: **Creation and Approval of the Community Services Commission Work Plan**

Recommendation

It is recommended that the Commission create and approve the Community Services Commission Work Plan.

Discussion/Analysis

The Management Services Department is planning for the 2024 Commission Congress that will be held on June 20, 2024. The Commission Congress provided an opportunity for the City Council to receive a year-end report from each commission on the accomplishments of the previous year and the work plan for the upcoming fiscal year.

The 2023 Annual Community Services Work Plan is provided in Attachment A. This can be used as a guide in creating the 2024/25 work plan.

In 2023/24, the Commission accomplished the following:

- Approved two (2) Memorial Healing Garden Applications
- Approved five (5) Youth Organizations Field Permits
- Approved Field Maintenance Schedule
- Selected Concert / Movie Subcommittee
- Approved Updates to the Senior Center Policies and Procedures
- Reviewed the San Pascual Stables Annual Report
- Participated in the Transit Assessment Focus Group

Background

The purpose of the Community Services Commission Work Plan is to set goals for the fiscal year, which enhance services for youth and adults, foster community through events and activities for all ages, continue to make parks a safe place to learn, encourage health and fitness and to explore the natural environment.

Fiscal Impact

There is no fiscal impact associated with the 2024 Work Plan.

Attachment: 2023 Community Services Commission Work Plan

Community Services Commission

2023 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Selection of Chair/Vice Chair, adopt-a-park selections and Concert subcommittee	Obtain nominations for Chair/Vice Chair All commissioners select a park Nominations for Concert Subcommittee	Chair	June June December	New Chair/Vice Chair A subcommittee of two for concerts Each park selected by Commissioners
Review CS Budget	Complete a spreadsheet of the Department Budget	Sheila Pautsch	April	Knowledge of CS department budget 20/21 and 21/22
Approval of Field Permits (twice a year)	Complete each field permit for approval	Sheila Pautsch	February and July	Permits approved
Receive and Review the Annual Report of the San Pascual Stables (SPS)	Obtain a letter from SPS, LLC for review	Sheila Pautsch	December	Ensure the SPS, LLC lease is being followed
Periodic review of City Lease/Management Agreements as well as Financials	Prepare Financial Reports and agreements for review	Sheila Pautsch	Throughout the year	Ensure Commission has knowledge of each agreement and current financials
Approval of Healing Garden Applications	Prepare a report for review	Sheila Pautsch	When they are received	Approval of new additions to the Healing Garden
Review and Recommendations on Memo of Understanding (MOU) with American Youth Soccer Organization (AYSO)	Prepare draft MOUs for review and recommendations	Sheila Pautsch	First draft September Second draft October Move to City Council for approval by December	Approved MOU with SPLL and AYSO

and South Pasadena Little League (SPLL)				
Review and recommendation of a Joint Use Agreement with South Pasadena Unified School District (SPUSD)	Prepare a draft joint use agreement with SPUSD for review and recommendation	Sheila Pautsch	First draft September Second draft October Move to City Council for approval by December	Approved joint use agreement with SPUSD