



**Monday, October 10, 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, October 10, 2022, at 6:31 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

**ROLL CALL**

**Present:** Chair Victoria Rocha, Vice Chair Bryan Samuels, Commissioner Lela Bissner, Commissioner Kristine Kwang, Commissioner Alberto Ocon, Commissioner Karen Tamis, and Commissioner Gabriel Vogel.

**Absent:** None

**City Staff:** Community Services Director Sheila Pautsch  
Community Services Supervisor Nathalie Wilcox  
Community Services Supervisor Melissa Snyder  
Management Analyst Israel Suarez  
Program Specialist Jordan Bell (arrived after roll call)

**Council Liaison:** Councilmember Jack Donovan

**PUBLIC COMMENT**

None

**ACTION / DISCUSSION**

**Minutes of the Community Services Commission Meeting of September 12, 2022**

Motion by Commissioner Ocon to approve the September 12, 2022 meeting minutes, seconded by Commissioner Bissner. Motion carries 7-0 to approve the September 12, 2022 meeting minutes.

**Department Assessment Focus Group**

Community Services Director Pautsch introduced John Jones with Catalyst Consulting, who is conducting the department assessment. The Commission has a large part in this process, providing feedback, and completing surveys while Mr. Jones compiles

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*City of South Pasadena*

information for the assessment. Mr. Jones will be interviewing City Council during this process, and provide his analysis. Commissioners had an opportunity to provide feedback, and participate in the SWOT (Strength, Weakness, Opportunities and Threat) Analysis.

### **Guidelines for Community Services Department Events, Facilities, and Programs Management**

Community Services Director Pautsch introduced the item on Guidelines for Community Services Department Events, Facilities and Programs Management (Guidelines), formerly known as the Policies and Procedures. Motion was made to recommend the Guidelines to City Council by Chair Rocha, and seconded by Commissioner Kwong, with a friendly amendment to include SB 1383 Cal Recycles Organic Waste Recycling Requirement. Motion carries 6-0 with Vice-Chair Samuels abstaining.

### **Co-Sponsorship & Special Event Policy**

Community Services Director Pautsch introduced the item on Co-Sponsorship and Special Event Policy. After much discussion, a motion was made by Chair Rocha to recommend the following edits: 1. Removing Oneonta Men's Club from the non-profit list; 2. Shifting the labor set up and take down to the applying organization; 3. Notice to residents by organization for 5K runs that impede traffic and cause street shutdowns; 4. Remove South Pasadena Little League, AYSO, and Holy Family that are covered under Community Services department policies, as well as removing Boy Scouts and Girl Scouts as they are covered under City Council approved fee schedule. Motion was seconded by Commissioner Tamis. Motion carries.

## **COMMUNICATIONS**

### **City Council Liaison Communication**

Councilmember Donovan stated the peafowl management plan is underway. After receiving a complaint from a constituent on the maintenance issues at the War Memorial Building, he reached out to city staff. Coordinating efforts between city staff made it possible for the facility to be cleaned up, and he thanked staff for all their efforts.

### **Staff Liaison Communications**

Community Services Director reiterated the peafowl management and the efforts of the Police Department in completing the Request for Proposal for the peafowl management. Community Services staff will coordinate efforts to seek volunteer residents to place traps on their property. She also thanked Public Works for their efforts with the War Memorial maintenance, and making the facility presentable.

### **Division Liaison Communications**

Community Services Supervisor Snyder updated the Commission on the Senior Division including resumption of excursions, healthy aging fair, flu shot and COVID-19 Booster clinics, Dumpster Day, as well as Save the Dates for Halloween, Veterans and Thanksgiving Luncheons. She is working on updating the software management system for the department and continues to take on social media efforts.

Community Services Supervisor Wilcox updated the Commission on the Recreation Division including outdoor and indoor rentals, Walk Bike to School, Recreation Classes, Halloween and Breakfast with Santa.

Program Specialist Bell updated the Commission on After School Camp Med program, and the relaunch of the Teen Center.

Management Analyst Israel Suarez updated the Commission on the Transit Division including the National Transit Database (NTD) audit, grants and staffing.

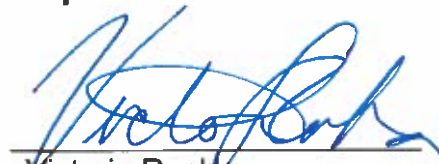
**Commissioner Communications**

Motion by Chair Rocha to place an item on a future agenda to have a presentation on unhoused individuals, seconded by Commissioner Ocon.

**ADJOURNMENT Meeting adjourned at 8:51 p.m.**



Sheila Pautsch  
Community Services Director



Victoria Rocha  
Chair, Community Services Commission