



**MINUTES OF THE REGULAR MEETING OF THE  
PARKS AND RECREATION COMMISSION  
OF THE CITY OF SOUTH PASADENA CONVENED  
THIS 11<sup>TH</sup> DAY OF SEPTEMBER 2017, AT 6:30 P.M.  
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS  
1424 MISSION STREET**

**1. ROLL CALL**

Vice-Chair A. Vogel convened the regular meeting of the Parks and Recreation Commission at 6:40 p.m.

Staff R. Martin called the roll. Present were: Vice-Chair A. Vogel, Commissioner R. Rosen, and Commissioner J. Zavala.

Other Officials and Staff present: Community Services Director/Staff Liaison S. Pautsch, and Recreation Supervisor L. Hakobian, Recreation Coordinator A. Kim, & Staff R. Martin

Member(s) not present at roll call: Council Liaison Mayor M. Cacciotti, arrived after roll call.

Excused: Chair D. Beadle.

Absent: Commissioner A. Salinas

**2. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 14<sup>th</sup>, 2017**

**MOTION:** Commission approved the minutes of the regular August 14<sup>th</sup>, 2017 Parks and Recreation Commission meeting. By unanimous voice vote, the motion passed.

(Zavala, Rosen)

**COMMENTS ON MATTERS NOT ON THE AGENDA**

**3. PUBLIC PARTICIPATION**

**NONE**

**PRESENTATIONS/ (ACTION AND/OR DISCUSSION)**

**4. NONE**

## **ACTION AND /OR DISCUSSION ITEMS**

### **5. UPDATE ON MOBILE STAGE**

Coordinator Kim presented item. Item was first discussed at the June 2017 Parks and Recreation Commission meeting. Commission was shown slide show containing the top four vendors chosen by staff which included: estimated cost, features, and dimensions of the top mobile stages available for purchase. Staff is looking for recommendations or suggestions from the Commission. Commission would like staff to research the following mobile stages:

- Wenger Showmobile with canopy feature
- E-1 Machine
- “Large” version of the Stage line (not shown in slide show)

No motion by Commission was made. Staff will bring back item at a future Parks and Recreation Commission meeting with more information on the requested items.

### **6. 2017 SUMMER CONCERTS IN THE PARK WRAP UP REPORT**

Coordinator Kim presented item. Commission was provided a breakdown list of the 2017 concerts expenses, donations, and attendance. Staff would like to continue booking tribute bands; staff felt that attendance and crowd energy were the highest during their performances.

**MOTION:** Commission would like to reduce the amount of Summer Concerts in the park from 6 to 5, effective summer of 2018. By majority voice vote, motion passed.

(Rosen, Zavala)

### **7. CAMP MED SUMMER CAMP OVERVIEW**

Supervisor L. Hakobian presented item. She presented commission with a breakdown of the nine week Camp Med summer camp and middle school summer camp attendance. No motion was made.

### **8. FIELD USE REQUEST APPLICATIONS**

Supervisor L. Hakobian presented item. She presented the specifics on the two applications submitted for field use for Winter 2017- Spring 2018. Staff recommended approving both applicants.

**MOTION:** Commission approved the Mayfield application for requested field use. By unanimous voice vote, the motion passed.

(Zavala, Vogel)

**MOTION:** Commission approved the South Pasadena Little League application for field use. By unanimous voice vote, the motion passed.

(Rosen, Vogel)

**9. AMENDING MASTER FEE OF SCHEDULE FOR FY 2017-18**

Supervisor L. Hakobian presented item. Because of the recent interior renovation of Eddie Park, staff has proposed using that space for private rentals as a potential source of new revenue. Staff also recommended increasing the current fee scheduling in order to improve cost recovery and generate additional revenue. Additionally, staff has recommended establishing a fee schedule for the Camp Med Room, which currently does not have a fee. Commission was also reassured that the proposed rental hours for the Camp Med Room would not interfere with the current City programming as it will only be available for rental Monday through Friday, during the morning throughout the school year.

**MOTION:** Commission approved the proposed fee changes as requested by staff for both the Eddie Park House and the Camp Med Room. By unanimous voice vote, the motion passed.

(Zavala, Rosen)

**10. SKATE PARK ORDINANCE**

Supervisor L. Hakobian presented item. Staff made changes to the current Community Services Skate Park ordinance in accordance with California State Legislation, Assembly Bill 1146. All updated changes have been reviewed and approved by the City Attorney. Commission was provided with all documentation showing the updating process to each change made in the ordinance. Commissioner Rosen has requested staff to return ordinance to City attorney to review and modify the following:

- 21A-1 (a) Skateboard definition; having a clear and specific definition of what a skateboard is in order to deter the possibility of the public using unsanctioned and or unsafe apparatuses that may fall under current definition.
- 21A-2(a)(3) Age requirement, addition of allowing participants under the age of 12 if parental supervision is present.
- 21A-2(a)(5) Health and safety code; the addition of restricting “any prescribed drugs that could interfere or impair ability to function, or impose one’s ability to safely use a skateboard”

Commissioner Vogel has also requested staff to look into the following:

- 21A-1(c) Hazardous recreational activity definition; does skateboarding fall under the current definition? If so, has requested that it clearly be stated.

Staff will take the suggestion back to the City attorney; will bring back to Commission at a later time.

**11. REVIEW AND APPROVAL OF THE ANNUAL COMMISSION REPORT TO CITY COUNCIL**

Director Pautsch presented item. The annual report consisted of all items that were previously reviewed, discussed and recommended throughout the 2016-17 FY by the Parks and Recreation Commission. Chair D. Beadle is scheduled to present the report at the October 18<sup>th</sup> City Council Meeting.

**MOTION:** Commission approved the Annual Commission Report and would like to submit to City Council as is. By unanimous voice vote, the motion passed.

(Rosen, Zavala)

**12. DEPARTMENT ANNUAL REVENUE 2016-2017**

Director Pautsch presented item. She gave a brief overview of both the projected revenue and actual revenue produced by all division within the Community Services Department for the 2016-17 FY (with the exclusion of Transit Division; it is not under the general fund). Cacciotti inquired about the time remaining on the batting cages lease. If the lease is coming to an end, he would like staff to look into the possibility of reallocating the batting cage area for City use. Staff will first look into the current usage and demand for the batting cage space. Updates will be given to Commission once more information is obtained. No motion was made.

**13. CITY COUNCIL LIAISON REPORTS**

Mayor Cacciotti updates Commission on the status of the City Manager position; final interviews were concluded. A new City Manager will be announced shortly. Additionally, he recommends the Clean Air Car show be combined with another event in efforts to increase attendance in the future.

**14. COMMISSIONER REPORT**

None

**15. STAFF LIAISON REPORT**

Director Pautsch updated Commission on the following items:

- No Parks and Recreation Commission meeting on October 9<sup>th</sup>, 2017
- City's Halloween Spooktacular event Friday October 27<sup>th</sup>; staff will email details to Commission as event approaches.


**ADJOURNMENT**

By consensus, the Commission adjourned at 7:36 p.m. The next Commission meeting will be held on Monday, November 13<sup>th</sup>, 2017.

Respectfully Submitted:

  
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Reyna Salazar-Martin  
Community Services Management Aide

Approved By:

  
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David Beadle  
Chair