

A G E N D A
South Pasadena Parks and Recreation Commission
Amedee O. "Dick" Richards Jr., City Council Chambers, 1424 Mission Street
Monday, February 11th, 2019
6:30 p.m.

Andrew Vogel, Chair
Commissioners:
David Beadle, Kristine Kwong, Dollie Chapman, Karen Tamis
Michael A. Cacciotti, City Council Liaison
Sheila Pautsch, Community Services Director, Staff Liaison

1. Roll Call R. Martin, Staff

2. Minutes for Approval: December 10th, 2018

COMMENTS ON MATTERS NOT ON AGENDA

3. Public Participation - 3 minutes maximum per speaker

PRESENTATIONS / (ACTION/DISCUSSION)

4. None

ACTION AND / OR DISCUSSION ITEMS

- 5. Summer Concert Series – Subcommittee, Alternate Schedule, and Alternate Time and Selection of Concert Subcommittee..... A. Kim
- 6. South Pasadena Children’s Memorial & Healing Garden Request..... L. Hakobian
- 7. Approval of the 2019 Parks and Recreation Work PlanS. Pautsch
- 8. Review and Approval the amendments of Chapter 2, Article IVC. Parks and Recreation Commissions Municipal CodeS. Pautsch
- 9. Appoint Chair and Vice-ChairS. Pautsch

COMMUNICATIONS

- 10. City Council Liaison Report M. Cacciotti
- 11. Commissioner Reports..... Commissioners
- 12. Staff Liaison ReportS. Pautsch


ADJOURNMENT

Next meeting: March 11th, 2019

STATE OF CALIFORNIA (CITY OF SOUTH PASADENA) (COUNTY OF LOS ANGELES)

I declare under penalty of perjury, that I am an employee of the City of South Pasadena, and that I posted this Agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena, on or before February 7th, 2019 as required by Law.

Date: 2/7/19

Signature: 

December 10th, 2018

DRAFT



**MINUTES OF THE REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 10th DAY OF DECEMBER 2018, AT 6:30 P.M.
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS
1424 MISSION STREET**

1. ROLL CALL

Chair A. Vogel convened the regular meeting of the Parks and Recreation Commission at 6:31 p.m.

Staff R. Martin called the roll. Present were: Chair A. Vogel, Commissioner A. Salinas, and Commissioner R. Rosen

Other Officials and Staff present: Community Services Director/Staff Liaison S. Pautsch, City Council Liaison Mayor Dr. M. Khubesrian, Recreation Supervisor L. Hakobian, and Staff R. Martin

Excused: Vice-Chair Z. Robb and Commissioner D. Beadle

**2. APPROVAL OF THE MINUTES OF THE REGULAR MEETINGS OF
SEPTEMBER 10TH, 2018**

MOTION: Commission approved the minutes of the regular September 10th, 2018 Parks and Recreation Commission meeting. By majority voice vote, the motion passed.

(Rosen, Salinas)

COMMENTS ON MATTERS NOT ON THE AGENDA

3. PUBLIC PARTICIPATION

Resident Charles Vogel, 1616 Bank Street: Expressed his concern on the field conditions at the Arroyo Seco Park. He thinks there is far too much mud and empty grass patches on the fields. He suggested staff should consider reseeded entire field to correct the problem. Staff will take request into consideration, and will look into the issue.

PRESENTATIONS/ (ACTION AND/OR DISCUSSION)

4. NONE

ACTION AND /OR DISCUSSION ITEMS

5. FIELD USE REQUEST

Presented by Supervisor L. Hakobian. She presented the specifics and the staff recommendation for each Winter/Spring 2019 field use applications. Staff recommended approving three out of four applications submitted.

MOTION: Commission approved staff recommendations for Winter/Spring 2019 field use applications. By majority voice vote, motion passed.

(Salinas, Rosen)

6. CONCERT SUBCOMMITTEE

Item was tabled for a future meeting. Due to three Parks and Recreation Commissioner being replaced after December 2018 (two whose terms have concluded, and one who will be stepping down), staff would like to vote for new subcommittee members when new Commissioners have been appointed and are present.

7. REVIEW & APPROVAL OF THE CO- SPONSORSHIP POLICY

Presented by Director Pautsch. Staff is looking for Commission to approve the addition of adding “fundraising event” to the co-sponsorship list for the South Pasadena Arts Council. There are no changes to the Co-Sponsorship Policy.

MOTION: Commission approved the modification of adding “fundraiser events” to the Co-Sponsorship list. By majority voice vote, motion passed.

(Rosen, Vogel)

8. CITY COUNCIL LIAISON REPORTS

Mayor Dr. M. Khubesrian will present her recommendation for new appointees to the Parks and Recreation Commission at the Dec 19th, 2018 City Council meeting, as this is the last meeting for both Commissioner Rosen and Salinas. In addition, she invited the commission to participate in upcoming City winter fundraising activities.

7. COMMISSIONER REPORT

DRAFT

December 10th, 2018

Commissioners Rosen and Salinas took this time to thank their fellow commissioners and Community Services Staff for their time on the Parks and Recreation Commission as it would be their last meeting serving on the commission; both their terms have concluded. Chair Vogel thanked both Commissioners for their time and valuable input throughout their terms. Chair Vogel wanted to follow up with staff regarding a past public comment from the September 10th, 2018 Commission meeting regarding modifying the golf Course entrance fee for those who were aiding persons with disabilities. Director Pautsch confirmed the rate was recently modified to a discounted \$7 fee.

8. STAFF LIAISON REPORT

Director Pautsch updated Commission on the following items:

- Recreation's Breakfast with Santa, December 8th
- The City employee Luncheon, December 11th
- War Memorial construction-final phase
- Recreation's Snow Day, January 19th
- January Parks & Recreation meeting is tentative if no new Commissioners are appointed before meeting date. Vice-Chair Robb will be stepping down from the Commission. A total of three commissioners will need to be replaced
- She thanked both Commissioners Rosen and Salinas for their time, and asked that they continue to keep the Recreation Division posted with any City park concerns
- Public Works staffing
- New system for recording Commission minutes will take effect January 2019.

ADJOURNMENT

By consensus, the Commission adjourned at 7:01 p.m. The next Commission meeting will be held on January 14th, 2019.

Respectfully Submitted:

Approved By:

Reyna Salazar-Martin
Community Services Management Assistant

Andrew Vogel
Chair



Parks & Recreation Commission Agenda Report

ITEM NO. 5

DATE: February 11, 2019

FROM: Sheila Pautsch, Community Services Director

SUBJECT: **Summer Concert Series – Subcommittee, Alternate Schedule, and Alternate Time**

Recommendation

It is recommended that the Commission nominate two commissioners to serve on the 2019 Summer Concert Subcommittee, as well as consider an alternate schedule and/or event time for the Summer Concerts in the Park series.

Discussion/Analysis

Subcommittee

The members of the subcommittee will receive a reviewed list, from staff, of top performers to finalize the 2019 summer concert schedule. The subcommittee has the option of meeting with staff to go over each performer or receive an email with information on performers as well as hyperlinks to sample performances. The subcommittee will then confer to determine a final list for staff to schedule.

Alternate Scheduling

Staff is presenting an alternate schedule for the summer concert series to extend the season by holding concerts on alternate Sundays. For the past two years, the concerts have been held on consecutive Sundays (2017 season was six dates from mid-July to mid-August; 2018 season was five dates, entirely in July). The proposed schedule (detailed below) closely resembles the successful 2016 summer season, and would allow for different events on intermediary weeks—effectively creating a Summer of Events for the community.

Proposed 2019 Summer Season

| | | |
|-------------|---------------|---------------------------------------|
| 6/16 | Sunday | Concert in the Park |
| 6/21 | Friday | Movie in the Park |
| 6/30 | Sunday | Concert in the Park |
| 7/4 | Thursday | Fourth of July / Festival of Balloons |
| 7/14 | Sunday | Concert in the Park |
| 7/19 | Friday | Movie in the Park |
| 7/28 | Sunday | Concert in the Park |
| 7/31 | Wednesday | Shakespeare in the Park |
| 8/1 | Thursday | Shakespeare in the Park |
| 8/6 | Tuesday | National Night Out |
| 8/11 | Sunday | Concert in the Park |

Alternate Time

Staff is also presenting an alternate start and end time for each concert. Currently, the concert begins at 5:00 P.M. and ends at 7:00 P.M. The concert begins as the day's temperatures are cooling and generally ends an hour before sunset. An alternative time would be to begin the concerts at 6:00 P.M., ending at 8:00 P.M. This alternate time would take further advantage of cooling temperatures and increased shade spaces due to the sun's closer proximity to the horizon. However, this would also mean that the concerts later in the summer may require additional lighting (and, therefore, cost) on stage for the performers and audio technicians.

Alternatives Considered

1. Retain the previous year's summer concert schedule of 5 consecutive Sundays.

Regular 2019 Summer Season

| | | |
|------------------------|---------------|---------------------------------------|
| 6/21 | Friday | Movie in the Park |
| 7/4 | Thursday | Fourth of July / Festival of Balloons |
| 7/7 & 7/14 | Sunday | Concert in the Park |
| 7/19 | Friday | Movie in the Park |
| 7/21 & 7/28 | Sunday | Concert in the Park |
| 7/31 | Wednesday | Shakespeare in the Park |
| 8/1 | Thursday | Shakespeare in the Park |
| 8/4 | Sunday | Concert in the Park |
| 8/6 | Tuesday | National Night Out |

Background

The summer concert subcommittee is chosen, annually, to provide direction to staff in summer band selection.

In prior meetings, staff was asked to research an alternate summer concert schedule that would effectively spread out the concert dates so they weren't consecutive weeks, and thus allowing the community (especially those traveling in the summer) the opportunity to attend more events. Staff was also asked to explore the option of changing the traditional concert time.

Fiscal Impact

The summer concerts series has an annual operating budget of \$18,000. Expenditures consist of band contracts (~\$1,500/band), stage rental (~\$2,500), professional sound (~\$2,700), music licensing (~\$1,600), printing & marketing (~\$2,500), and other miscellaneous expenditures (materials, ADA Sign Language services [~\$300/concert]). Concert lighting represents an estimated cost of \$250/concert (\$1,250).

Each year the concert series receives \$8,000 to \$14,000 in sponsorships monies to offset costs.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



Parks & Recreation Commission Agenda Report

ITEM NO. 6

DATE: February 11, 2019
FROM: Lucy Hakobian, Community Services Supervisor
SUBJECT: South Pasadena Children's Memorial & Healing Garden Request

Recommendation

It is recommended that the Commission review and approve the request for the South Pasadena Children's Memorial & Healing Garden.

Discussion/Analysis

The submitted request meets the requirement of the policy, as the deceased was under the age of 21 and a South Pasadena resident.

Alternatives Considered

None

Next Steps

1. Review and approve the request
2. Contact the family to proceed with the process

Background

The South Pasadena Children's Memorial & Healing Garden provides a space for South Pasadena residents who have lost a child, 21 years and under, to have their names engraved on an existing boulder at the garden. By having their names engraved at the garden, we honor and remember their lives, and ensure they will always remain a visible part of our community.

Fiscal Impact

The fiscal impact associated with the request will be absorbed for by the family.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



South Pasadena Children's Memorial and Healing Garden

The greatest sorrow in life comes from losing someone you love. We hope you have found, and continue to find, much compassion in those around you as you express and experience your grief and loss.

We also hope that the garden can be a resource to you to help ease the pain a little and that you and all its visitors will have some moments of serenity and joy amidst your sorrow. Young and old are welcome to visit the garden anytime, to celebrate and remember the ones they have lost, reflect on their own life, or simply surround themselves with beauty and love.

The names in the garden are of the children of South Pasadena residents who have left us too soon (21 years and under at the time of death). By having their names engraved in the garden, we honor and remember their lives, and ensure that they will always remain a visible part of our community.

This form is the first step to adding a child's name to the garden. The information collected will be used to present the request to the Parks and Recreation Commission, and will otherwise remain confidential. Regular Commission Meetings are held the 2nd Mondays of each month with the exception of holidays.

Please tell us about yourself:

Name: CINDY RUBIN Date of Submission: 2/4/2019
Address: 1670 AMBERWOOD DR., #D City: SOUTH PASADENA Zip: 91030
Email: RUBIN675@GMAIL.COM Phone: (626) 590-5570
Affiliation with the community (i.e., resident, work, clubs, etc.) RESIDENT

Please tell us about the person whose name you would like added to the garden. Lived in South Pasadena at some time of their life and 21 years and under at the time of death.

Name: DARBY JEAN RUBIN
Date of Birth: 8/21/2017 Date of Passing: 11/19/2018 Age: 15 MONTHS
Relationship to you: DAUGHTER
Affiliation with the community (i.e., school, work, clubs, etc.) RESIDENT

Additional Comments: MY PRECIOUS DAUGHTER HAD A RARE GENETIC TERMINAL CONDITION. AS RESIDENTS OF THE CITY, WE WOULD LIKE TO HONOR OUR

Family Contact: CINDY RUBIN Phone: (626) 590-5570

Thank you for taking the time to complete this form. Please mail to: Lucy Hakobian, Community Services Supervisor, 815 Mission Street, South Pasadena, CA 91030 or email Lhakobian@southpasadenaca.gov. Applications will be reviewed at the next Parks and Recreation Commission Meeting.

DAUGHTER'S
MEMORY AT A PARK THAT
WE LOVE SO MUCH.
THANK YOU FOR YOUR
CONSIDERATION. *



Parks and Recreation Commission Agenda Report

ITEM NO. 7

DATE: February 11, 2019
FROM: Sheila Pautsch, Community Services Director
PREPARED BY: Sheila Pautsch, Community Services Director
SUBJECT: Approval of the 2019 Parks and Recreation Work Plan

Recommendation

Staff recommends that the Parks and Recreation Commission approve the 2019 Parks and Recreation Commission Work Plan. The document is a guide for the Commission to follow as they prepare for 2019.

Commission Review and Recommendation

This matter will be reviewed by the Parks and Recreation Commission (Commission) at the February 11, 2019.

Discussion/Analysis

The 2019 Park and Recreation Work Plan will provide direction on tasks and duties through the year. Moreover, it will provide transparency in services provide by the Community Services Department (Department) to the community. Commission will adhere to the Work Plan, set forth by staff, to ensure a timely manner in deliverables.

Next Steps

The 2019 Parks and Recreation Work Plan needs to be reviewed and approved by the Commission.

Background

The Parks and Recreation Commission is comprised of five members that are residents of the City of South Pasadena appointed by the Mayor. There is one member of the Commission appointed by the School District. The Commission is an advisory board to the City Council in items related to Parks and Recreation within the Department.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact. Parks and Recreation Commissioners volunteer their time.

Attachment: 2019 Parks and Recreation Work Plan



City of South Pasadena
Parks and Recreation Commission

Commissioners

David Beadle, Kristine Kwong, Dollie Chapman, Karen Tamis

Chair Andrew Vogel

City Council Liaison

Michael A. Cacciotti, City Council Liaison

Staff Liaison

Sheila Pautsch, Community Services Director, Staff Liaison

2019 Parks and Recreation Work Plan

January - March

- Elect new chair and vice chair
- Elect two concert subcommittee member
- Selection of Adopt-a-park by commissioners
- Review and recommend possible changes to the Co-Sponsorship Policy and list of non-profit organizations
- Review Capital Improvement Projects / Budget Overview

April – June

- Review and recommend possible changes to the Community Services Department Policy and Procedures Manual
- Review and approve fall /winter Field Permits
- Review park conceptual plans for new pocket parks and hold community engagement meetings when necessary

August – September (Dark in July – no meeting)

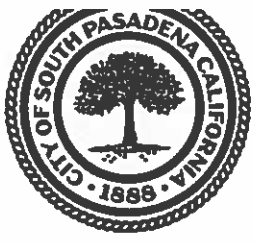
- End of Summer Concerts and Event Report
- Review of Department Revenue
- Review park conceptual plans for new pocket parks and hold community engagement meetings when necessary

November – December (Holiday in October –no meeting)

- Review and Approve of spring/summer Field Permits
- Review San Pascual Stables Annual Report
- Review and approve the Annual Commission Report to City Council

As needed but not limited to:

- Healing Garden Application Approval
- Scout Project Approvals
- Review and recommend stands on legislation pertaining to Parks and Recreation



Parks & Recreation Commission Agenda Report

ITEM NO. 8

DATE: February 11, 2019

FROM: Sheila Pautsch, Community Services Department

SUBJECT: Review and Approval the amendments of Chapter 2, Article IVC.
Parks and Recreation Commissions Municipal Code

Recommendation

It is recommended that the Commission review and approve Chapter 2, Article IVC. Parks and Recreation Commission Municipal Code.

Discussion/Analysis

Chapter 2, Article IVC. (Article) of the South Pasadena Municipal Code regarding the Park and Recreation Commission (Commission) is in need of a few revisions to make it relevant to the work that is being complete today by the Commission.

Alternatives Considered

1. The Commission may consider making no changes to the current Article.

Next Steps

2. If approved, through the use of this new Article, the Commission will work to ensure the tasks of the Work Plan are accomplished by the Commission and staff liaison.

Background

Chapter 2, Article IVC of the South Pasadena Municipal Code regarding the Commission was last updated per Ordinance No. 2187 in June of 2009. At that time, several articles and sections of Chapter 2 to achieve consistency and clarity between the City Commissions and those who serve on the Commissions and to streamline Commission operations. Over the last ten years, the code of the Park and Recreation Commission has not changed and is need of an update to reflect the present work of the Commission.

Fiscal Impact

There is no fiscal impact with the approval of the amendments to Chapter 2, Article IVC. Parks and Recreation Commission.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Draft of Chapter 2, Article IVC. Parks and Recreation Commission

Chapter 2 Article IVC. Parks and Recreation Commission

2.44 Creation.

There is created and established a parks and recreation commission of the city. (Ord. No. 2187, 2, 2009.)

2.45 School district representative.

The school district appoints one member of the commission, who shall serve a regular term. (Ord. No. 2187, 2, 2009.)

2.46 Powers and duties.

The powers and duties of the parks and recreation commission shall be to:

- (a) Act in advisory capacity to the city council and director of the community services department in all matters pertaining to parks and public recreation and to cooperate with other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming;
- (b) Formulate and propose policies on recreation services for approval by the city council;
- ~~(c) Assist the city manager in preparing the minimum qualifications for the position of the community services department; and assist in formulating a job description for the position.~~ **Provide a forum for community engagement of current and future city-wide youth, teen and adult recreation and community services as well as parks and recreation facility needs.**
- (d) Advise the director of the community services department on problems of administration, development of recreational area, facilities, programs and improved recreation services;
- (e) Recommend the adoption of standards on organizations, personnel, **recreational** areas and facilities, program and financial support.
- ~~(f) Take periodic inventories of recreation services that exist or may be needed~~ **Conduct surveys to assess the parks, recreation and community services need of the community** and interpret the needs of the public to the city council and to the director of the community services department;
- (g) Aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations;
- ~~(h) Assist the city manager to the extent requested in making periodic appraisals of the effectiveness of the director and staff in administering the program;~~ **Advocate for the continued growth, availability and quality of city parks, recreation and community services programs, services and facilities;**
- (i) Inform the public of the policies and functions of the parks and recreation program as directed by the city council;
- (j) Inform, advise and cooperate with the boards of education and school district ~~and boards of school trustee of the school districts~~ comprising a part of the city or being immediately adjacent to the city to the extent that such information, advice and cooperation shall be proper and desirable in preparing, revising or carrying out the park and recreation program of the city. (Ord. No. 2187, 2, 2009.)