

February 11th, 2019



**MINUTES OF THE REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 11th DAY OF FEBRUARY 2019, 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, Commissioners: K. Kwong, D. Chapman, K. Tamis, Staff liaison Director Pautsch
Other Officials and Staff present: Recreation Supervisor L. Hakobian, Services Coordinator Anthony Kim, and Management Assistant R. Martin
Excused: Commissioner D. Beadle
Arrived after roll call: City Council Liaison Michael Cacciotti

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

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

(Chapman, Kwong)

COMMENTS ON MATTERS NOT ON THE AGENDA

3. PUBLIC PARTICIPATION

None

PRESENTATIONS/ (ACTION AND/OR DISCUSSION)

4. NONE

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ACTION AND /OR DISCUSSION ITEMS

5. SUMMER CONCERT SERIES – SUBCOMMITTEE, ALTERNATE SCHEDULE, AND ALTERNATE TIME AND SELECTION OF CONCERT SUBCOMMITTEE

Presented by Services Coordinator A. Kim. Staff is looking to nominate 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.

Subcommittee

Staff is requesting Commissioners to nominate and fill two positions for the 2019 Summer Concert Subcommittee, which will ultimately finalize the 2019 summer concert schedule. Commissioners D. Chapman and K. Tamis volunteer.

MOTION: Commission approved the nominations for Commissioners D. Chapman and K. Tamis to serve on the 2019 Summer Concert Subcommittee. By voice vote, motion passed unanimously.

(Kwong, Vogel)

Alternate Scheduling

Staff is presenting an alternate schedule for the 2019 Summer Concert series that will extend the season by holding concerts on alternate Sundays instead of consecutive Sundays.

MOTION: Commission approved the proposed alternate Sunday schedule for the 2019 Summer Concerts in the Park series. By voice vote, motion passed unanimously.

(Chapman, Kwong)

Alternate Time

Staff is presenting an alternate start time for each concert by starting and ending one hour later.

MOTION: Commission approved the proposed alternate start (6pm) and end (8pm) time for each concert. By voice vote, motion passed unanimously.

(Kwong, Tamis)

6. SOUTH PASADENA CHILDREN'S MEMORIAL & HEALING GARDEN REQUEST

Presented by Recreation Supervisor L. Hakobian. Application submitted by the Rubin family in honor of their daughter Darby Jean Rubin, who passed away at 15 months in November of 2018.

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MOTION: Commission approved the Children's Memorial Healing Garden application submitted for Darby Jean Rubin. By voice vote, motion passed unanimously.

(Tamis, Chapman)

7. APPROVAL OF THE 2019 PARKS AND RECREATION WORK PLAN

Presented by Director S. Pautsch. She created a 2019 Work Plan for the Parks & Recreation Commission that will serve as a guide for tasks and duties for the year.

MOTION: Commission approved the recommended 2019 Parks and Recreation Work Plan as proposed. By voice vote, motion passed unanimously.

(Chapman, Tamis)

8. REVIEW AND APPROVAL THE AMENDMENTS OF CHAPTER 2, ARTICLE IVC. PARKS AND RECREATION COMMISSIONS MUNICIPAL CODE

Presented by Director Pautsch. Municipal Code was recently revised to make more relevant to the work that is currently being completed by the Commission. Staff is looking for approval of following changes made to the Parks and Recreation Commission Municipal Code:

2.46 Powers and duties

- (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;
- (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.
- (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;
- (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;**
- (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

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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.)

Commission had the following additional revisions to the Municipal Code:

~~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.)~~

(e) Recommend the adoption of standards and municipal codes provisions pertaining to Parks and Recreation, on organizations, ~~personnel~~, recreational areas and facilities, program and financial support.

(j) Inform, advise and cooperate with the boards of education and of the South Pasadena Unified ~~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.)

MOTION: Commission approved all changes made to Chapter 2 Article IVC. Parks and Recreation Commission Municipal Code as presented and discussed. By voice vote, motion passed unanimously.

(Kwong, Chapman)

9. APPOINT CHAIR AND VICE-CHAIR

Commissioner K. Tamis volunteered herself to serve as Vice-Chair.

MOTION: Commission appointed Commissioner K. Tamis to serve as Vice-Chair. By voice vote, motion passed unanimously.

(Vogel, Chapman)

MOTION: Commission would like to table appointing Commission Chair for the March 11th meeting. By voice vote, motion passed unanimously.

(Tamis, Kwong)

10. CITY COUNCIL LIAISON REPORTS

City Council Liaison M. Cacciotti informed Commission on his involvement with the Santa Monica Mountain Conservancy Committee and their funding contributions for providing additional park amenities for the city. In addition, asked Director S. Pautsch to share the facility

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financials with the Commission. He felt the Commission would benefit from having that information.

MOTION: Staff will amend approved 2019 Parks and Recreation Work Plan to add “Periodic review of City Leased / Management agreements and financials”. By voice vote, motion passed unanimously.

(Vogel, Tamis)

11. COMMISSIONER REPORT

Commissioner A. Vogel thanked staff for their efforts in completing renovations at the Arroyo Seco Parks. Commissioner K. Tamis also expressed her appreciation for the improvements at Orange Grove Park.

12. STAFF LIAISON REPORT

Director S. Pautsch updated Commission on the following items:

- Community Services City Budget
- Upcoming City Events
- Offered Commissioners tour of City facilities

ADJOURNMENT

By consensus, the Commission adjourned at 7:45 p.m. The next Commission meeting will be held on March 11th, 2019.

Respectfully Submitted;



Reyna Salazar-Martin
Community Services Management Assistant

Approved By:



Andrew Vogel
Chair