

A G E N D A
REGULAR MEETING
South Pasadena Parks and Recreation Commission
Amedee O. "Dick" Richards Jr., City Council Chambers, 1424 Mission Street
Monday, May 13th, 2019
6:30 p.m.

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

1. Roll CallR. Martin, Staff

2. Minutes for Approval: April 8th, 2019

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. Special Event Recommendation ListS. Pautsch

COMMUNICATIONS

6. City Council Liaison Report M. Cacciotti

7. Commissioner Reports..... Commissioners

8. Staff Liaison ReportS. Pautsch

ADJOURNMENT **Next meeting: June 10th, 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 May 9th, 2019 as required by Law.

Date: 5/8/19

Signature: 

April 8th, 2019

DRAFT



**MINUTES OF THE SPECIAL MEETING OF THE
PARKS AND RECREATION COMMISSION
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 8th DAY OF APRIL 2019, AT 7:30 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 7:30 p.m.

Staff R. Martin called the roll. Present were: Chair A. Vogel, Vice-Chair K. Tamis, Commissioners: D. Beadle, K. Kwong, D. Chapman, and Staff Liaison Director Pautsch
Other Officials and Staff present: Management Assistant R. Martin

Not present during roll call: Council Liaison Michael Cacciotti, arrived after roll call

2. APPROVAL OF THE MINUTES OF THE REGULAR MEETINGS OF MARCH 11TH, 2019

MOTION: Commission approved the minutes of the regular March 11th, 2019 Parks and Recreation Commission meeting. By voice vote, the motion passed unanimously.

(Beadle, Chapman)

COMMENTS ON MATTERS NOT ON THE AGENDA

3. PUBLIC PARTICIPATION

Resident Kelly Koldus, via email statement relayed by Recreation Supervisor L. Hakobian, regarding Special Event Budget. She feels the City should cut events such as Doggy Day and Snow day because she believes the benefits will allow the budget to allocate more adult base events such as Summer Concerts and Shakespeare in the Park. Commission took the public comment in consideration, and will discuss during Item 7: Receive and File the Special Event Budget Summary. No further discussion at that time.

PRESENTATIONS/ (ACTION AND/OR DISCUSSION)

4. NONE

DRAFT

April 8th, 2019

ACTION AND /OR DISCUSSION ITEMS

5. APPOINT COMMISSION CHAIR

MOTION: Commission nominates Commissioner D. Beadle as Chair for the Parks & Recreation Commission. Commissioner D. Beadle accepted the nomination. By voice vote, motion passed unanimously.

(Kwong, Tamis)

6. FIELD USE REQUEST-SUMMER FALL 2019

Presented by Director S. Pautsch on behalf of Recreation Supervisor L. Hakobian. She presented the specifics and the staff recommendations for each field use request submitted for Summer-Fall 2019. Staff recommended approving all four applications submitted.

MOTION: Commission approved staff recommendations for Summer Fall 2019 field use applications. By voice vote, motion passed unanimously.

(Tamis, Chapman)

7. RECEIVE AND FILE SPECIAL EVENTS BUDGET SUMMERY

Presented by Director S. Pautsch. At the March 11th, 2019 Commission meeting, the Commission requested to see the cost of individual events to determine if cuts need to be made and what events may be able to be cancelled or fees increased. Commission was presented a detailed report on what is budgeted, expenditures, and revenue for all Special Events hosted by the Community Services Department. It is recommended that Commission receive and file the Special Events Budget Summery. Additionally, Commission can recommend cancelling certain special events to City Council to assist with the budget gap. Commissioner Beadle suggests cancelling Snow Day if Council were to request a recommendation from Commission.

MOTION: Commission would like to direct staff to evaluate and recommend a prioritized list of current Special Events based on discussion. By voice vote, motion passed unanimously.

(Chapman, Beadle)

MOTION: Commission approved to receive and file the Special Events Budget Summery. By voice vote, motion passed unanimously.

(Beadle, Tamis)

DRAFT

April 8th, 2019

8. RECEIVE AND FILE THE FISCAL YEAR 2019-2020 COMMUNITY SERVICES GENERAL FUND BUDGET

Presented by Director S. Pautsch. It is recommended that the Commission receive and file the Fiscal Year 2019-2020 Community Services General Fund Budget.

MOTION: Commission approved to receive and file the Fiscal Year 2019-2020 Community Services General Fund Budget. By voice vote, motion passed unanimously.

(Beadle, Chapman)

9. CITY COUNCIL LIAISON REPORTS

City Council Liaison M. Cacciotti requests an estimated time staff is able to provide an Arroyo Seco Facility expense and revenue report. Director Pautsch will present Commission with the expense and revenue report at the June 2019 Parks & Recreation Commission meeting.

10. COMMISSIONER REPORT

None

11. STAFF LIAISON REPORT

Director S. Pautsch updated Commission on the following items:

- No Doggy Day this year
- Eggstravaganza April 20th
- Staff continues to work on budget, and upcoming budget planning events
- Renovations, including current research for park lighting options

ADJOURNMENT

By consensus, the Commission adjourned at 8:20 p.m. The next Commission meeting will be held on May 13th, 2019.

Respectfully Submitted:

Approved By:

Reyna Salazar-Martin
Community Services Management Assistant

Andrew Vogel
Chair



Parks & Recreation Commission Agenda Report

ITEM NO. 5

DATE: May 13, 2019

FROM: Sheila Pautsch, Community Services Director *SP*

SUBJECT: **Special Event Recommendation List**

Recommendation

It is recommended that the Commission review and agree upon a prioritized list of Special Events to be reduced or eliminated if need be for budget purposes.

Discussion/Analysis

At the April 8, 2019 Commission meeting, the Commission received and filed a Special Events Budget Summary that gave a detailed description of each events expenditures and revenues. The majority of Special Events put on by the Community Services Department are free such as Concert's in the Park, Movies in the Park, Shakespeare in the Park, National Night Out, Doggie Day and Spooktacular. The three events that are fee based are Breakfast with Santa, Snow Day and Eggstravaganza. Though these three events have a fee, the fee does not fully cover the cost of the events. These events are subsidized by the General Fund. Of the approximately \$63,058 in expenses, the revenues are about \$20,546 leaving the General Fund to cover \$42,512.

Commission asked staff to evaluate and recommend a prioritized list of current Special Events to be reduced or eliminated if need be for budget purposes.

Alternatives Considered

1. Staff recommends in the following order reduction or elimination of Special Events.
 - a. Doggie Day, National Night Out, Shakespeare in the Park (from 2 to 1), Movies in the Park (from 2 to 1), Concerts in the Parks (from 5 to 4), followed by Snow Day.

Next Steps

1. Commission will need to wait to see if City Council asks for any cuts within the programing element of Community Services as the budget process moves forward.

Background

Each year the Commission reviews the Community Services Budget and anticipated Revenues. This year with the budget gap, the Commission enquired about special events offered by Community Services. A list of events with revenue and expenditures were given as a received and file report of the special event summary at the April 8, 2019 meeting. They asked staff to prioritize the list of special events for either reduction or elimination if needed during the budget process.

Special Event Recommendation List

May 13, 2019

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Fiscal Impact

The current fiscal impact to the General fund for staff (\$15,239) and expenditures (\$47,819) for the Community Services Department Special Events is approximately \$63,058. The Special Events bring in about \$20,546 in revenue leaving a burden of about \$42,512 on the General Fund.

	Budget (NO STAFF)	Staff	Supplies	Total	Fund Balance	Revenue	Entry Fee	Profit/ Loss
Halloween	\$3,500	\$1,800	\$3,656	\$5,456	-\$1,956	0	0	-\$1,956
Breakfast w/ Santa	\$3,000	\$1,160	\$2,673	\$3,833	-\$833	\$2,550	\$17	-\$1,283
Snow Day	\$12,000	\$1,850	\$11,240	\$13,090	-\$1,090	\$4,565	\$10/ \$15	-\$8,525
Eggstravaganza	\$5,000	\$1,929	\$3,282	\$5,211	-\$211	\$3,510	\$6/ \$8	-\$1,701
Doggy Day	\$750	\$1,325	\$645	\$1,970	-\$1,220	\$415	0	-\$1,555
Movies in the Park (3)	\$6,000	\$1,200	\$5,463	\$6,663	-\$633	\$506	0	-\$6,157
Concerts on the Park (5)	\$18,000	\$3,820	\$16,360	\$20,180	-\$2180	\$9000	0	-\$11,180
Shakespeare in the Parks (2)	\$3,000	\$400	\$3,000	\$3,400	-\$400	0	0	-\$3,400
National Night Out	\$1,500	\$1,755	\$1,500	\$3,255	-\$1,755	0	0	-\$3,255
Total	\$52,750	\$15,239	\$47,819	\$63,058	-\$10,308	\$20,546		-\$42,512

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*.